

# R.R.B.M UNIVERSITY

M.A (FINAL) EXAM - 2018-19

SUBJECT - PUBLIC-ADMINISTRATION

NOTE: • Each Paper shall consist of two parts .

• There are two compulsory and eleven elective papers in which, students would select any three papers

Part-I - would contain ten compulsory short answer questions of 4 marks. Each to be answered in 50 words. Total marks : 40

Part - II - Divided into three sections containing two descriptive type questions of 20 marks each. The candidates are instructed to attempt three questions selecting from each section

Total marks : 60  
(Each Paper has 03 hrs. duration.)

  
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## Compulsory Papers

### PAD of Politics and Administration in India

#### Unit-I

Political System in India : Constitutional Framework, Judicial System, Administrative System and Media Emergency Provisions-External Emergency, Internal Emergency and Financial Emergency. Amendment Procedure of the Constitution.

#### Unit-II

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

#### Unit-III

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

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

Liability of Administration - Contractual and Tortuous.

#### Core Books:

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

  
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## PAD 02 : Economic Policy And Administration

### Unit-I

Salient Features of Developing Economics. The Role of Government in Economic Development. Nature and Reasons of Growing Importance of Economic Planning Under Developed Regions of the world with Particular reference to India.

### Unit-II

The Growth of the Planning Idea. Machinery for Planning: Planning Commission NDC. Process of Plan Formulation and Implementation.

### Unit-III

A brief survey of India's Five Year Plans. Account of their achievements and failures. Brief Analysis of Industrial Policy Resolution and New Economic Policy Resolution.

#### Core Readings:

1. S.S. Khera: Management And Control In Public Enterprises
2. A.H. Hanson: Management Problems Of Public Enterprises
3. V.V. Ramanadhan: Control Over Public Enterprises In India
4. Administrative Reforms Commission: Report On Public Sector Undertaking.
5. S.S. Khera: Government In Business
6. D. Bright Singh: Economics Of Development
7. Higgins: Economic Development
8. A.H. Hanson: The Process Of Planning
9. Administrative Reforms Commission Report On Planning
10. T.K. Jain Avum Sunil Saxena: Lok Udyog
11. Dr. S.K. Kataria : अधिका. नीति. प्रशासन
12. Prof. B.C. Mathur : अधिका. नीति. प्रशासन

#### Subsidiary Readings:

1. N.N. Mallay: The Public Sector In India
2. Raj. K. Nigam (Ed.): Management Of Public Sector In India
3. Jain Prakash: Arthik Niti Avum Prashasan
4. K.R. Gupta: Issues In Public Enterprise
5. T. Ramaswami: Public Enterprises In India
6. K.K. Khanna: Management Of Public Sector
7. K.R. Gupta: Organization And Management
8. Pierre Baudet: Economic Planning: The French Experience
9. P.H.D.: Economic Planning In India
10. Loucks: Comparative Economic Systems
11. W. Arthur Lewis: The Theory Of Economic Planning
12. Meier: Leading Issues In Development Economics
13. Planning Commission: Various Plans Of India
14. Report On District Planning - 1970-71

  
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ELECTIVE PAPER 3

Select any three out of the following papers

**PA-D 01- Comparative Administrative Systems**

**Unit- I**

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

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

**Unit- II**

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


**Unit- III**

Administrative Institutions, British Treasury, Independent Regulatory Commission in USA, Council of State, Ombudsman in UK, China, France, USA & Bangladesh.

Core Readings:

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

Subsidiary Reading

  
प्रभाषी अधिकारी  
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## PAD : Research Techniques & Statistics

### Unit-I

Questionnaires and Schedules, Types and Techniques of Interviewing Data Processing Classification, Tabulation Presentation, Content Analysis. Case Study Method-Its Role and Significance in Public Administration.

### Unit-II

Nature and Definition of Statistics; Meaning of the Statistical Units; Variables; Frequency Distribution. Elementary Statistical Techniques. Problems of Measurement in Social Research. Levels of Measurement Normal Ordinal, Interval and Ratio Scales.

### Unit-III

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. Report Preparing,

#### 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.Mueiler And P.Schusesslier: Statistical Reasoning In Sociology
9. Hubert Blalock Jr.: Social Statistics
10. Wallis & Roberts: Statistics: A New Approach
11. Black & Champion: Social Research

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## PAD 03 : Policy Analysis

### Unit-I

Determinants of Policy Making : Political Parties, Pressure Groups, Public Opinion and Mass Media. Policy Process : Policy Making Process, Implementation, Monitoring and Evaluation.

### Unit-II

Public Policy in India : Public Health ; Education and Environmental.

### Unit-III

Role of Ngo's in Public Policy. Policy impact and policy analysis : an overview.

#### Core Readings:

1. Charles O. Jones : An Introduction to the Study of Public Administration Policy, Books Cale Pub. Co., Monterey California (3 Rd Ed.)
2. Fred M. Froheck: Public Policy: Scope & Logic, Prentice Hall, London, 1979
3. Thomas R. Dye: Understanding Public Policy, Prentice Hall, London, 1979
4. E. Jacole Charles: Policy and Bureaucracy, D. Van Nostranad Co., 1970
5. Pradeep Sahni : Public Policy Conceptual Dimension, Allahabad: Kitab Mahal, 1987
6. James F. Anderson: Public Policy Making , New York; Praeger, 1979
7. Sangeeta Sharma, Preeta Joshi & Janak Singh Meena, Lok Niti : Siddhant evam Vyavhar, Kitab Mahal, New Delhi
8. S.N.Ambedkar & Janak Singh Meena, Public Policy & Governance in India, ABD, Jaipur

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## PAD 04: Development Administration in India

### Unit-I

Role of Bureaucracy in Economic Development and Social Change. Role of Self Help Groups & Role of international funding agencies in development. (eg. UNDP, ADB & World Bank.).

### Unit-II

Sustainable Development, Environment and Development. Administration of Development, Plans, Programmes and Projects.

### Unit-III

Responsive Administration. People's Participation in Development Process. Role of NGOs in Development. Human Development Index and Capacity Building for Development.

#### Core Readings:

1. Faisal Al-Salem: The Ecology Of Development Administration
2. Fred, W. Riggs (Ed.): Frontiers Of Development Administration
3. Edward Weidner (Ed.): Development Administration
4. John D. Montgomery & William J. Siffin: Approaches To Development
5. Irving Swerdlow (Ed.): Development Administration In Asia
6. Edward Weidner (Ed.): Public Administration & Technical Assistance
7. Joseph La Palombara (Ed.): Bureaucracy And Political Development
8. Nimrod Raphaeli: Readings In Comparative Public Administration
9. Fred Riggs: Thailand: Modernization Of Bureaucratic Polity
10. William Siffin: Thai Bureaucracy
11. R.S. Chauhan: The Political Development Of Nepal
12. Gunnar Myrdal: Asian Drama
13. Fred Riggs: Administration In Developing Countries
14. A.R. Tyagi: The Civil Service In A Developing Society
15. V.A. Pai Parandikar: Personnel System For Development Administration
16. Preeti Joshi: Vikas Prashashan (Hindi)

#### Journals:

1. Indian Journal Of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Administrative Science Quarterly (USA)

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## PAD 05 : Economic Planning and Administration

### Unit-I

Planning in Rajasthan with Special Reference to Planning Machinery and Planning Process at Micro & Macro Level. Planning Process in the Context of Democratic Decentralization. Impact of Planning on the Eco-Development in Rajasthan. Administration, Problems Related to Implementation of Plan.

### Unit-II

Principle forms of Organisation of Public Enterprises: Departments, Statutory Corporation and Joint Stock Companies Public Sector Corporation. Nature, Composition, Composition and Problems of Governing Boards Relations in Public Enterprises. Administrative problems related to Recruitment, Training & Industrial relations in Public Enterprises.

### Unit-III

Administrative Problems Related to Resources Mobilization Disinvestment and Privatization, Parliamentary and Ministerial Control over Public Enterprises, Role of C.A.G. In Financial Control of Public Enterprises.

Performance of Public Enterprises in India and their Impact on Economic Development in India.

#### Core Readings:

1. S.S. Khera: Management And Control In Public Enterprises
2. A.H. Hanson: Management Problems Of Public Enterprises
3. V.A. Ramanathan: Control Over Public Enterprises In India
4. Administrative Reforms Commission: Report On Public Sector Undertaking
5. S.S. Khera: Government In Business
6. D. Brij Singh: Economics Of Development
7. Higgins: Economic Development
8. A.H. Hanson: The Process Of Planning
9. Administrative Reforms Commission Report On Planning
10. L.K. Jain Avani Sunil Saxena: Lok Udhog
11. Dr. S.K. Kataria : आर्थिक नीति और प्रशासन
12. Prof. B.C. Mathur : आर्थिक नीति और प्रशासन

#### Subsidiary Readings:

1. N.N. Mallay: The Public Sector In India
2. Raj K. Nigam (Ed.): Management Of Public Sector In India

  
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## PAD 06 : Public Policy

### Unit-I

Public Policy: Concept – Meaning , Nature and Scope of Public Policy. Public Policy : Types and Significance.

### Unit-II


Models of Policy Analysis: Institutional Model, Process Model, Rational Model, Mixed-Scanning Model, Incremental Model, Group Model, Elite Model, Public Choice Model, Game Theory.

### Unit-III

Role of Legislature, Executive in policy making and interaction among them. Policy Making and Bureaucracy.

#### Core Readings:

1. Charles O. Jones : An Introduction to the Study of Public Administration Policy, Books Cale Pub. Co., Monterey California (3 Rd Ed.)
2. Fred M. Froheck: Public Policy: Scope & Logic, Prentice Hall, London, 1979
3. Thomas R. Dye: Understanding Public Policy, Prentice Hall, London, 1979
4. E. Jacole Charles: Policy and Bureaucracy, D. Van Nostranad Co., 1970
5. Pradcey Sahni : Public Policy Conceptual Dimension, Allahabad: Kitab Mahal, 1987
6. James F. Anderson: Public Policy Making , New York; Preaget, 1979
7. Sangeeta Sharma, Preeta Joshi & Janak Singh Meena, Lok Niti : Siddhant evam Vyavhar, Kitab Mahal, New Delhi

  
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PAD 07 : Modern Administrative Thinkers

Unit-I

Administrative Ideas of 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

Unit-II

Administrative Ideas of Megregor and Likert with Special Reference to:

(A) Megregor

- i. Theory 'X' And Theory 'Y'
- ii. Scandlon Plan
- iii. Conflict Management

(b) Rensis Likert

- i. Supervisory Styles
- ii. Management Systems 1-4
- iii. Organizational Improvement
- iv. Managing Conflict

Unit-III

Administrative ideas of F.W. Riggs with Special Reference to

(c) F.W. Riggs

- i. Nature of Comparative Public Administration
- ii. Ecology of Public Administration
- iii. Fused, Prismatic and Diffracted Societies and Safa 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. Tillett, Kempner And Mills: 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 (d.d.) Frontiers Of Development Administration
9. Wessinger (d.d.) Development Administration In ... (d) Items Number 8 And 9 Only. The ... Of Riggs (d.d.) ...

  
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## PAD : Educational Institutions In India

### Unit- I

Administrative Problems of Education in India with Special Reference to their Structural Functionalism Financial and Personnel Management.

### Unit- II

School Education; College Education; Technical Education; Universities; Autonomous Colleges. Administrative Innovations for Educational Development. Non Formal Education: Open School and open Universities. Organisation and working of Important Educational Institutions in India. U.G.C.; I.C.S.S.R.; N.C.E.R.T.; and NEPA.

### Unit- III

Organisation and working of Directorate of College Education, Directorate of Technical Education and Directorate of Primary and Secondary Education in Rajasthan. Problems of State Control over Education. Reports of Commissions on Education: Kothari Commission, Education Policy, 1986; Ram Murti Commission, 1990.

#### Books Recommended:

1. Morphet R.L. John & Feller : Educational Administration
2. Mort, P.R.: Principles Of School Administration
3. Seers, J.B.: The Nature Of The Administrative Process
4. N.Wan Kwo, John: Educational Administration
5. Campbell, Renald F. Russel & I Gregg: Administrative Behaviour In Education.
6. Sears, J.B.: The Nature Of Administrative Process
7. Bhatnagar & Verma: Educational Administration
8. Mathur S.S.: Educational Administration
9. Ovard, Glen F. Educational Administration
10. Ovard, Glen F. Administration Of Changing Secondary School
11. Cambell, T.: The Social Sciences Views School Administration
12. Frifithss Daniel: E. Administrative Theory
13. Halpin Andrew W. (Ed.) Administrative Theory In Education
14. Griffiths Daniel F. Research In Educational Administration
15. Griffiths Daniel (Ed.): Behavioural Science And Educational Administration
16. Lulla, S.P. : Research In Educations Administration
17. Mukherji S.M. : Secondary School Administration
18. Mukherji, S.M. : Administration Of Education Planning & Finance
19. Haplin, Andrew W. : Theory And Research In Administration
20. Chandrakant, L.S. : Educational Administration-What It Means?

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## PAD '09 : Social Welfare Administration

### Unit -I

Social Policy in India : Policy and Problem Perspective for the Welfare of S.C., S.T., Women and Children. Social Planning in India : Social Development under various Five Year Plans, Problems and Suggestions.

### Unit -II

Department of women and child Development. Social Administration at the State level. State Social Welfare Advisory Board, Its Composition and Functions.

### Unit -III

Social Administration at District Level. Role of Voluntary Agencies and Non-Governmental Organisations in India. Need for the Creation of a Special Cadre of Social Administration.

Role of National Commission for Women, Commission for Scheduled Castes and Scheduled Tribes & National Commission on Human Rights.

#### Readings:

1. David C. Marsh : An Introduction To Social Work.
2. Friendlander : Introduction To Social Welfare.
3. G.B. Sharma : Social Administration In India
4. T.N. Chaturvedi And Chandra Kohli (Eds.): Social Administration : Development And Change
5. Jank Singh Meena, Bharat Main Samajik Prashasan, Rajasthan Hindi Granth Academy, Jaipur

#### Reference Books:

6. India, Encyclopedia Of Social Work
7. American Social Work Year Book
8. India, Committee On Plan Projects Planning Commission Report Of The Study Team On Social Welfare And Welfare Of Backward Classes, 1969
9. C.R. White: Public Welfare Administration
10. T.D. Marshall: Social Policy

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## PAD 10 - Comparative Public Personnel Administration

### Unit-I

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

### Unit-II

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

### Unit-III

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

#### Core Readings:-

1. Tiner : Theory And Practice Of Modern Governments (Chapter On Civil Service)
2. E.N. Ledden: British Civil Service-Its Problem And Future.
3. G. Glenn Stahl : Public Personnel Administration
4. Y.M. Gulia : Personnel Administration
5. Macdonald And Grove : Central Administration In Britain (Chapters On Personnel Administration)
6. V.M. Joshi : Karmik Prashashan
7. K.M. Joshi : Savayogiya Prashashan
8. S.K. Karmia : Karmik Prashasan. (Hindi)

1. Almond, G.A. and G.B.: Comparative Politics: A Development Approach, New Delhi, Powell Jr. Annerind Publishing Company, 1996.
2. Ali Farazmand (ed.): Handbook of Comparative and Development Administration, New York, Marcel Dekker, 1991.
3. A.K. Sharma : Planning for Rural Development Administration, Jaipur, Rawat Publishing, 1995.
4. B. Hettne: Development Theory and the Three Worlds, England, Longman Group, 1996.
5. B. Smith (ed.) : Progress in Development Administration: Selected Papers for Public Administration and Development, 1981-1991, Chi Chester, John Wiley & Sons, 1992.
6. Basu K. Dubey : Bureaucracy, Development and Public Management in India. New Uppal Publishing House, 1978.
7. C.P. Bhambri : Administration in a Changing Society, New Delhi, National

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## PAD 11 : Panchayati Raj and Rural Local Administration

### Unit-I

Recruitment, Training and Education of officials and non-officials in Panchayati Raj. Relationship of Panchayati Raj Institutions with Government Agencies and Departments. The official and non-official Relationship.

### Unit-II

Some Emerging trends in relationship of Political Parties and Panchayati Raj. The organisation and working of Special Schemes like Integrated Rural Development Programme (IRDP), Organisation and Functions of District Rural Development Agency (DRDA), MENREGA.

### Unit-III

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.
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.
11. Seema Sharma : ग्रामीण स्थानीय प्रशासन

#### Subsidiary Readings:

1. S.C. Dube: India's Changing Villages
2. Pai Panandikar: Personnel System In Development Administration
3. Madick: Development, Decentralization And Democracy
4. Janak Singh Meena, Gramin Vikas Ke Vividadh Ayam.
5. Janak Singh Meena, Bharat Main Gramin Vikas Prashasan, RBSA, Jaipur

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