

**M.A. FINAL****COMPULSORY PAPERS :****Paper IV. Public Administration in India****3 Hrs. Durations****100 Marks**

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

***Section 'A'***

Historical Background of Indian administration with special reference to influence of British period. Salient features of Indian administration.

The Union executive - President, P.M. and Council of Ministers.

The Organisation & Working of the Central Secretariat and the Cabinet Secretariat. Ministry of Home Affairs and Ministry of Personnel Pension and Public Grievances.

***Section 'B'***

The Major forms of Public sector Enterprises - Department, Corporation and company.

Personnel administration - Classification of Indian Civil Services. Recruitment and Training of All India Services.

Financial Administration - Role of Ministry of Finance - Budget Formulation. Enactment and Execution. Comptroller and Auditor General of India.

***Section 'C'***

Control over Administration—Parliamentary, Executive and judicial Redressal of citizens' Grievances.

Administrative Reforms with special reference to Administrative Reforms Commission and Sarkaria Commission.

**Core Readings :**

1. Ashok Chanda : Indian Administration
2. K.V. Rao : Parliamentary Democracy in India
3. M.V. Pylee : Constitutional Government in India
4. S.S. Khera : District Administration in India
5. C.P. Bhambhri : Bureaucracy and Politics in India
6. C.P. Bhambhri : Public Administration in India
7. A.R.C. Reports on Citizens Grievances Machinery, Personnel Administration, Planning Machinery, etc.
8. Parmatma Sharan : Public Administration in India
9. Avasthi & Avasthi : Public Administration in India

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10. पी. डी. शर्मा एवं लो. प्रशासन : भारतीय प्रशासन
11. S.R. Maheshwari : Indian Administration
12. Ramesh Arora & Rajni Goyal : Indian Public Administration

**Subsidiary Readings :**

1. D.D. Basu : Commentaries on the Constitution of India
2. D.K. Sen : Comparative Study of Indian Constitution
3. A.R.C. Reports
4. Reports of the Parliamentary Committee (New Delhi)
5. एच.सी. शर्मा, भारत में लोक प्रशासन
6. S.R. Maheshwari : State Governments in India

**Journals :**

1. Indian Journal of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Journal of the Constitutional and Parliamentary Studies (New Delhi)
4. Lok Prashasan, Bhopal (M.P.)
5. राज्य शास्त्र समीक्षा
6. The Administrator (Mussoorie)

**Paper V : Economic Policy and Administration**

3 Hrs. Durations

100 Marks

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

**Section 'A'**

Salient features of Developing Economics. The Role of Government in Economic Development. Nature and reasons of growing importance of Economic planning in under developed regions of the world with particular reference to India.

- (a) The growth of the planning Idea. *Nota Aayog*
- (b) Machinery for Planning : *Nota Aayog*
- (c) Process of Plan formulation and implementation.
- (d) A brief survey of India's five year plans. A account of their achievements and failures.

**Section 'B'**

Planning in Rajasthan with special reference to planning Machinery and planning process at Micro & Macro level. Planning process in the context of Democratic Decentralisation.

Impact of Planning on the Eco-Development in Rajasthan.

Administration, Problems related to implementation of plan.

**Section 'C'**

Brief analysis of Industrial policy resolution and new Eco. Policy resolution.

Principle forms of Organisation of Public enterprises *(Head.)*

Departments, Statutory corporation and joint stock companies, public sector corporation. *University of Rajasthan JAIPUR*

Nature, Composition, composition and problems of governing boards

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Administrative problems relating to recruitment. Training and Industrial relations in Public enterprises. Administrative problems related to resources mobilisation 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. M.V. Ramanandhan : 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. टी.के. जैन एवं सुनील सक्सेना : लोक उद्योग

**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 Avam Prashasan
4. K.R. Gupta : Issues in Public Enterprise
5. T.Ramaswami : Public Enterprise in India
6. K.K. Khanna : Management of Public Sector
7. K.R. Gupta : Organization and Management
8. Pierre Bauchet : Economic Planning : The French Experience
9. P.E.D. : Economic Planning in France.
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 : Gujrat State.

**Paper I (Gr. B) : Development Administration**

3 Hrs. Durations

100 Marks

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

**Section 'A'**

Development Administration : Meaning, nature, Scope, Significance, Ecology of Development Administration. Political, Economic, Social and Cultural Influences on Development Administration and the impact of administrative system on political, economic, social, cultural and technological change. Examples to be given from India, China and Nepal.

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Section 'B'

Features of the administrative systems in China, Nepal and Philippines with specific reference to :

- (A) Role of Bureaucracy in Economic Development.
- (B) Role of Bureaucracy in Social Change.

Section 'C'

Sustainable Development, Environment and Development. Administration of Development, Plans, Programmes and Projects. Responsive Administration. People's Participation in Development Process. This section will focus on the Indian experience.

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. Nimord 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 Panandikar : Personnel System for Development Administration
16. प्रीता जोशी : विकास प्रशासन

Journals :

1. Indian Journal of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Administrative Science Quarterly (USA)
4. Political Science Review (Vietnam)
5. Europe Review (Vietnam)
6. Chinese Journal of Public Administration

Paper II (Gr. B) : Research Methodology and Statistics in Public Administration

3 Hrs. Durations 100 Marks

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

Section 'A'

Research Methods : Subject and object of Methodology Task and Role of Research methodology in social sciences with special emphasis on Public Administration.

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

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

**Section 'B'**

Nature of Scientific Social study :

The Research Design : Definition of the problem and formulation of working hypothesis : Methods of collecting data : Use of Historical Data Methods of field Observation; Questionnaires and Schedules; Types and Techniques of Interviewing; Data Processing Classification, Tabulation Presentation, Content Analysis; Report Preparing, Case study method—its role and significance in Public Administration.

**Section 'C'**

Elementary Statistical Techniques :

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

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

Core Readings :

1. F.A. Kerlinger : The Foundations f 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. Crenxon and Cowden : Applied general Statitics
7. Simpson and Kafka : Basic Statistics
8. John H. Mueller and P. Schusesslier : Statistical Reasoning in Sociology
9. Hubert Blalock Jr. : Social Statistics
10. Walps & Roberts : Statistics : A New Approach
11. Black & Champion : Social Research

Subsidiary Readings :

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

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Paper III (Gr. B) : Indian Constitution

3 Hrs. Durations

100 Marks

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

Section 'A'

1. Development of Indian Constitution since 1858 with Special reference

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the Prime Minister and the Council of Ministers.

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

**Section 'B'**

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

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

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

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

**Section 'C'**

9. Civil Services under the Indian Constitution.

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

11. Amendment Procedure of the Constitution.

**Core Readings :**

1. M.P. Singh : Constitution of India
2. D.D. Basu : Constitutional Law of India
3. D.D. Basu : Constitution of India
4. दुर्गा दास बसु : भारत का संविधान
5. Austin : Indian Constitution, Corner Stone of the Nation
6. Pylee : Constitutional Government in India
7. Morris Jones : Indian Parliament at Work.
8. Palmer : Indian Political System.
9. A.R. Desai : Social Background of National Movement in India
10. G.N. Singh : Landmarks in Constitutional Development in India
11. K.V. Rao : Parliamentary Democracy in India.
12. एम.पी. राय : भारतीय संविधान

**Subsidiary Readings :**

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

**Paper V (Gr. B) : Urban Local Administration**

**3 Hrs. Durations**

**100 Marks**

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

**Section 'A'**

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

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

**Section 'B'**

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

Decentralization of Municipal administration in large cities. The Committee System Their Utility and Effectiveness.

Municipal Personnel System : Recruitment and Training.

Municipal finances : Revenue Structure, Inter government Fiscal relations, State Finance commission and its role in enhancing Municipal Fiscal capability.

**Section 'C'**

Municipal corporations of Calcutta, Bombay and Delhi Urban Development Authority; Urban Improvement Trust. Recent challenges and Major Problems of urban Administration, relation between urban local bodies and State Administration.

Reforms in Urban Local administration.

**Core Readings :**

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

**Subsidiary Readings :**

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

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## Paper (Gr. B) : Rural Local Administration

3 Hrs. Durations

100 Marks

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

### Section 'A'

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

Panchayati Raj in India (with special reference to Rajasthan) Organisation, Structure, powers and Functions and the executive system of Zila Parishad, Panchayat Samiti, Gram Panchayat, Gram Sabha—their institutional relationship.

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

### Section 'B'

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

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

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

Relationship of Panchayati Raj Institutions with Government Agencies and Departments.

### Section 'C'

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

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

State Control over Panchayati Raj Institutions.

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

### Core Books :

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

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

Subsidiary Readings :

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

Journals

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

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**Paper VI (Gr. B) : Administrative Thinkers**

3 Hrs. Durations

100 Marks

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

**Section 'A'**

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

1. Kautilaya :

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

2. Henri Fayol

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

3. F.W. Taylor

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

**Section 'B'**

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

1. Max Weber

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

2. Chester Barnard

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

3. Herbert Simon

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

**Section 'C'**

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- (i) Supervisory Styles
- (ii) Management Systems 1-4
- (iii) Organizational improvement
- (iv) Managing Conflict

3. F.W. Riggs

- (i) Nature of Comparative Public Administration
- (ii) Ecology of Public administration
- (iii) Fused, prismatic and Diffracted Societies and Sala Model
- (iv) Development Administration
- (v) Prismatic Society revisited

**Core Books :**

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

**Subsidiary Readings**

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

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

3 Hrs. Durations

100 Marks

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

**Section 'A'**

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

The Following topics will be studied with particular reference to Rajasthan - Political, Economic and Socio-cultural Ecology of State Administration; Organisation of State Secretariat and its working; Cabinet Secretariat; Role of Chief Secretary; Patterns of Department Structure; Organisation and role of the Departments of Home, Finance, Personnel; Administrative Reforms; Office of Divisional Commissioner : Postdating Powers and Functions.

**Section 'B'**

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

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

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formulation, Implementation, Monitoring and Coordination.

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

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

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

*Subsidiary Readings :*

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

PAPER - VIII

DISSERTATION

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