

AC-16/3/17



Faculty of Social sciences
Mohanlal Sukhadia University, Udaipur (Raj.)

Prof. Monika Nagori

Chairman

No.

Dated: 11.02.2017

A meeting of the faculty of Social Sciences was held on 11.02.2017 at 12.15 Pm in Room No 257, UCSSH. The Agenda of the meeting was to discuss the CBCS course of the Faculty of Social Sciences .IT was also decided that a course of NNS is to be discussed.

The following members were present:

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|----------------------------|--------------------------|
| 1. Prof Monika Nagori | 8. Prof C R Suthar |
| 2. Prof Farida Shah | 9. Prof Sanjay Lodha |
| 3. Prof S K Kataria | 10. Dr. Tarun Kr. Sharma |
| 4. Prof A P Chaudhary | 11. Dr. Shriram Pandey |
| 5. Prof Digvijay Bhatnagar | 12. Dr. Kunajn Acharya |
| 6. Prof P M Yadav | 13. Dr. Neha Paliwal |
| 7. Prof G S Kumpawat | 14. Mrs. Sangeeta Athwal |
| | 15. Dr. Dolly Mogra |

First of all chairman welcomed all the members. The agenda of the meeting was discussed in details. It was unanimously decided that:

1. All the department will send in excel format the list of journals approved by the department to the email given UGC letter (No. F/Journal/MLSU/2017/2235 dated 1.02.2017) and copy to registrar. The same has been already approved by the faculty of social sciences.
2. Syllabi for NSS is to be prepared by coordinator and officer in charge, MLSU , the course will be of degree level and electives in nature.
3. The course designed according to CBCS submitted by the department of Economics, Library and Info Science, Journalism, Public Admin, Psychology, Political Science and Sociology were approved at Master/PG Level. The department of Readymade Garments has submitted proposal for short term certificate course on the line of CBCS is approved.
4. It was also approved that CBCS system can only be implemented with full required infrastructure facilities and appropriate numbers of faculty members. Examination and other modalities will be decided at the university level.

The meeting ended with the vote of thanks to the chair.


Chairman
Faculty of Social Sciences
Mohanlal Sukhadia University
Udaipur

M.A. in Public Administration
Semester System Based on CBCS Course
(Two Years Full Time Schedule)

COURSE CONTENTS

(Effective from the Academic Year 2017-18 onwards)



DEPARTMENT OF PUBLIC ADMINISTRATION

MOHANLAL SUKHADIA UNIVERSITY

UDAIPUR (RAJ.)

DEPARTMENT OF PUBLIC ADMINISTRATION

MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

M.A. - PUBLIC ADMINISTRATION (CBCS) 2017

- 1. Duration of the Course:** The Master of Arts (Public Administration) course will be of four semester and Choice Based Credit System Scheme in Masters Degree duration to be conducted in two years. Each semester will be of approximately five months (minimum 90 working days in a semester) duration.
- 2. Eligibility:** Candidates seeking admission to the first semester of Master of Arts in Public Administration must have a B.A. or an equivalent degree with 48% marks.
- 3. Admission:** Admission will be made on Merit Basis.
- 4. Course Structure: - see attached.**

Scheme of instruction:

Each semester will be of five months (90 working days) duration. Instruction in each paper is divided into Lectures and Tutorials.

5.1 Theory: Class room instructions as per lecture schedule announced at the beginning of the course.

5.2 Tutorials: Tutorials will be conducted for following.

- To give class room instructions in topics already covered in lectures but students require detailed explanation/examples;
- Working out problems, program etc. to make students understand the topics;
- Quiz to get feed back on understanding of the students in a topic.

5.3 Seminar: Students are required to give one seminar in each semester in each paper (10 to 15 minutes) using Audio visual aids. They will be required to submit detailed written work on the seminar topic. Each teacher giving instructions to the students will be giving one lecture each in each semester to provide latest developments, techniques etc. Attendance in all the seminars by

the students is compulsory. Marks proportionate to their absence will be deducted from seminar component of the internal marks.

5.4 Assignments: Teachers will give regular assignments to the students to assess their grasp of the topics. Students will be required to complete the same within the stipulated period.

5.5 Projects: Each student will be required to carry out a project in the last semester in lieu of a compulsory paper. Only the projects submitted by the candidates as per following guidelines will be evaluated.

- a) Project to be selected by the student at the end of third semester
- b) Progress report must be submitted through supervisor
- c) Project must be submitted before the prescribed last date.
- d) Candidates are required to make a presentation of their project work during their project examination
- e) Students whose projects are graded as unsatisfactory will be given one more chance to undertake another project under another supervisor,
- f) The project work of the candidates whose progress report is not submitted will be considered as incomplete and may be terminated within two weeks from the prescribed due date.
- g) Students will be allowed to undertake project works only at the *bonafide* organizations.
- h) Examination of the project work will be conducted by a committee consisting of one internal examiner and one external examiner.

5. ATTENDANCE:

Regular attendance of the student is an important factor in the semester system. No candidate will be allowed to appear in the End Semester Examination as a regular student unless he/she has attended the course regularly.

6.1 Regular 100% attendance is expected of all students for every course in theory and seminar. Hence attendance is compulsory and will be monitored in the semester and students will be informed at the end of the month and end of semester.

6.2 A maximum of 25% absence for the attendance may be condoned only on valid grounds such as illness, death in family or other emergency beyond students control and approved by the Head of the Department/Course Director. Sanctions are to be taken within a week after joining.

6.3 For students participating in Sports/Cultural event/NCC/NSS, etc. camps during a semester the maximum number of days of absence shall not exceed 8 days. Any waiver in this context shall be on the recommendation of the concerned authority and the student will be required to apply in advance for the leave to the Head/Course Director through Faculty Advisor/Course Co-coordinator.

6.4 If a candidate is absent from the semester classes for a period of more than one week without prior notice, admission of the candidate in the course will be terminated automatically. If a candidate is absent due to medical reason, the same must be intimated to the Head/Course Director well in time. However, he/she will not be entitled for any exemption from the attendance requirements of the semester

6.5 If attendance of a candidate in a paper is less than 75%, his/her internal assessment will be marked zero and a candidate may be allowed to appear in those papers in which his/her attendance is less than 75% subject to the condition that **NR** will be marked in these papers to indicate “attendance is short so declared as Not Regular”.

6. Examination scheme:

7.1 University shall conduct examinations only after completion of instructions as per course structure of each semester. External examination may be conducted on consecutive working days without any gap.

7.2 Each theory paper shall be of 100 marks (75 marks for written examination of 3-hrs duration and 25 marks for internal assessment).

7.3 The question paper for end semester examination shall consist of three parts. Part-A will be of 10 marks and will contain ten short answer type questions for which answer must be provided within 35 words for each. Each question will carry 1 mark. Part-B will be of 35 marks and consist of five questions (which requires answers in 250 words for each), one from each unit with internal choice. Each question will be of 7 marks. Part C will be of 30 marks and consist of four long answer type questions (500 words each) out of which candidates will be required to answer two. Each question will be of 15 marks.

7. Internal evaluation scheme to award internal marks

8.1 Assignments: 40% of the internal assessment marks for each theory paper will be awarded on the basis of the performance in the assignments regularly given to the students.

8.2 Internal examination: 40% of the total internal assessment marks for each theory paper will be awarded on the basis of the performance in two written examination conducted by the faculty, one at the end of every six weeks.

8.3 Seminar & Oral examination: 20% of the total internal assessment marks for each paper will be awarded on the basis of the performance in a seminar and Internal viva examination. This will be in addition o internal assessment as mentioned in para 8.1 At least one Internal Viva -Voice examination per paper will be conducted by a committee consisting of local examiners preferably during internal examination.

Note: Candidate who attends less than seventy five percent of the total classes conducted in a paper will not be permitted to appear in Internal Assessment.

8.4 Students are required to keep record of the assignments, Seminars and answer books of the internal examinations and present them at the end of the semester to the Advisory Board of the course. The attendance and performance sheet of each student will be examined by the Board. The internal marks awarded by the teacher will be moderated by the Board if necessary.

8.5 If a student has undertaken project work but failed to submit Project report before the prescribed date for submission, he/she shall be declared failed in IV semester. However he/she will be allowed to submit the same whenever next Semester examination is conducted and internal marks will be carried over.

8.6 If the project work of a student is found unsatisfactory or he/she is not carried out the project work he/she will be declared failed in the IV Semester examination and shall not be eligible for award of M.A. degree. Such students will be given one more chance within one year provided they undertake a fresh project work as per rules. Internal marks if any awarded shall be treated as cancelled and student will be required to undergo fresh internal examination as per rules

8. Minimum passing marks and criteria for promotion to next higher semester

9.1 The minimum marks for passing a semester shall be 36% in each paper and 48% marks in the aggregate.

9.2 A candidate may be promoted to the next semester if he or she has secured at least 36% marks in each paper but has failed to secure 48% marks in aggregate. He/she shall be required to appear in one or more of the papers as and when these papers are offered again by the University so as to satisfy the passing criteria laid in 9.1.

9.3 A candidate may be promoted to the next semester if he/she has secured at least 36% marks in four papers prescribed in the first semester, provided that aggregate of marks in all papers together is at least 48%. Such candidate shall be required to appear in papers in which he/she has secured less than 36% marks when these courses are offered again so as to satisfy the passing criteria laid down in 9.1

9.4 A candidate failing to satisfy the criteria 9.1, 9.2 and 9.3 for promotion to next higher semester shall be required to rejoin the semester in which he/she has failed to satisfy the above criteria, if otherwise eligible in accordance with the University regulations laid in this regard.

9.5 In case, result of a semester is not declared by the university, before the starting of the next higher semester, the students who have appeared in all the papers in the semester will be allowed to attend the class of the next higher semester at their own risk. Candidates who are not eligible to be promoted to the next higher semester will have to leave that semester.

9.6 If a candidate whose attendance is less than 75% in a paper is allowed to appear in the theory papers in the End Semester Examination, his or her Internal marks in the paper will be set to zero and "NR" will be marked against the paper in which his/her attendance is less than 75%.

9. RESULT

At the end of final examination the candidates eligible for the award of M.A. Degree in Political Science shall be classified on the basis of the marks obtained in the first, second, third and fourth semester examination taken together, as follows:

a) First Division with distinction:

75% or more marks in the aggregate provided the candidate has passed all the papers and examination in the first attempt.

b) First Division

60% or more marks but fails to satisfy criteria being classified as first division with distinction laid in 10 (a)

C) Second Division

All other than those included in 10 (a) and (b) above.

A candidate must pass the M.A. examination within three years of the initial admission to the first semester of the course.

MIPAD01-CT-01- Administrative Theories

Unit- I

Meaning, nature, scope and significance of Public Administration, Public and Private Administration, Evolution of Public Administration as an independent discipline. New Public Administration, New Public Management Perspective.

Unit- II

Approaches to the study of public administration, behavioural, system and structural-functional, scientific management theory, bureaucratic theory, public choice theory, Human Relations theory.

Unit-III

Concept of organization, formal and informal organization, principles of organization : Hierarchy, span of control, unity of command, authority and responsibility. Delegation, supervision and co-ordination.

Unit- IV

Structure of Organization, line and staff agencies, Headquarter and field relationship, decision making with special reference to the contribution of Herbert Simon, leadership, communication, motivation.

Unit- V

Administrative improvements- meaning and scope. Tools and methods for administrative improvement. O and M., Cybernetics and cybernetic state. PERT and CPM.

Books Recommended:

1. Pffifner & Presthus: Public Administration.
2. Felix A. Nigro: Modern Public Administration.
3. Rabber S. Basic: Action Administration.
4. Follet M.P.: Dynamic Administration.
5. March & Simon; Organisation.
6. Etzioni: A Comparative Analysis of Complex Organization.
7. William P. Sexton: Organisation Theories.
8. Gerald Caiden: Dynamics of Public Administration.
9. अवस्थी एवं माहेष्वरी : लोक प्रशासन
10. महादेव प्रसाद शर्मा : लोक प्रशासन – सिद्धान्त एवं व्यवहार
11. Sahni and Vayunandan, Administrative Theory.

MIPAD02-CT-02- Administrative Thinkers

Unit-I

Thoughts of Woodrow Wilson, Kautilaya, Henri Fayol.

Unit-II

Thoughts of Luthar Gullick, L. Urwick, F.W. Taylor.

Unit- III

Thoughts of M.P. Follet, Chester Barnard, Elton Mayo.

Unit-IV

Thoughts of A.H. Maslow, Douglas Mc Gregor, Chris Argyris,

Unit-V

Thoughts of Rensis Likert, Fredrick Herzberg , Dwight Waldo.

Books Recommended:

1. Amitai Etzioni: Modern Organization, New Delhi, Prentice Hall of India Pvt. Ltd. 1964.
2. Bertram, M. Gross: The Managing of Organizations (Vol.1) New York. The Free Press, 1964.
3. Prasad and Prasad: Administrative Thinkers (In Hindi also).
4. Singh, R.N.: Management Thoughts and Thinkers.
5. Ali, S.S.: Eminent Administrative thinkers.
6. Tilest and Mills: Management Thinkers.
7. Daniel E. Ciffths: Administrative Theory.
8. Peter Self: Administrative Theories and Policies.
9. Fred Luthans: Organizational Behaviour.
10. Gerald E. Caiden: Dynamics of Public Administration Guidelines to Current Transformation in Theory and Practice.

MIPAD03-CT-03-Public Personnel Administration

Unit-I

Meaning, Nature, Scope, importance of Public Personnel Administration, Principles and problems of Public Personnel Administration, Recent trends in Public Personnel Administration.

Unit-II

Development and significance of civil service in) developed and developing countries. Human Resource Management, Ethics in Civil Service. Public Personnel Policy around the World

Unit-III

Man power planning, classification, Recruitment, Training, Promotion.

Unit-IV

Conduct rules and disciplinary action, Salary, Employees Organizations, Machinery for Negotiation, Political rights of civil servants, Pension and Retirement Benefits.

Unit- V

Administrative reforms in personnel administration. Right to strike and Administrative Tribunals of employees' grievances redressal . Role of DOPT in personnel policies.

Books Recommended:

1. Finer: Theory and Practice of Modern Government (Chapters on Civil Service)

2. Gladden, EN: British Civil Service—Its Problems and Future.
3. Glen Stahl, O.: Public Personnel Administration.
4. Sinha, V.M.: Personnel Administration.
5. Mackenzie and Grove: Central Administration in Britain (Chapters on Personnel Administration).
6. Sinha, V.M.: Karmik Prashasan (Hindi)
7. Jain, C.M.: Sevivargiya Prashasan (Hindi)
8. Maheshwari, Shriram: Higher Civil Service in France.
9. Geoffrey K. Fry: The Changing Civil Service.
10. HMSO: Progress in the Next Steps Initiative.
11. Sarkar Siuli, Public Administration in India.

MIPAD04-CT-04- Comparative Public Administration

Unit-I

Meaning, nature and significance of comparative Public Administration, New Trends in Comparative studies, Evolution of comparative public administration, features of administration in developed and developing countries.

Unit-II

Ecology of Administration: Political, Social, Economic and Cultural environment. Approaches of Comparative Public Administration: Ecological, Structural-Functional, Behavioural.

Unit-III

Max Weber's typology of authority—Essential features and use of Ideal type, bureaucratic model. Utility and limitations of bureaucratic model in the Administrative systems of third world. Rigg's typology of societies, Agreria-Industrial Typologies, Fused-Prismatic -diffracted model, Sala Model. Riggsian concept of Development.

Unit-IV

Salient features of the constitution of USA, UK and France. Administrative system and civil services of USA, UK and France.

Unit- V

Parliamentary commissioner in UK. Whitleyism in UK. Right to strike in France . ENA in France and Conseil d' eta in France.

Books Recommended:

1. Ferrel Heady: Public Administration: A Comparative Respective (Englewood Cliffs, N.J., Prentice Hall, 1966).
2. Sybil I. Stokes: Papers in Comparative Public Administration (AnnArbor : University of Michigan Press, 1962).
3. Nimrod Rapheels: Readings in Comparative Public Administration (Boston, Allynt Bacon, 1967).
4. Ramesh K. Arora: Comparative Public Administration: An Ecological Perspective (Associated Pub. House, New Delhi, 1979).

5. Keith Henderson: Comparative Public Administration: Theory and Relevance (New York Graduate School of Public Administration, New York University, 1967).
6. Prestone Le Breton: Comparative Administrative Theory (Seattle University, Washington Press, 1968).
7. Chaturvedi, T.N. : तुलनात्मक लोक प्रशासन
8. Ramesh K. Arora : तुलनात्मक लोक प्रशासन
9. Irving Swerdlow (Ed.): Towards the Comparative Study of Public Administration.
10. Siffin W.J.: Towards the Comparative Study of Public Administration, Indiana University Press, Bloomington, Indiana, 1959).
11. John Greenwood, Public Administration in Britain, Unwin Hymen, London, 1989.

MIPAD05-CT-05-Constitution and Administration

Unit-I

Evolution of the Constitution of India, Constituent Assembly. Salient features of the Constitution of India. Preamble and Philosophy of the constitution.

Unit-II

Citizen and the state-Fundamental rights and fundamental duties. Directive Principles of State Policy. Impact of these principles on the administrative state.

Unit-III

Legislatures in India. Parliament: Lok Sabha and Rajya Sabha—their composition, functions, powers and relations, the committee System. State Legislative : Vidhan Sabha and Vidhan Parishad—their composition, powers, functions and relationship.

Unit- IV

Judiciary : Supreme Court and High Court—their organization, powers, functions and roles. Sub- ordinate courts. Judicial activism and Public interest litigations.

Unit- V

Constitutional administrative bodies in India. Organization , functions and role of Election Commission of India. Democratic administration and role of the constitution.

Books Recommended:

1. Mombwall, K.R. : Government and Politics in India, Ambala Cantt., Modern Publications, 1981.
2. Basu, D.D. : Constitutional Law of India, Bombay, Prentice Hall of India.
3. Dube, S.C. (ed.): Public Services and Social Responsibility, New Delhi, Vikas, 1979.
4. Fadia, B.L. : Indian Government and Politics, Agra, Sahitya Bhawan, 1992.
5. Shiva Rao : The Framing of Indian Constitution, Bombay, N.M. Tripathi & Co., 1969.

6. Palmer-Norman, D. : Elections and Political Development, New Delhi, Vikas, 1976.
7. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014
8. Bidyut Chakrabarty and Mohit Bhattacharya (Ed.), The Governance Discourse : A Reader, Oxford, New Delhi, 2008.
9. B. Shiva Rao (Ed.), The Framing of Indian Constitution, Universal Publishing House, New Delhi, 2004.

MIPAD06-CT-06- Governance and Administration

Unit-I

Concept and importance of State. Meaning, types and significance of government. , Democracy, Bureaucracy and government.

Unit-II

Good governance- Meaning, concept, components and characteristics. Tools and strategies of good governance. Initiatives taken by India for good governance.

Unit-III

Participatory governance, The Rationale of Participation: Conceptual Issues , New Governance Paradigm: The Emerging Partnerships/Engagement Initiatives .

Unit-IV

Democracy and Development, Political Regimes, Political Participation and Social

Inclusion, Innovations and Pitfalls in Participatory Governance.

Unit- V

Information and Communication Technology and its impact on the Public Administration- Digital and e. governance . Impact of globalization on the governance of developing countries.

Books Recommended

1. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014
2. Vayunandan Etakula, Good Governance Initiatives in India, PHI Learning, New Delhi, 2003
3. Bidyut Chakrabarty and Mohit Bhattacharya (Ed.), The Governance Discourse : A Reader, Oxford, New Delhi, 2008.
4. Alka Dhameja (Ed.), Contemporary Debates in Public Administration, PHI, New Delhi, 2003.
5. B.C. Smith, Good Governance and Development, Palgrave Macmillan, New York, 2007.
6. S.L.Goel, Good Governance : An Integral Approach, Deep and Deep Publishing, New Delhi, 2007.

M2PAD01-CT-07 - Indian Administrative System- I

Unit-I

Evolution of Indian Administration-Ancient, Mughal period and British Influence on Indian Administration. Framework of Indian Administration and Constitutional System of India. Features of Indian Administration.

Unit-II

Political Executive at the Union level: President, Prime Minister and Council of Ministers. The Cabinet Secretariat and Central Secretariat- organization and functions.

Unit-III

Administrative Organization and functions of Ministry of Home, Defence and External Affairs. Board and Commissions: Railway Board and Finance Commission.

Unit-IV

Centre-State Relations- Legislative, Administrative, Financial and Planning. Accountability of Public Administration: Parliamentary Executive and Judicial control over Administration.

Unit- V

Role of civil services in society and administration. Major socio- economic problems and administrative initiatives to resolve the issues.

Books Recommended:

1. Hoshiar Singh and Mohinder Singh: Public Administration in India: Theory & Practice. New Delhi, Sterling Pub., Reprint, 1990.
2. Hoshiar Singh and D.P. Singh: Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.
3. Pilani, G.P. and Hoshiar Singh: Administration and Social Changes, Jaipur; Printwell Pub., 1985.
4. Avasthi, A.: Central Administrative, Tata McGraw Hill Pub. Co. Pvt. Ltd., New Delhi, 1988.
5. Jain, R.B.: Contemporary Issues in Indian Administration, Delhi; Vishal Pub., 1976.
6. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
7. Bhambri, C.P.: Public Administration in India, Delhi Vikas, 1973.
8. Sarkar Siuli, Public Administration in India.
9. Arora and Goyal, Indian Public Administration, New Age International, Delhi. 2014.
10. Lokendra Malik and Anjum Hasan, Selected Reflections on Indian law and Governance, Satyam law international, New Delhi, 2015.

M2PAD02-CT-08- Administrative Law

Unit-I

Administrative Law—meaning, scope, causes of its growth, source of Administrative Law, *Droit Administratif*—meaning and features.

Unit-II

Natural Justice—meaning and principles. Rule of Law—meaning. Evolution of Dicey's thesis, exceptions to Rule of law, Procedural Effects of *Ultra Vires*.

Unit-III

Delegated Legislation—meaning, causes of its growth, classification, advantages and disadvantages, control over delegated legislation procedural, parliamentary and judicial.

Unit-IV

Administrative Adjudication—meaning, difference with judicial process, Reasons for its growth, merits and demerits.

Administrative tribunals with special reference to CAT and Railway Rate Tribunal.

Unit- V

Role of administration and bureaucracy in delegated legislation. Challenges and threats of delegated legislation. Status of delegated legislation in other countries.

Books Recommended

1. Basu, D.D., Administration Law, Prentice Hall of India New Delhi, 1986.
2. Jain, M.P. and Jain, S.N, Principles of Administrative Law Bombay, N.M. Tripathi, 1979.
3. Joshi, J.C., Administrative Law, Allahabad Agency, 1984.
4. Kesri, U.P.D., Administrative Law, Allahabad Central law Agency, 1988.
5. Markess, A., Judicial Control of Administrative Action in India, Madras, MIJ, 1956.
6. Cecil Carr, Delegated Legislation, Cambridge, Cambridge Univ. Press, 1921.
7. Kagzi, M.C.J, Indian Administrative Law, Delhi, 1973.
8. Lokendra Malik and Anjum Hasan, Selected Reflections on Indian law and Governance, Satyam law international, New Delhi, 2015.

M2PAD03-CT-09- State Administration**Unit-I**

Structural evolution and reorganization of states, linguistic principles, position of states in India. Emergence of Rajasthan. Centre-State relationship.

Unit-II

The office of the Governor, Chief Minister and Council of Ministers. State Secretariat and its working. Cabinet Secretariat. Role of Chief Secretary.

Unit-III

Office of the Divisional Commissioner -Position Powers and Functions. District Administration: Role of Collector. District Development Administration, Board of Revenue.

Unit IV

Directorates and their position in State Administration, Secretariat-Directorate Relationship, State level planning machinery, District planning Committee.

Unit- V

Recruitment of Civil Servants, Role of RPSC, Training of Civil Servants, Rajasthan Administrative Tribunal.

Books Recommended:

1. Mukherjee, Mohan (ed.): Administrative Innovations in Rajasthan.
2. Mukherjee, Mohan: Non Story of a Chief Secretary during Emergency etc.
3. Sharma, V.D.: Through To Systems.
4. Singh, Chandra Mauli *et al.*: Rajasthan me Rajya Prashasan (Hindi).
5. Meena, Sogani: The Chief Secretary of India.
6. Khandelwal, R.M.: State Level Plan Administration in India.
7. Batra, K. Satish: Legislative Control over Public Enterprises.
8. Sharma, Ravindra: Rajya Prashasan (Hindi).

M2PAD04-CT-10-Development Administration

Unit-I

Concept of Development, Development and its dimensions, problems and prospects of Development and approaches of Development. Role of Administration in the field of Development. Anti Development thesis.

Unit-II

Concept, Nature and scope of Development Administration. Features and significance of Development Administration. Objectives of Development Administration. Development Administration and Non-Development Administration Dichotomy. Ecology of Development Administration. Changing profile of Development Administration.

Unit-III

Concept , tools and Need of Administrative Development. Problems and sources of Administrative Development. Institutional and organizational arrangement for improving Administrative capability.

Unit-IV

Bureaucracy and Development, Strong State v/s Market debate. countries. Development Administration and administrative. NGO's and Development Administration.

Unit- V

Citizen's participation in Development Administration. Sustainable Development. Millennium Development goals of United Nations. Role of civil society in development.

Books Recommended:

1. Verma, S.P. and Sharma, S.K. (ed.): Development Administration, New Delhi, JIPA.
2. Bhalerao, C.N. (ed.): Administration, Politics & Development in India. Bombay, Lai Pani Pub. House, 1972.
3. Braibhanti and Spengler, J.S.: Administration and Economic Development in India. Duke Univ. Press.
4. Sharma, S.K. (ed.): Dynamics of Development (two volumes). New Delhi, Concept Publishing House.
5. Fred, W. Riggs (ed.): Frontiers of Development Administration. Durham, NC Duke Univ. Press.
6. Joseph, La Palombara (ed.): Bureaucracy and Political Development. Princeton, NBJ Princeton Univ. Press 1963.
7. Cherry Oertzel, Maur Goldschmidth and Donald Rotchild: Government and Politics in Kenya, Nairobi, 1970.
8. Roy Macridis and Brown: Comparative Politics, 4th Ed., Hon wood Dorsey Press, 1972.
9. Joshi Preeta, Vikas Prashasan, RBSA, Jaipur.
10. Palekar S.A., Development Administration, PHI, New Delhi, 2012.
11. S.L.Goel, Development Administartion : Potentialities and Prospects, Deep and Deep Publishing, New Delhi, 2009.

M2PAD05-CT-11-Urban Governance

Unit-I

Evolution of urbanization in India. Importance and scope of urban administration. Master plans and challenges before urban bodies. Urban amenities and local requirements.

Unit-II

Municipal governance in India. Impact of 74th Constitutional Amendment Act, 1992. Metro cities and their problems.

Unit-III

Types of urban local bodies in India. Structure and functions of urban Local Bodies - Municipal Corporation, Municipal Councils and Municipalities.

Unit-IV

Committee System in municipal governance .Municipal Personnel: Recruitment and Training. Municipal Finance, Control over Urban Local Bodies.

Unit-V

Role of central ministries in urban development. National programmes for urban development and slum development. Concept and implementation of smart city.

Books Recommended:

1. Agarwal, R.: Municipal Government in India.
2. Bhattacharya, M.: Management of Urban Government in India.
3. Munro: The Government of American Cities.

4. Chapman: An Introduction to French Local Government.
5. Herman Finer: English Local Government.
6. Maheshwari S .R., *Bharat mein isthaniya prashasan*.
7. Nigam, S.R.: Local Self Government.
8. Martin Cross and David Mallen: Local Government System.
9. Bhattacharya, M. : Municipal Government—Problems and Prospects.
10. Mukhopadhyay, Ashok : Municipal Government and Urban Development.
11. Sharma Ashok, *Bharat mein isthaniya prashasan*, RBSA Publishers, Jaipur, 2013.
12. T.R. Raghunandan (Ed.), Decentralization and Local Government, Orient Blackswan, New Delhi, 2012.

M2PAD06-CT-12- International Organizations

Unit-I

International Organizations : Meaning ,nature, scope, growth and development.
Pacific Methods for the settlement of International disputes Negotiation, Inquiry, Mediation, Arbitration, Judicial Settlement and others.

Unit-II

Agencies and institutions for International Organization—League of Nations. The formation of UN, Admission of States: UN—Its specialized agencies, their creation, nature, working, relationship with social and economic council in particular and the UN in general.

Unit-III

International Administration : History of Development of the International Administration. The place of international Administration in modern world and causes for increasing importance of International Administration. International Civil Services.

Unit-IV

The composition, functions and working of- International Labour Organization (ILO), The UNESCO, Food and Agricultural organization (FAO) , World Bank and World Health Organization (WHO).

Unit- V

An assessment of the working of the UN since its inception up to present. Role of UN in solving world problems. World after cold war era. United Nations Peace Keeping Forces.

Books Recommended:

1. Goodspeed, Stephens: The Nature and Functions of International Organization, New York, Oxford Univ. Press, 1971.
2. Goodrich, M.L. and Hampro : Charter of the United Nations, Contemporary and Documents, Columbia University Press, 1971.
3. Scot, George : The Rise and Fall of the League of Nations Hutchinson of London, 1973.
4. Everyman's United Nations (1945-65) : 8th Ed., United Nations, New York, 1968.

5. Luard, Evan: The United Nations—How its and What it Does, Macmillan, 1979.

M2PAD01-Skill- 01- Office Administration

Unit-I

Meaning, nature and importance of an office. Offices in administrative agencies. Basic requirements of an office. Relationship between Head quarter and field agencies. Administrative work distribution in India. Flag code of india

Unit-II

Provisions in Central Secretariat Office Procedure Manual, Secretariat manual, Govt. of Rajasthan. Noting, drafting, filing system and record and information management.

Unit-III

Reception and hospitality, Receipt and dispatch, Meetings, transport and travel arrangements. Communication and letters- official and demi -official , circulars, orders and notices.

Unit-IV

Establishment- Human resource management, Accounts , audit and finances, Bills and registers, Procurement , inventory, stock and stores, sales, marketing and customer services.

Unit- V

Pest control and safety measures. Safety measures and security rules . Ant- theft mechanism. Co-ordination with district administration and renting the office to other agencies.

Books Recommended

1. Central Secretariat Office Procedure Manual, Govt. of India
2. Secretariat Manual , Govt. of Rajasthan.
3. Gibson, Pattie, Administrative Office Management, Complete Course, Cengage Learning, 2004
4. Balchandran, Office Management, Tata Mc Graw Hiil, New Delhi,2009.
5. Schulze, William J, Office Administration, Mc Graw Hill Co., New York, 1919.

M3PAD01-CT-13-Indian Administrative System-II

Unit-I

Salient features and value premises of Indian administration. Constitutionalism. Political and administrative culture. Bureaucracy and democracy.

Unit-II

Major issue areas in Indian Administration: Political and permanent executives dispute. Generalist and specialist in Administration. Integrity in Administration.

Unit- V

Pest control and safety measures. Safety measures and security rules . Ant- theft mechanism. Co-ordination with district administration and renting the office to other agencies.

Books Recommended

1. Central Secretariat Office Procedure Manual, Govt. of India
2. Secretariat Manual , Govt. of Rajasthan.
3. Gibson, Pattie, Administrative Office Management, Complete Course, Cengage Learning, 2004
4. Balchandran, Office Management, Tata Mc Graw Hiil, New Delhi,2009.
5. Schulze, William J, Office Administration, Mc Graw Hill Co., New York, 1919.

M3PAD01-CT-13-Indian Administrative System-II

Unit-I

Salient features and value premises of Indian administration. Constitutionalism. Political and administrative culture. Bureaucracy and democracy.

Unit-II

Major issue areas in Indian Administration: Political and permanent executives dispute. Generalist and specialist in Administration. Integrity in Administration.

Unit-III

Administrative Reforms. Lokpal & Lok Ayuktas Consumer protection, Good Governance. Terrorism and naxalism.

Unit-IV

Citizen and administration. Pressure groups and interest groups. Social capital .Micro credit and self help groups.

Unit-V

Major challenges before Indian administration. Impact of Liberalization, Privatization and Globalization, on Indian administration.

Books Recommended:

1. Hoshiar Singh and Mohinder Singh: Public Administration in India: Theory & Practice. New Delhi, Sterling Pub., Reprint, 1990.
2. Hoshiar Singh and D.P. Singh : Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.
3. Pilani, G.P. and Singh, Hoshiar: Administration and Social Changes, Jaipur; Printwell Pub., 1985.
4. Avasthi: Central Administrative, Tata McGraw Hill Pub. Co. Pvt. Ltd., New Delhi, 1988.
5. Jain, R.B.: Contemporary Issues in Indian Administration, Delhi; Vishal Pub., 1976.
6. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
7. Bhambri, C.P.: Public Administration in India, Delhi, Vikas, 1973.
8. Sarkar Siuli, Public Administration in India, PHI, New Delhi, 2010.

9. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014

M3PAD02-CT-14-Economic Policy and Administration

Unit-I

Salient features of Developing Economies. The role of Government in Economic Development and economic planning. Nature and reasons of Growing importance of Economic Factors in globalization.

Unit-II

The growth of the Planning Idea in India. machinery for Planning—Erstwhile Planning Commission and NITI Aayog. Process of Plan Formulation and Implementation.

Unit-III

Planning in Rajasthan with special reference to planning machinery and planning process at micro and macro level. Planning process in the context of Democratic Decentralization.

Unit-IV

Meaning and components of economic policy. Brief analysis of Industrial Policy Resolution-1948,1956 and new Economic Policy Resolution (1991).

Unit- V

Globalization, Privatization, Liberalization and WTO--Impact over Public Sector. Cost- benefit and performance issue of PSUs.

Books Recommended:

1. Khera, S.S.: Management and Control in Public Enterprises.
2. Hanson, A.H.: Management Problems of Public Enterprises.
3. Ramanandan, V.V.: Control Over Public Enterprises in India.
4. Administrative Reforms Commission: Report on Public Sector Undertakings.
5. Khera, S.S.: Government in Business.
6. Singh, Bright D.: Economics of Development.
7. Higgins: Economic Development.
8. Hanson, A.H.: The Process of Planning.
9. Administrative Reforms Commission Report on Planning.
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M3PAD- A1 -ET-15- Public Policy

Unit-1

Meaning, Nature, Scope of Public Policy, Importance and Types of Public Policy.
Important social and economic public policies of India.

Unit-II

Concept of Policy Formulation, Constitutional framework for Policy Making.
Role of Bureaucracy, Judiciary and legislature in Policy Formulation.

Unit-III

Meaning, elements in Policy Implementation strategies and techniques of policy implementation. Role of ministries and non-governmental agencies in Policy implementation.

Unit-IV

Meaning of Policy Evaluation, Criteria for Policy Evaluation, problems and approaches in Policy Evaluation.

Unit- V

Approaches of Policy analysis, models of Policy Analysis, Methods and techniques of policy research, Issues in policy analysis.

Books Recommended:

1. E. Lindbloom Charles: The Policy Making Process, Englewood Cliffs, NJ Prentice Hall Inc., 1968.
2. Paul H. Appleby: Policy and Administration, the Univ. of Albara Press, 1949.
3. E. Jacob Charles: Policy and Bureaucracy, P. Van Nostrand Co., 1976.
4. Jones Charles O.: An Introduction to the Study of Public Administration Policy, Books Cole Pub. Co., Monetary California (3rd ed.), 1986.
5. Larry N. Gerston: Making Public Policy, Glenview-III, Scott Foreman (1983) USA.
6. Pardeep Sahni: Public Policy, Conceptual Dimension Allahabad, Kitab Mahal, 1987.
7. Richard M. Hodgetts and Jr. Max S. Wortman Administration Policy—Text and Cases in the Policy Sciences, New York, Wiely.
8. George A. Steiner, Top Management Planning, Macmillan, 1969.
9. Jain, RB: Policy and Parliament in India, Indian Institute of Public Administration, New Delhi.
10. James F. Anderson: Public Policy Making, New York, Preager, 1979.

11. Sapru, R.K., Public Policy-Art and Craft of Policy Analysis, PHI, New Delhi, 2014.
12. Dye , Thomas R, Understanding Public Policy, Pearson Education, New Delhi, 2004.
13. Birkland Thomas A, An Introduction to the Policy Process, PHI, new Delhi,2011.

M3PAD- A2 -ET-16--Social Administration

Unit-I

Concept of Social Welfare, Social Justice and Social Change. Meaning, Nature and Scope of Social Administration. Evolution of social administration.Principles and Importance of Social Administration.

Unit-II

Organisation and Functions of Ministry of Social Justice and Empowerment, Ministry of Women and Child Development, Ministry of Tribal Development, Ministry of minority affairs. Composition and Functions of Central Social Welfare Board and State Social Welfare Advisory Board.

Unit-III

Social Policy- A Study of Relevant Constitutional Articles, Provision of Social Welfare in the Five Year Plan Documents, National Commissions for SC, ST and Women, Tribal Area Development Commissioner.

Unit-IV

Programmes for the Development of SC, ST ,Minorities and Women, Welfare of the Disabled and Aged persons. An assessment of the achievements and failures.

Unit- V

Civil society in India. Composition and functioning of NGOs. Role of Voluntary/Non-Governmental Agencies in Social welfare and development.

Books Recommended :

1. Sachdeva, D.R. : Social Welfare Administration in India, Allahabad, Kitab Mahal, 1993.
2. Goel. S.L. & Jain, R.K. : Social Welfare Administration, Vol. I & II, New Delhi, Deep & Deep, 1998.
3. Chaturvedi, T.N., Jain, R.K. & Sharma C.K. (ed.) : Social Administration: Development & Changes, New Delhi, India Institute of Public Adm., 1980).
4. Paul, D. Chowdhary : Social Welfare Administration Through Voluntary Agencies, Delhi, Atma Ram & Sons., 1962.
5. Aiyar, S.P. (ed.) : Perspective on the Welfare State, Bombay, Monak, 1966.
6. Simely, T.S. : Five Year Plans Documents, Principles of Social Administration.
7. Gokhale, S.D. : Social Welfare Legend and Legacy, Bombay Popular Prakashan, 1974.
8. Tiwana, S.S. : Job Reservation in India. A Critique, Administrative Change, Vol. XX, Jaipur, July, 1992-93.

9. Wadia, A.K. : History of Philosophy of Social Work in India (Selected chapters).
10. Madan, G.H. : India Social Problems.

M3PAD- A3-ET-17-Health Administration

Unit-I

Basic concept, meaning, nature, scope and principles of Health Administration. Evolution of Health Administration as a Discipline.

Unit-II

Machinery at the Central Level: A Critical study of the composition, powers and functions of Ministry of Health and Family Welfare, Directorate General of Health and Family Welfare—their inter-relationship.

Unit-III

Planning for medical. Health and Family Welfare Services in India-A critical study of various five year plans and their achievements. Health education and health statistics.

Unit-IV

Composition, powers and functions of State Departments and Directorates of Health and Family Welfare. Major health programmes.

Unit- V

Powers of District Medical Health and Family Welfare Officers—District Hospitals/Dispensaries and Family Welfare Centres. PHC and Sub -Centres.

Books Recommended:

1. Ramesh Waram, G.: Medical and Health Administration in Rural India, New Delhi, Ashish Publishing House, 1989.
2. The Central Health Education, Health Today, Director General of Health Services, New Delhi, 1971.
3. Goel, S.L. : Health Care Administration—Levels and Aspects, New Delhi, Sterling Publishers, 1980.
4. Goel, S.L. : Health Care Administration : Ecology, Principles and Modern Trends, New Delhi, Sterling Publishers Pvt. Ltd., 1980.
5. Goel, S.L. : Public Health Administration, New Delhi, Sterling Publishers Pvt. Ltd., 1984.
6. Goel S.L., Hospital Administration and Management, Deep and Deep Publishing, New Delhi, 2007.

M3PAD- A4- ET-18-Environment Policy and Administration**Unit-I**

Environment- Meaning and component, Eco-system, Ecology and Biosphere, environment problems-causes and factors of Environmental Pollution.

Unit-II

Environmental Policy in India, Constitutional provisions relating to environmental protection, Environment Laws and Planning in India.

Unit-III

Environment Control Administrative machinery at the National, State and District levels. Environment programmes of the Government of India. Climatic change and challenges to environment.

Unit-IV

Role of Judiciary in Environmental prevention. Judicial activism and Environmental Protection, Citizens and Environment.

Unit- V

NGO's role in Environmental protection, Environment education. Role of United Nations in environment protection. Social forestry in India.

Books Recommended:

1. Hoshiar Singh (ed.) : Environment Policy and Administration, Jaipur, Printwell Pub., 1992.
2. Shyam Divan and Armin Rosenerang : Environmental Law and Policy in India. Oxford Univ. Press, New Delhi, 2001.
3. Shekhar Singh (ed.) : Environmental Policy in India. New Delhi, IIPA, 1984.
4. Dwivedi, O.P. : India : Pollution Control Policy and Programmes, International Review of Administrative Sciences, Vol. XLIII, Nos. 2, 1977.
5. Desh Bandhu : Environmental Management, Indian Environmental Society, 1981.
6. Sharma, A.K. and Sharma, A. (ed.) : Impact of the Development of Science & Technology on Environment, Indian Science Congress Association, 1981.

7. Bhatia, S.C. (ed.) : Papers in Environmental Education, Indian University Association for Continuing Education, 1984.
8. Tiwari, H.N.: Environmental Law, Allahabad Law Agency, Faridabad, 2001.
9. Srivastava, V.N. and Rai, BP. : Environment and Ecology, Vasundra Publications, Gorakhpur, 1998.
10. India, NCEP: Draft Report of the State of the Environment, Delhi, Dec., 1981.
11. Baidyanath Mishra, Sustainable Development Administration, Deep and Deep Publishing, New Delhi, 2012.

M3PAD- B1- ET-15-Disaster Management

Unit-1

Introduction to Disasters. Nature and classification of disasters. Profile of Disasters: Global, National, Regional. Methodology to cope with Disasters in India. Impact of Natural Disaster on Environment and development.

Unit-II

Disaster Management Cycle. Disaster management: Planning, coordination, leadership and control. Stocking of resources. Vulnerability and risk analysis. Rehabilitation and reconstruction. Strategies for effective disaster management. Skill Training, Search, Rescue and evacuation. Distribution of relief material. Damage and need assessment.

Unit-III

Disaster preparedness—Predictability. Forecasting and Warning of Disaster. Preparation and precautionary measures, Role of community in disaster management, communication system and protocol.

Unit-IV

National Disaster Management Act, 2005- Major provisions. National, state and District level disaster management authorities and committees. Drought and famine management in Rajasthan.

Unit- V

Disaster awareness, Role and coordination, Media and NGOs. Use of formal education system. Emerging issues and lessons for future. Disaster education at school level. Crisis management.

Books Recommended

1. Sharma, V.K.. : Disaster Management, New United Press, New Delhi. 1995
2. David Alexander: Natural Disaster, London, UCL Press, 1993.
3. Kathakali Bagchi, S.: Drought Prone India: Problems and Prospects, New Delhi, Agricale, 1991.
4. Melvin A. Benarde : Race Against Famine, orient Longmans, Bombay-1972.
5. Gopal Bhargana: Environmental Challenges and Ecological Disaster: Global Perspective, New Delhi Mittal Pub., 1992.
6. Borkar, V.V. : Impact of Drought on Rural Life, New Delhi Popular Prakashan, 1975.

7. Nick, W. Carter : Disaster Management : A Disaster Handbook. Manila Asian Development Bank, 1995.
8. Jack D. Kartez : Crisis Response Planning : Forward Contingent Analysis. Journal of the American Planning Association 50(1) Winter, 1984.
9. National Disaster Management Act, 2005.
10. Vinod K. Sharma (Ed.), Disaster Management, IIPA, New Delhi, 2010.

M3PAD- B2- ET-16- Rural Governance

Unit-I

Growth of Rural Administrative Decentralization and Panchayati Raj in India. Origin of Rural Development and Community Development Programmes. Impact of Balwant Rai Mehta and Ashok Mehta Committee's Reports on Rural Development.

Unit-II

Panchayati Raj in India—Organisation and Working of Gram Panchayat, Gram Sabha, Panchayat Samiti and Zilla Parishad, Panchayati Raj before and after 73rd Constitutional Amendment Act.

Unit-III

Official-Non-official relationship. Rural Leadership. Peoples' participation. Role of political Parties in Panchayati Raj. Panchayati Raj Finance. Relations between Cooperatives and rural Local bodies.

Unit-IV

Role of District Collector in Panchayati Raj. Vikas Adhikari—Appointment, power and relations with Pradhan. Village Level Workers, Other officials of Panchayati Raj.

Unit- V

Control Mechanism over PRIs. Role of central ministry on panchayati raj. Role of state government . Devolution of powers to PRIs. Village level development plans-preparation and implementation.

Books Recommended:

1. Hoshiar Singh : Administration of Rural Development in India. New Delhi, Sterling Pub., 1995.
2. Mohinder Singh : Rural Development in India—Current Perspectives, New Delhi, International Pub. House, 1992.
3. Hoshiar Singh : Rural Development in India, Jaipur. Printwell Pub., 1985.
4. Maheshwari, S.R. : Local Government in India, New Delhi, Origin, Longman, 1984.
5. Bhatnagar : Rural Development in India, New Delhi, Light & Life Pub., 1970.
6. Mishra, S.N. : New Horizons in Rural Development Administration, New Delhi, Mittal Pub., 1984.
7. Khanna, B.S. : Rural Development in India, New Delhi, Deep and Deep Pub., 1992.
8. Kurukshetra : A Journal of Rural Development, Govt. of India.
9. Sahib Singh and Swinder Singh : Local Government in India, New Academic Pub. Co., Jalandhar, 1992.

10. Malik, A.S. : Concept and Strategy of Rural Industrial Development, New Delhi, MP Pub., 1995.
11. Sharma Ashok, *Bharat mein isthaniya prashasan*, RBSA Publishers, Jaipur, 2013.
12. T.R. Raghunandan(Ed.), Decentralization and Local Government, Orient Blackswan, New Delhi, 2012.

M3PAD- B3- ET-17-Police Administration

Unit-I

Need and Concept of Police in modern Societies. Evolution of Police System in India during Ancient, Medieval and British Period. Indian Police Act of 1861 and present Acts.

Unit- II

The Ministry of Home and the State Police System— Organization and working of the Police in Indian States. The problem of law and order in Indian Society. Role of Police and para- military forces in different kinds of disorders.

Unit-III

The District Police in India—District Police Organization and its working. Organization of Village Police Force—Policing Rural India, Challenges of change before the Police—Police and Political Leadership in India.

Unit-IV

Police Personnel Administration in India—The IPS as a career recruitment, promotion, Training and Service Conditions of Indian Police Service and State Police Services in State.

Unit- V

Discipline in Police Corps, Police Public Relations. Police Reforms and Community policing. Policing in 21st century. International terrorism.

Books Recommended:

1. Shanker Sen: Indian Police Today, New Delhi.
2. Sultan Akhar Khan : Power, Police and Public, Kurukshetra: Vishal Pub., 1983.
3. Charles D. Hale : Fundamentals of Police Administration, Boston, Helbrook Press, 1977.
4. Mishra, S.C.: Police Administration in India. 1970.
5. Bayley, D.H. : The Police and Political Development in India (Latest Edition).
6. Wilson, O.W. and Ray Clinton McLaran : Police Administration (Latest Edition).
7. Mathur. K.M. : Problems of Police in a Democratic Society, RBSA Publishers, Jaipur, 1987.
8. Saxena, N.S. : Law and Order in India, Abhinav Publications.
9. Sharma, P.D. : Indian Police—A Development Approach (Latest edition).
10. T.K. Vinod Kumar, Public Events and Police Response, Oxford, New Delhi, 2013.

11. Gautam Gosh, Police Accountability at the Cutting Edge Level, APH Publishing, New Delhi, 2007.

M3PAD- B4- ET-18-Educational Administration

Unit-I

Concept of Educational Administration—Nature and scope of Educational Administration, Place of Education in Indian Constitutional System, its rationale and administrative implications.

Unit-II

Administrative system of Education in India. Geographical, Historical, Political, Economic and Social Factors influencing Indian Educational Administration. Role of ministry of HRD , UGC and NUEPA.

Unit-III

Administrative problems of Education in India with special reference to their structural functionalism, financial and personnel management. School education; College Education, Technical Education; Universities, autonomous colleges.

Unit-IV

Administrative Innovations for Educational Development, Non Formal Education; Open School and Open Universities. Role of private sector.

Unit- V

Reports of Commission on Education; Kothari Commission. Education Policy 1986 and 1992. Ram Murti Commission 1990. Rashtriya Uchchatar Shiksha Abhiyan (RUSA).

Books Recommended:

1. Morphet, R.L., John and Peller : Educational Administration.
2. Mort, P.R.: Principles of School Administration.
3. Seers, J.B.: The Nature of the Administrative process.
4. Campbell, Renald, F. Ruessel and I. Gregg : Administrative Behaviour in Education.
5. Bhatnagar and Verma: Educational Administration.
6. Mathur, S.S. : Educational Administration.
7. Ovard, Glen, F; Education Administration.
8. Ovard, Glen F. : Administration of changing Secondary School.
9. Campbell, T. : The Social Sciences Views School Administration.
10. Friffithss Dansel : E. Administrative Theory.
11. Halpin Andrew, W. (ed.) : Administrative Theory in Education.
12. Griffith Daniel F. : Research in Educational Administration.
13. Griffiths, Daniel (ed.) : Behavioural Science and Educational Administration.
14. Lulla, S.P.: Research in Educational Administration.
15. Mukherji, S.M. : Secondary school Administration.
16. Mukherji, S.M. : Administration of Education Planning and Finance.
17. Haplin, Andrew, W. : Theory and Research in Administration.

18. Chandrakant, L.S. : Educational Administration—What it Means.

19. Simon, Hebert, A. : Administrative Behaviour.

M4PAD01-CT-19-Research Methodology in Public Administration

Unit-I

Meaning and types of research. Steps of scientific method. Meaning and features of social research, scientific types of social research, objectivity in social research.

Unit-II

Research Design—meaning, types and its formulation. Hypothesis—meaning, importance, sources and types. Qualities of a workable hypothesis, difficulties in the formulation of hypothesis. Variables in social research.

Unit-III

Data collection—sources of data collection: primary and secondary, techniques of data collection- observation, interviews, questionnaire and schedule, case study. Sampling—meaning, merits and demerits, types and procedure of selecting a representative sample.

Unit-IV

Processing and Analysis of Data. Content analysis. Classification and tabulation of data. Statistical tools for data analysis. Measures of central tendency—mean, mode and median, mean deviation and standard deviation, correlation.

Unit- V

Hypothesis testing- Parametric and non- parametric tests. Report writing. Citation in Research paper and thesis. Theory building in social sciences.

Books Recommended:

1. Moser, C.A. and Kalton, C.: Survey Methods in Social Investigation, London, 1974.
2. Young, P.V.: Scientific Social Survey ad Research. New Delhi. Prentice Hall of India, 1979.
3. Clair Seltiz: Research Methods in Social Relations, New York, Rinehart and Winslen, 1976.
4. John Galtung: Theory and Methods of Social Research, New York, Columbia Univ., 1967.
5. Shukla and Trivedi (Hindi): Research Methodology, College Book Depot., Jaipur.
6. David Machmias and Chava Machmias: Research Methods in Social Sciences. New York, St. Murthin Press, 1981.
7. Kothari, C.R.: Research Methodology, Methods and Technique, New Delhi, Willey Eastern Ltd., 1986.
8. Kerlinger, F.N.: Foundations of Behavioural Research, New York, Holt, Rinchan and Winston, 1973.

M4PAD01-CT-20- Project work- Dissertation

Students will accomplish a project work on the selected topic and submit a dissertation under supervision of a faculty member.

M4PAD- A1 -ET-21- Financial Administration

Unit-I

Financial Administration—Evolution, meaning, nature, scope and objectives. Agencies and significance of financial administration. Financial administration under capitalists, socialists and mixed economy

Unit-II

Budget-meaning, principles and essentials of budget. Types of budgeting—line-item, performance and zero based. . Concept of deficit financing and its remedies.

Unit-III

Budgetary Process—formulation, enactment and execution of budget. Budget as an instrument of Administration and economic development. Fiscal federalism in India, Finance Ministry's control over public finance, role of finance commission.

Unit-IV

Parliamentary Control over public finance, PAC, Estimate Committee, Committee on public undertakings, CAG, Accounting and auditing system in India.

Unit- V

Financial reforms in India. Financial responsibility and budgetary control. Goods and service tax (GST) – major issues. Finance for governmental development schemes .

Books Recommended:

1. Lall, G.S.: Financial Administration in India, Delhi, HPJ Kapoor, 1969.
2. Sundhram, K.P.M. : Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
3. Wattal, P.K.: Parliamentary Financial Control in India. Bombay, Minerva, 1962.
4. Chaturvedi, T.N. and Harda, K.L. : Financial Administration, New Delhi, IIPA, 1992.
5. Handa, K.L. (ed.): Financial Administration, New Delhi, IIPA, 1986.
6. Thavaraj, M.J.K. : Financial Management of Government. New Delhi, S. Chand, 1978.
7. Radheysham : Financial Administration, New Delhi, Surjeet Book Depot., 1992.
8. Gautam, E.N. : Bhartiya Vitt Prashasan, Chandigarh, Haryana Sahitya Academy, 1993.
9. Mookerjee, S.S : Financial Administration in India, Delhi, Surjeet Book Depot, 1980.
10. Singh Sahib and Singh Swinder : Personnel and Financial Administration, Chandigarh, New Academic, 1974.

11. Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi, 2014.

M4PAD- A2 -ET-22- Public Sector Administration

Unit-I

Evolution of Public sector in India. Nationalization and public sector. Forms of Organization and their Operational Autonomy, Sector Cooperative. Public- private partnership.

Unit-II

Various types, characteristics, advantages and disadvantages of public enterprises- Departmental organizations, Public Corporation, Government Company.

Unit-III

Types of Boards, Role and Functions of Board of Directors, Role of Public Enterprises Selection Board. Financial Administration: Resource Mobilization, Disinvestment, Role of Disinvestment Commission, Problems of Risk Units.

Unit-IV

Personnel Administration, Recruitment, Training, Service Conditions and Salary determination. Production -Planning and Political Control, marketing. Role of Parliamentary Committee on Public Undertakings.

Unit- V

Consumer Interest and Public Relations. Privatisation and PPP. Impact of WTO on public sector in India. Special Economic Zone- provisions and progress.

Books Recommended :

1. Khanna, K.C. : Management of Public Sector.
2. Gupta, K.R. : Organization and Management.
3. Naboogopal Das : The Public Sector in India (Asia, Bombay).
4. Khera, S.S. : Government in Business (Asia, Bombay)
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M4PAD- A3 -ET-23-Values and Ethics in Administration

Unit-I

Meaning of ethics and values. The philosophical underpinnings of Ethical action in Public and private affairs—The western tradition and the Indian System of values.

Unit-II

Ethics and Public Interest—Legitimacy and Accountability of the Public System. Corruption in Public Affairs.

Values, Ethics, Transparency and Accountability in Business—Code or norms of ethics in India for Business Organizations.

Unit-III

Education and Training for Values and Ethics in Public Service and Business— Role and responsibility of the institutions of learning. Secrecy versus transparency.

Unit-IV

Public Service Ethics in India, Employees conduct in the Community, Discipline, Removal and appeals, Individual conduct and Group responsibility, Impact of Liberalization Privatization and Globalization on the Ethics of Civil Servant.

Unit- V

Role of family, community and society in developing ethics. Impact of technology over ethics and societal values in India. Consumerism and ethics.

Books Recommended:

1. IIPA-Ethics in Public Life. July-Sept., 1995, IIPA, New Delhi.
2. Selected Chapters of Mahabharat (Shanti Parva) and Kautilya's Arthshastra.
3. Williams, Bernard, Morality: An Introduction to Ethics Cup. 1992.
4. Appleby, Paul H.: Morality and Administration in Democratic Government.
5. Leys, Wayne, A.R.: Ethics for Policy Decision.
6. Walton, Clarence C.: Ethics and the Executive; Value in Management Decision Making. Prentice Hall.
7. Second ARC 's report on Ethics.
8. Agnes Heller, General Ethics, Basil Blackwell, New York, 1988.
9. H. George Fredrickson (Ed.), Ethics and Public Administration, M.E. Sharpe, Armonk, 1993.
10. H. George Fredrickson and Richard K. Ghere (Ed.), Ethics in Public Management, PHI, New Delhi,2005.
11. Rohr , John A, Ethics for Bureaucrats, Marcel Dekker Inc, New York, 1989.

M4PAD- A4 -ET-24- Administrative Reforms and Innovations

Unit-I

Meaning, importance and characteristics of administrative reforms. Tools and techniques of administrative reforms. Steps taken in India for administrative reforms.

Unit-II

Major commissions and committees constituted for administrative reforms at union level in India especially first and second administrative reforms commissions their recommendations and implications.

Unit-III

Major commissions and committees constituted for administrative reforms in Rajasthan- their recommendations and implications.

Unit-IV

Innovations- meaning, importance and tools. Administrative innovations in India and Rajasthan. Administrative improvement, O and M, automation and other techniques.

Unit- V

Major Commissions and Committees on core issues- Health, Education, Economy, Law and order. Governments' reactions and response over the recommendations of these committees.

Books recommended-

1. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014
2. Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi, 2014
3. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
4. Hoshiar Singh and D.P. Singh : Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.
5. Chakrabarty Bidyut and Bhattacharya Mohit, Administrative Change and Innovation: A Reader, OUP India, New Delhi, 2005.
6. Osborne Stephen P and Brown Louise, Handbook of Innovations in Public Services, Edward Elgar Publishing, Camberley, UK, 2013.
7. Blunt, Peter, Public Administrative Reform and Management Innovation for Developing Countries, UNPAN, United Nations. 2000.
8. Maheshwari, S.R. Administrative Reforms in India, Macmillan, New Delhi, 2002.
9. Successful Governance Innovations and Best Practices: Experience from Indian States, Academic Foundation and Planning Commission, New Delhi, 2003.

M4PAD- B1 -ET-21-E. governance

Unit-I

E-governance— Meaning, Nature and scope. Applications of IT in Government—its influence on the performance of Public organizations. Initial and experimental projects on e. governance in India. Digital governance and movement in India.

Unit-II

Implementing strategies for e-governance initiatives—Scope and limits, Role of Public Servants under e-government initiatives—Skills required and training of Public Servants. National e.gov. plan. M-governance.

Unit-III

IT and Policy Analysis—Meaning and significance, methods and techniques, cyber laws—IT Act , 2000 and its impact on other laws. Role of e-governance in Administration. Reforms in Bureaucratic culture.

Unit –IV

Citizen and e-governance : Citizen participation in governmental process—its influence on democratization and decentralized decision making in Public Organizations .

Unit- V

Computer practical work on e. governance in Computer Laboratory. Applications of e.governance in Local Self Government. Mobile governance apps by the government agencies.

Books Recommended:

1. Bedi, Kiran et al , government @ Net : New Governance Opportunities for India, Sage, New Delhi, 2001.
2. Pitt, D.C. and Smith, B.C. : The Computer Revolution in Public Administration, Wheatsheaf Book, UK, 1984.
3. Heeks, R.B. (ed.): Reinventing Government in the Information Age, Routledge, London, 2001.
4. IIPA: Information Technology and Indian Administration, July-Sept., 2000, IIPA, New Delhi.
5. Prabhu CSR, E- Governance, PHI, New Delhi, 2005.
6. Pardhasaradhi,Y. (et.al) E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi. 2009.
7. Satyanarayana, J, E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi.2004
8. United nations E- Government Survey-2016, UNPAN, United Nations.
9. Alexi Pavlichev and G. David Garson, Digital Government: Principles and Best Practices, Idea Group Publishing, Hershey, 2004.

10. Ibrahim Kushchu, *Mobile Government: An Emerging Direction in E. Government*, IGI Publishing, Hershey, 2007.
11. Douglas Holmes, *e Gov- e Business Strategies for Government*, Nicholas Brealey Publishing, London, 2001.
12. Manish K Chaubey, *Cyber crimes and Legal Awareness*, Regal Publishing , New Delhi, 2013.

M4PAD- B2 -ET-22-Administrative Control and Accountability

Unit- I

Meaning and concept of control over public administration. Tools and methods to control administration- Legislative, Executive and Judicial. Transparency in administration.

Unit- II

Parliamentary committees – Public Accounts Committee, Estimate Committee, Committee in Public Undertakings: composition, functions, working and role.

Unit-III

Meaning and implications of responsibility and accountability. Administrative duties versus ethical responsibilities.

Neutrality versus committed bureaucracy. Code of ethics and professional duties.

Unit-IV

Ministerial control over administration. Judiciary versus legislature and executive dispute. Impact of information technology and globalization . Dispute of autonomy and accountability.

Unit- V

Role of media, social media and voluntary agencies. Judicial activism in India. Impact of Public Interest Litigations (PIL) over Indian Administration. Recent trends on controlling administration.

Books Recommended-

1. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014.
2. Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi, 2014
3. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
4. Hoshiar Singh and D.P. Singh : Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.
5. Vayunandan Etakula, Good Governance Initiatives in India, PHI Learning, New Delhi, 2003
6. Desai, Jay P., Accountability : Angst, Awareness and Action, Pearson Education, New Delhi, 2012.
7. Basu, Shantanu, The Worth Within : Corruption and Erosion of India's Accountability, Authorpress, New Delhi, 2015.

8. Lewis, Leif, *Democratic Accountability*, Harvard University Press, 2007.

M4PAD- B3 -ET-23- Public Grievances Redressal Mechanism

Unit-I

Meaning and types of public complaints and grievances. Causes and remedies to reduce public grievances against government machinery. Recent trends in removing public grievances. Whistle-blowers protection.

Unit-II

Administrative corruption- meaning, causes and remedies. Central Vigilance Commission- composition, functions and role. Central Bureau of Investigation- organization and functions. Online complaint registration and its execution at union level.

Unit-III

Sugam portal of government of Rajasthan. Role of the Department of Public Grievances Redressal in Rajasthan. District level Public Grievances Redressal Committee. Role of public representatives and Anti- corruption Bureau.

Unit- IV

New initiatives for empowerment of common man- Lokpal, Right to Information, Citizens Charter, Public hearing and guaranteed delivery of public services – legislations and lessons.

Unit- V

Policies and initiatives for controlling administrative corruption in India.
Corruption index. Social audit- Concept, application, impact and the lessons.

Books Recommended-

1. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014
2. Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi, 2014
3. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
4. Hoshiar Singh and D.P. Singh : Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.
5. Vayunandan Etakula, Good Governance Initiatives in India, PHI Learning, New Delhi, 2003
6. Dhawan, R.K., Public Grievances and Lokpal, Allied Publishers, New Delhi, 1981.
7. Shah, Anwar, Public Service Delivery, World Bank , Washington DC, 2005.
8. Callahum, Kathe, Elements of Effective Governance, Routledge, London, 2006.
9. S.L.Goel, RTI and Good Governance, Deep and Deep Publishing, New Delhi, 2007.

M4PAD- B4 -ET-24-Administration of Public Distribution System

Unit-1

Development of Public Distribution System in India, Policy, objectives, rationale and planning. Right to food. Food security scheme. Direct benefit transfer mechanism.

Unit-II

Food policy and PDS Role and responsibility of different agencies Food subsidy and its impact on economy. Organization and functions of Ministry of Consumer Affairs.

Unit-III

Organizational aspects of supplies and distribution of essential commodities Identification of beneficiaries and limitations. BPL ration card and their utility. Innovation in PDS ,TPDS and dual Pricing Policy.

Unit-IV

Accountability, Responsiveness in Public Distribution System, Transparency and Right to Information, Networking and Inter-institutional Coordination in Governance. Reforms and change management.

Unit- V

Issues in food security and poverty alleviation; an evaluation of the working of TPDS. Legislation on food safety and standards. Quality assurance in PDS supplies .

Books Recommended:

1. Suryanarayana. G. : Public Distribution System in India. Chug. Allahabad, 1985.
2. Dubhashi. P.R. and Jaideep Singh : Delivery Systems Asian Experience. IIPA. New Delhi. 1996.
3. Ojha Ghanshyam Das : Organisation and Management of Public Distribution System. New Delhi. 1987.
4. Suresh Mishra and Sapana Chadah, (Ed.), Consumer Protection in India : Issues and Concerns, IIPA, New Delhi, 2012.
5. Suresh Mishra and Sapana Chadah, (Ed.), Emerging Perspectives in Consumer Welfare, IIPA, New Delhi, 2012

M4PAD01-Skill- 02- Office Automation

Unit-I

Meaning and importance of automation. Techniques for office automation. Basics of Computer and internet and intranet. Audio- video systems. Cyber security.

Unit-II

Technology driven methods. Requirement of offices and its computerization. Software and hardware for office automation. On Line communication and transactions.

Unit-III

Data and information storage, retrieval, text processing, e. mail, task management. Video conferencing. EPBAX.

Unit-IV

Office efficiency, effectiveness and productivity. Controlled devices, sensing devices and interface devices. Intranet and internet in offices.

Unit- V

Safety devices, CCTV and Biometric attendance. Online mechanism of office surveillance. Role of employees' association in office security. Work culture and automation.

Books Recommended

1. Kumar , Archana, Computer Basics with Office Automation, I.K.International Publication,2010.
2. Don, Tapscott, Office Automation: A User-Driven Method, Springer,New York, 2012.
3. Smith Judith Read and others, Record Management, South Western, 2002.