M.A. Public Administration

Previous

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

Final

Paper V  Social Administration
Paper VI  State Administration in India
Paper VII  Politics Administration
Paper VIII  Research Methodology and Statistics in Public Administration
Paper IX  Industry Based Environmental Studies
Paper I Administrative Theories and Management

Unit I

Unit II

Unit III

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. Terry : Principles of Management

Paper II Comparative Public Administration

Unit I
Comparative Public Administration: Concept, nature, Evolution, Scope and Significance. Approaches to the study of Comparative Public Administration Institutional Behavioral.
System, Structural- Functional and Ecological: Problems of Comparative Research
Weber’s Typology of Authority and Administrative systems with particulars
reference to the Ideal type bureaucratic Model.

**Unit II**
Rigg’s Typology of Societies with particular reference to Prismatic Society and the
Sala Model. Concept of Development Administration and Administrative
Development.
Salient Feature of the Administrative system of U.K, U.S.A. and France,
Organization and Functions of treasury (U.K)

**Unit III**
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. Ferrel Heady: Public Administration: A Comparative Perspective
2. Fred W.Riggs: Administration in Developing Countries.
3. E.N.Gladden: Central Administration in Britain.
4. S.K.Kataria: Tulanatmak Lok Prashasan (In Hindi)
5. R.K. Sapru: Development Administration

**Paper III: Public Personnel Administration**

**Unit I**
Bureaucracy: Its nature and concept: Recent trends; Types of Bureaucracy with
special reference to F. Mortein Marx. Development and Significance of Public
Services.
Public Services in France: The Under mentioned topics to studied: Recruitment.
Classification. Salary, Promotion, Training of public services, conduct Rules and
Disciplinary Action, Removal and Appeal, Retirement Benefits.

**Unit II**
Employees Organization and Representation. Staff Council. Services Disputes.
Right to strike and Political rights of civil servants in France.
The under mentioned topics to be studied with Reference to Public Services in
U.K. And U.S.A.:
Recruitment, Classification, Salary, Promotion, training of public Services,
Conduct Rules and Disciplinary- Action : Removal and Appeal, Retirement
Benefits, Employees organization and Representation, Staff Council, Service Disputes. Whitleyism in England, Right to strike and Political Right of a Civil Servant.

Unit III
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 Organization and Representation, Staff Council, Service Disputes, Right to Strike and political Rights of Civil Servants.

Core Readings:
1. E.N.Gladden: Public Personnel Administration
2. O.Glenn stahl: Public Personnel Administration
3. M.C.Roy: Civil Service in India
4. S.K.Katari: Karmik Prashasan (In Hindi)
5. A.K.Chanda: Indian Administration

Paper IV : Public Administration in India

Unit I
Evolution of Indian Administration: ancient, Medieval, Modern, British Influence on Indian Administration Constitutional System of Indian Administration, Working of political Executive: President and prime Minister, Council of Ministers, Federalism and Indian Administration with Special reference to Economical planning and role of Finance Commission.

Unit II
Politics – Administration Relationship; president’s rule with reference to article 356, study of Organization and Working of the Central Administration: Central Secretariat and cabinet Secretariat, Functions and the internal Organization of the Ministry of Home Outline study of Administration at the state level with special reference to the state Secretariat and important Departments: Home Finance and Agriculture a detailed study of District Administration in India with special reference to the role of collector: Revenue and the Development Administration.
Administration of public Enterprises in India – A detailed study of the various patterns of management; Department, public corporation and public companies.

Unit III
Indian Bureaucracy – its nature and problems, recruitment, Training, Classification, promotion, Rules of Conduct and Employer- Employee Relations. Study of the problems of the Indian Administrative Service with special reference to the relationship between the Generalists and specialists in India Control over Indian Administration:
   a. Executive Control
   b. Parliamentary Control
   c. Judicial Control
   d. Review of Administration Discretion and the Institution of Ombudsman
Financial Administration: Formulation of Budget, Approval of Budget and execution of budget, budgetary control, parliamentary Control over finance. Comptroller and Auditor General of India.
Economic planning and Indian Administration- the Organization of planning commission in India, Role of National Development Council, Administrative improvement in view of the challenges of economic planning. Movement for Administrative Reforms in India.

Core Readings
1. Asok Chanda: Indian Administration
2. Asok Chanda: Federalism in India
3. K.Santhanam: Union State Relations
4. S.S.Khera: District Administration in India
5. C.P.Bhambhari: Public Administration in India
M.A. FINAL EXAMINATION

Paper V Social Administration

Unit I
Concept: Meaning, Nature, Scope and Principles of Social Administration

Unit II

Unit III
Role of Voluntary Action in Developing Societies and their relationship with the State. Personnel system for Social Administration, Need for the creation of Special Cadre of Social Administration, Personal at the Central, State, Local levels and determination of their conditions of Service.

Problems of Social Administration India:
1. Co-ordination
2. Human Relations
3. Grants-in-aid
4. Common Civil Code

Core Readings:
1. Almond and Coleman: Polities of Developing Area
2. Eckstein and Apter: Comparative Politics
3. Albrow: Bureaucracy
4. M.J.M.Machenzie: Polities and Social Science
5. Pfiffner and Presthus: Public Administration
Paper VI: State Administration in India

Unit I
Constitutional Structure of state government position of states in Indian Constitution: Governor; Governor; Chief Minister and Council of Ministers. Centre – state relations; states autonomy, Sarkaria commission: Recent Development 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, Cabinet Secretariat; Role of Chief Secretary; patterns of Departmental Structure Organization and role of the Department of Home Finance personal and Administrative reforms. Organization and working of Department of Panchayat and Rural Development. The directorates and their position in state Administration; Secretariat; Directorate relationship, Organization and role of the Commissioner office of College Education; Tourism.

Unit III
State Enterprises - Forms and Management: Boards, Corporations, etc: Specific studies of Rajasthan, State Road Transport Corporation; Rajasthan State Industrial Development Corporation Rajasthan housing Board Organization and Functioning of Rajasthan Dairy Federation, Board of Revenue. Planning Administration at the State level in Rajasthan: plan Formulation Implementation: JRY, DRDA, DDP CAD

Personal Administration Recruitment of civil services and role of RPSC, Training, Promotion, Disciplinary action, Rajasthan Civil Services Appellate Tribunal.

Public Administration: Organization and Working of police at the state and district level.
Removal of Public Grievances- Lok Ayukta, Administrative reforms and innovation in state Administration.

Core Readings:
1. V.D. Sharma: Through Town System.
2. Meena Sogani; The Chief Secretary in India.
3. R.M. Khandelwal: State level Plan Administration in India.
5. Ravindra Sharma: Rajya Prashasan (Hindi)
Paper VII Politics and Administration

Unit I
Approaches to the study of Political System, Importance of Comparative Analysis, Political System: Concept, Functions of Political system Gabriel Almond Model, political parties, Pressure Groups and Political system. Concept of Political Development.

Unit II
The Concept of Administrative System, Models of an Administrative System with special reference to the contribution of F.W. Riggs The Concept of Administrative development The Concept of Development Administration

Units III
Bureaucracy: Max Weber’s and Merton’s Models, Marxist Interpretation of Bureaucracy and Political Development. The Concept of Administrative State, Administrative changes.

Core Readings:
1. David C. Marsh: An Introduction to Social Administration
2. Friedlander: Introduction to Social Welfare
3. G.B. Sharma: Social Administration in India
4. D K Mishra: Samajik Prashasan (Hindi)
5. ARC Report on Personnel Administration

Paper VIII Research Methodology and Statistics in Public Administration

Unit I
Research Methodology: Concept, Objective and Significance role of Research methodology in Social Science with Special emphasis on Public Administration, study of Behavior of man under the impact of socio-economic and political Phenomena, Score 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; 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, Contend analysis.

Units III
Sampling – Random, Stratified, Multi-stage, Systematic, Cluster, Convenience, Judgment and Quota Sampling

Core Reading:
1. Mosers: Survey method in Social Investigation
2. Croxton and Cowden: Applied General Statistics
4. Hubert Ballock Jr.: Social Statistics
5. Wallis and Reberts : Statistics – A New Approach

PAPER IX: INDUSTRIAL BASED ENVIRONMENTAL STUDIES

UNIT – 1

UNIT – 2
Natural resources: Renewable – air, water, soil, land and wildlife resources. Non-renewable – mineral, coal, oil and gas. Environmental problems related to the extraction and use of natural resources.
UNIT – 3

UNIT – 4
Environmental pollution : Definition – causes, effects and mitigation measures – Air pollution, Water pollution, Soil pollution, Noise pollution, Thermal pollution – Nuclear hazards – solid wastes acid rain – climate change and global warming environmental laws and regulations in India – Earth summit.

UNIT – 5