

M.A. (Previous) Public Administration SEMESTER-I

Paper-I Administrative Theories and Management

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10 X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Public Administration as a Social Science. Evolution of Public Administration as a Discipline its Relation with Political Science, Economics, Sociology, Law and Psychology. Concept of New Public Administration, Minnowbrook Conferences -I,II&III

UNIT-II

Theories of Administration:-Scientific Management (F.W. Taylor), Bureaucratic Theory (Max Weber), Human Relations (Elton Mayo), Organizational Analysis -Chester Barnard

UNIT-III

Principles of Administration:- Hierarchy, Unity of Command, Span of Control, Co-ordination, Delegation and Supervision.

Core Readings:-

1. Piffiner and Presthus : Public Administration
2. Simon, Smithburg and Thompson : Public Administration
3. Felix A Nigro : Modern Public Administration
4. Tilet Kempner and Mils : Management Thinkers
5. Terry : Principles of Management
6. Newman and Simmer : Process of Management
7. Mcfarland : Management Principle and Practices
8. Hanika : New Thinking in Management
9. Awasthi and Maheshwari : Lok Prashashan
10. लोक प्रशासन सिद्धान्त एवं व्यवहार : महादेव प्रसाद शर्मा
11. प्रमुदत्त शर्मा : लोक प्रशासन
12. प्रशासनिक सिद्धान्त : अवस्थी एवं माहेशवरी
13. Mohit Bhhatacharya : New Horizons of Public Administration, Jwaha Publishers, 2015
14. Rumki Basu : Public Administration (Concept and Theories)
15. Mohit Bhhatacharya : Reconstruction Public Administration, A New Look- Jwaha Publishers, 1997
16. प्रशासनिक चिन्तक : अशोक कुमार
17. Administrative Thinkers : D.Ravindra Prasad, V.S.Prasad, P.Satyanarayana and Y.Pardhasaradhi
18. Hoshiar Singh and Pradeep Sachdewa : Administrative Theory
19. M.P.Sharma and B.L.Sadana : Public Administration in Theory and Practice

- 20.A.R.Tyagi : Public Administration (Theory &Practice)
- 21.S.L.Goyal : Public Administration(Theory & Practice)
- 22.C.P.Bhambhari : Public Administration(Theory & Practice)
- 23.N.Henry : Public Administration and Public Affairs

Subsidiary Readings :-

- 1.Chester Barnard : The Function of the Executive
- 2.M.P.Follet : Dynamic Administration
- 3.March and Simon : Organizations
- 4.Albrow : Bureaucracy
- 5.Gullick and Urwick : Papers on the Science of Administration
- 6.Kartz and Miller : The Social Psychology of Organization
- 7.Argyris : Personality and Organisation
- 8.william P.Sexton : Organisation Theories
- 9.Linkert : New Patterns of Management
- 10.Gerald Caiden : Dynamics of Public Administration
- 11.Hershwardhan Aacharya : Public Administration
- 12 N.Henry : Public Administration and Public Affairs, Prentice Hall India, 2012

Journals:

- 1.Indian Journals of Public Administration,New Delhi
- 2.Public Administration Review,USA.
- 3.Public Administration,London
- 4.Administrative Change,Jaipur
- 5.लोक प्रशासन : भारतीय लोक प्रशासन संस्थान, नई दिल्ली

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M.A. (Previous) Public Administration

SEMESTER-I

Paper-II Comparative Public Administration

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS(easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Comparative Public Administration:-Concept , Evolution, Nature, Scope and Significance. Public Administration and Its Ecological Context : Social, Economic, Cultural and Political.

UNIT-II

Approaches to the Study of Comparative Public Administration :- Institutional & Neo Institutional, Behavioural, Structural -Functional, Ecological,

UNIT-III

Max Weber's Typology of Authority and Administrative Systems with particular Reference to use of Ideal Type of bureaucratic Model, Riggs Typology of Societies with Particular Reference to Prismatic Society, Sala Model and Prismatic Society Revisited

Core Readings:-

- 1.Ferrel Heady and Sybil Stokes (Eds.) : Papers in Comparative Public Administration(1962)
- 2.Ferrel Heady : Public Administration(A Comparative Perspective)
- 3.Ramesh k.Arora : Comparative Public Administration
- 4.T.N Chaturvedi : Tulnatmak Lok Prashashan
- 5.Surendra Kataria : Tulnatmak Lok Prashashan (Hindi)
- 6.Fred W.Riggs (Ed) : Development Administration in Asia

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. Riggs : Ecology of Administration

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M.A. (Previous) Public Administration
SEMESTER-I

Paper-III Public Personnel Administration

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS(easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Concept, Nature and Scope of Personnel Administration / Human Resource Management.

Bureaucracy: its Nature and Concept, Recent Trends and types of bureaucracy with Special Reference to Morstein Marx.

UNIT-II

Meaning, Nature, and Significance of Public Services, Neutrality of Civil Service, Ethics in Public Services. New Trends of Civil Services in Modern Times.

UNIT-III

Concept and Principles: Classification, Recruitment, Promotion, Training, Salary, Disciplinary Action, Political Rights and Retirement Benefits.

Core Readings:

1. E.N.Gladen : British Civil Service-its Problem and Future.
2. V.M.Sinha : Personnel Administration
3. C.M.Jain : Sevavergiya Prashashan
4. S.K Kataria : Karmik Prashashan(Hindi)
5. O.Glenn Stahl : Public Personnel Administration
6. Jha : Public Personnel Administration, Pearson Education India., Delhi, 2012
7. Flex.A.Nigro : Public Personnel Administration

Subsidiary Readings:

1. Geoffrey K.Fry : The Changing Civil Service
2. Government of India : Central Pay Commission Reports
3. Gavin Drewy And Tony butcher : The Civil Service Today

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**M.A. (Previous) Public Administration
SEMESTER-I**

Paper-IV Social Welfare Administration

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
Total of End semester exam (duration of exam 3 hours)			= 70 Marks
Internal assessment			= 30 Marks
Maximum Marks			= 100 Marks
Minimum Marks			= 40 Marks

UNIT -I

Concepts Meaning Nature, Scope, Principles and Significance of Social Welfare Administration, Social Legislation in India and its Inadequacies and suggestions

UNIT-II

Social Policy in India :- Policy and Problem Perspective for the Welfare of the SC, ST Women and Children. Social Planning in India:-Social Development under Various five year plans, Problems and Suggestions.

UNIT-III

Role, Significance and Problems of Social Welfare. Personnel System for Social Administration at various Level's. Role of National Commission on Human Rights.

- 1 Charles A.Rapp and John Poertner : Social Administration (A Client -Centered Approach)
- 2.Rao, V : Social Welfare Administration
- 3.G.B.Sharma : Social Administration in India
- 4.Goel S.L and R.K.Jain : Social welfare Administration(Theory and Practice) (vol.i&ii)
- 5.D.Paul Chowdhry : Social Welfare Administration
- 6.D.R.Sachdeva : Social Welfare Administration In India

Journals:-

1. Central Social Welfare Board : Social Welfare (Both Hindi &English)
2. Indian Institute of Public Administration : Indian Journal of Public Administration
3. Tata Institute of Social Science : Indian Journal of Social Work

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M.A. (Previous) Public Administration

SEMESTER-II Paper-I Management Techniques

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		= 100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Administrative Structure - Chief Executive, Line and staff, Authority & Responsibility, Centralisation and Decentralisation.

UNIT II

Administrative Behavior-Decision making (Herbert Simon) Motivation (McGregor, Maslow and Herzbergs' Theory- z(William Ouchi) Morale, Leadership & Communication

UNIT III

Administrative Techniques, Participative Management, Group Dynamics. Modern Aids to Management, Automation, cybernetics, PERT & CPM, Public Choice Theory, New Public Management, E-governance, New Public Service Theory (Robert Denhardt)

Core Readings:-

1. Piffiner and Presthus : Public Administration
2. Simon, Smithburg and Thompson : Public Administration
3. Felix A Nigro : Modern Public Administration
4. Tilet Kempner and Mils : Management Thinkers
5. Terry : Principles of Management
6. Newman and Simmer : Process of Management
7. Mcfarland : Management Principle and Practices
8. Hanika : New Thinking in Management
9. Awasthi And Maheshwari: Lok Prashashan
10. McGregor: The Human Side of Enterprise
11. लोक प्रशासन सिद्धान्त एवं व्यवहार : महादेव प्रसाद शर्मा
12. लोक प्रशासन.: प्रभुदत्त शर्मा
13. प्रशासनिक सिद्धान्त : अवस्थी एवं माहेशवरी
- 14 Mohit Bhattacharya : New Horizons of Public Administration, Jwahar Publishers, 2015
15. Fred Luthans : Organisational Behavior
16. Robbins : Organisational Behavior
17. P.C. Jain : संगठनात्मक व्यवहार
18. M.J. Mathew : Organisational Theory and Behavior
19. Rakesh Hooja and Ramesh K. Arora : Administrative Theories

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Subsidiary Readings :-

1. Chester Barnard : The Function of the Executive
2. M.P. Follet : Dynamic Administration
3. March and Simon : Organisations
4. Jhon M Gaus : Reflections on Public Administration
5. Gullick and Urwick : Papers on the Science of Public Administration
6. Kartz and Miller : The Social Psychology of Organization
7. Argyris : Personality and Organisation
8. William P. Sexton : Organisation Theories
9. Linkert : New Patterns of Management
10. Gerald Caiden : Dynamics of Public Administration
11. Hershwardhan Acharya : Public Administration
12. N. Henry : Public Administration and Public Affairs, Prentice Hall India, 2012

Journals:

1. Indian Journals of Public Administration, New Delhi
2. Public Administration Review, USA.
3. Public Administration, London
4. Administrative Change, Jaipur
5. लोक प्रशासन : भारतीय लोक प्रशासन संस्थान, नई दिल्ली

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**M.A. (Previous) Public Administration
SEMESTER-II**

Paper-II Comparative Administrative Systems

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		= 100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Salient Features of Administrative System of U.K, U.S.A, and France

UNIT -II

Salient features of Administrative System of Bangladesh, China and Nepal - Comparison with Indian System

UNIT- III

Administrative Institutions-British Treasury, State Department (USA) Independent Regulatory Commission in USA, Council D' Etat (France), Ombudsman in U.K, China, France, USA, Bangladesh,

Core Readings:-

- 1.Herman Finer : Government of Greater European Powers
- 2.T.N Chaturvedi : Tulnatmak Lok Prashashan
- 3.Surendra Kataria : Tulnatmak Lok Prashashan (Hindi)
4. R.K.Arora : Comparative Public Administration
- 5.U.S.Government : Organisation Manual (Latest Edition)
6. Britain Year Book (HMSO) : Latest Eddition
- 7.Hoshiar Singh : Local Government in India, France, USA.
- 8.Sewa Singh Dahiya and Ravindra Singh : Comparative Public Administration
- 9.Gillian Peele : Governing The UK

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**M.A. (Previous) Public Administration
SEMESTER-II**

Paper-III- Human Resource Management in Government

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS(easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

HRM in Government in India—Classification, Recruitment, Training , Promotion, Machinery for Negotiation, Political Right's and Right's to Strike, Retirement benefits

UNIT-II

HRM in Government in UK & USA—Classification, Recruitment, Training, Promotion, Conduct Rules and Disciplinary Action, Machinery for Negotiation, Retirement benefits

UNIT-III

HRM in Government in France- Classification, Recruitment, Training, Promotion, Disciplinary Action, Machinery for Negotiation, Political Right's and Right's to Strike, Retirement benefits

Core Readings:

- 1.Finer : Theory and Practice of Modern Government (Chapters on Civil Service)
- 2.E.N.Gladden : British Civil Service-its Problem and Future.
- 3.V.M.Sinha : Personnel Administration
- 4.C.M.Jain : Sevavergiya Prashashan
- 5.S.K Kataria : Karmik Prashashan(Hindi)
- 6.O.Glenn Stahl : Public Personnel Administration
- 7 Jha : Public Personnel Administration, Pearson Education India., Delhi, 2012
- 8.National Institute of public Administration in France : An Introduction to Public Administration
- 9.HMSO : Civil Services in Britain (Latest Edition)
- 10.V.S.P.Rao : Human Resource Management
- 11.E.A.Rama Swamy : Manageing Human Resources
- 12.David E.Kalinger : Public Personnel Management
- 13.S.L.Goyal : Public Personnel Administration
- 14.K.Aswathappa : Human Resource Management
- 15.C.L.Chaturvedi : Manav Sansadhan Parbandh
- 16.K.R.Bang : Karmachari Varg Prashashan

Subsidiary Readings:

- 1.Shriram Maheshwari : Higher Civil Service in France
- 2.Geoffrey K.Fry : The Changing Civil Service
- 3.U.S.Government Manual
- 4.Government of India : Central Pay Commission Reports
- 5.Gavin Drewy And Tony butcher : The Civil Service Today
- 6.HMSO : Progress in the next steps initiative

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M.A. (Previous) Public Administration
SEMESTER-II

Paper-IV Social Welfare Administration in India

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Organisation of Social Welfare Administration at the Central Level, Ministry of Social Justice and Empowerment It's Composition and Working. Central Social Welfare Board : Its Composition and Working. Role of National Commission for Women, National Commission for Scheduled Castes and Scheduled Tribes.

UNIT-II

Social Welfare Administration at the State Level : Composition and functions of Department of Social Justice & Empowerment and State Social Welfare Advisory Board : It's Composition, Working and Role.

UNIT-III

Structure and Working of Social Welfare Administration at the District Level.

Role of Voluntary Agencies and Non-Governmental Organizations in India. A Case for the Creation of a Special cadre of Social Administration. Problems and Challenges of Social Welfare Administration in India. Role, Significance and Problems of Social Welfare. Personnel System for Social Administration at various Level's. Role of National Commission on Human Rights.

Core Readings

1. Charles A. Rapp and John Poertner : Social Administration (A Client-Centered Approach)
2. Rao, V : Social Welfare Administration
3. G.B. Sharma : Social Administration in India
4. Goel S.L and R.K. Jain : Social welfare Administration (Theory and Practice) (vol.i&ii)
5. D. Paul Chowdhry : Social Welfare Administration
6. D.R. Sachdeva : Social Welfare Administration In India

Journals

1. Central Social Welfare Board : Social Welfare (Both Hindi & English)
2. Indian Institute of Public Administration : Indian Journal of Public Administration
3. Tata Institute of Social Science : Indian Journal of Social Work

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M.A. (Final) Public Administration
SEMESTER-III
Paper-I Public Administration in India

Examination Scheme of each paper :			
I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Historical Background of Indian Administration with Special Reference to Influence of British Period. Salient Features of Indian Administration Since Independence. The Union Executive- President, Vice President, Prime Minister, Cabinet and Council of Ministers.

UNIT -II

Organization, Working and Functions of the Central Secretariat and the Cabinet Secretariat. Organization, Working and Functions of Ministry of Home Affairs and Ministry of Personnel, Pension and Public Grievances.

UNIT -III

The Major forms of Public Sector Enterprises-Department, Corporation and Company. Impact of Globalization on Public Sector Undertaking. Problems and Challenges to Public Sectors focusing on Autonomy, Accountability, Efficiency, Financial Aspect, Political Interference and Decision Making.

Core Readings:

1. Ashok Chanda : Indian Administration
2. K.V.Rao : Parliamentary Democracy in India
3. M.V. Paylee : Constitutional Government in India
4. S.S.Khera : District Administration in India
5. C.P. Bhambhri : bureaucracy and Politics in India
6. Avasthi and Avasthi : Public Administration in India
7. Ramesh Arora and Rajni Goyal : Indian Public Administration
8. P.D. Sharma and B.M. Sharma : Indian Administration
9. S.k .Kataria : Bhartiya Prashashan
- 10 S.K. Mahajan : Financial Administration in India, PHI Learning Pvt. Ltd., Delhi, 2012
11. D.V.V. Ramanandan: Control over Public Enterprises in India
12. R.B. Jain : Public Administration in India (21st Century Challenges for Good Governance)
13. K.K. Puri: Indian Administration.
14. M.P. Sharma and B.L. Sadana : Public Administration in Theory and Practice.
15. Rawat : Administration of Public Sector Enterprises.

Subsidiary Readings:-

1. D.D. Basu : Commentaries on The Constitution of India
2. D.K. Sen : Comparative Study of Indian constitution
3. H.C. Sharma : Bhart Mein Lok Prashashan
4. S.R. Maheswari : State Government in India
5. Govt. of India : Ministry of Home Affairs, Annual Report (Latest)
6. Govt. of India : Ministry of Personnel, Pension and Public Grievances, Annual Report (Latest)

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M.A. (Final) Public Administration

SEMESTER-III

Paper-II Economic Policy And Administration

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		= 100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Salient Features of Developing Economics. The Role of Government in Economic Development. Nature and Reasons of Growing Importance of Economic Planning Under Developed Regions of the World With Particular Reference to India. Organization, Functions and Role of World Trade Organization (WTO).

UNIT -II

The Growth of the Planning Idea. Machinery for Planning -Niti Aayog, process of Plan Formulation And Implementation. Organization, Functions and Working of Finance Commission.

UNIT -III

A Brief Survey of India's Five Year Plans. Account of Their Achievements and Failures. Brief Analysis of Industrial Policy Resolution and New Economic Policy Resolution. Concept of Globalization and its impact on Indian Economy.

Core readings:-

- 1.A.H.Hanson :The Process of Planning
- 2.T.K.Jain Avam Sunil Saxena : Lok Udhdyog
- 3.S.K.Kataria : Economic Policy and Administration
- 4.B.C.Mathur : Economic Policy and Administration
5. Indian Economy, Rudder Dutt
6. Indian Economy, J.R.Gupta
7. Indian Economy since Independence, Uma Kapila
8. Liberalization and Globalization of Indian Economy, K.R.Gupta
9. Economic Development. John Kenneth Galbraith
10. Economic Development, E.Wayne Nafziger
11. Pradeep Saxena : Comparative Public Policy

Subsidiary Readings:-

- 1.P.E.D : Economic Planning in France
- 2.T.Ramaswami : Public Enterprises In India

Journals

1. Indian Journal of Economic and Development
2. Journal of Society of Economic and Development
3. Journal of Social and Economic Policy

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M.A. (Final) Public Administration
SEMESTER-III
Paper-V Indian Constitution **III**

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		= 100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Development of Indian Constitution Since 1858 with Special Reference to the Government of India Act 1919 and 1935 (Salient Features). Formulation and Enactment of Indian Constitution, 1951 (focusing on working of Constituent Assembly)

UNIT -II

Citizen and the State-Fundamental Rights, Directive Principles of State policy, Fundamental Duties. President of India-position, Election process, Powers and Relationship with the Prime Minister and the Council of Ministers. Prime Minister of India: Powers, Role and Relationship with President and Council of Ministers.

UNIT -III

Parliament -Lok Sabha and Rajya Sabh(Composition, Powers and Mutual Relationship).Judicial System in India-Supreme Court and High Courts (organization, Role and power's)

Core Readings

- 1.M.V.Paylee : constitutional Government in India
- 2.John Morrison : Indian Parliament at work
- 3.N.D.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.Rao : Parliamentary Democracy in India
- 7.S.P.Ray : Bhartiya Samvidhan
- 8.D.D.Basu : An Introduction to the Constitution of India
- 9.Ramesh.K.Arora and Rajani Goyal : Indian Public Administration-Institutions and Issues
10. Subhash C.Kashyap : Indian Constitution—Conflicts and Controversies
11. Madhav Khosla : The Indian Constitution
12. Justice H.R.Khanna : Making of India's Constitution

Reference Books

1. D.K.Sen : A Comparative Study of Indian Constitution
2. N.A.Paranjape : Indian Legal and Constitutional History
3. M.V.Paylee : Constitutional Amendments in India
4. D.N.Gautam : Fifty Years of Indian Constitution
5. Sheelwant Singh and V.K.Singh : Bhartiya Savindhan (Constitution of India)
6. D.N.Banerjee : Some Aspects of Indian Constitution

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M.A. (Final) Public Administration
SEMESTER-III
Paper-VII Rural Local Administration

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Meaning, Nature and Significance of Local Self Government. History of Rural Local Government in India. Concept of Panchayati Raj. Concept of Community Development :-History, Objectives. Various Committees/Commissions on Panchayati Raj / Rural Government—Balwant Rai Mehta, Ashok Mehta, L.M.Singhvi, etc. 73rd Constitutional Amendment in India. Role of NGOs in Rural Development.

UNIT -II

Panchayati Raj in India (with Special Reference to Rajasthan) Organisation, Structure, Powers and Functions and the Executive System of Zila Parishad, Panchayat Samiti, Gram Panchayat, Gram Sabha and Their Institutional Relationship. The Position, Powers and Functions of Zila Pramukh, Pradhan and Sarpanch.

UNIT -III

Panchayati Raj as Agencies of Planning and Development, The Position, powers, Functions and Relevances of District Development officer, Block Development Officer and Village Level Worker.

Core Readings:-

1. Iqbal Narayan and P.C.Mathur : Panchayati raj-Old Controls and New Challenges
2. M.A.Mutallib and M.A.Khan : Theory of Local Government
3. Balwant Rai Mehta Committee Report, 1957
4. Ashok Mehta Committee Report, 1978
5. Sadiq Ali Committee Report, 1964
6. D.D.Basu : introduction to the Constitution of India
7. Seema Sharma : Rural Local Administration
8. अशोक शर्मा : भारत में स्थानीय प्रशासन

Reference Books

1. Herald F. Alderfer : Local Government in Developing Countries
2. Redfield : The Litter Community
3. S.C. Dube : India's Changing Village
4. Maddick : Development, Decentralisation and Democracy
5. Pai Panandikar : Personnel System In Development Administration
6. Kuldeep Mathur : Bureaucratic Response to Development
7. M.S. Sapkal : The Village Level Worker

Journals/Reports

1. Rural Development Journal of National Institute of Rural Development, Hyderabad
2. Newsletter of Ministry of Rural Development
3. L.M.Singhvi Report on Panchayati Raj, 1985.

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M.A. (Final) Public Administration
SEMESTER-III

Paper-IX (State Administration in India) with Special Reference to Rajasthan

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		= 100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Constitutional Structure of State Government (Position of States in Indian Constitution)- Governor, Chief Minister and Council of Ministers. Organization of State Secretariat and its working, Cabinet Secretariat, Role of Chief Secretary.

UNIT -II

General Administration of Government of Rajasthan, Organization and Function of Department of Home, Finance. Office of Divisional Commissioner - Powers and Functions.

UNIT -III

Directorates and their position in State Administration, Secretariat and Directorate Relationship, Organization and Role of Directorates of College Education. Centre-State Relations Legislative, Financial and Administrative.

Core Readings:-

1. Mohan Mukerji (Ed) : Administrative innovation in india
2. Meena Sogani : The Chief Secretary in india
3. R.M. Khandelwal : State Level Plan Administration in India
4. Satish K. Batra : legislative Control over Public Enterprises.
5. Ziauddin Khan and Others : Public Enterprises In india : A Study of the State Level Undertaking.
6. Ziauddin Khan, V.M. Sinha and K.D. Trivedi : State Administration in Rajasthan
7. Ravindra Sharma : Rajya Prashashan (Hindi)
8. R.K. Arora and Meena Sogani : State Administration in Rajasthan.
9. Annual Reports of the various concerning Organizations of the Government of Rajasthan
10. Myron Wiener : State Politics in India

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**M.A. (Final) Public Administration
SEMESTER-IV**

Paper-I Public Administration in India

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS(easy type one question each unit with internal choice)	3X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Financial Administration –Role of Ministry of Finance, Budget Formulation, Enactment and Execution. Control over Public Expenditure –Public Accounts Committee, Estimate Committee, Committee on Public Undertakings,

UNIT -II

Comptroller and Auditor General of India, Controller General of Accounts. Control over Administration-Parliamentary, Executive and Judicial, Redressal of Citizens Grievances-Lokpal & Lokayukta.

UNIT -III

Administrative Reforms after Independence in India with Special Reference to 1st And 2nd Administrative Reforms Commission. National Human Right's Commission, Right to Information, Important Issues In Indian Administration-Good Governance And Disaster Management. Emerging Issues and Challenges to Indian Administration in 21st Century.

Core Readings:

- 1.Ashok Chanda : Indian Administration
- 2..M.V.Paylee : Constitutional Government in India
- 3.Avasthi and Avasthi : Public Administration in India
- 4.Ramesh Arora and Rajni Goyal : Indian Public Administration
- 5.P.D.Sharma and B.M.Sharma : Indian Administration
- 6.S.K .Kataria : Bhartiya Prashashan
- 7.S.K.Mahajan : Financial Administration in India, PHI Learning Pvt. Ltd., Delhi, 2012
8. C.L.Khandelwal : Public Budgeting System.

Subsidiary Readings:-

- 1.D.D.Basu : Commentaries on The Constitution of India
- 2.D.K.Sen : Comparative Study of Indian constitution
- 3.H.C.Sharma : Bhart Mein Lok Prashashan
- 4.Govt.of India,Ministry of Finance,Annual Report(Latest)
- 5.Govt.of India, Comptroller and Auditor General,Annual Report (Latest)
- 6.Govt.of India, Controller General of Accounts,Annual Report(Latest)

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M.A. (Final) Public Administration
SEMESTER-IV
Paper-II Economic Policy And Administration

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		= 100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Planning in Rajasthan with Special Reference to Planning Machinery and Planning Process at Micro & Macro Level. Planning Process in the Context of Democratic Decentralization. Impact of Planning on the Eco-Development in Rajasthan. Administration. Problems Related to Implementation of Plan.

UNIT -II

Major forms of Organisation of Public Enterprises:-Departments Statutory Corporation And Joint Stock Companies Public Sector Corporation. Nature, Computation, Composition and Problems of Governing Boards. Administrative Problems Related to Recruitment, Training & Industrial Relations in Public Enterprises.

UNIT -III

Administrative Problems Related to Resources Mobilization Disinvestment And Privatization, Parliamentary and Ministerial Control Over Public Enterprises, Role Of Comptroller And Auditor General in Financial Control of Public Enterprises. Performance of Public Enterprises in India and Their Impact on Economic Development in India

Core readings:-

- 1.A.H.Hanson : The Process of Planning
- 2.T.K.Jain Avam Sunil Saxena : Lok Udyog
- 3.S.K.Kataria : Economic Policy and Administration
- 4.B.C.Mathur : Economic Policy and Administration
5. Indian Economy : Ruddar Dutt
6. Indian Economy : J.R.Gupta
7. Indian Economy since Independence : Uma Kapila
8. Liberalization and Globalization of Indian Economy : K.R.Gupta
9. Economic Development : John Kenneth Galbraith
10. Economic Development : E.Wayne Nafziger
11. Pradeep Saxena : Comparative Public Policy

Subsidiary Readings:-

- 1.P.E.D : Economic Planning in France
- 2.T.Ramaswami : Public Enterprises In India

Journals

1. Indian Journal of Economic and Development
2. Journal of Society of Economic and Development
3. Journal of Social and Economic Policy

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M.A. (Final) Public Administration
SEMESTER-IV
Paper-V Indian Constitution

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		= 100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Union State Relations : - Legislative, Financial and Administrative.

Civil Services under the Indian Constitution.

UNIT -II

State Executive :- Governor - Position, Power's and Relationship with the President, Chief Minister and the Council of Ministers.

State Legislature :- Legislative Assembly and Legislative Council, Composition, Powers and Functions.

UNIT -III

Emergency Provisions:-External Emergency, Internal Emergency and Financial Emergency.
Amendment Procedure of the Constitution. Article 370. Issues and Challenges to Indian Constitution.

Core Readings

- 1.M.V.Paylee : constitutional Government in India
- 2.John Morrison : Indian Parliament at work
- 3.N.D.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.Rao: Parliamentary Democracy in India
- 7.S.P.Ray : Bhartiya Samvidhan
- 8.D.D.Basu : An Introduction to the Study of Constitution of India

Reference Books

1. D.K.Sen : A Comparative Study of Indian Constitution
2. N.A.Paranjape : Indian Legal and Constitutional History
3. M.V.Paylee : Constitutional Amendments in India
4. D.N.Gautam : Fifty Years of Indian Constitution
5. Sheelwant Singh and V.K.Singh : Bhartiya Savindhan (Constitution of India)
6. D.N.Banerjee : Some Aspects of Indian Constitution

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M.A. (Final) Public Administration

SEMESTER-IV

Paper-VII Rural Local Administration

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

Recruitment, Training and Education of Officials and non-officials in Panchayati Raj. Relationship of Panchayati Raj Institutions with Government Agencies and Departments. Official and Non-Official Relationship and its Problems.

UNIT -II

Some Emerging trends in relationship of Political parties and panchayati Raj. Organization and working of Special Schemes like Integrated Rural Development programme (IRDP), Organisation and Functions of District Rural Development Agency (DRDA), MGNREGA.

UNIT -III

Department of Rural Development and Department of Panchayati Raj Institutions in Rajasthan. State Control over Panchayati Raj Institutions. Finances of Panchayati Raj Institutions:-State Finance Commission and its Role in Augmenting Panchayati Raj Finances. Role of panchayati Raj Institution in Environment Improvement. Emerging Trends and Recent Challenges before Rural Local Administration.

Core Readings:-

1. Iqbal Narayan and P.C.Mathur : Panchayati raj-Old Controls and New Challenges
2. M.A.Mutallib and M.A.Khan: Theory of Local Government
3. AshokMehta Committee Report,1978
4. Balwant Rai Mehta Committee Report, 1957
5. Sadiq Ali Committee Report,1964
6. D.D.Basu: introduction to the Constitution of India
7. Seema Sharma: Rural Local Administration
8. अशोक शर्मा : भारत में स्थानीय प्रशासन

Reference Books

1. Herald F.Alderfer: Local Government in Developing Countries
2. Redfield :The Litter Community
3. S.C.Dube: India's Changing Village
4. Maddick :Development, Decentralisation and Democracy
5. Pai Panandikar: Personnel System In Development Administration
6. Kuldeep Mathur :Bureaucratic Response to Development
7. M.S.Sapkal :The Village Level Worker

Journals/Reports

1. Rural Development Journal of National Institute of Rural Development, Hyderabad
2. Newsletter of Ministry of Rural Development
3. L.M.Singhvi Report on Panchayati Raj, 1985.

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M.A. (Final) Public Administration
SEMESTER-IV

Paper-IX (State Administration in India) with Special Reference to Rajasthan

Examination Scheme of each paper :			
I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS (easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		= 100 Marks
	Minimum Marks		= 40 Marks

UNIT -I

State Enterprises:-Forms, Board of Management and Control with Specific Study of Rajasthan State Road Transport Corporation, Rajasthan Industrial Development and Investment Corporation, Rajasthan Tourism Development Corporation.

UNIT -II

Planning Administration at the State Level in Rajasthan: Plan formulation, Implementation, Monitoring and Co-ordination. Personnel Administration:- Recruitment of Civil Service and Role of Rajasthan Public Service Commission, Training and Promotion, Rajasthan Civil Service Appellate Tribunal.

UNIT -III

Organization, working of police Administration at the State and District Level. New Commissioner System in Police Department. Role of Collector, ADM, SDM, and Tehsildar in District Administration. Role of Food and Supply Department in District Administration. Emerging Issues and Challenges to State Administration. Reforms in State Administration.

Core Readings:-

1. Mohan Mukerji (Ed) : Administrative innovation in India
2. Meena Sogani : The Chief Secretary in India
3. R.M. Khandelwal : State Level Plan Administration in India
4. Satish K. Batra : Legislative Control over Public Enterprises.
5. Ziauddin Khan and Others : Public Enterprises In India: A Study of the State Level Undertaking.
6. Ziauddin Khan, V.M. Sinha and K.D. Trivedi : State Administration in Rajasthan
7. Ravindra Sharma : Rajya Rashtra (Hindi)
8. R.K. Arora and Meena Sogani : State Administration in Rajasthan.
9. Annual Reports of the various concerning Organizations of the Government of Rajasthan

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