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)
Internal assessment
Maximum Marks = 100
Minimum Marks = 40

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


Core Readings:-
1. Pifferer 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
9. Awasthi and Maheshwari : Lok Prashashan
10. लोक प्रशासन सिद्धांत एवं व्यवहार : महादेव प्रशासन शर्मा
11. अध्यात्मिक शर्मा : लोक प्रशासन
12. अध्यात्मिक शिक्षन : अशोक कुमार
14. Rumki Basu : Public Administration (Concept and Theories)
16. अध्यात्मिक चिन्तक : अशोक कुमार
17. Administrative Thinkers: D.Ravindra Prasad, V.S.Prasad, P.Satyanarayana and Y.Pardhasaradhi
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
7. Argyris: Personality and Organization
8. William P. Sexton: Organisation Theories
9. Linkert: New Patterns of Management
10. Gerald Caiden: Dynamics of Public Administration
11. Hershwardhan Aacharya: Public Administration

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
Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions) = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice) = 60 Marks
Total of End semester exam (duration of exam 3 hours)
Internal assessment
Maximum Marks
Minimum Marks

UNIT-I

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:
3. Irving Swerdlow (Ed) : Development Administration
4. Riggs : Ecology of Administration
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)
Internal assessment = 30 Marks
Maximum Marks = 100 Marks
Minimum Marks = 40 Marks

UNIT-I

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

UNIT-II

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

Core Readings:
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
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)
   Internal assessment
   Maximum Marks
   Minimum 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
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
M.A. (Previous) Public Administration

SEMESTER-II
Paper-I Management Techniques

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)
Internal assessment
Maximum Marks
Minimum 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


Core Readings:-
1. Pfiffner and Presthus : Public Administration
2. Simon, Smithburg and Thompson : Public Administration
3. Felix A Nigro : Modern Public Administration
4. Tillet Kempner and Mils : Management Thinkers
5. Terry : Principles of Management
9. Awasthi And Maheshwari : Lok Prashashan
10. Mcgregor: The Human Side of Enterprise
11. लोक प्रशासन रिश्तान्त एवं व्यवहार : महादेव प्रसाद शर्मा
12. लोक प्रशासन..: प्रभुपत्र शर्मा
13. प्रशासनिक रिश्तान्त : अलबसी एवं माहेश्वरी
15. Fred Luthans : Organisational Behavior
16. Robbins : Organisational Behavior
17. P.C.Jain : सांगठानिक व्यवहार
18. M.J.Mathew : Organisational Theory and Behavior
19. Rakesh Hooja and Ramesh K.Arora : Administrative Theories
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
7. Argyris: Personality and Organization
8. William P. Sexton: Organisation Theories
9. Linkert: New Patterns of Management
10. Gerald Caiden: Dynamics of Public Administration
11. Hershwardhan Aacharya: Public Administration

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
Examination Scheme of each paper:

I  10 QUESTIONS (very short answer Questions) = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice) = 30 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
6. Britain Year Book (HMSO) : Latest Edidion
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
M.A. (Previous) Public Administration
SEMESTER-II

Paper-III- Human Resource Management in Government

Examination Scheme of each paper:

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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 Prashshan
5. S.K Kataria : Karmik Prashshan(Hindi)
6. O.Glen 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)
11. E.A.Rama Swamy : Managing Human Resources
13. S.L.Goyal : Public Personnel Administration
15. C.L.Chaturvedi : Manav Sansadhan Parbandh
16. K.R.Bang : Karmachari Varg Prashshan

Subsidiary Readings:
1. Shriram Maheshwari : Higher Civil Service in France
2. Geoffrey K.Fry : The Changing Civil Service
5. Gavin Drewy And Tony butcher : The Civil Service Today
6. HMSO : Progress in the next steps initiative
M.A. (Previous) Public Administration
SEMESTER-II

Paper-IV Social Welfare Administration in India

Examination Scheme of each paper:
1. 10 QUESTIONS (very short answer Questions) 10X 1 MARK EACH = 10 Marks
2. 3 QUESTIONS (easy type one question each unit with internal choice) 3 X 20 MARK EACH = 60 Marks
Internal assessment
Maximum Marks = 70 Marks
Minimum Marks = 30 Marks
Total of End semester exam (duration of exam 3 hours) =100 Marks

UNIT-I


UNIT-II


UNIT-III

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

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
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
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


UNIT -III


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. Bhamblri: 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. Katariya: Bhartiya Prashashan
11. D.V. V. Ramanandam: Control over Public Enterprises in India
12. R.B. Jain: Public Administration in India (21st Century Challenges for Good Governance)

Subsidiary Readings:
2. D.K. Sen: Comparative Study of Indian Constitution
3. H.C. Sharma: Bharti Mein Lok Prashashan
4. S.R. Maheswari: State Government in India
5. Govt. of India: Ministry of Home Affairs, Annual Report (Latest)
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) 1X 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)
Internal assessment
Maximum Marks = 100 Marks
Minimum Marks = 40 Marks

UNIT -I

UNIT -II

UNIT -III

Core readings:-
1. A.H.Hanson : The Process of Planning
2. T.K.Jain Avam Sunil Saxena : Lok Udhyog
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
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
M.A. (Final) Public Administration
SEMESTER-III
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)

Internal assessment
Maximum Marks = 70 Marks
Minimum Marks = 30 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 Sabha (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

Reference Books
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
UNIT –I

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
3. Balwant Rai Mehta Committee Report, 1957
5. Sadiq Ali Committee Report, 1964
7. Seema Sharma : Rural Local Administration
8. अतिशयार : महान में सप्तांत्र 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
M.A. (Final) Public Administration
SEMESTER-III
Paper-IX (State Administration in India) with Special Reference to Rajasthan

Examination Scheme of each paper:

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<th>Unit</th>
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Total of End semester exam (duration of exam 3 hours)

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


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
5. Ziauddin Khan and Others: Public Enterprises in India - A Study of the State Level Undertaking
7. Ravindra Sharma: Rajya Prashashan (Hindi)
9. Annual Reports of the various concerning Organizations of the Government of Rajasthan
10. Myron Wieher: State Politics in India
M.A. (Final) Public Administration
SEMINAR-IV

Paper-I Public Administration in India

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)
Internal assessment = 70 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


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
8. C.L. Khandelwal: Public Budgeting System.

Subsidiary Readings:
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)
UNIT-I


UNIT-II


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 Udhyog
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
## Examination Scheme of each paper

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<th>10 QUESTIONS (very short answer Questions)</th>
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**Total of End semester exam (duration of exam 3 hours)**

- Internal assessment
- Maximum Marks = 70 Marks
- Minimum Marks = 30 Marks
- = 100 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**:

### 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

### Reference Books
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
Examination Scheme of each paper:

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UNIT - I


UNIT - II


UNIT - III


Core Readings:-

1. Iqbal Narayan and P.C.Mathur : Panchayati raj-Old Controls and New Challenges
3. Ashok Mehta Committee Report, 1978
4. Balwant Rai Mehta Committee Report, 1957
5. Sadiq Ali Committee Report, 1964
7. Seema Sharma: Rural Local Administration
8. अध्यात्मक रणनीति: भारत में स्वायत्त शक्ति 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
M.A. (Final) Public Administration
SEMESTER-IV
Paper-IX (State Administration in India) with Special Reference to Rajasthan

Examination Scheme of each paper:

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

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
7. Ravindra Sharma: Rajya Rashtra (Hindi)