

**M.A. (FINAL)**  
**PUBLIC ADMINISTRATION, 2003-2004**

Paper V & VI are compulsory papers, Paper VII & VIII are optional.

**Compulsory Papers :**

Paper-V Indian Administrative System

Paper-VI Economic Policy and Administration

**Optional Papers (Paper-VII & VIII)**

Candidates will offer any two papers from the following:

- (A) Social Administration
- (B) Development Administration
- (C) Labour Welfare Administration
- (D) Research Methodology
- (E) Rural Local Administration
- (F) Urban Local Administration

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## **PAPER-V : INDIAN ADMINISTRATIVE SYSTEM**

1. Evolution of Indian Administration : Kautilya, Mughal Period, British Influence on Indian Administration.
2. Environment Setting : Constitution, Parliamentary Democracy, Federalism, Planning, Socialism, Liberalization.
3. Structure of Central Administration : Central Secretariat, Cabinet Secretariat, Prime Minister's Office, Organisation and Functioning of the Ministries of Home Affairs, Defence, Foreign Affairs and Finance.
4. Administration of Law and Order : Role of Central and State Agencies in Maintenance of Law and Order.
5. State Administration : Governor, Chief Minister, State Secretariat, Chief Secretary, Directorates, RPSC.
6. District Administration : Role & Importance : Role of Collector, District Rural Development Agency, Special Development Programmes.
7. Local Administration : Panchayati Raj & Urban Local Administration; Features, Major Reforms & Problems, Autonomy of Local Bodies.
8. Important Agencies at National Level; Their roles & importance: UPSC, Indian Finance Commission, Comptroller & Auditor General, Planning Commission & National Development Council.
9. Issue Areas in Indian Administration :
  - (i) Relationship between Political and Permanent Executive
  - (ii) Generalist & Specialist in Administration
  - (iii) Integrity in Administration
  - (iv) People's Participation in Administration
  - (v) Administrative Discretion and Lokpal & Lokayuktas
  - (vi) Administrative Reforms
10. Control over Indian Administration :
  - (i) Parliamentary Control
  - (ii) Judicial Control
  - (iii) Executive Control
  - (iv) Popular Control, Citizen and Administration.

**Books Recommended :**

1. Ashok Chanda: Indian Administration
2. C.P. Bhambhari : Public Administration in India
3. S.R. Maheshwari : Indian Administration
4. Hosiar Singh & Mohinder Singh : Public Administration in India
5. A. Avasthi : Control Administration
6. S.R. Bhattacharya : Indian Administration
7. Avasthi & Avasthi : Indian Administration
8. D.D. Basu : Commentaries on the Constitutions of India
9. D.T. Singh : Problems of Public Administration in India
10. S.R. Maheshwari : The Administrative Reforms Commission
11. Reports of Parliamentary Committees.

**JOURNALS:**

1. Indian Journal of Public Administration, New Delhi
2. Lok Prashashan, Bhopal (MP)
3. Administration, Mussoorie
4. Journal of the Constitutional & Parliamentary Studies, New Delhi
5. Administrative Change,

Jaipur

## **PAPER-VI : ECONOMIC POLICY AND ADMINISTRATION**

1. Salient features of Developing Economies, the role of Government in Economic Development, Nature and reasons of growing importance of Economic factors.
2. Economic Planning in under-developed regions of the world with particular reference in India.
  - (a) The growth of the planning idea.
  - (b) Machinery for Planning : Planning Commission and National Development Council.
  - (c) Process of Plan Formulation and Implementation.
  - (d) A Brief Survey of India's Five Year Plans : An Account of their Achievements and Failures.
3. Planning in Rajasthan with reference to planning machinery and process. District Planning and Block Planning, Programmes pertaining to C.A.D., D.P.A.P., D.D.P. and T.A.D. (Rajasthan).
4. A brief analysis of the Industrial Policy Resolutions of 1956, 1977 and 1992 with special reference to the place of Public Sector in Indian Economy.
5. Major forms of organisation of Public Enterprises Departmental, Company and Corporation. The Idea of Sector Corporations.
6. Governing Boards of Public Enterprises: Nature, Composition, Problems.
7. Median and problems of control over Public Enterprises with particular reference to Parliamentary, Ministerial and Audit Control.
8. Performance of Public Enterprises of India, Impact and consequences of Privatization of Public Enterprises, the problem areas.

### **Core Readings :**

1. D. Bight Singh : Economics of Development
2. Higgins : Economic Development
3. A.H. Hanson : The Process of Planning
4. A.H. Hanson : Managerial Problems of Public Enterprises
5. A.H. Hanson : Economic Development and Public Enterprises
6. S.S. Khera : Government in Business
7. V.V. Ramanathan : Control over Public Enterprises in India
8. R.K. Jain : Management of State Enterprises in India

9. S.S. Khera : Management and Control in Public Enterprises.
- 10ण बी.एल. माथुर : आर्थिक नीति एवं प्रशासन
- 11ण लक्ष्मीनारायण नाथूराम : राजस्थान की अर्थव्यवस्था
- 12ण टी.के. जैन एवं सुनील सक्सेना : लोक उद्योग
- 13ण ए.एन. अग्रवाल : भारतीय अर्थशास्त्र

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## PAPER-VII & VIII (A)

### LABOUR WELFARE ADMINISTRATION

1. Meaning, Nature, Scope of Labour Welfare, Principles of Labour Welfare Administration.
2. Organisation and Functions of Ministry of Labour, Employment and Rehabilitation, Office of the Chief Labour Commissioner, Organisation and Functions of Central Labour Bureau.
3. Organisation and Working of State Labour Department and Directorate of Labour.
4. Brief History, organisation, functions and short comings of trade unions in labour administration in India. Industrial relations in India. Worker's Education and training, Housing Policy and Health Hazards in India.
5. International Labour Organisation : Powers and Functions, ILO's impact on Labour Policy in India. Labour Policy and Legislation in India.
6. The following Labour Laws are included in the course:
  - (i) Factories Act, 1948
  - (ii) Industrial Dispute Act, 1947
  - (iii) Trade Union Act, 1948
  - (iv) Minimum Wages Act, 1948
  - (v) Payment of Wages Act, 1936
  - (vi) Employees State Insurance Act, 1948
  - (vii) Employee's Provident Fund Act, 1952

#### Books Recommended :

1. K.N. Vaid : Labour Welfare in India
2. V.B. Singh : Industrial Labour in India
3. S.D. Punekar & Others : Industrial Relations and Trade Unionism
4. Malik : Industrial Law
5. Deepak Bhatnagar : State and Labour Welfare in India
6. Labour Laws and Labour Relations, ILO.
7. C.M.Subramaniam : Labour Management Relations in India
8. India : Report of National Commission of Labour, 1969.
9. India : Report of Labour Investigation Committee.

## **PAPER-VII & VIII (B) SOCIAL ADMINISTRATION**

1. Basis Concepts : Meaning, Nature, Scope, Principles and Significance of Social Administration Social Administration - Social Welfare Administration, Social Security Administration and Distinction in their meaning.
2. Organisational Framework for Social Welfare Administration - Social Administration at the Central Level, Ministry of Welfare, its composition and working, Central Social Welfare Board : its Composition, Functions and Status, Commissioner of Schedule Caste Tribe.
3. Organisational Framework at the State Level; State Department and Directorates of Social/Tribal Women/Youth Welfare - A Critical Study of Secretariat and Directorate Level, Tribal Area Development Commission, their composition, power, functions and role, State Welfare Advisory Board : Composition, Powers, Functions and Legal Status.
4. Methods of Social Administration : Social Case Work, Social Group Work and Community Organisation.
5. Social Policy : A Study of relevant Constitutional Articles, Policy and Problem perspective for the welfare of SC/ST women and children. Social legislation in India : its inadequacies and suggestions.
6. Planning and Social Welfare : Social Development under various Five Year Plans, the problems of devetailine social development to economic development and their relationship with the state.
7. Personnel practice in the fields of Social Administration : Need for the creation of a special cadre of Social Administration personnel at the Central, State and Local and determination of their conditions of service.
8. Organisational framework for Social Welfare Administration at local levels : composition, functions and role of urban and rural local self-government institutions in Social Welfare Administration, the composition functions and role of District Social Welfare Boards, District Vigilance mid District Projects Implementation Committees.
9. Role, Significance and Problems of Social Welfare Voluntary Agencies in India, Problems of Social Administration in India.

### **Books Recommended :**

1. March, Devid C. : An Introduction to Social Administration, Routlege and Kegan Paul, London, 1965.
2. Titmus, R.D. : Central Social Welfare Board, Asia Publishing House, New Delhi.

3. Titmus, R.D. : Essay of Welfare State Allen and Unwin, London
4. Jaganadam, V.: Social Welfare State Organisation, 11 P.A., New Delhi.
5. Khinduka, S.K.: Social Work in India Kitab Mahal, Allahabad.
6. Jacob, K.K. : Methods and Fields of Social Work.
7. G.B. Sharma: Social Administration.
8. S.N. Dubey : Administration for Backward Classes.
9. Wadra, A.R.: History and Philosophy of Social Work in India, Allied Publishers.
10. Friender : Introduction to Social Welfare, Prentice Hall, New York.
11. मिश्र, दयाकृष्ण : सामाजिक प्रशासन, कॉलेज बुक डिपो, जयपुर

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**PAPER-VII & VIII (C)**  
**DEVELOPMENT ADMINISTRATION**

1. Concept of Development : Meaning, Nature and Scope of Development Administration, Concept of Development Administration, Development & Non-development Dichotomy.
2. Development Administration : Its main features, models of Development Administration, Administration of Development and Developing Countries.
3. Administration of Development : Role of Administration in Development, Concept & Components of Administrative Development.
4. Ecology of Development Administration : Ecological ('out ml of Development Administration, Interaction of the administrative system with the political, social, cultural and economic systems.
5. Development Administration and Political Process: The politics of development administration the goals and task of developing nations and socio-political elements in developmental process.
6. Bureaucracy and Development Administration : Bureaucratic power and its place in development administration, the changing role of bureaucracy and its problems. Bureaucracy as a tool of change and development.
7. Planning and Development Administration, Project and Plan formulation, Plan implementation and evaluation, Role of Bureaucracy in Plan Formulation and its implementation.
8. Development Administration : Some Perspectives :
  - (i) The role of voluntary agencies in Development Administration.
  - (ii) Problems of Development Administration.
  - (iii) Challenges of Development Administration.
  - (iv) Role of Generalists and Specialists.
  - (v) Popular control over administration.

**Books Recommended :**

1. Edward Weidner (Ed) : Development Administration.
2. John D. Montgomery & William J. Siffin : Approaches to Development.
3. Irving Swerdlow (Ed) : Development Administration in Asia.
4. Faisal, Al. Salem : The Ecology of Development Administration.
5. Fred, W. Riggs (Ed) : Frontiers of Development Administration.
6. V.A. Pai, Pandaikar : Personnel System for Development Administration.
7. Gunner Myrdal : Asian Drama.

8. Joseph La Palombara (Ed) : : Bureaucracy and Political Development.
9. A.R. Tyagi : The Civil Services in Development Society.
10. Preeti Joshi : Development Administration.

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**PAPER-VII & VIII (D)**  
**RESEARCH METHODOLOGY**

1. Subject and object of Methodology : Task and Role of research methodology in social sciences with special emphasis on Public Administration. Methodological problems in the study of social phenomena, pure and applied research.
2. The Scientific Method : Meaning and definition of scientific method, basis elements of scientific method.
3. Relationship of theory and fact : Theory building in Public Administration and the problems associated with concept, theory and hypothesis - their definitions and relationship.
4. The Research Design : Meaning and Types of research design.
5. Techniques of data collection : Primary and secondary data, method of field observation questionnaires and schedules, types and techniques of interviewing, content analysis, case study method - its role and significance in Public Administration.
6. Problems of Measurement in social research : Levels of measurement - Nominal, Ordinal, Interval and ratio scales, variables, frequency distribution. Measures of Central Tendency, Standard deviation correlation - Pearson and Rank.
7. Sampling : Meaning of Sampling, Census and Sampling, types of sampling - random, stratified, multi-stage, systematic, cluster, convenience, judgement and Quota Sampling.

**Books Recommended :**

1. F.A. Kerlinger : The Foundations of Behavioural Research
2. P.V. Young : Scientific Social Surveys and Research
3. W. Goode & Paul, H. Hatt : Methods in Social Research
4. Moser & Kalton : Survey Methods in Social Investigation
5. Black & Champion : Social Research
6. Sharma, Prasad & Satyanarayana : Research Methods in Social Sciences
7. S. Milne : Concepts and Models in 'Public Administration'
8. R.S. Atthriya : Ten case studies in Research and Development
9. Abraham Kaplan : The Conduct of Inquiry
10. Achoff : Design of Social Research
11. Simpson & Kafka : Basis Statistics

12. Miller, D.C. : Handbook of Research Design and Sol Measurement
13. डॉ. एस.पी. आर्य : सामाजिक सर्वेक्षण की पद्धतियाँ
14. हेजन एवं प्रसार : सामाजिक अनुसंधान
15. रामनाथ शर्मा : सामाजिक सर्वेक्षण एवं अनुसंधान
16. सत्यपाल रूहेला : सर्वेक्षण अनुसंधान एवं शोध
17. रविन्द्रनाथ मुखर्जी : सामाजिक सर्वेक्षण एवं शोध
18. बी.एम. जैन : रिसर्च मेथोडोलॉजी
19. श्यामलाल वर्मा : राजनीति विज्ञान में अनुसंधान प्रविधि

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**PAPER-VII & VIII (E)**  
**RURAL LOCAL ADMINISTRATION**

1. History of rural local government, the concept of Panchayati Raj; the concept of Community Development, Assessment of Community Development Programme.
2. Concept of democratic decentralization and democratic management, Balwant Rai Mehta Committee Report, Panchayati Raj - Structure and Working.
3. Ashok Mehta Committee Recommendations, 73<sup>rd</sup> Constitutional Amendment, New Structure of Gram Sabha, Gram Panchayat, Panchayat Samiti and Zila Parishad, their functions and powers.
4. Panchayati Raj and Bureaucracy - Role of District Collector in Panchayati Raj, Vikas Adhikari - Appointment, Powers and Relation with Pradhan, Village Level Worker (Gram Sevak) & other officials of Panchayati Raj.
5. State Control over Panchayati Raj : Directorate of Panchayati Raj, Revenue Sources of Panchayati Raj Institutions, Need for recognition of Panchayati Raj, Role and attitude of State Government towards Panchayati Raj Institutions.
6. Features of Rural Local Administration of U.K. and U.S.A.  
U.K. - District Council  
U.S.A. - Village Government

**Core Books :**

1. Jain, R.B. : Panchayati Raj
2. Nigam S.R. : Local Self Government
3. Maheshwari, S.R. : Local Government in India
4. Mathur, M.V. : Panchayati Raj in Rajasthan
5. Ravindra Sharma : Bharat mein Sthniya Shashan

**PAPER-VII & VIII (F)**  
**URBAN LOCAL ADMINISTRATION**

1. Importance and Scope of Urban Administration; Urbanisation; Urban Problems; Consequences of Urbanisation; Challenges before Urban Bodies.
2. Growth of local governments and varying features in different countries - U.K., U.S.A., France and India.
3. Structure of Urban Local Administration :  
U.S.A. : Mayor Council Plan, Commission Plan and City Manager Plan  
U.K. : Metropolitan Countries, Non-metropolitan Countries  
France : The Municipal Council
4. Urban Bodies in India - Structure of Urban Local Bodies in India, Municipal Corporations, Municipal Councils and Municipalities.
5. Functions of Local Bodies, Committee System, Municipal Executive.
6. Municipal Personnel : Recruitment and Training, Municipal Finance, Control over Urban Local Bodies.
7. Municipal Corporation of Calcutta, Bombay and Delhi; Town Planning and UIT.
8. Modern Trends and Problems of Local Governments in different countries.

**Core Books :**

1. R. Agarwal : Municipal Government in India.
2. M. Bhattacharya : Management of Urban Government in India.
3. Munro : The Government of American Cities.
4. Chapman : An Introduction to French Local Government.
5. Harman Finer : English Local Government.
6. S.R. Maheshwari : Bharat Mein Sthaniya Prashashan
7. Ashok Sharma : Sthaniya Prashashan