



**UNIVERSITY OF RAJASTHAN
JAIPUR**

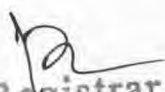
SYLLABUS

M.A.

Public Administration

Semester Scheme

IInd Semester Exam June 2017


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M.A. PUBLIC ADMINISTRATION

IInd Semester June-2017.

1. Scheme of Examination:

- (1) Each Question paper shall be of three hours duration and of 100 marks. Each question paper shall consist of three parts.
- (2) Part -I shall carry 20 marks and shall consist of 10 compulsory questions of 2 marks each to be answered in 20-25 words each.
- (3) Part-II shall carry 20 marks and shall consist of 4 compulsory questions of 5 marks each to be answered in 150 words each.
- (4) Part-III of the question paper shall carry 60 marks. This part shall be divided into 3 sections each comprising of 2 essay type questions of 20 marks each. Candidates will be required to attempt one question from each unit. (3 questions in all, one from each Unit).

2. Course Structure:

The details of the courses with code, title and the credits assign are as given below.

Abbreviations Used

Course Categorys

CCC: Compulsory Core Course

ECC: Elective Core Course

OEC: Open Elective Course

SC: Supportive Course

SSC: Self Study Core Course

SEM: Seminar

PRJ: Project Work

RP: Research Publication

Contact Hours

L: Lecture

T: Tutorial


P: Practical or Other

S: Self Study

Relative Weights

IA: Internal Assessment (Attendance/Classroom Participation/20% Home Assignment etc.)

SE: Semester End


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June

M.A. Public Administration II Sem. (2017-18)


Core Compulsory

- PAD 201 Management Techniques
- PAD 202 Comparative Administrative Systems
- PAD 203 Comparative Public Personnel Administration

Elective Papers

Select any three out of the following papers

- PAD B 01 Economic Systems and Administration
- PAD B 02 Indian Administrative Law
- PAD B 03 Politics and Administration in India
- PAD B 04 Indian Constitution and State
- PAD B 05 Indian Urban Administration


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PAD 201 - Management Techniques

Unit- I

Administrative Structure: Chief Executive, Line and Staff, Authority & Responsibility, Centralisation and Decentralization, Authority (Chester Barnard).

Unit- II


Administrative Behaviour - Decision Making (H.Simon), Motivation (Mcgregor, Maslow and Herzberg, Theory Z (William Ouchi)), Morale and Leadership & Communication.

Unit- III

Administrative Techniques : Public Relations, Participative Management, Group Dynamics, Cybernetics, PERT & CPM. New Public Management, Public Choice Theory, E-Governance, New Public Service Theory (Robert Dehardt).

Core Readings:

1. Pffifner and Presthus: Public Administration
2. Simon, Smithburg & Thompson: Public Administration
3. Felix A.Nigro: Modern Public Administration
4. Tilet Kempner and Mills: Management Thinkers
5. Terry: Principles of Management
6. Newman and Simmer: Process of Management
7. Mcfarland: Management Principles and Practices
8. Hanika: New Thinking in Management
9. Awasthi Avum Maheshawri: Lok Prashashan
10. Mcgregor: The Human Side Of Enterprise


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11. Schodebek: Management System.
12. Prabhu Dutt Sharma: Lok Prashashan (Hindi)
13. Mahadev Prasad Sharma: Lok Prashashan- Sithant Tatha Vyavahar (Hindi)
14. Awasthi Avum Maheshwari: Prashasnik Sidhant (Hindi)
15. Nichlos Henry P.A.: Public Affairs (1995)
16. R.K. Sapru : Administrative Thought.
17. S.K. Kataria.

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 Organisations
6. Gulick and Urwick: Papers on the Science of Administrations
7. William P.Sexton: Organisation Theories
8. William G.Scott: Organisation Theory: A Behavioural Analysis of Management
9. John A. Seiler: A System Analysis In Organisation Behaviour
10. Schien: Organisational Psychology
11. Silverman: The Theory of Organisation
12. Grusky And Miller: The Sociology of Organisation
13. Katz And Kahn: The Social Psychology Of Organisation
14. Argyris: Personality and Organisation
15. Hafre: Modern Organisation Theory
16. Litle Field 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 Rosenzweig: The Theory and Management of System
20. Kast and Others: Organisation and Management: A Systems Approach
21. Hodges, Bialley And Johnson: Management And Organisational Behaviour
22. Reddin: Management Effectiveness
23. Basset: Management Styles In Transition
24. Likert: New Patterns Of Management
25. Andrew M. Brown: Management By Objectives
26. J.W Humble: Management By Objectives
27. Gerald Caulen: Dynamics Of Public Administration


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PAD 202 - Comparative Administrative Systems

Unit- I

Max Weber's Typology of Authority and Administrative Systems with Particular Reference to use of Ideal type of Bureaucratic Model, Weber's Model and its Utility and Limitations in the Context of Administrative Systems of Third World.

Riggs Typology of Societies with particular reference to Prismatic Society, Sala Model and Prismatic Society Revisited.

Unit- II

Salient features of Administrative System of Bangladesh, China -comparisons with Indian System.

Unit- III

Administrative Institutions: British Treasury, Independent Regulatory Commission in USA, Council D 'Etat, Ombudsman in UK, China, France, USA & Bangladesh.

Core Readings:

1. William Siffin (Ed.) Towards the Comparative Study of Public Administration
2. Ferrel Heady And Sybil Stokes (Eds.): Papers In Comparative Public Administration (1962), Articles By Heady, Riggs & Diamant
3. Ferrel Heady : Public Administration : A Comparative Perspective
4. Fred W. Riggs : Administration In Developing Countries
5. H.H. Gerth And C. Wright Mills : Max Weber Essays In Sociology (Portions On Bureaucracy)
6. Edward Weidner (Ed): Development Administration In Asia.
7. Fred W. Riggs (Ed): Frontiers Of Development Administration
8. Herman Finer: Government Of Greater European Powers
9. Mackenzie And Grove: Central Administration In Britain
10. U.S. Government: Organisation Manual (Latest Edition)
11. Ferguson & Mchenry: The American System Of Govt. (Latest Edition)
12. T.N. Chaturvedi : Tulnatmak Lok Prashashan
13. S.K. Kataria, Tulnatmak Lok Prashatshan (Hindi)

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

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4. Guay Hathron, et.al.: Government & Politics in the United States

PAD 203 - Comparative Public Personnel Administration

Unit- I

The following topics to be discussed with reference to India : Classification, Recruitment, Training, Promotion, Conduct Rules and Disciplinary Action, Machinery for Negotiation, Political Rights and Right to Strike, Retirement Benefits. Union Public Service Commission.

Unit- II

The following topics to be discussed with reference to UK, USA : Classification, Recruitment, Training, Promotion, Conduct Rules and Disciplinary Action, Machinery for Negotiation, Political Rights and Right to Strike, Retirement Benefits. Machinery for Negotiation-Joint Consultative Council-Comparison with Whitley Councils.

Unit- III

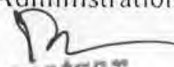
The following topics to be discussed with reference to France : Classification, Recruitment, Training, Promotion, Conduct Rules and Disciplinary Action, Machinery for Negotiation, Political Rights and Right to Strike, Retirement Benefits.

Core Readings:

1. Finer : Theory And Practice Of Modern Governments (Chapters On Civil Service)
2. E.N. Gladden: British Civil Service-Its Problem And Future.
3. O. Glenn Stahl : Public Personnel Administration
4. V.M. Sinha : Personnel Administration
5. Maackenzie And Grove : Central Administration In Britain (Chapters On Personnel Administration)
6. V.M. Sinha : Karmik Prashashan
7. C.M. Jain : Sevavergiya Prashashan
8. S.K. Kataria ; Karmik Prashasan. (Hindi)

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. Government Of France : An Introduction To French Public Administration
7. HMSO : Progress In The Next Steps Initiative


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6. James John Guy: **How We Are Governed**, (Harcourt Brace Canada, 1995)
7. Robert J. Jackson And Doreen Jackson: **Politics In Canada: Culture, Institutions Behaviour And Public Policy**, (Prentice Hall, Canada, 1994, 3rd Ed.)
8. Andrew F. Johnson And Andrew Stritch: **Canadian Public Policy: Globalization And Political Parties**, (Copp Clark Ltd., Toronto, 1996).

PAD B01- Economics – Systems and Administration

Unit -I

Eco-System and Administration of Developing Countries with special reference to Agricultural Development. Industrial Development and Foreign Trade.

Unit -II

Role of Multi National Corporations and World Trade Organisation. Eco-System and Administration of Developing Countries with special reference to India. Problems Related to Agriculture.

Unit -III

Problems Related to Industrial Development Foreign Trade and Aid: The Growth and Performance of Indian Eco-System and Administration since Independence.

References:

1. Loucks & Whitney : Comparative Economic Systems
2. Allen Gruchy: Comparative Economic Systems
3. Blodgett : Comparative Economic System
4. Jan S. Prybla (Edited) : Comparative Economic System
5. G.N. Halm : Economic Systems


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PAD B02- Indian Administrative Law

Unit-I

Constitutional Foundations of Administrative Law.

1. Rule of Law - Dickson Concept & Interpretation : Modern View of the Rule of Law
2. Doctrine of Separation of Powers & its Impact on Indian Administrative Law.
3. Administrative Law and Constitutional Law

Unit-II

Delegated Legislation/Subordinate Legislation-Meaning, Nature and Causes for its Development. Forms of Delegated Legislation, Procedural Safeguards and Legislative Control over Delegated Legislation.

Unit-III

Meaning of Administrative Tribunal and Judicial Court. Distinction between Tribunal and Court. Judicial Control over Administrative Tribunal & Authorities. Principles of Natural Justice. Administrative Discretion- Concept & Impact on Indian Public Administration.

Readings:

1. I.P. Massey: Administrative Law
2. C.K. Thakkar: Administrative Law (Eastern Book Co.)
3. Sir William Wade-Public Law In Britain And India (N M Tripathia & Co.), Bombay 1992


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4. Philip J. Cooper - Public Law And Public Administration
5. Griffith And Street: Principles Of Administrative Law
6. M.A. Fazal: Judicial Control Of Administrative Action In India And Pakistan.
7. B.Ganguly: Administrative Legislation In Modern Law In India.
8. A.P. Hassumani: Some Problems Of Administrative Law In India.
9. M.C.J. Kagzi: Indian Administrative Law
10. S.P. Sathe: Administrative Law In India
11. M.P. Jain & S.N. Jain: Principles Of Administrative Law

PAD B03- Politics and Administration in India

Unit-I

Political System in India : Constitutional Framework. Indicial System, Administrative System and Media

Unit-II

Political Parties, Political Movements, Political Coalitions, Politics of Regionalism Religion and Reservation.

Unit-III

State Politics with special reference to Rajasthan : Evolution and Coalitions of Political Parties, Leadership of State. Politics and Development of the State, Emerging Issues in the Politics of Rajasthan.

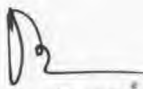
Judicial Review of Administrative Actions : Public Law Review-Writs of Mandamus, Prohibition and Certiorari.

Liability of Administration - Contractual and Tortuous.

Core Books:

1. Almond And Coleman: Politics Of Developing Area.
2. H.V Wiseman Political System : Some Sociological Approaches
3. Almond And Powell: Comparative Politics-A Developmental Approach
4. Eckstein And Apter: Comparative Politics
5. M.J.M. Mackenzie: Politics And Social Science
6. J.C Charleworth: Contemporary Political Analysis
7. Albrow: Bureaucracy
8. F.W. Riggs: Admnistration In Developing Countries
9. Ferrel Heady And Sybil Stocks: Papers On Comparative Public Administration
10. Devkanta Sharma: Kautilya Ke Prashasnik Vichar
11. S.P. Verma: Modern Political Theory (English & Hindi)
12. Lucian W Pye: Aspects Of Political Development
13. Sabine: History Of Political Thought

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PAD B04 - Indian Constitution & State Administration

Unit- I

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

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

Unit- II

Union State Relations: Legislative, Financial and Administrative.

Civil Services under the Indian Constitution.


Unit- III

Emergency Provisions-External Emergency, Internal Emergency and Financial Emergency.

Amendment Procedure of the Constitution.

Core Readings :

1. M.P Singh: Constitution Of India
2. D.D.Basu : Constitutional Law Of India
3. D.D.Basu: Constitution Of India
4. Durga Das Basu: Bharat Ka Sanvidhan
5. Austin: Indian Constitution, Corner Stone Of The Nation
6. Pylee: Constitutional Government In India
7. Morris Jones: Indian Parliament At Work
8. Palmer: Indian Political System
9. A.R.Desai: Social Background Of National Movement In India
10. G.N.Singh: Landmarks In Constitutional Development In India
11. K.V.Rao: Parliamentary Democracy In India
12. M.P.Ray: Bhartiya Sanvidhan


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PAD 05 - Indian Urban Administration

Unit-I

Decentralization of Municipal Administration in Large Cities. The Committee System their Utility and Effectiveness. Municipal Personnel System: Recruitment and Training. Municipal Finances: Revenue Structure. Inter Government Fiscal Relations, State Finance Commission and its Role in Enhancing Municipal Fiscal Capability.

Unit-II

Municipal Corporations of Calcutta, Bombay and Delhi Urban Development Authority; Urban Improvement Trust. Recent Challenges and Major Problems of Urban Administration Relation Between Urban Local Bodies and State Administration.

Unit-III

Contemporary Challenges and Major Problems of Urban Administration. Relation between Urban Local Bodies and State Administration. State Control over Urban Local Bodies. Reforms in Urban Local Administration.

Core Readings:

1. R. Khanna: Municipal Government And Administration
2. R. Gargal: Municipal Government In India
3. Blodif: Local Self Government In America
4. Chipman: An Introduction To French Local Government

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