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The Scientific Method : Meaning and Definition of scientific methods; Basic elements of scientific method deductive and inductive method.

Relationship of theory and fact—Theory building in Public Administration. Concept law, theory and hypothesis their definitions and relationship.

Section 'B'

Nature of Scientific Social study :

The Research Design : Definition of the problem and formulation of 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; Report Preparing, Case study method—its role and significance in Public Administration.

Section 'C'

Elementary Statistical Techniques :

Problems of Measurement in Social Research; Levels of Measurement; Normal, Ordinal, Interval and Ratio Scales, Nature and Definition of Statistics; Meaning of the Statistical Units; Variables; Frequency Distribution; Measures of Central Tendency; Quartiles; Measures of Dispersion; Range, semi-Inter quartile Range. Mean Deviation, Standard Deviation, Coefficient of Variation. Skewness. Coefficient of Correlation —Pearson and Rank.

Sampling—Random, Stratified, Multi-Stage, Systematic, Cluster, Convenience, Judgement and Quota Sampling.

Core Readings :

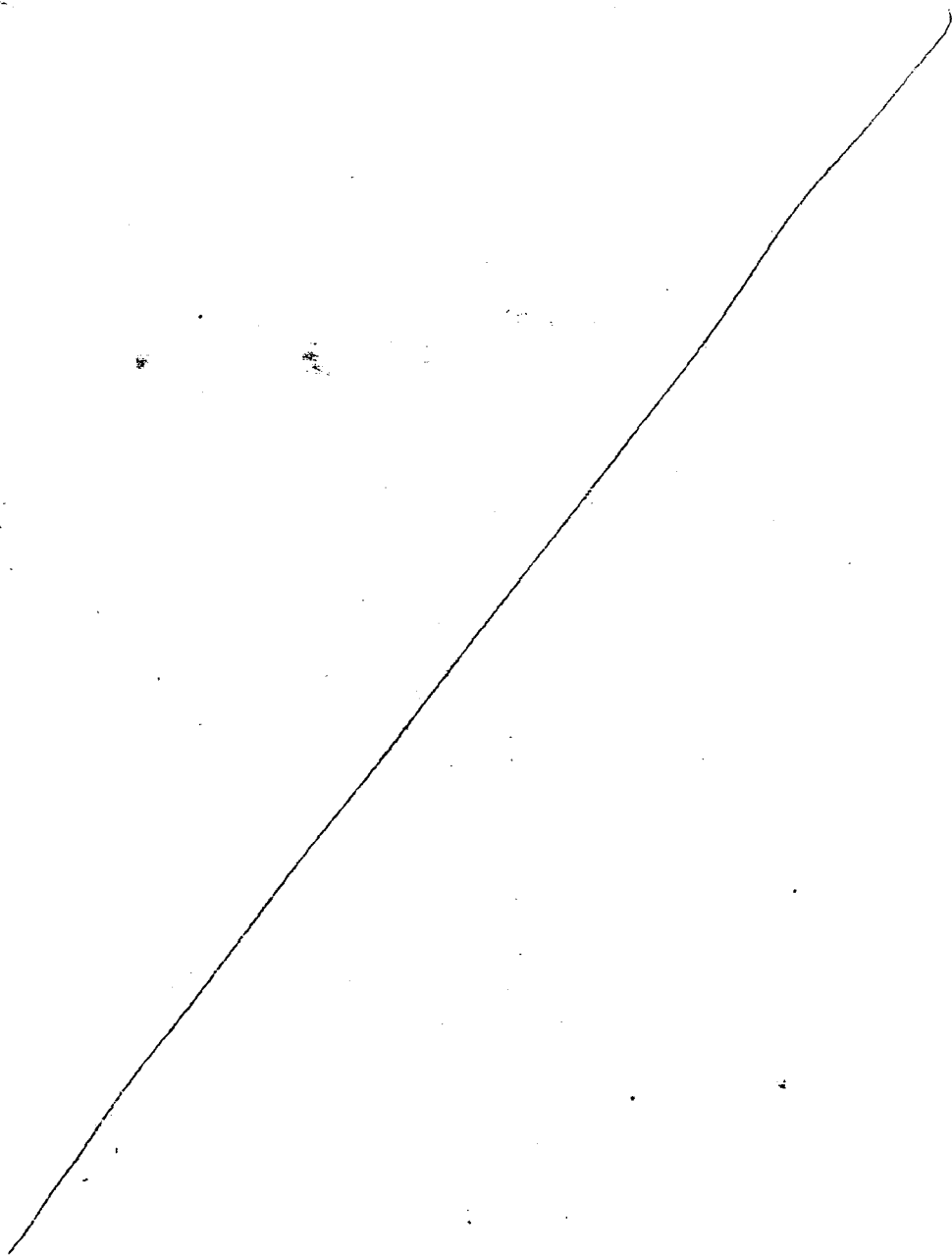
1. F.A. Kerlinger : The Foundations of Behavioural Research
2. Pauline V. Young : Scientific Social Surveys and Research (4th Edn.)
3. W.J. Goode & Paul H. Hatt : Methods in social Research
4. Moser & Kalton : Survey methods in Social Investigation
5. Bernard S. Philips : Social research, Strategy and Tactics
6. Croxton and Cowden : Applied general Statistics
7. Simpson and Kafka : Basic Statistics
8. John H. Mueller and P. Schuessler : Statistical Reasoning in Sociology
9. Hubert Blalock Jr. : Social Statistics
10. Wallis & Roberts : Statistics : A New Approach
11. Black & Champion : Social Research

Subsidiary Readings :

1. Weinberg and Schumaker : Statistics—An Intuitive—Approach
2. Anderson and Zeldith : A Basic Course in Statistics
3. Dennis J. Palumbo : Statistics in Political and Behavioural Science
4. S. Milne : Concepts and Models in 'Public Administration'
5. R.S. Athriya : Ten Case Studies in Research and Development
6. Abraham Kaplan : The Conduct of Inquiry
7. Ackoff : Design of Social Research.

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Paper III (Gr. B) : Indian Constitution

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

1. Development of Indian Constitution since 1858 with Special reference

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the Prime Minister and the Council of Ministers.

4. Parliament : Lok Sabha and Rajya Sabha, composition, powers and Mutual Relationship.

Section 'B'

5. Judicial system in India : Supreme court and High courts—Organisation and Powers.

6. State Executive : Governor—Position, Powers and relationship with the President, Chief Minister and the Council of Ministers.

7. State Legislature : Legislative Assembly and Legislative Council. composition, powers and functions.

8. Union State Relations : Legislative, Financial and administrative.

Section 'C'

9. Civil Services under the Indian Constitution.

10. Emergency Provisions—External emergency, Internal emergency and financial emergency.

11. 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. दुर्गा बासु : भारत का संविधान
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. एम.पी. राय : भारतीय संविधान

Subsidiary Readings :

1. D.K. Sen : A Comparative Study of Indian Constitution
2. D.N. Bannerjee : Some Aspects of Indian Constitution.

Paper V (Gr. B) : Urban Local Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

The process of urbanization, urban growth and Metropolitanisation, consequences of these on urban environment, Urban services and infrastructure. The significance and scope of urban Administration. Role of urban Local Government in the Management of urban Environment in the context of 74th Constitutional Amendment.

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The structure and Pattern of urban local government in UK, USA and France.

Section 'B'

Municipal administration in India : The 74th Constitutional amendment Act, 1992. Patterns of urban Local Bodies viz. : Municipal corporations. Municipal councils and Nagar Panchayats, and other units of urban administration; Composition, structure. Functions and the Executive Systems with Special reference to relations between Elected and Appointed functionaries.

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.

Section 'C'

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.

Reforms in Urban Local administration.

Core Readings :

- 1. R.L. Khanna : Municipal Government and administration
- 2. R. Argal : Municipal government in India
- 3. Blaif : Local Self Government in America
- 4. Chapman : an introduction to French Local Government

Subsidiary Readings :

- 1. A. Avasth : Municipal Government and Administration in India (Agra Laxmi Narayan & Co.)
- 2. Mohit Bhattacharya : Essays in Urban Govt. (Calcutta World Press)
- 3. Mohit Bhattacharya : Management of Urban Government India.
- 4. S.R. Nigam : Local Self government (Delhi, S. Chand & Co.)
- 5. S.K. Bhogle : Local Government in India
- 6. R. Argal : Municipal Government in India (Delhi, Vikas Publishers)
- 7. Rodney Jones : URBAN Politics in India (Delhi, Vikas Publishers)
- 8. D.B. Rosenthal : The Limited Elite
- 9. Seeley : Local Government Explained
- 10. Mand & Wood : Local Government System
- 11. G. Richard : New Local Government System
- 12. George S. Blair : Local Self Government in America
- 13. B. Chapman : An Introduction of French Local Government
- 14. Humeans : Local Governments throughout the World.

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V Paper (Gr. B) : Rural Local Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

The History of Rural Local Government in India. The pattern and Structure of rural Local government in India. The 73rd constitutional Amendment in India. The concept of Panchayati Raj.

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—their institutional relationship.

The concept of community Development, History, Objective, Human Factors in Community Development.

Section 'B'

Panchayati Raj as Agencies of Planning and development. The Position, owners, Functions and relevance of district Development Officer, Block Development Officer and Village Level Worker.

The Position, powers and functions of Zila Pramukh, Pradhan and Sarpanch.

Recruitment, Training and Education of officials and non-officials in Panchayati Raj.

Relationship of Panchayati Raj Institutions with Government Agencies and Departments.

Section 'C'

Some emerging trends in relationship of Political parties and Panchayati Raj.

The Official and Non-Official relationship. The Organisation and Working of Special Schemes like Integrated Rural Development Programme (IRDP), Organisation and Functions of District Rural Development Agency (DRDA).

State Control over Panchayati Raj Institutions.

Finances of Panchayati Raj Institutions; State Finance Commission and its role in augmenting Panchayati Raj Finances. Emerging Trends and recent Challenges before Rural Local Administration. The role of Panchayati Raj Institution in environment improvement.

Core Books :

1. B.S. Khanna : Panchayati Raj in India : National Perspective and State Studies, New Delhi, Deep & Deep, 1994, P-431, Rs. 400/-
2. S.S. Meenakshisundaram : Decentralisation in Developing Countries, New Delhi, concept Publishing Co., 1994, P-160, Rs. 250/-
3. Balwant Rai Mehta Committee Report, 1957.
4. Ashok Mehta Committee Report, 1978

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- 5 Sadiq Ali Committee Report, 1964.
- 6 State Finance Commission Report
- 7 D.D. Basu : Introduction to the Constitution of India
- 8 Iqbal Narain and P.C. Mathur : Panchayati Raj—Old Controls and new Challenges.
- 9 M.A. Mutallib and M.A.A. Khan : Theory of Local Government
10. Kuldeep Mathur : Bureaucratic Response to Development.

Subsidiary Readings:

1. S.C. Dube : India's Changing Villages
2. Pai Panandikar : Personnel System in Development Administration
3. Madick : Development, Decentralisation and Democracy

Journals :

- 1 Indian Journal of Public Administration, N. Delhi.
2. Kurkshetra, N. Delhi.
3. ~~कुर्क्षेत्र~~, नई दिल्ली
4. राजस्थान विकास, जयपुर
5. राज्य शास्त्र समीक्षा

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Paper VI (Gr. B) : Administrative Thinkers

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Administrative Ideas of Kautilaya, Henri Fayol and F.W. Taylor with particular reference to :

1. Kautilaya :

- (i) The machinery of Government
- (ii) Principle of Authority and Obedience
- (iii) Law & Order Administration

2. Henri Fayol

- (i) Managerial Activities
- (ii) Principles of Organization
- (iii) Administrative Training

3. F.W. Taylor

- (i) The Analysis and Planning of Work Process
- (ii) The Scientific Management Movement
- (iii) Impact of Taylorism on Organization Theory

Section 'B'

Administrative Ideas of Max Weber, Chester Barnard and Herbert Simon with special reference to :

1. Max Weber

- (i) Authority and Legitimacy
- (ii) Ideal Typical Model of Bureaucracy

2. Chester Barnard

- (i) Organization as a consciously coordinated cooperative system
- (ii) The Contribution - Satisfaction Equilibrium
- (iii) Formal and Informal Organization
- (iv) Authority and Responsibility

3. Herbert Simon

- (i) Decision making as Heart of Administration
- (ii) Stages in Decision making process
- (iii) Rationality in decision Making
- (iv) Satisficings Vs. Optimizing man
- (v) Concept of Administrative and Economic Man.

Section 'C'

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- 2. Rensis Likert
 - (i) Supervisory Styles
 - (ii) Management Systems 1-4
 - (iii) Organizational improvement
 - (iv) Managing Conflict
- 3. F.W. Riggs
 - (i) Nature of Comparative Public Administration
 - (ii) Ecology of Public administration
 - (iii) Fused, prismatic and Diffracted Societies and Sala Model
 - (iv) Development Administration
 - (v) Prismatic Society revisited

Core Books :

- 1. F.W. Taylor : Scientific Management
- 2. Chester Barnard : The Functions of the Executive
- 3. Llewellyn Thompson and Mils : Management Thinkers
- 4. Herbert Simon : Administrative Behaviour
- 5. Simon : The New Science of Management Decisions
- 6. March and Simon : Organisation
- 7. Riggs : Administration in Developing Countries
- 8. Riggs (Ed.) : Frontiers of Development Administration
- 9. Weidner (ed.) : Development Administration in Asia
(In items number 8 and 9 only the articles of Riggs have to be studied)
- 10. S.S. Ali : Eminent Administrative thinkers
- 11. Marina Pinto : Administrative Thinker
- 12. प्रसाद एवं अन्य : प्रशासनिक चिन्तक

Subsidiary Readings

- 1. Nicolos P. Mouzelis : Organization and Bureaucracy
- 2. Fermon E. East and James E. Rosenzweig : Organization and Management
- 3. James March and Herbert Simon : Organization
- 4. Katz and Kahn : The Social Psychology of Organisation
- 5. William G. Scott : Organization Theory - A Behavioural Analysis
- 6. Billy Hodge and Herbert Johnson : Management or Organization Behaviour
- 7. Riggs : The Ecology of Public Administration
- 8. Riggs : Thailand : Modernisation of Bureaucratic Polity

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Paper VII (Gr. B) : State Administration in India with Special Reference to Rajasthan

3 Hrs. Duration

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Constitutional Structure of State Government : Position of States in Indian Constitution, Governor, Chief Minister and Council of Ministers.

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 Department Structure. Organisation and role of the Departments of Home, Finance, Personnel Administrative Reforms; Office of Divisional Commissioner : Postdating Powers and Functions.

Section 'B'

Organisation and Working of Special Schemes and Integrated Rural Development Department; The Directorates and their position in State Administration - Secretariat - Directorate relationship; Organisation and role of Directorates of College Education; Tourism and of Industries.

State Enterprises : Forms, Boards Control, Specific Study of Rajasthan State Road Transport

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formulation, Implementation, Monitoring and Coordination.

Personnel Administration : Recruitment of Civil Services and the role of RPSC, Training and Promotion, Rajasthan Civil Service Appellate Tribunal.

Police Administration : Organisation and Working of Police at State and District levels.

Removal of Public Grievances, Lok Ayukta, Administrative Reforms and innovations in State Administration.

Subsidiary Readings :

- 1 Mohan Mukherji, (ed.) : Administrative Innovations in Rajasthan
- 2 Mohan Mukerji : Non-Story of a Chief Secretary during Emergency Et. Cetra.
- 3 V.D. Sharma : Through Two Systems.
- 4 चन्द्रमौलि सिंह एवं अन्य : राजस्थान में राज्य प्रशासन
- 5 Meena Sogani : The Chief Secretary of India
- 6 R M. Khandelwal : State Level plan Administration in India
- 7 Saush K. Batra : Legislative Control over Public Enterprises
- 8 रवीन्द्र शर्मा : राज्य प्रशासन

PAPER-VIII

DISSERTATION

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