Syllabus and Course Scheme
Academic year 2016-17

MASTER OF ARTS IN PUBLIC ADMINISTRATION

UNIVERSITY OF KOTA
MBS Marg, Swami Vivekanand Nagar,
Kota - 324 005, Rajasthan, India
Website: uok.ac.in

M.A PUBLIC ADMINISTRATION
SCHEME OF EXAM- 2017

Each Theory Paper **3 hrs. Duration** **100 Marks**
Dissertation/Thesis/Survey Report/Field work, if any. **100 Marks**

1. The number of papers and the maximum marks for each paper/practical shall be shown in the syllabus for the subject concerned. It will be necessary for a candidate to pass in the theory part as well as in practical part (wherever prescribed) of a subject/paper separately.
2. A candidate for a pass at each of the Previous and the Final Examination shall be required to obtain (i) atleast 36% marks in the aggregate of all the papers prescribed for the examination and (ii) atleast 36% marks in practical(s) wherever prescribed at the examination, provided that if a candidate fails to secure atleast 25% marks in each individual paper work, at the examination and also in the dissertation/report/field work. Wherever prescribed, he shall be deemed to have failed at the examination not with standing his having obtained the minimum percentage of marks required in the aggregate for that examination. No division will be awarded at the Previous Examination. Division shall be awarded at the end of the Final Examination on the combined marks obtained at the Previous and the Final Examination taken together, as noted below:

   First Division 60% of the aggregate marks taken together
   Second Division 48% of the Previous and Final Examination.

   All the rest will be declared to have passed the examinations.
3. If a candidate clears any Paper(s) Practical(s)/Dissertation prescribed at the Previous and/or Final Examination after a continuous period of three years, then for the purpose of working out his division the minimum pass marks only viz. 25% (36% in the case of practical) shall be taken into account in respect of such Paper(s)/Practical(s)/Dissertation are cleared after the expiry of the aforesaid period of three years provided that in case where a candidate requires more than 25% marks in order to reach the minimum aggregate as many mark out of those actually secured by him will be taken into account as would enable him to make up the deficiency in the requisite minimum aggregate.
4. The Thesis/Dissertation/Survey Report/Field Work shall be typed and written and submitted in triplicate so as to reach the office of the Registrar atleast 3 weeks before the commencement of the theory examinations. Only such candidates shall be permitted to offer Dissertation/Field Work/Survey Report/Thesis (if provided in the scheme of examination) in lieu of a paper as have secured atleast 55% marks in the aggregate of all the papers prescribed for the previous examination in the case of annual scheme irrespective of the number of papers in which a candidate actually appeared at the examination.
5. A candidate failing at M.A. Previous examination may be provisionally admitted to the M.A. Final Class, provided that he passes in atleast 50% papers as per Provisions of 0.235 (i)

6. A candidate may be allowed grace marks in only one theory papers upto the extent of 1% of the total marks prescribed for that examination.

N.B. (i) Non-collegiate candidates are not eligible to offer dissertation as per provisions of O. 170-A.

M.A. PUBLIC ADMINISTRATION - 2016

There shall be nine papers. Each paper will be of three hours duration and carry 100 marks. Out of nine papers, there shall be seven compulsory and two optional papers. The optional papers shall be divided into groups. The candidates may select any two papers from any one of the Groups in the Final class only. The candidates appearing in Previous class offer four papers and in the Final five papers as per following schedule.

M.A. PREVIOUS

Compulsory Papers:

Paper I Administrative Theories and Management.
Paper II Public Administration in India.
Paper III Comparative Public Administration
Paper IV Public Personnel Administration.

M.A. FINAL

Compulsory Papers:

Paper V Administrative Thinkers.
Paper VI State Administration in India with special reference to Rajasthan.

Optional Papers VII & VIII

Any two papers from any one of the following groups.

Group - A

(i) Economic System and Administration.
(ii) Social Administration.
(iii) Politics and Administration.

Group - B

(i) Urban Local Administration.
(ii) Rural Local Administration
(iii) International Organisation and Administration.

Group - C

(i) Administration of Public Undertakings.
(ii) Business Administration.
(iii) Development Administration.

Paper - IX

(i)Research Methodology and Statistics in Public Administration

Or

(ii)Dissertation(Only for Regular Candidates)

Or

(iii)Indian Constitution

M.A PREVIOUS EXAMINATION - 2017

COMP. PAPER I- ADMINISTRATIVE THEORIES & MANAGEMENT

Duration : 3 hours Max. Marks – 100

Note :

The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

Meaning, nature, evolution and significance of public administration as a social science and its relation with political science, economics, sociology, psychology and law. Present status and new trends in the discipline of Public Administration.

UNIT II

Scientific management (F.W. Taylor & H. Fayol), Human relations (Elton Mayo and others), Behavioural, Structural-functional and system approaches. New Public Management (N.P.M.).

UNIT III

Formal & Informal organisation, Hierarchy, Span of Control, Unity of Command, Co-ordination, Delegation, Supervision, Line and staff (with special reference to the contribuition of Gullick, Urwick and Mooney), Organisational Analysis (Chester Barnard).

UNIT IV

Motivation (Mc Gregor, Maslow and Herzberg), Leadership, Communication, Decision Making (H. Simon). Ideas of Warren Bennis.

UNIT V

Public policy: Meaning and Nature, Formulation, Execution and Evaluation, Policy Science; Role of Administration in policy process. Modern aids & Techniques of Adminstration and Management-Computerisation, PERT, CPM, Participative Management, E-Governance.

Core Readings:

1. Pfiffner and Presthus; Public Administration

2. Simon, Smithburg & Thompson; Public Administration.
3. Flex A.Nigro: Modern Public Administration.
4. Asthana: Ground Work of Management.
5. Thilett, Kempner & Mills of Management.
6. Terry: Principles of Management.
7. Newman and summer: Process of Management.
8. Macfarland: Management- Principles and Practies.
9. Raghber S.Basi: Action Administration.
10. Awasthi & Maheshwari: Lok Prashasan. (Hindi)
11. Mc Gregor: The Human Side of Enterprise.
12. Schodebek: Management System.
13. Dr. P.D. Sharma: Lok Prashasan (Hindi)
14. M.P. Sharma: Lok Prashasan: Sidhant Tatha Vyvahar (Hindi)
15. Awasthi & Awasthi - Prashasanik Sidhant. (Hindi)

Subsidiary Readings:

1. Chester Barnard: The Functions of the Executive.
2. M.P. Follet: Dynamic Administration.
3. March and Simon: Organisations.
4. Albrow: Bureaucracy.
5. Etzioni : A Comparative Analysis of Complex Organisation.
6. Gouldner : Pattern of Industrial Bureaucracy.
7. Gulick and Urwick: Papers on the Science of Administration.
8. William G. Scott: Organisation Theory: A Behavioural Analysis of mgmt.
9. William P. Sexton: Organisation Theories.
10. John A Seiler: A System Analysis in Organisation Behaviour.
11. Schien: Organisation Psychology.
12. Silverman: The theory of Organisation.
13. Grusky and Miller: The Sociology of Organisation.
14. Argyris: Personality and Organisation.
15. Haire : Modern Organisation Theory.
16. Littlefield and Rachel: Office and Administrative Management.
17. James D. Gallagher: Management Information systems and the Computer - American Management Association.
18. Greenwood : Management and Organisation - Behavioural Theories.
19. Johnson, Kast and Rosezwig : The Theory and Management of Systems.
20. Kast and Others : Organisation and Management an Organisational Behaviour.
21. Hodge, Billey and Johnson : Management an Organisational Behaviour.
22. Reddin : Management Effectiveness.
23. Basset : Management Styles in Transition.
24. Likert : New Patterns of Management.
25. Andrew M. Brown : Management Development and Management by Objectives.
26. J.W. Humble : Management by Objectives.
27. C.Gorald : Dynamics of Public Administration.

Journals:

1. Indian Journal of Public Administration (New Delhi)
2. Public Administration Review (U.S.A.)
3. Public Administration (London)
4. Philippine Journal of Public Administration (Manila)
5. Canadian Journal of Public Administration (Ottawa)
6. Administrative change (Jaipur)

COMP. PAPER II - PUBLIC ADMINISTRATION IN INDIA

Duration : 3 hours Max. Marks – 100

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

Evolution of Indian Administration: British Influence on Indian Administration. Constitutional System of India and Indian Administration.

Working of Political Executive: President, Prime Minister and Council of Ministers, Federalism and Indian Administration with special reference to Economic Planning and role of Finance Commission.

UNIT II

Study of Organisation and working of the Central Administration with Special reference to Cabinet Secretariat. Internal Organisation and functions of the Ministry of Home, Defence, Foreign Affairs and Finance.

UNIT III

Administration of Public Enterprises in India-A detailed study of the various patterns of management - Departmental Management, Public Corporation and Public Companies. Memorandum of understanding (MOU) and its impact.

UNIT IV

Indian Bureaucracy-Its nature and problems, recruitment training, classification, promotion, conditions of work, conduct rules and employer-employee relations. Problems of the Indian Administrative Service with special reference to the relationship between the generalist and the specialist.

Control over Indian Administration (a) Ministerial Control, (b) Parlimentary Control (c) Judicial Control (d) Review of Administrative Discreation and the Institution of Ombudsman.

UNIT V

Financial Administration-Formulation, Approval and execution of Budget, Parliamentary Control over Finance, Comptroller and Auditor General of India.

Economic Planning and Indian Administration-The Organisation of NITI Commission in India; Role of National Development Council, Administrative Improvement in view of the Challenges of Economic planning, Movements for Administrative Reforms with special reference to II ARC.

Core Readings:-

1. Ashok Chand : Indian Administration
2. Ashok Chanda : Federalism in India.
3. K. Santhanam : Union State Relations.
4. K.V. Rao: Parliamentary Democracy in India.
5. M.V. Pylee : Constitutional Government in India.
6. S.S. Khera : District Administration in India.
7. Ramesh K. Arora (ed.) Administrative Change in India.
8. I.I.P.A. - Organisation of the Government of India.
9. C.P. Bhambhari: Public Administration in India.
10. C.P Bhambhari : Bureaucracy and Politics in India.
11. A.R.C. Report on Citizens Grievances. Machinery of the Government of India. Personnel Administration and State Administration.
12. Jagannathan : Citizen Administration and Lokpal.
13. Ramesh K. Arora and others : Indian Administrative System.
14. parmatma Sharan : Public Administration in India.
15. M.A. Muttalib: Democracy, Bureaucracy and Technology.
16. P.D. Sharma, B.M.Sharma and Neelam Grover: Bharat Mein Lok Prashasan (Hindi)
17. S.S. Dubey: Bharat Mein Lok Prashasan (Hindi)
18. R.B. Jain : Contemporary Issues in Indian Administration.
19. S.R. Bhattacharya : Indian Administration.
20. S.R. Maheshwari : Indian Administration.
21. A. Avasthi and Ramesh K. Arora (eds): Bureaucracy and Development: Indian Perspectives.
22. R.K. Arora & Rajni Goyal : Indian Public Administration.
23. ` सुरेन्द्र कटारिया : Hkkjrh; yksd iz'kklu

Subsidiary Readings:

1. D.D. Basu : Commentaries on the Constitution of India.
2. S.P. Ayer : Union State relationship.
3. Palmer : Indian Political System.
4. Sharma : Government of Indian Republic.
5. D.K. Sen : Comparative Study of Indian Constitution.
6. M.R. Paj and R. Reddy : Secretariat and Heads of Departments.
7. S.R. Maheshwari : The Administrative reforms commission.
8. D.P.Singh : Problems of Public Administration in India.
9. Reports of I and II A.R.C.
10. Reports of the Parliamentary committee (New Delhi)
11. S.R. Maheshwari: State Government of India.

Journals:

1. Indian Journal of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Journal of the Constitutional and Parliamentary Studies (New Delhi)
4. Lok Prashasan (Bhopal, M.P.) (Hindi)
5. Lok Tantra Samixa, New Delhi (Hindi)
6. Administrator (Mussoori)
7. Indian Journal of Education, Politics & Administration (IJEPA), Jaipur

COMP. PAPER III - COMPARATIVE PUBLIC ADMINISTRATION

Duration : 3 hours Max. Marks – 100

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

Comparative Public Administration: Concept, Nature, Evolution, Scope and Significance.

UNIT II

Approaches to the study of Comparative Public Administration: Institutional, Behavioural, System, Structural-Functional and Ecological. Problems of Comparative Research.

UNIT III

Weber's Typology of Authority and Administrative systems with particular reference to the Ideal Type Bureaucratic Model. Rigg's Typology of Societies with particular reference to Prismatic Society and the Sala Model.

UNIT IV

Concept of Development Administration and Administrative Development.
Salient features of the Administrative System of U.K., U.S.A., France.

UNIT V

Treasury (U.K.); State Department (U.S.A.) Ombudsman (Sweden), Independent Regulatory Commission (U.S.A.) Salient features of State Administration in U.S.A.

Core Readings:

1. Ramesh K. Arora : Comparative Public Administration (also in Hindi)

2. William Siffin (ed) : Towards the Comparative Study of Public Administration (1957)
3. Ferrel Heady and Sybil Stocks (ed) : Papers in Comparative Public Administration (1962), Articles by Heady, Riggs and Diamant.
4. Ferrel heady: Public Administration: A Comparative Perspective.
5. Fred W. Riggs: Administration in Developing Countires.
6. H.H. Garth and C. Wright Mills, Max Weber: Essays in Sociology (Portions on Bureaucracy).
7. Edward Weidner (ed.) : Development Administration in Asia.
8. Fred W. Riggs (ed.) : Frontiers of Development Administration.
9. Herman Finer: Government of Greater European Powers.
10. Ridley and Blondel: Public Administration in Britain.
11. Mackenzie and Orove : Central Administration in Britain.
12. U.S. government: Organisation Manual (Latest edition)
13. McHenry and Ferguson: The American System of Government.
14. Walter Celhorn: Ombudsman and Others.
15. T.N. Chaturvedi: Tulnatmak Lok Prashasan, Research Publications, New Delhi (Hindi)
16. E.N. Gladden : Central Administration in Britain.
17. lqjsUnz dVkfj;k % rqyukRed yksd iz'kklu

Subsidiary Readings:

1. Max Weber : Theory of Social and Economic Organisation, edited by Parsons and Henderson.
2. Reinhard Bendix: Max Weber : An Intellectual Portrait.
3. Irving Swerdlow (ed): Development Administration.
4. Brian Chapman : The Profession of Government.
5. Guy Hathron, et. Al: Government and Politics in the United States.
6. Donald C. Rowat : The Ombudsman.

COMP. PAPER IV - PUBLIC PERSONNEL ADMINISTRATION

Duration : 3 hours Max. Marks – 100

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words.
Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted.Total marks : 40

UNIT I

Bureaucracy: Its Nature and Concept; Recent trends: Types of Bureaucracy with special reference to Morstein Marx. Development and significance of Public Services. Changing role of Bureaucracy after Liberalization and Globalization. Nature of Personnel Administration.

UNIT II

Public Services in India: The Under Mentioned topics to be studied:

Recruitment, Classification, Salary, Promotion, Training of Public Services. Conduct Rules and Disciplinary Action, Removal and Appeal, Retirement Benefits.

Employees Organisation and representation. Staff Council, Services Disputes. Right to Strike and Political Rights of Civil Servants.

UNIT III

Public Services in U.S.A.

The under mentioned topics to be studied.

Recruitment, Classification, Salary, Promotion, Training of Public Services, Conduct Rules and Disciplinary Action, Removal and Appeal, Retirement Benefits. Employees Organisation and Representation, Staff Council, Service Disputes, Right to Strike and Political Right of a civil Servants.

UNIT IV

Public Services in U.K..

The under mentioned topics to be studied: Recruitment, Classification, Salary, Promotion, Training of Public Services, Conduct Rules and Disciplinary Action, Removal and Appeal, Retirement Benefits.

Employees Organisation and Representation, Staff Council, Service Disputes,Whitelysim in England, Right to Strike and Political Rights of Civil Servants.

UNIT V

Public Services in France.

The under mentioned topics to be studied:

Recruitment, Classification, Salary, Promotion, Training of Public Services, Conduct Rules and Disciplinary Action, Removal and Appeal, Retirement Benefits.

Employees Organisation and Representation, Staff Council, Service Disputes, Right to Strike and Political Rights of Civil Servants.

Core Readings:

1. Finer : Theory and Practice of Modern Government (chapters on Civil Services)
2. E.N. Gladden : Public Personnel Administration.
3. O.Glenn Stahl : Public Personnel Administration.
4. M.C. Roy: Civil Service in India.
5. Mackenzie and Grove : Central Administration in Britain (Chapters on Personnel Administration).
6. Dr. C.M. Jain: Savivargiya Prashasan, Research Publication, New Delhi.

Subsidiary Readings:

1. Felix Nigro: Public Personnel Administration.
2. W.A. Robson : Civil Service in Britain and France.
3. A.K. Chanda: Indian Administration.
4. 'O' Malley : Indian Administration.
5. Blunt : I.C.S.
6. Van Riper : History of U.S. Civil Service
7. H.M.S.O. Masterman Committee Report on Political Activities of Civil Servants.
8. Dwarka Das : Role of Higher Civil Service in India.
9. Govt. of India: Central Pay Commission Reports (I, II, III, IV, V).
10. H.K. Paranjape: Indian Management Pool.
11. H.K. Paranjape : Flight of the Technical Personnel.
12. Surinder Kataria, Karmik Prashasan

M.A. FINAL - 2016

COMP. PAPER - V- ADMINISTRATIVE THINKERS

Duration : 3hrs **100 Marks**

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

Unit – I

Administrative Ideas of Kautilya, Henri Fayol and F.W. Taylor with particular reference to :

1. Kautilya :
   - (i) The Machinery of Government
   - (ii) Principle of Authority and Obedience
   - (iii) Law and order Administration
2. Henri Fayol
   - (i) Managerial Activities
   - (ii) Principles of Organisation
3. F.W. Taylor
   - (i) The Analysis and Planning of Work Process
   - (ii) The Scientific Management Movement
   - (iii) Impact of Taylorism on Organisation Theory

Unit – II

Administrative Ideas of Elton Mayo, Chester Bernard and Herbert Simon with special reference to :

1. Elton Mayo :
   - (i) Hawthorne Experiments
   - (ii) Human Relation Approach
2. Chester Barnard :
   - (i) Organisation a Consciously Coordinated Cooperative System.
   - (ii) The Contribution Satisfaction Equilibrium
   - (iii) Formal and Informal Organisation
   - (iv) Authority and Responsibility
3. Herbert Simon :
   - (i) Decision making as heart of Administration
   - (ii) Stages in Decision Making Process
   - (iii) Rationality in Decision Making
   - (iv) Satisficing vs Optimizing Man

Unit – III

Administrative Ideas of Mc Gregor, Frederic Herzberg and Maslow with special reference to :

1. Mc Gregor :
   - (i) Theory 'X' and Theory 'Y'
   - (ii) Scanlon Plan
   - (iii) Conflict Management
2. Frederick Herzberg :
   - (i) TwoFactor Theory
   - (ii) Job Enrichment
   - (iii) The Work Effectiveness Model
3. Abraham Maslow :
   - (i) Need – Hierarchy Theory

Unit – IV

Administrative Ideas of F.W. Riggs, Max Weber and Chris Argyris with special reference to :

1. F.W. Riggs :
    (i) Ecological Approach
    (ii) Sala Model in Prismatic Society
    (iii) Concept of Development
2. Max Weber :
    (i) Ideal type Model of Bureaucracy
    (ii) Authority and Legitimacy
3. Chris Argyris
    (i) Organisational Theory : Fusion Model
    (ii) Immaturity - Maturity Theory
    (iii) Sensitivity Training or T - group
    (iv) Organisational Change

Unit – V

Administrative Ideas of Rensis Likert, Peter Drucker and Yehezkel Dror with special reference to :

1. Rensis Likert :
    (i) Supervisory Style
    (ii) Management Systems 1-4
    (iii) Organisational Improvement
2. Peter Drucker :
    (i) Management by objectives
    (ii) Post-capitalist society
3. Yehezkel Dror
    (i) Policy Science

Core Books :

1. F.W. Taylor : Scientific Management
2. Chester Bernard: The function of the executive
3. Tilest, Kempner and Mills: Management Thinkers
4. Herbert Simon: Administrative Behaviour
5. Simon: The new science of Management Decision
6. March and Simon: Organisation
7. Riggs: Administration in Developing Countries
8. Riggs(Ed.): Frontiers of Developing Countries
9. Weiduer (Ed.) : Development Administration in Asia (In items number sand 9 only the articles of Riggs have to be studied)
10. Chandra Hirawat : Prashasanik Vicharak (Hindi)
11. S.S. Ali : Eminent Administrative Thinkers
12. S.R. Maheshwari : Administrative Thinkers

13. Henry Fayol : General & Industrial Management
14. Gullick & Urulick : Papers on the Science of Administration
15. Narendra Thori : Prashasnik Vicharak (In Hindi).

Subsidiary Readings :

1. Nicolos P. Mauzelis : Organisation and Bureaucracy
2. Fermont E. East and James E. Rosenzwlew : Organisation and Management
3. James March and Herbert Simon : Organisation
4. Katz and Kahu : The Social Psychology of Organisation
5. William G. Scott : Organisation Theory – A Behavioural Analysis
6. Billy Hodge and Herbert Johnson : Management of Organisation Behaviour
7. Riggs : The Ecology of Public Administration
8. Riggs : Thailand : Modernization of Bureaucratic Policy

Comp. Paper - VI
STATE ADMINISTRATION IN INDIA WITH SPECIAL REFERENCE TO RAJASTHAN

Duration: 3hrs. **100 Marks**

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

Constitutional Structure of State Government: Position of States in Indian Constitution, Governor, Chief Minister and Council of Ministers.

Centre-State relations, States Autonomy, Sarkaria Commission, Punchhi Commission, Recent Developments in Centre-State Relations.

UNIT II

The following topics will be studied with particular reference to Rajasthan: Political, Economic and Socio-Cultural Ecology of State Administration; Organisation of State Secretariat and its working, Role of Chief Secretary, Patterns of Departmental Structure, Organisation and Role of the Department of Home, Finance, Personnel and Administrative Reforms.

UNIT III

The Directorates and their position in State Administration, Secretariat-Directorate Relationship, Organisation and Role of the Directorate of College Education, Tourism. E-Governance, Citizen Charter, Right to information

UNIT IV

State enterprises : forms, Governing Board, specific studies of Rajasthan State Road Transport Corporation; Rajasthan Industrial Development Corporation, Rajasthan Housing Board, Rajasthan Dairy Federation, Board of Revenue, Planning administration at state level in Rajasthan,

UNIT V

Personnel Administration: Recruitment in Civil Services and role of RPSC, Training and Promotion, disciplinary action, Rajasthan civil services Appellate Tribunal.

Police Administration: Organisation and Working of Police at the State and District Levels.

Removal of Public Grievances-Lokayukta. Administrative Reforms, Administrative Innovations and initiatives in State Administration.

Suggested readings:

1. Ziauddin khan,V.M. Sinha and K.D. Trivedi: state Administrative in Rajasthan.
2. Mohan Mukerji, ed. Administrative Innovation in Rajasthan.
3. Mohan Mukerji, Non Story of A Chief Secretary during Emergency.
4. V.D. Sharma: Through Town System.
5. C.M. Singh, Ashok Sharma & Suresh Goyal: Rajasthan Mein Rajya Prashasan (Hindi)
6. Meena Sogani: The Chief Secretary in India.
7. R.M. Khandelwal: State Level Plan Administration in India.
8. Ziauddin Khan & others: Public Enterprises in India : A Study of the State Level Undertaking.
9. Satish K. Barta: Legislative Control Over Public Enterprises.
10. R.K. Arora & Meena Sogani-State Adm. In Raj.
11. jes'k vjksM+k ,oa xhrk prqosZnh % jkT; iz'kklu
12. lqjsUnz dVkfj;k % jkT; iz'kklu

PAPER VII & VIII

ANY TWO PAPERS FROM ANY ONE OF THE FOLLOWING GROUPS

GR. A PAPER VII & VIII

(I) - ECONOMIC SYSTEM AND ADMINISTRATION.

Duration : 3hrs **100 Marks**

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

Introductory: Definition and Nature of an Economic System: Relationship between economic system and Administration, Forces Making for various Economic Systems.

UNIT II

Role differentials of Government under various Economic Systems, Role of Fiscal, Monetary and Price Policies under various Economic Systems. Indian Economic Systems: Rational of Mixed Economy-Capitalist and socialist Institutions under a Mixed Economy:

UNIT III

Nature of Planning in India and its problems, Mixed Economy vis-a-vis democratic socialism; Nationalization of Means of Production, Justification for Mixed Economy. Economic System in U.S.A.

UNIT IV

Economic System in U.K, Forms of Socialism, Administration and Problems of Nationalised Industries in U.K., A Critique of British Socialism.

UNIT V

Basic tenents of Communism: Regulation and Organisation of Agriculture, Industry and Planning, Reasons of failure of Soviet Communism.

Core Readings:

1. Locks : Comparative Economic Systems.
2. Blodgett: Comparative Economic Systems.
3. Halm: Economic Systems-A Comparative Analysis.
4. Landur : Contemporary Economic System.

Subsidiary Readings:

1. Pigou : Capitalism vs. Socialism.
2. Schumpeter: Capitalism, Socialism.
3. Hazek: Collective Economic Planning.
4. Jan S. Prybla : Comparative Economic Systems.
5. A.R.C. Reports (Relevant)
6. Gregory Greessam : Economic Systems.
7. Vaclav Holesovsky :Economic Systems - Analysis and Comparison.

GR. A- PAPER VII & VIII
(II) SOCIAL ADMINISTRATION

Duration: 3hrs. 100 Marks

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

Concepts : Meaning, Nature, Scope and principles of Social Administration. Methods of Social Administration. Social Case Work, Group work and community Organisation.

UNIT II

Social policy in India : Need for a Social Policy Resolution. Social Legislation in India and its inadequacies, Social Planning in India : Social Development.

UNIT III

Organisation : Social Administration at the Central Level. The Department of Social Welfare. The scattered nature of Social affairs at Central level and a case for the creation of an integrated ministry of social affairs. Central Social Welfare Board: Its composition, functions and status.

UNIT IV

Social Administration at the State Level. The State Department/Directorate of Social Welfare-the controversy. State Social Welfare Board, SC/ST Development and Finance Co-operative Corporation Ltd., Social Administration at the Local level i.e. District and Panchayat levels.

UNIT V

Role of voluntary Organisation in India and their relationship with State. Personnel system for Social Administration. Need for the creation of a special cadre of Social Administrative Personnel's at the central, State and Local level and determination of their conditions of service.

Problems of Social Administration in India:

(a) Co-ordination
(b) Human Relations
(c) Grants-in-aid
(d) Common Civil Code

(e) Gender Justice

Core Readings:

1. David C. Marsh : An Introduction to Social Administration.
2. Friendlander : Introduction to Social Welfare
3. G.B. Sharma : Social Administration in India
4. D.K. Mishra : Samajik Prashaan (Hindi)
5. A.R.C. Report on personnel administration

Reference Books :

1. Indian Encylopedia of Social Work (Publication Division New Delhi 1968)
2. American Social Work year book.
3. India, Committee on plan projects, Planning commission report of the study team on Social Welfare and Welfare of Backward Classes (1968)
4. C.R. White : Public Welfare Administration
5. T.H. Marshall : Social Policy

Journals:

1. Indian Journal of Social work
2. Indian Journal of Public Administration
3. Political Science Review.

GR. A- PAPER VII & VIII
(III) POLITICS AND ADMINISTRATION

Duration: 3hrs. **100 Marks**

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

Approaches to the study of Political System. Importance of comparative Analysis, Political System : Concept and Functions.

UNIT II

Gabriel Almonds Model, Political Parties, Pressure Groups and Political Parties, Pressure Groups and Political System. Concept of Political Development

UNIT III

The concept of Administrative System, Models of an Administrative system with special reference to the contribution of F.W. Riggs.

UNIT IV

The concepts of Administrative development. The concept of Development Administration. The concept of Administrative State & Administrative Change.

UNIT V

Bureaucracy : Max Weber's and Merton's Models, Marxist interpretation of Bureaucracy and Political Development.

Core Readings:

1. Almond and Coleman: Politics of Developing Area.
2. H.V. Wiseman: Political System : Some Sociological Approaches.
3. Almond and Powell : Comparative Politics - A Development Approach.
4. Eckstein and Apter : Comparative Politics.
5. M.J.M.Machenzie : Politics and Social Science.
6. J.C. Charlesworth: Contemporary Political Analysis.
7. Albrow: Bureaucracy.
8. F.W.Riggs : Administration in Developing Countries.
9. Ferrel Heady and Sybil Stokes : Papers on Comparative Public Admn.
10. Pfiffiner and Presthus : Public Administration.
11. Keith M. Henderson: Emerging Synthesis in American Public Admn.
12. P.D. Sharma : Rajniti avam Prashasam (Hindi)
13. S.P. Verma : Modern Political Theory (English and Hindi)
14. Lucian W.Pye : Aspects of Political Development.
15. Ramesh K. Arora: Comparative Public Administration.

Subsidiary Readings:

1. Caiden : Administrative Reforms.
2. Merton et. Al.: Reader in Bureaucracy.
3. Braibanti : Political and Administrative Development.
4. Siffin : Towards the Comparative Study of Administration.
5. Blau : The Dynamics of Bureaucracy.
6. Swerdlow:Development Administration -Concepts and Problems.
7. Montgomery and Siffian : Approaches to Political Development and Change.
8. La palombara : Bureaucracy and Political Development.
9. Crozier : The Bureaucratic Phenomenon.
10. Gouldner : Patterns of Industrial Bureaucracy.
11. Mouzelis : Organisation and Bureaucracy.
12. Finkle and Gable: Political Development and Social Change.
13. David Easton: A System Analysis of Political Life.
14. David Easton : Political System : An Inquiry into the State of Political Science.
15. Hary M. Johnson : Sociology - A Systematic Introduction.
16. Davis and Lewis : Models of Political System.
17. Holt and Turner : Comparative Research Methods.

Journals:

1. Indian Journal of Public Administration (New Delhi)
2. Political Science Review (Jaipur)
3. Administrative Change (Jaipur)
4. Journal of the Parliamentary and Constitutional Studies (New Delhi)
5. Public Administration Review (U.S.A.)
6. Indian Journal of Education Politics and Administration (IJEPA)

GR. B.PAPER VII & VIII
(I) URBAN LOCAL ADMINISTRATION

Duration: 3hrs **100 Marks**

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

Urbanization and its Political, Social and Economic Consequences. Meaning, Scope and Significance of Urban Administration. Evolution and Importance of Urban Local Self Government in India. Constitutional status of Local Self Government : Salient features of 74th Constitutional Amendment Act.

UNIT II

Organisation and functions of Municipal Corporation, Municipal Council, Municipalities and other types of Urban Local Self Bodies with special reference to the 74th constitutional Amendment Act.

Municipal corporation of Kolkata, Mumbai, Delhi and Jaipur.

UNIT III

Personnel Administration of Urban local self government : Recruitment and training.

Financial Administration : Resources and its strengthening, Role of State Finance Commission.

UNIT IV

The role of Directorate of Local Bodies and Department of Local Self Goverment. Problems of Local Government. Municipal Corporation and their problems of Autonomy and Accountability. Mechanism of control over Local Self bodies at State level.

UNIT V

A brief outline of the structure of Urban Local Government in the United Kingdom, United States of America and France. City Government of London, Paris and Newyork.

Core Books:

1. R.L. Khanna : Municipal Government and Adminsitration.
2. R.Argat: Municipal Government in India.
3. Blair : Local-self government in America.
4. Chapman : An Introduction to French Local Government.

Subsidiary Readings:

1. Avasthi : Muncipal Government and Administration in India, Agra : Laxminarain & Co.
2. Mohit Bhattacharya : Essay in Urban Government. Calcutta: World Press.
3. Mohit Bhattacharya : Management of Urban Government in India.
4. S.R. Nigam : Local-Self Government, Delhi : S.Chand & Co.
5. S.K. Bhogle : Local Government in India.
6. R. Argal : Municipal Government in India.
7. Rodney Jones : Urban Politics in India, Delhi : Vikash Publishers.
8. D.B.Rosenthal : The Limited Elite.
9. Seeley : Local Government Explained.
10. Mand & Wood : Local Government System.
11. G. Richard : New Local Government System.
12. George S.Blair : Local-Self Government in America.
13. B. Chapman : An Introduction of French Local Government.

GR. B - PAPER VII & VIII
(II) RURAL LOCAL ADMINISTRATION

Duration : 3hrs **100 Marks**

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

The concept of community Development, History, Objectives, Human Factor in community Development, Cultural factor in community development, Community Development and Five year plans.

The history of rural local government. The concept of panchayati raj. Constituitional status to Rural Local Government : Salient features of 73rd constitutional amendement act.

UNIT II

Organisation and functons of Panchayati Raj Institutions : Zila Parishad, Panchayat Samiti, Gram Panchayat, Gram Sabha and Ward Sabha in the context of 73rd Constituitional Amendment Act.

UNIT III

Panchayati Raj as an Agencies of Planning and Development. The position, powers and functions of Collector, C.E.O, B.D.O and V.L.W. The position powers and functions of Zila Pramukh, Pradhan and Sarpanch. The relationship of Panchayati Raj with Government Agencies, People participation and co-operation in Rural Development.

UNIT IV

Personnel Administration in Rural Local Self Government ; Classification, Recruitment and Training, Education and training of Non-Officials (Elected Representatives) of Panchayati Raj. Financial Administration of Rural Local Bodies in India.

UNIT V

Some Emerging Trends and Political parties and Panchayati raj. Official, Non-Official relationship. State control over panchayati raj institutions. Challanges and future of Rural Local Government in India.
Essential features of Rural Local Government in U.K., U.S.A. and France.

Core Books:

1. G. Ram Reddy : Panchayati Raj in India.
2. M.V.Mathur, Iqbal, Narain and V.M. Sinha : Panchayati Raj in Rajasthan.
3. B. Mukerji: Community Development in India.
4. S.R. Maheshwari : Local Governemtn in India.
5. R.V.Jathar : Evolution of Panchayati Raj.
6. Iqbal, Narain and P.C. Mathur: Panchayati Raj : Old Controls and New Challenges.
7. S.C. Jain : C.D. and Panchayati Raj.
8. M.A. Mutallib and Modhg, Akbar Ali Khan : Theory of Local Government.
9. Ravindra Sharma : Rural Local Administration.
10. Dr. C.M. Singh : Dynamics of Rural Development Administration.

Subsidiary Readings :

1. Herald F. Alderfer : Local Government in Developing Countries.
2. D.C. Potter : Government in Rural India.
3. Redifield: The Little Community.
4. S.C. Dube : India's changing Village.
5. maddick : Development, Decentralisation and Democracy.

6. Pai Panandikar:Personnel System in Development Administration.
7. S.C. Dube : The Village Level Workers : Their Work and Results Demonstration.
8. Kuldeep Mathur: Bureaucratic Response to Development.
9. M.S. Sapkal : the Viilage Level Worker.
10. Dr. V.K. Singh : Panchayati Raj Vyavstha, RBSA Publishers Jaipur

GR. B-PAPER VII - VIII
(III) INTERNATIONAL ORGANISTATION & ADMINISTRATION

Duration : 3hrs **100 Marks**

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT- I

Evolution of Internationalism in Thought and Practice : Development of International Institutions.

Characteristics of Present Community of Nations, Universal State, State as a Unit: Nation State, Cooperative and Co-ordination, Co-existence, New Dimensions of Peace; Pacific Methods for the Settlement of International Disputes-Negotiation, Inquiry, Mediation, Arbitration, Judicial Settlement and others.

UNIT -II

A brief History of the League of Nations, Origin Development, Structure, Functions of its various organs-appraisal, causes of decline and its contributions-Process of its liquidation.

UNIT -III

The formation of the United Nations : Charter Background Study, Drafting, Purposes and Principles of Membership, Implementation Withdrawal and Expulsion Process.

Various organs of the United Nations - composition, Powers, Functions and Voting Procedure of General Assembly, Security Council, Economic and Social Council, Trusteeship Council, International Court of Justice.

UNIT -IV

A Comparative Study with similar organs of the League of Nations their working and critical assessments.

U.N. Secretariat - Structure, Organisation, Role of Secretary General.

Personnel Administration - Problems of International Civil Service, Budgetary System.

UNIT V

U.N. Development programmes and their working administration and Co-ordination Committee. A critical appraisal of the U.N. Revision of the Charter.

Specialised Agencies ; Their Creation, nature working relationship with social and Economic council in particular and U.N. in general.

The composition, Function and working of:

1. International Labour Organisation (ILO)
2. World Health Organisation (WHO)
3. World Bank.

Core Readings :

1. Clyde, Eagleton: International Government.
2. Vandenhosch & Hogan : Towards Wold Order. (Mc Graw Hindi)
3. Laurd (Ed.) : The Evolution of the International Organisation. (Thomas and Hudson, London)
4. Ohodsich : The United Nations.
5. Goodrich : The Nature and Function of International Organisation.
6. Chase : The United Nations in Action.

Subsidiary Readings:

1. The Worldmarks Encyclopaedia of United Nations.
2. The United Nations Year Books since 1947.
3. Leonard : International Organisation.
4. L.M. Goodrich and Harmbro : The Charter of the U.N. Commentary and Documents.
5. M.P. Roy : Antrrashtriya Sangathan. (Hindi)

GR. C-PAPER VII & VIII

(I) ADMINISTRATION OF PUBLIC UNDERTAKINGS.

Duration : 3hrs **100 Marks**

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

Economic models of Government.
Market failure: The rationale of governmental intervention, Nationalization policy and State versus market debate.
Public Enterprises in India : Philosophy, objectives, performance and their contribution to the economy.

UNIT II

Major Forms of Organisation of Public Enterprises: Departmental, Statutory Corporation, Government Company, Sector Corporation, Holding Company and other Organisational forms;
Governing Boards of Public Enterprises: Types, functions, size and their composition; Professionalization of Governing Boards.

UNIT III

Measurement of Efficiency, Pricing Policies and Practices;
Accountability and Autonomy; Techniques of Legislative, Ministerial and Financial control; Government machinery for supervision; Adhoc committees on public enterprises; production, Planning and Quality control;
Consumer Interest and Public Relation;

UNIT IV

Economic Reforms and Public Sector : The Performance Contract
System/ Memorandum of Understanding (MOU), Rationale, procedure and assessment.
Disinvestment: Objectives, methods and assessment . Institutional mechanism for disinvestment, Policy towards sick units, Autonomy packages.

UNIT V

Privatization : Meaning, objectives, methods of privatization, Procedure, assessment public private partnership.
Post Privatization and Regulation policy. Role of Regulatory Commissions to control various sectors.

Core Readings:

1. W.A. Robson : Administration of Nationalised Industries (Allen And Unwin)
2. A.H. Hanson : Public Enterprises and Economic Development (Allen and Unwin).
3. R.K. Sapru : Principals and Practice of Public Enterprise Management (S. Chand & Com. Ltd.) New Delhi.
4. Laxmi Narain : Public Enterprise Management and Privatization (S. Chand & Com. Ltd.) New Delhi.
5. Nabogopal Das : The Public Sector in India (Asia, Bombay).
6. S.S.Khera : Government in business (Asia, Bombay).

Subsidiary Readings :

1. V.V. Ramanadham (Ed.): The working of the Public Sector (Allied,

Mumbai)
2. Reports of Committee on Public Undertakings (India)
3. Annuel Reports of the various Public Enterprises in India and Abroad
4. Annual Reports of the Ministries of Finance, Company Affairs, commerce & Heavy Industries (G.O.I)
5. Report of the Commission on Disinvestment (Govt. of India

GR. C- VII & VIII
(II) BUSINESS ADMINISTRATION

Duration : 3hrs **100 Marks**

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

Administrative Process in Business.

Introductory : Importance of Scientific Management in developed and developing economies, basic concepts in business industry, trade, commerce, management and administration.

Administrative tasks in Business enterprise - Planning, Organising, Implementing, Coordinating and Controlling Goals and Policy Formulation.

UNIT II

Mechanics of Organisation a New Business Enterprises, Form of Organisation, Nature of Business, Plant Location and Layout, Capital Budgeting and Financing.

Process of Decision Making in business, Identification of problem, Search for alternative solution, Comparative Analysis of Alternatives and the final Choice.

UNIT III

Finance : Short-term and long-term, Financial needs of an Enterprise, Sources of Funds Elements of financial Management Budgeting and Cost Control.

Production : Elements of Production management with special reference to Production Planning and Control.

UNIT IV

Marketing : Elements of Production management with special reference to Sales Promotion.

Personnel Management : Human side of Enterprise Staffing: Recruitment; Training; Promotion and Grievance Handling.

UNIT V

Problems of Leadership and Executive Development in Business Concerns.

An intensive study of organisation and management of two large sized corporation - one in the private sector and another in the public sector (TISCO and Hindustan Steel).

Corel Readings:

1. Brech : Principles and Practices of Management.
2. Newman and summer : The Process of Management.
3. Peter Drucker : The Process of management.
4. Koontz and O'Donnel : Principle of Management.
5. Millet : Principle of management.

Subisdiary Readings:

1. Haynes W. Warrem and Massies : Manager Analysis Concept and Cases.
2. Allen : Management and Organisation.
3. M.C. Shukla : Business Organisation.
4. Urwick : The Elements of Administration.
5. Lawrence and Others: Organisation Behaviour.

GR. C- PAPER VII & VIII
(III) DEVELOPMENT ADMINISTRATION

Duration : 3hrs **100 Marks**

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

The Concept of Development Administration : Nature and Scope, Development-Non-Development Dichotomy. Concept of Administrative Development.

UNIT II

Ecology of Development Administration - Interaction of the Administrative System with Political, Cultural and Economic System. Interaction between political system and bureaucracy. Public participation in development.

UNIT III

The structure of Bureaucracy : Personnel Administration, Recruitment & Training. Role of Bureaucracy in the Socio-Economic Development.

UNIT IV

Public Administration in Developing Countries.

Following topics will be studied with special reference to Developing Nations in general and Thailand, Philippines and nepal in particular.

Administrative features in their ecological context.

UNIT V

Machinery of the Government at the National level with particular reference to the pattern of Departmentalization of Developing Nations in General and Thailand, Philippins and Nepal in particular.

Core Readings:

1. Fasical Al-Salem : The Ecology of Development Administration.
2. Fred W. Riggs (ed) : Frontiers of Development Administration.
3. Edward Weidner (ed)/: Development Administration.
4. John D. Montogmery & William J Siffin : Approaches to Development Politics, Administration and Chance.
5. Irrving Swedlow (ed.): Public Administration.
6. Edward Weidner (ed) : Public Administration and Technical Assistance.
7. Joseph La Palombara (ed.) : Bureucracy and Political Development.
8. Nimord Rahaeli : Reading in Comparative Public Administration.
9. Fed Riggs : Thailand : Modernization of Bureaucratic Polity.
10. Williams Siffin : Thai Bureaucracy.
11. R.S. Chauhan : The Political Development of Nepal.
12. Gunner Myrdal : Asian Drama.
13. Fred Riggs : Administration of Developing Countries.
14. A.R. Tyagi : The Civil Service in a Developing Society.
15. V.A Pai Panandikar : Personnel System for Development Admn.

Journals:

1. Indian Journal of Public Administration (New Delhi)
2. Administrative Change (Jaipur).

3. Public Administration Review (U.S.A.).
4. Administrative Science Quarterly (U.S.A.).
5. Political Science Review (Jaipur).
6. Europe Review (Vietnam).
7. Chinese Journal of Public Administration.

PAPER IX(1)- RESEARCH METHODOLOGY AND STATISTICS IN PUBLIC ADMINISTRATION

Duration : 3hrs **100 Marks**

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

Subject and Object of Methodology : Task and Role of Research Methodology in Social Science with Special emphasis on Public Administration, study of behaviour of man under the impact of socio-economic and political phenomena, scope and limitation of such studies.

UNIT II

The Scientific Method : Meaning and definition of scientific method. Basic elements of scientific method.

Relationship of Theory and Fact–Theory Building in Public Administration: Concept, Class, Theory and hypothesis-their definitions and relationship. Nature of Scientific Social Study: The Research Design: Definition of the Problem and formulation of a working hypothesis

UNIT III

Methods of Collecting Data; Use of Historical Data; Methods of Field Observation; Questionnaires and Schedules; Types and techniques of Interviewing; Data Processing-Classification, Tabulation, presentation, Content analysis; report preparing, case study method, its role and significance in Public Administration.

UNIT IV

Elementary Statistical Techniques : Problems of Measurement in Social Research; Levels of Measurement - Nominal, Ordinal, Interval and Ratio Scales, Nature and Definition of Statistics; Meaning of the Statistics Units; variables;

Frequency distribution; Measures of Central Tendency; Quartiles; Measures of Dispersion, Ranges-Semi-Inter Quartile Range.

UNIT V

Mean Deviation, Standard Deviation, Co-efficient of Variation, Skewness, Correlation-Coefficient of Correlation-Span and Rank.

Sampling-Random, Stratified, Multi-Stage, Systematic, Cluster, Convenience, Judgment and Quota Sampling.

Core Readings:

1. F.A. Kerlinger : The Foundation of Behavioural Research.
2. Pauline V. Young :Scientific Social Surveys and Research (4th Edn.).
3. W.J. Goode and Paul H. Hatt : Methods in Social Research.
4. Survey Methods in Social Investigation.
5. Bernard S. Philips : Social Research, Strategy and Tactics.
6. Croxton and Cowden : Applied General Statistics.
7. Simpson and Kafka : Basic Statistics.
8. John H. Mueller and Har P. Schuseesler : Statistical Resoning in Sociology.
9. Hubert Ballock Jr.. : Social Statistics.
10. Wallis & Reberts Statistics : A New Approach.
11. Trivedi & Shukla : Research Methodology (English & Hindi).

Subsidiary Readings:

1. Weinberg and Schumaker : Statistics - An Inductive Approach.
2. Anderson and Zeldith : A Basic Coursein Statistics.
3. Dennis J Palumbo : Statistics in Political and Behavioural Science.
4. R.S. Milne : Concepts and Models in Public Administration.
5. R.S. Atthriya : Ten Conduct of Inquiry.
6. Abraham Kaplan : The Conduct of Inquiry.
7. Ackoff : Design of Social Research.

OR

PAPER IX (II)- DISSERTATION

Only Such candidates shall be permitted to offer dissertation/Field Work/Survey Report/Thesis as who have secured atleast 55% marks in the aggregate of all the paper prescribed for the previous examiniation in the case of Annual Scheme irrespective of the number of Paper in which a candidate actually appeared at the examination.

N.B. Non-Collegiate candidates are not eligible to offer dissertation.

OR

PAPER IX (III) -INDIAN CONSTITUTION

Duration : 3hrs **100 Marks**

Note : The question paper will contain three sections as under –

Section-A : One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

Section-B : 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 50

Section-C : 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 40

UNIT I

Development of Indian Constitution since 1861 onwards upto the framing of the present constitution with special reference to the 1919 Act and 1935 Act of Government of India.

Citizen and the State : Fundamental Rights, Directive Principles of the State Policy, Rule of Law, Constitutional conventions.

UNIT II

President : Election Process, Position, Powers and Relations with the Parliament.

Parliament - Lok Sabha and Rajya Sabha : The composition, powers and mutual relations.

The Committee System-Public Accounts Committee and Estimates Committee.

UNIT III

Supreme Court and High Courts : Their Organisation, Functions, Powers and Role.

Legislative-Judiciary Relationship.The place of State in Indian Constitution.

UNIT IV

Governor - his Position, Powers and Relations with the President;

Chief Minister - Position and Powers and his Relations with the Governor.

State Legislative - Vidhan Sabha and Vidhan Parishad.

UNIT V

Union-State Relations-Administrative, Legislative and Financial, Finance Commission. Services under the Union and States. Emergency Provisions. Amendments of the Constitution.

Core Readings:

1. Pylee : Constitutional Government in India.
2. John Morrison : Indian Parliament at Work.
3. Palmer : Indian Political System.
4. A.R. Desai : Social Background of National Movement in India.
5. G.N. Singh : Landmarks in Constitutional Development in India.
6. K.V. Ral : Parliamentray Democracy in India.
7. S.P. Ral :Bhartiya Samvidhan (College Book Depot, Jaipur) (Hindi)
8. जय नारायण पाण्डे : भारतीय संविधान
9. डी. डी. बसु : भारतीय संविधान

Subsidiary Readings:

1. D.K. Sen : A Comparative Study of Indian Constitution.

2. D.N. Banerjee : Some Aspects of Indian Constitution.