

## **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 (3<sup>rd</sup> 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 73<sup>rd</sup> 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 21<sup>st</sup> 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.