

FACULTY OF ARTS

SYLLABUS

MASTER OF ARTS

(PUBLIC ADMINISTRATION)



JODHPUR NATIONAL UNIVERSITY

JODHPUR

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

Public Administration as Social Science, Evolution of Public Administration as a Discipline. Contemporary Approaches to the Study of Public Administration: Behavioral Systems, Structural Functional and public Choice Approaches. Its relation with Political Science. Economics, Sociology, Law and psychology.

Unit II

Concept of Formal Organization, Unity of Command, Chief Executive, Division of work Hierarchy. Span of Control. Line and Staff with special reference to the Contribution of Gulick, Urwick and Mooney. Scientific Management Contribution of Taylor & Fayol, Organizational Analysis – Chester Barnard.

Hawthorne Experiments – concepts of Informal Organization. Motivation, and Moral with Special reference to the contributions of Elton Mayo, Administrative Behavior- Decision making (H. Simon)

Unit III

Concept of management and its techniques- Authority, Leadership, Supervision and Control, Co-ordination, Modern aids to Management: Automation, Cybernetics, PERT- CPM
Centralization, Decentralization, Delegation, Participative management. Group Dynamics, Concepts of E-governance and good governance – information Technology and Administration, Entrepreneurial Government.

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.Kataria: 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

Organization: Social Administration at the Central Level; The Department of Social Welfare-The Scattered nature of social affairs at Central Level and Case for the creation of an Integrated Ministry of Social Affairs. Central Welfare Board - Its composition, function and status.

Unit II

Social Administration at the State level- The State Department/Directorate of Social Welfare. The Controversy: Social Administration at the local level, i.e. District and Panchayat Levels. Methods of Social Administration –Social Case Work; Group Work and Community Organisation Social Policy India- need for a Social Policy Resolution Social Legislation in India –Its inadequacies Social Planning in India –Social development

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, Personnel 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: Politics of Developing Area
2. Eckstein and Apter: Comparative Politics
3. Albrow: Bureaucracy
4. M.J.M.Machenzie: Politics 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: Resent 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
4. Satish K. Batra: legislative control over Public Enterprises.
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, 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; 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.

Units III

Report Preparing, Case Study Method its role and significance in Public Administration Elementary Statistical Techniques: Problems of Measurement in Social Research, Level of Measurement-nominal, Ordinal, Interval and Ratio Scales, Nature and Definition of Statistics, Meaning of Statistics Unit, Variables, Frequency Distribution. Measures of Central Tendency, Quartiles, Measures of Dispersion, Ranges-Semi-Inter Quartile Range, 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 Reading:

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

PAPER IX : INDUSTRIAL BASED ENVIRONMENTAL STUDIES

UNIT – 1

Environment – Definition – Scope – Structure and function of eco system's procedures, consumers and decomposers – energy flow in the ecosystem – ecological succession – food chain, food web and ecological pyramids - concepts of sustainable development.

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

Biodiversity – Definition – values – consumption use, productive social, ethical, aesthetic and option values threats to biodiversity – Hotspots of bio diversity – conservation of bio-diversity: In-situ Ex-situ. Bio-wealth – national and global level.

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

Population and environment – Population explosion – Environment and human health – HIV / AIDS – Women and child welfare – Resettlement and Rehabilitation of people, role of information technology in environmental health – Environmental awareness.

