

# UNIVERSITY OF KOTA

*SCHEME OF EXAMINATION*

*AND*

*COURSES OF STUDY*



**Department of Social Sciences**  
**Faculty of Social Sciences**

**Public Administration**

First Year (July 2019-June 2020)  
Second Year (July 2020-June, 2021)

**UNIVERSITY OF KOTA**

**MBS Marg, Near Kabir Circle, KOTA (Rajasthan)-324 005**

**INDIA**

**Edition: 2018**

### **Course Structure with Distribution of Marks**

**Objectives of the course :** Public Administration is a dynamic apparatus of State, not a static instrument. **The future of civilized government and civilization itself rest upon administrative set-up of any country.** This is one of the interesting interdisciplinary subjects among all the subjects of social sciences which covers wide arena of public policies, governance, public services, administrative state, law, socio-economic development, economic planning, globalization, public management, constitution and social change etc.

It is a well known fact that, public administration is a popular subject not only at the graduation and post graduation levels but also very popular in different competitive examinations of the country.

Here are some points for consideration-

1. The need of the hour, in india, is to prepare the well educated and fully aware citizen to serve the nation in a better and effective way. Public Administration has **the proud privilege to prepare awakened citizens** with the help of its course content. Every country requires better aware and conscious citizens for the nation-building.
2. **Good governance** has been identified as the panacea of contemporary problems of developing societies. undoubtedly, Public Administration provides the platform to both research oriented theory designer scholars and practitioners or the active administrators functioning in the system of governance.
3. The recent trends in polity and administration e.g.- Right to information, E- governance, public service delivery guarantee etc. are mainly influenced by the **waves of globalisation**.in such a transitional phase of society, economy and polity, a country needs **well educated specialized administrators** and the subject of public administration prepares such experts.
4. Time and again, it has been proved that the administrators with the background of Public Administration subject are found more efficient, accountable and effective in rendering the public services to the people.

#### **Objectives:**

- ✓ To generate administrative skills for dealing with Public Work.
- ✓ To locate, ensure, recognize and develop the enabling capabilities of students for Public Service Jobs.
- ✓ To develop skills in Students so that they are placeable in the Govt & other institutions.

#### **Duration of the Course:**

The course M.A (Public Administration) shall consist of two academic years divided into four semesters.

#### **Structure of the Programme:**

The M.A in Public Administration programme consists of:

- (i) Core and Skill based courses of theory as well as practical papers which are compulsory for all students.
- (ii) Dissertation/Project Work/Summer training/Field work which can be done in an organization (Government, Semi Government,NGOs Public Enterprises, *etc.*) approved by the Department.

### **Scheme of Examinations:**

The examination shall be divided into two parts in which first part is continuous assessment or internal assessment and second part is semester assessment or external assessment. The schemes for the internal and external examinations shall be as under:

- a) The assessment of the student for theory paper shall be divided into two parts in which first part is continuous assessment or internal assessment (30% of maximum marks) and second part is semester assessment or external assessment (70% of maximum marks). For practical papers there will be only one external assessment (100% of maximum marks).
- b) The internal assessment for each theory paper shall be taken by the teacher concerned in the Department during each semester. There will be two internal assessment tests each of 15% weightage, for theory papers in each semester. Each internal assessment test shall be of one hour duration for each paper and shall be taken according to academic calendar notified by the University. There will be no internal examination in the practical paper.
- c) A student who remains absent (defaulter) or fails or wants to improve the marks in the internal assessment may be permitted to appear in the desired paper(s) (only one time) in the same semester with the permission of the concerned Head of the Department. A defaulter / improvement fee of Rupees 250/- per paper shall be charged from such candidates. Duly forwarded application of such candidates by the teacher concerned shall be submitted to HOD who may permit the candidate to appear in the internal assessment after depositing the defaulter/ improvement fee. A record of such candidates shall be kept in the Department.
- d) The external assessment shall be of three hours duration for each theory paper and six hours duration for practical paper. The practical examination shall be taken by the panel of at least one external and one internal examiner at the end of each semester.
- e) The syllabus for each theory paper is divided into five independent units and each theory question paper will be divided into three sections as mentioned below:
  - *Section-A shall have 01 compulsory question comprising 10 questions (maximum 20 words answer) taking two questions from each unit. Each question shall be of one mark and total marks of this section will be 10. This section will be compulsory in the paper.*
  - *Section-B will carry 25 marks with equally divided into five long answer type questions (answer about in 250 words) and examiners are advised to set two questions from each unit and students are instructed to attempt five questions by selecting one question from each unit.*
  - *Section-C will contain five long answer type questions. One compulsory question of 15 marks and four questions of 10 marks each. Students are instructed to attempt total three questions with one compulsory question (answer about in 500 words) of and any two more questions (answer about in 400 words) out of remaining four questions. Paper setter shall be instructed to design question paper covering from all five units.*
- f) The pattern of question paper of internal and external shall be as follows:
- g) **‘ Student should qualify both internal & external assessment separately to pass the paper i.e. if candidate passes in external & fails in internal or if the candidate passes in the internal & fails In the external, in both cases the candidate has to reappear in internal & external exam of that paper’**

**(A) Continuous or Internal Assessment:**

30% weightage of Maximum Marks (30 Marks out of 100 Maximum Marks)

DEPARTMENT OF Social Sciences  
UNIVERSITY OF KOTA, KOTA  
First/Second Internal Test 20.....

**Duration of Exam: 1.00 Hr**

**Max. Marks: 15**

**Class: M.A in Public Adm**

**Semester:**

**Subject:**

**Paper:**

**No. of Students:**

**Teacher:**

**Note:** The question paper contains three sections as under:

Section-A : One compulsory question with 04 parts. Please give short answers in 20 words for each part.

Section-B : 02 questions to be attempted having answers approximately in 250 words.

Section-C : 01 question to be attempted having answer in about 500 words.

**SECTION A**

Q.1(a)		1
(b)		1
(c)		1
(d)		1
	<b>SECTION B</b>	
Q.2		3
Q.3		3
Q.4		3
Q.5		3
	<b>SECTION C</b>	
Q.6		5
Q.7		5

**(B) Semester or External Assessment:**

70% weightage of Max. Marks (70 Marks out of 100 Max. Marks)

**Duration of Examination: 3 Hours**

**Max. Marks: 70**

**SECTION-A: 10x1=10**

(Answer all questions)

(Two question from each unit with no internal choice)

**Q. No. 1**

- (i) ..... **1 Mark**
- (ii) ..... **1 Mark**
- (iii) ..... **1** **Mark**
- (iv)..... **1 Mark**
- (v)..... **1 Mark**
- (vi)..... **1 Mark**
- (vii)..... **1 Mark**
- (viii)..... **1 Mark**
- (ix)..... **1 Mark**
- (x)..... **1 Mark**

**SECTION-B: 5x5=25**

(Answer all questions)

(One question from each unit with internal choice) (Maximum two sub-divisions only)

**Q. No. 2.** .....

- Or ..... **5 Marks**
- Q. No. 3.** .....  
Or ..... **5 Marks**
- Q. No. 4.** .....  
Or ..... **5 Marks**
- Q. No. 5.** .....  
Or ..... **5 Marks**
- Q. No. 6.** .....  
Or ..... **5 Marks**
- ..... **5 Marks**

**SECTION-C: 1x15 + 2x10=35**

(Answer any three questions including compulsory Q.No. 7)

(Maximum four sub-divisions only)

- Q. No. 7.** ..... **15 Marks**
- Q. No. 8.** ..... **10 Marks**
- Q. No. 9.** ..... **10 Marks**
- Q. No. 10.** ..... **10 Marks**
- Q. No. 11.** ..... **10 Marks**

**Distribution of Marks for Practical Examinations:**

**Duration of Exam: Interview based**

**Maximum Marks: 100**

S. No.	Name of Exercise	Marks
1.	Project Report	40
2.	Viva-voce	60
<b>Total Marks</b>		<b>100</b>

**Rules regarding determination of results:**

**External Assessment :-**

Each semester shall be regarded as a unit for working out the result of the candidates. The result of the each semester examination shall be worked out separately (even if he/she has appeared at the paper of the lower semester along with the papers of higher semester) in accordance with the following conditions:

- The candidate shall be declared as pass in a semester examination, if he/she secures at least 40% marks in each theory paper separately in external & internal examination and 50% marks in each practical paper and at least 50 % marks in project/dissertation with 50% aggregate marks in that semester.
- A candidate declared as fail/absent in one or more papers at any odd semester examination shall be permitted to take admission in the next higher semester (even semester) of the same academic session.

- c) A candidate may be promoted in the next academic session (odd semester) if he/she has cleared collectively at least 50% of the papers of both semesters of previous academic session with 50% of the aggregate marks. The candidate who does not fulfill the above condition will remain as an ex-student and will reappear in the due papers along with next odd/even semester exams.
- d) If any student who is provisionally admitted in higher odd semester but could not secure prescribed minimum marks in previous semesters will be treated as ex-student and his/her admission fee will be carry forwarded to the next odd semester of forthcoming academic session.
- e) If a candidate, who is declared as pass, wishes to improve his/her performance in the theory papers of previous semester, he/she may re-appear only one time in these papers in next odd/even semester examinations.
- f) Candidate shall not be permitted to re-appear or improve the marks obtained in the external examination of practical / dissertation in any condition.
- g) If the number of papers prescribed in a semester examination is an odd number, it shall be increased by one for the purpose of reckoning 50% of the papers for considering the student pass/fail.
- h) A candidate may be given only two additional chances for passing the semester thus maximum tenure for completing the two years' postgraduate course will be limited to four years, for three years postgraduate programme up to five years and so on.
- i) The marks secured in the Gen Hindi, Gen English, Elementary Computer applications and Environment studies shall not be counted in awarding the division to a candidate. The candidate shall have to clear the compulsory subjects in the additional three chances and non-appearance or absence in the examination of compulsory subjects shall be counted as chance and shall be declared fail in that examination.
- j) The grace marks scheme shall be applicable as per University norms.

**Classification of Successful Candidates:**

The classification of successful candidates after last semester examination shall be as under:

<b>Description of Marks Obtained</b>	<b>Division / Result</b>
• 80% and above marks in a paper.	Distinction in that paper.
• A candidate who has secured aggregate 60% and above marks	First Division
• A candidate who has secured aggregate 50% and above but less than 60% marks	Second Division

**(Semester-I & II)**

Year Semester	Serial Number, Code & Nomenclature of Paper			Duration of Exam.	Teaching Hrs/Week & Credit			Distribution of Marks			Min. Pass Marks	
	Number	Code	Nomenclature		L	P	C	Conti. Assess.	Sem. Assess.	Total Marks	Conti. Assess.	Sem. Assess.
<b>I Year I Semester</b>	1.1	PAD-101	Administrative Theories & Management	3 Hrs	5		5	30	70	100	12	28
	1.2	PAD-102	Public Personnel Administration	3 Hrs	5		5	30	70	100	12	28
	1.3	PAD-103	Comparative Public Administration	3 Hrs	5		5	30	70	100	12	28
	1.4	PAD-104	Public Administration in India	3 Hrs	5		5	30	70	100	12	28
	1.5	PAD-105	Social Welfare Administration – special reference to Inida	Viva	5		5	-	100	100	-	50
	<b>Total</b>					<b>25</b>	<b>4</b>	<b>25</b>	<b>120</b>	<b>340</b>	<b>500</b>	
<b>I Year II Semester</b>	2.1	PAD-201	Administrative Thinkers -1	3 Hrs	5		5	30	70	100	12	28
	2.2	PAD-202	Development Administration	3 Hrs	5		5	30	70	100	12	28
	2.3	PAD-203	Law ,Ethics & Governance	3 Hrs	5		5	30	70	100	12	28
	2.4	PAD-204	State Administration in India with Special reference to Rajasthan	3 Hrs	5		5	30	70	100	12	28
	2.5	PAD-205	Project Work (Empirical/Primary and secondary data based)	Viva	5		5	-	100	100	-	50
	<b>Total</b>					<b>25</b>	<b>4</b>	<b>25</b>	<b>120</b>	<b>340</b>	<b>500</b>	

- MPA-205 The Project Study will be examined by the External and Internal Examiner on basis of Viva and Project report. The Project Work may be based on Empirical or Secondary Data based.
- report. The Project Work may be based on Empirical or Secondary Data based.

**(Semester-III & IV)**

Year Semester	Serial Number, Code & Nomenclature of Paper			Duration of Exam.	Teaching Hrs/Week & Credit			Distribution of Marks			Min. Pass Marks	
	Number	Code	Nomenclature		L	P	C	Conti. Assess.	Sem. Assess.	Total Marks	Conti. Assess.	Sem. Assess.
<b>II Year III Semester</b>	3.1	PAD-301		3 Hrs		8	4		100	100	-	50
	3.2	PAD-302		3 Hrs	5		5	30	70	100	12	28
	3.3	PAD-303		3 Hrs	5		5	30	70	100	12	28
	3.4	PAD-304		3 Hrs	5		5	30	70	100	12	28
	3.5	PAD-305		3 Hrs	5		5	30	70	100	12	28
	<b>Total</b>					<b>20</b>	<b>8</b>	<b>24</b>	<b>120</b>	<b>340</b>	<b>500</b>	
<b>II Year IV Semester</b>	4.1	PAD-301		3 Hrs		8	4		100	100	-	50
	4.2	PAD-302		3 Hrs	5		5	30	70	100	12	28
	4.3	PAD-303		3 Hrs	5		5	30	70	100	12	28
	4.4	PAD-304		3 Hrs	5		5	30	70	100	12	28
	4.5	PAD-305		3 Hrs	5		5	30	70	100	12	28
	<b>Total</b>					<b>20</b>	<b>8</b>	<b>24</b>	<b>120</b>	<b>340</b>	<b>500</b>	

At the end of second semester all students will have to undergo summer training of 8-10 weeks with an industrial, Business or Service Organization by taking up a project study. The conditions of successfully completing the programme shall not be deemed to have been satisfied unless student undergoes summer training under the supervision of the department in organizations as approved by the department/ faculty from time to time. Each student will be required to submit a project report to the Department / Faculty for the work undertaken during this period within three weeks of the commencement of the third semester for the purpose of evaluation in the third semester. The Viva voce will be conducted in Semester III.

- report. The Project Work may be based on Empirical or Secondary Data based.

## **SEMESTER - I**

**I Semester M.A (Public Administration)**

**PAD-101**

**Administrative Theories & Management**

**Course/Paper : 101  
MPA Semester-I**

**Max.Marks : 70  
Time : 3 Hrs.**

### **Unit 1**

Meaning ,nature. evolution and significance of Public Administration. Public Administration as a social science. Development of the Discipline of public administration. its relation to political science, economics, sociology, law and psychology. new public administration, minnowbraook-i-1968,ii-1968&iii-2008.

### **Unit II**

Theories of Administration; scientific Management (Contributions of F.w. Taylor) Max Weber Bureaucratic Theory. Classical ( Fayol, Gulick, Urwick). Human Relations ( Elton Mayo).

### **Unit III**

Principales of Administration : Hierarchy, Unity of Command, Span of Control,Co-Ordination, Delegation & Supervision.

### **Unit IV**

Motivation (Mc Gregor Maslow and Herzberg), Leadership, Communication, Decision Making (H. Simon). Ideas of Warren Bennis.

### **Unit V**

Public Policy; Meaning and Nature, Formulation. Exeucution and Evaluation, Policy Science; Role of Administration in Policy Process. Modern aids & Techniques of Administration and Management-Computerisation, Pert, Cpm, Participative Management, E-Governance.

### **Core Reading:**

- 1.Pffifner and Presthus public Administration
- 2.Simmon, Smithburg & Thompson: public Administration
- 3.Felix A.Nigro: Modern Public Administration
- 4.Tilet Kempner and Mills Management Thinkers
- 5.terry Principal of management
- 6.Newman and Simmer Process of Management
- 7.Mcfarland Management Principles and Practices
- 8.Hanika New Thinking in Management
- 9.Awasthi Avum Maheshawri Look Prashashan
- 10.Mcgergor The Human Side Of Enterprise
- 11.Schodebek Management System.\
12. Prabhu Dutt Sharma Lok Prashashan (Hindi)
13. Mahadev Prasad Sharma Lok Prashashan-Sithant Tatha Vyavahar (Hindi)
14. Awashti Avum Maheshwari Prashashnik –Sidhant (Hindi)
15. Nichlos Henry P.A. Public Affairs (1995)
16. R.K. Sapru Administrative Thought.
17. S.K. Kataria.



**PAD – 102**  
**Public Personnel Administration**

**Course/Paper : 102**  
**PAD Semester-1**

**Max.Marks : 70**  
**Time : 3 Hrs.**

**Unit I**

Meaning Nature and Scope of Personal Administration, Human Rrsorce Management Neutrality of Civil Service. Ethics in Public Services.

**Unit-II**

Conceptual : Bureaucracy : Its nature and concept, Recent Trends and Types of Bureaucracy with Special Reference to Morstein in Marx. Development and Significance of Public Services,

**Unit III**

Meaning and Principles of Recruitment, Promotion, Classification. Training,, Conduct Rules, Salary, Disciplinary Action, Code of Conduct. Political Rights and Retirement Benefits.

**Unit IV**

Public Services in U.K.

The under mentioned topics to be studied: Recruitment, Classification, Salary, Promotion, Training of Public Services, Conduct Rules and Disciplinary Action, Removal and Appeal, Retirement Benefits.

Employees Orgnisation and Representation, Staff council, Service Disputes,Whitelysim in England, Right to Strike and Political Rights of Civil Servants.

**Unit V**

Public Services in France:

The under mentioned topics to be studied:

Recruitment, Classification, Salary, Promotion , Training of Public Services, Conduct Rules and Disciplinary Action, Removal and Appeal, Retirement Benefits.

Employees Orgnisation and Representation, Staff council, Service Disputes, Right to Strike and Political Rights of Civil Servants.

**Core Readings:**

1. Finer: Theory and Practice of Modern Government (chapters on Civil Services)
2. E.N. Gladden : Public Personnel Administration.
3. O.Glenn Stahl : Public Personnel Administration.
4. M.C. Roy: Civil Service in Inida.
5. Dr. C.M. Jain : Savivargiya Prashasan, Research Publication , New Delhi.

**PAD-103**

**Comparative Public Administration**

**Course/Paper : 103**  
**MPA Semester-I**

**Max.Marks : 70**  
**Time : 3 Hrs.**

**Unit I**

Comparative Public Administration : Concept, Nature, Evolution, Scope and Significance : Public Administration and Environment-Social,Economic,Cultural and Political.

**Unit II**

Approaches to the study of comparative Public Administration : Institutional, Behavioural, System, Structural-Functional and Ecological .Problems of Comparative Research.

**Unit III**

Salient features of Administrative System of U.K.,U.S.A., & France.

**Unit IV**

Weber's Typology of Authority and Administrative systems with particular reference to the Ideal Type Bureaucratic Model. Riggs's Typology of Societies with particular reference to Prismatic Society and the Sala Model

**Unit V**

Concept of Development Administration and Administrative Development. Salient features of the Administrative System of U.K.,U.S.A.,France.

**Cord Reading :**

1. Ramesh K. Arora : Comparative Public Administration (also in Hindi)
2. William Siffin (ed) : Towards the Comparative Study of Public Administration (1957)
3. Ferrel Heady and Sybil Stocks (ed) : Paper in Comparative Public Administration (1962), Articles by Heady, Riggs and Diamant.
4. Ferrel heady : Public Administration : A Comparative Perspective
5. Fred W. Riggs : Administration in Developing Countires.
6. H.H. Garth and C. Wright Mills, Max Weber: Essays in Sociology (Portions on Bureaucracy).
7. Edward Weidner (ed.) : Development Administration in Asia.
8. Fred W. Riggs (ed) : Frontiers of Development Administration.
9. Prof. Surendra Kataria : Comparative Public Administration Malik & comp. Jaipur.

**PAD-104**  
**Public Administration in India**

**Course/Paper : 104**  
**MPA Semester-I**

**Max.Marks : 70**

**Time : 3 Hrs.**

**Unit I**

Historical Background of Indian Administration with special reference to Influence of British Period. Salient Features of India Administration since Independence. The Union Executive-President, Vice- President., P.M., Cabinet and Council of Ministers.

**Unit II**

The organization & working of the Central Secretariat and the Cabinet Secretariat. Ministry of Home Affairs and Ministry of Personnl, Pension and Public Grievances.

**Unit III**

The Major forms of Public Sector Enterprises- Department, Corporation and Joint stock Company. Impact of Globlization on Public Sector Undertaking.

**Unit IV**

Indian Bureaucracy –Its nature and Problems, recruitment training, classification, promotion, conditions of work, conduct rules and employer- employee relations. Problems of the Indian Administration Service with special reference to the relationship between the generalist and the specialist.

**Unit V**

Control over Indian Administration (a) Ministerial Control, (b) Parlimentary Control (c) Judicial Control (d) Review of Administrative Discretion and the Institution of Ombudsman.(e) Right to information in India.(f) Citizen charter in India.

**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 : Public Adminstrtion In India.
6. Reports of A.R.C. – I & II
7. S.R. Maheshwari : Indian Administration
8. Avasthi & Avasthi: Public Administraion in India
9. Ramesh Arora & Rajni Goyal: Indian Public Adminstration
10. S.K. Kataria : Bharatiya Prashashan (Hindi).

**PAD-105**  
**Social Welfare Administration – Special reference to India**

**Course/Paper : 105**  
**MPA Semester-I**

**Max.Marks : 100**  
**Viva**

**Unit I**

Concepts : Meaning, Nature, Scope and principles of social Administration. Methods of social Administration. Social Case Work, Group work and community Organization.

**Unit II**

Social policy in India: Need for a Social Policy Resolution. Social Legislation in India and its inadequacies, Social Planning in India : Social Development.

**Unit III**

Organization : Social Administration at the Central Level. The Department of Social Welfare. The Scattered nature of Social affairs at Central level and a case for the creation of an integrated ministry of social affairs. Central Social Welfare Board : Its composition, functions and status.

**Unit IV**

Social Administration at the State Level. The State Department/Directorate of Social Welfare- the Controversy. State Social Welfare Board, SC/ST Development and Finance Co-operative Corporation Ltd., Social Administration at the Local i.e District and Panchayat levels.

**Unit V**

Role of voluntary Organisation in India and their relationship with State. Personnel system for Social Administration. Need for the Creation of a special cadre of Social Administration Personnel's at the central, State and Local level and Problems of Social Administration in India:

- (a) Co- ordination
- (b) Human Relations
- (c) Grants-in-aid
- (d) Common Civil Code
- (e) Gender Justice

**Core Readings:**

1. David C. Marsh: An Introduction to Social Administration .
2. Friendlander : Introduction to Social Welfare
3. G.B. Sharma : Social Administration in India
4. D.K. Mishra : Samajik Prashaan (Hindi)
5. A.R.C. Report on personnel administration.

## **SEMESTER - II**

**PAD-201**

**Administrative Thinkers -1**

**Course/Paper : 201  
MPA Semester-II**

**Max.Marks : 70  
Time : 3 Hrs.**

### **Unit I**

Administrative Theory

- A- Significance and importance of theory.
- B- Evolution and Emerging Trends in Theory.
- C- Oriental Thought : Kautilya and Sun Tzu.

### **Unit-II**

Administrative Structure & Process

- a)Henri Fayol- Foundation of Management
- b)Frederick Winslow Taylor- Scientific Management
- c)Luther Gulick and Lyndall Urwick- Science of Administration

### **Unit III**

Classical Thought-Bureaucracy

- a)Max Weber- Authority & Normative Model of Bureaucracy.
- b)Karl Marx-State & Bureaucracy.
- c)Samuel Krislov and Donald Kingsley- Representative Bureaucracy.

### **Unit IV**

Social System Thought

- a)Mary Parker Follet- Constructive Conflict and Leadership
- b)Elton Mayo- Human Relations Movement.
- c)Chester Barnard-Formal & Informal Organizations and Function of Executive.

### **Unit V**

Writers on Administration

- a)Robert Dahl-Problems of Science of Administration.
- b)Dwight Waldo- The Administrative State & Future of Public Administration.

### **Core Readings:**

1. Barnard, Chester(1969) The Function of Executive,Cambridge,Harvard University Press.

2. Donald Menzel and Harvey White (eds) (2011). The state of Public Administration: Issues, Challenges and Opportunity. New York: M.E. Sharpe.
3. Frank Marini, (1971).Towards a New Public Administration: The Minnowbrook Perspective, Chandler Publications, University of Columbia.
4. Waldo, Dwight (1968), The Study of Public Administration, Random house , New York.

## **PAD-202**

### **Development Administration**

**Course/Paper : 202**  
**MPA Semester-II**

**Max.Marks : 70**  
**Time : 3 Hrs.**

#### **Unit I**

The Concept of Development Administration : Nature and Scope, Development- Non-Development Dichotomy. Concept of Administrative Development.

#### **Unit II**

Ecology of Development Administration- Interaction of the Administrative System with Political, Cultural and Economic System. Interaction between political system and bureaucracy. Public participation in development.

#### **Unit III**

The structure of Bureaucracy : Personnel Administration, Recruitment & Training. Role of Bureaucracy in the Socio- Economic Development.

#### **Unit IV**

Public Administration in Developing Countries.

Following topics will be studied with special reference to Developing Nations in general and Thailand ,Philippines and Nepal in particular.

Administrative features in their ecological context.

#### **Unit V**

Machinery of the Government at the National level with particular reference to the pattern to Departmentalization of Developing Nations in General and Thailand, Philippines and Nepal in Particular.

### **Core Readings:**

1. Fasical 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 Politics, Administration and Chance.
5. Irving Swedlow (ed) : Public Administration.
6. Edward Weidner (ed) : Public Administration and Technical Assistance.

**PAD-203**  
**Law , Ethics & Governance**

**Course/Paper : 203**  
**MPA Semester-II**

**Max.Marks : 70**  
**Time : 3 Hrs.**

**Unit I**

**Legal Foundations :**

- (a) Fundamentals of Administrative Law
- (b) Relationship between Law and Administration
- (c) Governance as Execution of Law- Values and context of Legal and Administrative Process
- (d) Constitution, Rule of law and Administrative Law- French, British and German Contexts

**Unit II**

**Law and Governance:**

- (a) Concepts relating to administrative law- Rule of law, Doctrine of Separation of Powers, Principles of Checks and Balances, Doctrine of Ultra- vires.
- (b) Delegated Legislation, Principles of Natural Justice.

**Unit III**

**Governance and Ethics**

- (a) Ethical foundations of Governance
- (b) codes and Norms of Ethics in India: Public Service and Business Organizations
- (c) Constitutional Values and its relationship with ethics
- (d) Family, Society, Education and Ethics

**Unit IV**

**Quasi- Judicial Governance**

- (a) Administrative Tribunals
- (b) National water Tribunals
- (c) National Green Tribunals

**Unit V**

**Emerging Trends**

- (a) Local Bodies Ombudsman
- (b) Protection of Whistleblowers
- (c) Women Protection: Criminal Law (Amendment) Act, 2013 (Nirbhaya Act)

**Core Readings:**

1. Appleby Paul H (1952), Morality and Administration in Democratic Government, Baton Rouge, Louisiana state University Press.
2. Aradhe , Alok and G P Singh (2013), Principal of Administrative Law, Lexi Nexis.
3. Barnwal SP (1948), Introduction to Principles of morals and legislation, New York 1948

4. Boulding Kenneth E(1948) Beyond Economics – essays in society, religion an ethics, Ann Arbor.
5. Cane, Peter(2011), Administration Law, Oxford University Press, New York.

### **PAD-204**

#### **State Administration in India with Special reference to Rajasthan**

**Course/Paper : 204**  
**MPA Semester-II**

**Max.Marks : 70**  
**Time : 3 Hrs.**

#### **Unit – I**

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

#### **Unit – II**

The following topics will be studied with particular reference to Rajasthan: Political Economic and Social-Cultural Ecology of State Administration : Organisation of state Secretariat and its working, Role of Chief Secretary, Patterns of Department Structure, Organisation and Role of the Department of Home, Finance Personnel and Administrative Reforms.

#### **Unit – III**

The Directorates and their position in state Administrative, Secretariat- Directorate Relationship, Organisation and role of the Directorate of College Education, Tourism. E- Governance Citizen Charter, Right to information.

#### **Unit IV**

State enterprises : forms, Governing Board, Specific studies of Rajasthan State Road Transport Corporation; Rajasthan Industrial Development Corporation, Rajasthan Housing Board, Rajasthan Dairy Federation Board of Revenue, Planning administration at state level in Rajasthan.

#### **Unit V**

Personnel Administration: Recruitment in Civil Services and role of RPSC, Training and Promotion, disciplinary action, Rajasthan civil services Appellate Trivbunal.

#### **Core Readings:**

1. Ziauddin khan, V.M. Sinha and K.D. Trivedi: state Administrative in Rajasthan.
2. Mohan Mukerji, ed Administrative Innovation in Rajasthan.
3. Mohan Mukerji , Non Story of A chief Secretary during Emergency.
4. V.D. Sharma : Though Town System.
5. Meena Sogani: The Chief Secretary in India.
6. R.M. Khandelwal: State Level Plan Administration in India.



## **PAD-205**

### **Project Work (Empirical/ Primary/ Secondary data based)**

- MPA-205 The Project Study will be examined by the External and Internal Examiner on basis of Viva and Project report. The Project Work may be based on Empirical/Primary & Secondary Data based.
- report. The Project Work may be based on Empirical/Primary & Secondary Data based.