

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: 2020

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. one TEST and another Home ASSIGNMENT each of 15% weightage, for theory papers in each semester. Internal assessment test shall be of one hour duration for each paper and shall be taken according to academic calendar notified by the University. Assignment shall be prepared for each paper a topic of syllabus allotted by Teacher. Assignment of each paper should be 20 Pages. 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 200 words.

Section-C : 01 question to be attempted having answer in about 300 words.

SECTION A

Q.1(a)		1
(b)		1
(c)		1
(d)		1
	SECTION B	
Q.2		3
Q.3		3
Q.4		3
Q.5		3
	SECTION C	
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**
- (iv) **1 Mark**
- (v) **1 Mark**
- (vi) **1 Mark**
- (vii) **1 Mark**
- (viii) **1 Mark**
- (ix) **1 Mark**
- (x) **1 Mark**

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

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
Total Marks		100

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.

- b) 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:

Description of Marks Obtained	Division / Result
• 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. Marks	Pass
	Number	Code	Nomenclature		L	P	C	Conti. Assess.	Sem. Assess.	Total Marks	Conti. Assess.	Sem. Assess.
I Year I Semester	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 India.	3 Hrs	5		5	30	100	100	12	28
	Total					25	4	25	120	340	500	
I Year II Semester	2.1	PAD-201	Administrative Thinkers -I	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)	3 Hrs		5	5		100	100	-	50
	Total					20	5	25	120	340	500	

- 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.

(Semester-III & IV)

Year Semester	Serial Number, Code & Nomenclature of Paper			Duration of Exam.	Teaching Hrs/Week & Credit			Distribution of Marks			Min. Marks	Pass
	Number	Code	Nomenclature		L	P	C	Conti. Assess.	Sem. Assess.	Total Marks	Conti. Assess.	Sem. Assess.
II Year III Semester	3.1	PAD-301	Administrative Thinkers - II	3 Hrs	5		5	30	100	100	-	50
	3.2	PAD-302	Rural Local Governance	3 Hrs	5		5	30	70	100	12	28
	3.3	PAD-303	Urban Local Administration	3 Hrs	5		5	30	70	100	12	28
	3.4	PAD-304	Citizen Centric Administration	3 Hrs	5		5	30	70	100	12	28
	3.5	PAD-305	Politics and Administration	3 Hrs	5		5	30	70	100	12	28
	Total					25		25	150	340	500	
II Year IV Semester	4.1	PAD-401	Public Policy Analysis	3 Hrs	5		5	30	100	100	-	50
	4.2	PAD-402	Public Finance and Finance Administration	3 Hrs	5		5	30	70	100	12	28
	4.3	PAD-403	Civil Service in India	3 Hrs	5		5	30	70	100	12	28
	4.4	PAD-404	Research Methodology in Public Administration	3 Hrs	5		5	30	70	100	12	28
	4.5	PAD-405	Indian Constitution OR Dissertation	3 Hrs	5		5	30	70	100	12	28
	Total					25		25	150	340	500	

	25		25	150	340	500	
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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 Prashasnik –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. Each topic is to be studies with reference to Indian.

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. Rigg'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. Prof. Ravindra Sharma & Dr. Vikrant K Sharma :
Comparative Public System.s (in HINDI), College Book
House, Jaipur.
2. Ramesh K. Arora : Comparative Public Administration .
3. William Siffin (ed) : Towards the Comparative Study of Public Administration (1957)
4. Ferrel Heady and Sybil Stocks (ed) : Paper in Comparative Public Administration (1962), Articles by Heady,
Riggs and Diamant.
5. Ferrel heady : Public Administration : A Comparative Perspective
6. Fred W. Riggs : Administration in Developing Countires.
7. H.H. Garth and C. Wright Mills, Max Weber: Essays in Sociology (Portions on Bureaucracy).
8. Edward Weidner (ed.) : Development Administration in Asia.
9. Fred W. Riggs (ed) : Frontiers of Development Administration.
10. 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 Personnel, Pension and Public Grievances.

Unit III

The Major forms of Public Sector Enterprises- Department, Corporation and Joint stock Company. Impact of Globalization 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) Parliamentary 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 Administration In India.
6. Reports of A.R.C. – I & II
7. S.R. Maheshwari : Indian Administration
8. Avasthi & Avasthi: Public Administration in India
9. Ramesh Arora & Rajni Goyal: Indian Public Administration
10. S.K. Kataria : Bharatiya Prashashan (Hindi).

PAD-105
Social Welfare Administration – Special reference to India

Course/Paper : 105
MPA Semester-I

Max.Marks : 70
Time : 3 Hrs.

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 Woodrow Wilson.

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.
- c) Paul H Appleby – Reports on Indian 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: Legal Framework.

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 Tribunal.

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.

SEMESTER - III

PAD-301

Administrative Thinkers - II

Max.Marks : 70

Course/Paper : 301

MPA Semester-III

Time : 3 Hrs.

Course Objective

Administrative theory is based on conceptualization of experience of administrators or observation of the operational situations in administration. This course is extension of the first semester course to discuss the behaviouralism, organizational humanism, market theories of administration and latest trends with emphasis on individual thinker. After completion of the course, students are in a position to comprehend the basic tenets and developments of administrative theory.

Unit I: Behaviouralism:

- a) Herbert Simon: Behaviouralism and Decision-Making
- b) Geoffrey Vickers: Appreciative System
- c) Warren Bennis: Changing Organizations

Unit II: Organizational Humanism – I:

- a) Abraham Maslow: Needs Hierarchy
- b) Victor Vroom: Expectancy Theory of Motivation
- c) Douglas McGregor: Theory X and Theory Y

Unit III: Organizational Humanism – II:

- a) Frederick Herzberg: Hygiene and Motivation Factors
- b) Chris Argyris: Integrating the Individual and the Organization
- c) Rensis Likert: Systems Management

Unit IV: Market Theories:

- a) Vincent Ostrom: Public Choice
- b) Peter Drucker : Knowledge Based Organization
- c) Elinor Ostrom: Governing the Commons

Unit V: Emerging Trends:

- a) Critical Social Theory
- b) New Public Service
- c) Post Modernism and Post Structuralism
- d) Administrative Theory: A Critical Review

References:

Argyris, Chris (1957), Personality and Organization, Harper, New York
Donald Menzel et.al (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. M. E. Sharpe.
Drucker, Peter (2012), Management Challenges for the 21st Century, Harper business.
Fox, Richard C (2005), Critical Social Theory in Public Administration, PHI, New Delhi
George Frederickson (2008), The Public Administration Primer, Westview Press.
Herbert A. Simon (1965), Administrative Behavior: A Study of Decision-making Process in Administrative Organizations, Free Press, New York.
Janet V. Denhardt and Robert B. Denhard (2007), The New Public Service, Serving, Not Steering, M.E.Sharpe, New York
Likert, Rensis (1976), New Patterns of Management, McGraw-Hill, New York
Luthans, Fred, (2005) Organizational Behaviour, McGraw- Hill, New York

Maslow, Abraham (1954), Motivation and Personality, Harper & Row, NY
McGregor, Douglas(1960), The Human Side of Enterprise, McGraw- Hill, New York
Miller, H and Fox.CJ (2007), Post Modern Public Administration, ME Sharp, New York
Ostrom, Elinor (2003), Governing the Commons- The Evolution of Institutions for collective Action, Cambridge
Ostrom, Vincent (1973) The Intellectual Crisis in American Public Administration. University of Alabama Press: Alabama.
Prasad, Ravindra D (et al) eds. Administrative Thinkers (2013), Sterling Publishers, New Delhi
Vroom, Victor H (1964),

Work Motivation, John Wiely and Sons, New York Waldo, Dwight (1968), The Study of Public Administration, Random house, New York Warren Bennis (2005), Reinventing Leadership: Strategies to Empower the Organization, HarperBusiness, NY Warren Bennis, (1993), Beyond Bureaucracy: Development and Evolution of Human Organization, John Wiley & Sons, NY

PAD-302

Rural Local Governance

Course/Paper : 302
MPA Semester-III

Max.Marks : 70
Time : 3 Hrs.

UNIT I

Rural Local Governance – Meaning, Concept and Features.

The history of Rural Local Government. The concept of Panchayati Raj. Constitutional status to Rural Local Government : Salient features of 73rd constitutional amendement act.

UNIT II

Organisation and functons of Panchayati Raj Institutions : Zila Parishad, Panchayat Samiti, Gram Panchayat, Gram Sabha and Ward Sabha in the context of 73rd Constitutional Amendment Act.

UNIT III

Panchayati Raj as an Agencies of Planning and Development. The position, powers and functions of Collector, C.E.O, B.D.O and V.D.O. The relationship of Panchayati Raj with Government Agencies, People Participation and Co-operation in Rural Development.

UNIT IV

Personnel Administration in Rural Local Self Government ; Classification, Recruitment and Training, Education and training of Non-Officials (Elected Representatives) of Panchayati Raj. Financial Administration of Rural Local Bodies in India.

UNIT V

Some Emerging Trends and Political Parties and Panchayati raj. Official & Non-Official relationship. State control over Panchayati Raj Institutions. Challanges and future of Rural Local Government in India. Role of MGNREGA in Rural Employment.

Core Books:

1. G. Ram Reddy : Panchayati Raj in India.

- in
2. M.V.Mathur, Iqbal, Narain and V.M. Sinha : Panchayati Raj Rajasthan.
 3. B. Mukerji: Community Development in India.
 4. S.R. Maheshwari : Local Governemtn in India.
 5. R.V.Jathar : Evolution of Panchayati Raj.
 6. Iqbal, Narain and P.C. Mathur: Panchayati Raj : Old Controls and New Challenges.
 7. S.C. Jain : C.D. and Panchayati Raj.
 8. Prof. Ravindra Sharma : Bharat Me Panchayati Raj Vyavastha.
 9. M.A. Mutallib and Modhg, Akbar Ali Khan : Theory of Local Government.
 10. Ravindra Sharma : Rural Local Administration.
 11. Prof. Ashok Sharma : Bharat Me Sthaniya Prashasan.

Subsidiary Readings :

1. Herald F. Alderfer : Local Government in Developing Countries.
2. D.C. Potter : Government in Rural India.
3. Redifield: The Little Community.
4. S.C. Dube : India's changing Village.
5. maddick : Development, Decentralisation and Democracy.
6. Pai Panandikar:Personnel System in Development Administration.
7. S.C. Dube : The Village Level Workers : Their Work and Results Demonstration.
8. Kuldeep Mathur: Bureaucratic Response to Development.
9. M.S. Sapkal : the Viilage Level Worker.

PAD-303

Urban Local Addministration

**Course/Paper : 303
MPA Semester-III**

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

UNIT I

Urbanization and its Political, Social and Economic Consequences. Meaning, Scope and Significance of Urban Administration. Evolution and Importance of Urban Local Self Government in India. Constitutional status of Local Self Government : Salient features of 74th Constitutional Amendment Act.

UNIT II

Organisation and functions of Municipal Corporation, Municipal Council, Municipalities and other types of Urban Local Self Bodies with special reference to the 74th constitutional Amendment Act.

Municipal corporation of Delhi, Heritage Municipal Corporation Jaipur, Municipal Corporation Kota North.

UNIT III

Personnel Administration of Urban local self government : Recruitment and training.

Financial Administration : Resources and its strengthening, Role of State Finance Commission.

UNIT IV

The role of Directorate of Local Bodies and Department of Local Self Government. Problems of Local Government. Municipal Corporation and their problems of Autonomy and Accountability. Mechanism of control over Local Self bodies at State level.

UNIT V

A brief outline of the structure of Urban Local Government in the United Kingdom, United States of America and France. City Government of London, Paris and Newyork.

Core Books:

1. R.L. Khanna : Municipal Government and Adminsitration.
2. R.Argat: Municipal Government in India.
3. Blair : Local-self government in America.
4. Chapman : An Introduction to French Local Government.

Subsidiary Readings:

1. Avasthi : Muncipal Government and Administration in India,
Agra : Laxminarain & Co.
2. Mohit Bhattacharya : Essay in Urban Government. Calcutta:
World Press.
3. Mohit Bhattacharya : Management of Urban Government in
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.
7. Rodney Jones : Urban Politics in India, Delhi : Vikash
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.

PAD-304

Citizen Centric Administration

Course/Paper : 304
MPA Semester-III

Max.Marks : 70
Time : 3 Hrs.

Unit –I

Citizen Centric Administration - Meaning, Concep and Charecteris. Citizen and Administration. Civil Socaiety,public Participation in Administration. Social Audit. "New Public Service: Serving not Steering" thoery of Robert be. Denhardt. 12th report of 2nd ARC on Citizen Centric Administration.

Unit-II

Transparancy and Accountability in Administration : Right to Information / freedom –Meaning, world Pespective, Movement for RTI in India and Rajasthan.
Right to Information Act -2005 and its impact on Public Authorities, Public Servent and Citizens. Role & Functions of Public Information Officers (PIOs). Structure and Functions of Central Information Commission.

Unit-III

Citizen Charter - meaning, concept and impotence to Citezens. Historical background with special reference to British (U.K) and India.
Citizen charters of following Ministries of Govt of India :
Ministry of Railways, Citizen Charters of Ministry of Consumer Affaris, Food and Public Distribution – Department of Food and Public Distribution & Department of Consumer Affairs. Jan Suchana Portal in Rajasthan State.

Unit –IV

Meaning and concept of Ombudsman. Parliamentary Commissioner in Britian (U.K).
Lokpal and Lokayukt in India – movement for Lokpal in India, contribution of Anna Hazare. Strucutre and Functions of Lokapal Office in India. Role of Lokpal to remove corruption. Role and Functions of Lokayukt in Rajasthan State.

Unit –V

Public Grievance Removal System in India –Meaning, Concep and Importance .Department of Administrative Reforms and Public Grievance of Government of India . Central Vigilance Commission (CVC). Consumer Courts and National Consumer Disputes Redressal Commission.
Impact of Information Technology (IT) on Public Organizations, Public Authorities and Citizens.

Core Readings

Essential Readings - Dr Vikrant K Sharma & Dr. S.L Jain : Accountable Administration in India – Statutory Perspective. (in HINDI).

Bakshi, P.M. (2008). Consumer Protection and Professionals reported in Law India, the ILI Publication. Biswal, T. (2016). Governance and Citizenship. Jaipur: Rawat Chaudhary, R.N.P. (2010). Consumer Protection Law: Provisions and Procedure. Deep & Deep, New Delhi. Chakrabarty, Bidyut and Prakash Chand. (2016). Public Policy: Concept, Theory and Practice. New Delhi: Sage Government of India Second Administrative Reforms Commission. (2008). 'Refurbishing of Personnel Administration – Scaling New Heights', Tenth Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi. Government of India Second Administrative Reforms Commission. (2009). 'Promoting eGovernance: The Smart Way Forward', 11th Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi. Government of India Second Administrative Reforms Commission. (2009). 'Citizen Centric Administration - The Heart of Governance', Twelfth Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi. Public Affairs Centre. (2007). India's Citizen's Charters- A Decade of Experience, Public Affairs Centre: Bangalore Singh, Shivani. Ed.) (2016). Governance: Issues and Challenges. Sage: New Delhi Further Readings Agarwal, Meenu. (2006). Consumer Behaviour and Consumer Protection in India, Eastern Book Corporation. Bynoe, Ian. (1996). Beyond the Citizens' Charters - New Directions for Social Rights, Institute of Public Policy Research: London. Citizens Charters – A Handbook. (2008). Centre for Good Governance: Bangalore Citizens Charters – A Handbook Government of India Ministry of Personnel Public Grievances and Pension Department of Administrative Reforms and Public Grievances, New Delhi. Gupta, Dipankar (2017). From 'People' to 'Citizen': Democracy's Must Take Road. New Delhi: Social Science Press. Madsen, Pirie. (1991). Citizens Charter. Adam Smith Institute: London Majumdar, P.K. (2008). Law of Consumer Protection in India, Orient Publishing Company. Paul, Samuel. (2008). "India's Citizen's Charters: In Search of a Champion", Economic and Political Weekly, Vol. 43, No. 7 (February 16 - 22), pp. 67-73. . Online sources: Aiyar, Yamini et al. A Guide to Conducting Social Audits: Learning from the Experience of Andhra Pradesh http://www.accountabilityindia.in/sites/default/files/guidelines_-_le.pdf

PAD-305

Politics and Administration

Course/Paper : 305
MPA Semester-III

Max.Marks : 70
Time : 3 Hrs.

UNIT I

Political System : Concept and Functions. Approaches(Structural-Functional, System, Institutional) to study of Political System. Importance of Comparative Analysis. Public Opinion.

UNIT II

Models of Gabriel Almond & David Easton, Political Parties, Pressure Groups. Interaction between Political Parties & Pressure Groups. Concept of Political Development.

UNIT III

The concept of Administrative System, Models of Administrative system with special reference to the contribution of F.W. Riggs. Relationship between Political Executive and Civil Servants. Concept of Neutrality & Anonymity in Civil Service. Representative Bureaucracy (Civil Service).

UNIT IV

The concepts of Administrative Development. The concept of Development Administration. The concept of Administrative State & Administrative Change.

UNIT V

Bureaucracy : Max Weber's and Merton's Models, Marxist (Karl Marx & Followers) interpretation of Bureaucracy. F M Marx – Classification of Bureaucracy.

Core Readings:

1. Almond and Coleman: Politics of Developing Area.
2. H.V. Wiseman: Political System : Some Sociological Approaches.
3. Almond and Powell : Comparative Politics - A Development Approach.
4. Eckstein and Apter : Comparative Politics.
5. M.J.M.Machenzie : Politics and Social Science.
6. J.C. Charlesworth: Contemporary Political Analysis.
7. Albrow: Bureaucracy.
8. F.W.Riggs : Administration in Developing Countries.
9. Ferrel Heady and Sybil Stokes : Papers on Comparative Public Admn.
10. Pfiffner and Presthus : Public Administration.
11. Keith M. Henderson: Emerging Synthesis in American Public Admn.
12. P.D. Sharma : Rajniti avam Prashasam (Hindi)
13. S.P. Verma : Modern Political Theory (English and Hindi)
14. Lucian W.Pye : Aspects of Political Development.
15. Ramesh K. Arora: Comparative Public Administration.

Subsidiary Readings:

1. Caiden : Administrative Reforms.
2. Merton et. Al.: Reader in Bureaucracy.
3. Braibanti : Political and Administrative Development.
4. Siffin : Towards the Comparative Study of Administration.
5. Blau : The Dynamics of Bureaucracy.

6. Swerdlow: Development Administration - Concepts and Problems.
7. Montgomery and Siffian : Approaches to Political Development and Change.
8. La palombara : Bureaucracy and Political Development.
9. Crozier : The Bureaucratic Phenomenon.
10. Gouldner : Patterns of Industrial Bureaucracy.
11. Mouzelis : Organisation and Bureaucracy.
12. Finkle and Gable: Political Development and Social Change.
13. David Easton: A System Analysis of Political Life.
14. David Easton : Political System : An Inquiry into the State of Political Science.
15. Hary M. Johnson : Sociology - A Systematic Introduction.
16. Davis and Lewis : Models of Political System.
17. Holt and Turner : Comparative Research Methods.

Journals:

1. Indian Journal of Public Administration (New Delhi)
2. Political Science Review (Jaipur)
3. Administrative Change (Jaipur)
4. Journal of the Parliamentary and Constitutional Studies (New Delhi)
5. Public Administration Review (U.S.A.)
6. Indian Journal of Education Politics and Administration (IJEPA)

SEMESTER - IV

PAD-401

Public Policy Analysis

Course/Paper : 401

Max.Marks : 70

MPA Semester-IV

Objectives of the Paper:

This core course on Public Policy comprehensively introduces the concept and significance of public policy, the history of policy sciences and the public policy process. At the end of the course the student will understand the evolution of policy sciences, the significance and different stages of the public policy process in terms of the theoretical formulations as well as the working of this process with special reference to India. The pedagogical tools used will include

UNIT I

Public Policy: Concept, Significance and Scope; Evolution of Policy Sciences Policy Transfer: Concept; Rationale; Types (Copying, Adaptation, Hybridization and Synthesis). Policy Analysis: Concept and Significance Public Policy Approaches and Models with special reference to the Incrementalist and Rationalist Paradigms

UNIT II

Public Policy Making Process:

Role of Legislature, Executive, Judiciary, Planning Machinery at the Central and State levels in Policy Making Role of other Stakeholders in Policy-making: Political Parties, Interest Groups, Mass-media, Civil Society and International Agencies.

UNIT III

Public Policy Implementation, Monitoring and Control:

Approaches to Policy Implementation Role of Executive (with special reference to Bureaucracy), Legislature, Judiciary, NonGovernmental Organisations, Pressure Groups Issues in Policy Implementation

UNIT IV

Policy Evaluation:

Approaches to Policy Evaluation and Policy Impact Criteria for Evaluation Role of Staff, CAG, Parliamentary and Departmental Committees in Evaluation Issues in Policy Evaluation

Essential Readings

Anderson, J E. (2005). Public Policy Making (6th ed.). New York: Houghton Mifflin Co. Ayyar, Vaidyanathan R V. (2009). Public Policy Making in India. New Delhi: Pearson. Dolowitz, D.P. & Marsh, D. (2000). Learning from Abroad: The Role of Policy Transfer in Contemporary Policy-Making. *Governance: An International Journal of Policy and Administration*, 13(1), 5-24. Farzmand, Ali. (ed.) (2018). *Global Encyclopaedia of Public Administration, Public Policy and Governance*. Berlin: Springer Gerston, Larry N. (2010); *Public Policy Making: Process and Principles*. (3rd Edition); U.K.: Routledge Henry, N. (2009). *Public Administration and Public Affairs* (11th ed.). New Jersey: Prentice Hall. Page 53 of 66 Hill, Michael & Frédéric Varone. (2016). *The Public Policy Process*. London: Routledge. Hillman, Arye L. (2009); *Public Finance and Public Policy: Responsibilities and Limitations of Government* 2nd Edition; U.K.: Cambridge University Press Nagel, S.S. (1991). *Public Policy: Goals, Means and Methods*. New York: St. Martin Press. Rabin J., Hildreth, W. & Miller, G. (2007). *Handbook of Public Administration* (3rd ed.). Florida: Taylor & Francis Group. Sapru, R.K. (2011). *Public Policy: Art and Craft of Policy Analysis* (2nd ed.). New Delhi: Prentice Hall of India learning.

Suggested Readings

Basu, D.D. (2011). Constitution of India (20th ed.). New Delhi: Prentice Hall of India.
Chakraborty, Bidyut& Chand, Parkash (2016). Public Policy: Concept, Theory and Practice. New Delhi: Sage
Chakraborti, Rajesh (2017). Public Policy in India. New Delhi: Oxford University Press
Dubhashi, P.R. (1986). Policy and Performance. New Delhi: Sage Publications.
Dye, T. (2002). Understanding Public Policy. New Delhi: Pearson Education Singapore (Pte) Ltd.
Madan, K.D. (1982). Policy Making in Government. New Delhi: Publications Division, Government of India.
Mathur, K. (1996). Development Policy and Administration. New Delhi: Sage.
Munger, M.C. (2000). Analysing Policy: Choices, Conflicts and Practices. New York: W.W. Norton & Company.
Nedley, A. (2004). Policy Transfer and the Developing Country Experience Gap: Taking a Southern Perspective. In Mark Evans (Ed.), Policy Transfer in Global Perspective. (pp. 165-187). New York: Routledge.
Page, E.C. (January 2000). Future Governance and the Literature on Policy Transfer Lesson Drawing. Prepared for the ESRC Future Governance Programme Workshop on Policy Transfer. London: Britannia House. Retrieved from: <http://personal.lse.ac.uk/Page/Papers/EdPagePaper1.pdf>
Rose, R. (1993). Lesson-Drawing in Public Policy: A Guide to Learning Across Time and Space. New Jersey: Chatham House.
Stone, D. (2000). Learning Lessons, Policy Transfer and the International Diffusion of Policy Ideas. "n.d." [http:// poli.haifa.ac.il/~levi/res/stone-2000.pdf](http://poli.haifa.ac.il/~levi/res/stone-2000.pdf)

PAD-402

Public Finance and Financial Administration

Course/Paper : 402
MPA Semester-IV

Max.Marks : 70

Objectives of the Paper:

This paper seeks to familiarize the students of Public Administration regarding various aspects of financial administration, particularly Budgeting in India. In addition, the students would be made aware of the role of Comptroller and Auditor General, mobilisation of resources and fiscal federalism. Diverse teaching pedagogies like class room lectures, discussion, seminars, budgeting exercises etc. will be used to deliver course content. At the end of the course, the student will be able to present reports and develop analytical skill regarding the monetary and fiscal system in India.

UNIT I

Meaning and Significance of Public Finance and Public Financial Administration. Principles of Taxation; Tax Administration Issues and Reforms in India Resource Mobilization: Tax and Non-Tax Sources, Public Borrowings and Deficit Financing Budget: Concept, Principles

UNIT II

Types of Budgets: Line-item Budgeting; Performance Budgeting; Zero-Base Budgeting Budget as an Instrument of Financial Administration and Public Policy Budget Preparation, Authorisation and Execution with special reference to India Page 25 of 66

UNIT III

Union Ministry of Finance: Organisation, Functions and Role Union-State Financial Relations Finance Commission: Composition, Role and Functions

UNIT IV

Audit: Concept and types; Comptroller and Auditor General of India Legislative Control over Finances with special reference to Parliamentary Committees Significance of Monetary and Fiscal Policy

Essential Readings

Burkhead, J. (1956). Government Budgeting. New York: Wiley Sons. Chand, P. (2010). Control of Public Expenditure in India (2nd edition). New Delhi: Allied Publishers. Chand, P. (2010). Performance Budgeting (2nd edition). New Delhi: Allied Publishers. Goel, S. L. (2002). Public Financial Administration. New Delhi: Deep and Deep Publications Gupta, B. N. (2006). Indian Federal Finance and Budgetary Policy. Allahabad: Chaitanya Publishing House. Indian Administrative Reforms Commission. (1969). Report on: (i) Financial Administration (ii) Finance, Accounts and Audit (iii) Centre-State Relations. New Delhi: Manager of Publications, Government of India. Indian Institute of Public Administration. (1983). Special Number on Administrative Accountability, Vol. XXIX (3). New Delhi. Lall, G. S. (1979). Public Finance and Financial Administration in India. New Delhi: Kapoor. Mahajan, Sanjeev Kumar and AnupamaPuri Mahajan (2014). Financial Administration in India. New Delhi: PHI Learning. Shome, Parthasarathi (ed.) (2013). Indian Tax Administration: A Dialogue. New Delhi: Orient Blackswan Singh, RajivaRanjan (2016); Challenges Of Indian Tax Administration. Gurugram: Lexis Nexis Thavaraj, M. J. K. (2001). Financial Administration in India (6th ed.). Delhi, Sultan Chand.

Further Readings

Cox, Raymond, Vetter, Daniel E., Stout and R. Gene. (1996). Financial Administration and Control. New Jersey: Wiley. Garner, C.

William. (1991). Accounting and Budgeting in Public and Non-profit Organizations: A Manager's Guide. New Jersey: Wiley. Green, Mark T. and Thompson, Fred (1998). Handbook of Public Finance. London: Routledge. Hillman, Arye L. (2009). Public Finance and Public Policy: Responsibilities and Limitations of Government 2nd Edition. Cambridge: Cambridge University Press. Page 26 of 66 Miller, Gerald J. (2011). Government Budgeting and Financial Management in Practice. London: Routledge. Reed, B. J. and Swain, John W. (1996). Public Finance Administration. 2nd Edition. Sage. Sury, M. M. (1990). Government Budgeting in India. New Delhi: Commonwealth Publishers.

PAD-403

Civil Services in India

Course/Paper : 403
MPA Semester-IV

Max.Marks : 70

UNIT - I: Civil Services: Concept and Evolution

- a) Concept, Significance and Evolution of Civil Services in British Era & After Independence.
- b) Classification of Civil Services (All India Services, Central Services, State Services and Local Services)
- c) Union Public Service Commission and Rajasthan Public Service Commission.

UNIT – II: Bureaucracy

- a) Concept of Bureaucracy – Historical Evolution
- b) Civil Service: Neutrality and Commitment
- c) Relationship between Politicians and Civil Servants

UNIT - III: Public Personnel Administration

- a) Recruitment: Methods and Significance special reference to IAS.
- b) Training of Public Servants in India- Promotion System in India special reference to IAS.
- c) Disciplinary Procedure for Civil Servants.

UNIT - IV: Civil Services-Citizenry Interface a) Civil Society and Administration

- b) Technology and Changing Nature of Public Services
- c) Ethics and Accountability

UNIT V: Indian Civil Services: Major Issues

- a) Generalists and Specialists Controversy.
- b) Civil Services in the context of Globalisation .
- c) Civil Service Reforms- IInd ARC Recommendations

References:

Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan Page, London. Aswathappa K. (2013), Human Resource Management: Text and Cases, McGraw Hill, New Delhi Farazmand , Ali (1994), Handbook of Bureaucracy, Taylor & Francis , New

York. Flippo Edwin B., (1976), Principles of Personnel Management, McGraw-Hill Goel, S.L. & Rajneesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi
Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'
Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, New York. Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi Maheswari
Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi Naff, Katherine C., Norma M. Riccucci, (2014), Personnel Management in Government: Politics and Process(Seventh Edition), CRC, Taylor & Francis, New York.
Riccucci, Norma(2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, New York. Shafritz, Jay M et.al. (2001), Personnel Management in Government, Marcel Dekker, New York. Stahl O. Glenn (1983), Public Personnel Administration, Harper & Row. Tead, Ordway (1920), Personnel Administration, University of California Libraries.

Time : 3 Hrs.

PAD-404

Research Methodology in Public Administration

Course/Paper : 404
MPA Semester-IV

Max.Marks : 70

Time : 3 Hrs.

Course Objective

Research in common parlance refers to a search for knowledge. We can define research as a scientific and systematic search for pertinent information on a specific topic. In fact, research is an art of scientific investigation. Research Methods for Social Science explains different research methods used today for conducting research in particular with public administration, governance and public policy. This course is intended as a sound introduction to study the research methods with an objective of understanding the difference between qualitative and quantitative research and able to use appropriate tools and techniques for problem solving.

UNIT –I

Introduction a) Meaning, Objectives, Scope and Importance of Social Science Research b) Types of Research c) Objectivity in Social Science Research d) Trends on Research in Public Policy and Governance

UNIT - II:

Methods of Research a) Scientific Method b) Case Study Method c) Survey Method d) Content Analysis

UNIT – III:

Research Design a) Identification of Research Problem b) Hypothesis and Procedure of Hypothesis testing and Estimation c) Preparation of Research Design

UNIT - IV:

Methods of Data Collection

- a) Methods of Data Collection Primary Sources
- b) Observation; Questionnaire and Interview
- c) Secondary sources of Data Collection - Use of Library and Internet

UNIT - V:

Sampling and Report Writing

- a) Sampling, Sampling Techniques and Scales of Measurement
- b) Analysis of Data and Use of computers in Social Science Research
- c) Citing and Ethics of Research in Public Administration
- d) Research Report Writing Select

References

Brent Edward E., Jr. Ronal E. Anderson(1990), Computer Applications in the Social Sciences, McGraw-Hill. Bryman, Alan (2004), Social Research Methods. Delhi: Oxford University Press. Burton,Dawn (Eds.) (2000)Research Training for Social Scientists, Sage Publications, New Delhi,. Chawla Deepak and Neena Sondhi (2011), Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi. Garson G. David(1999), IT and Computer Applications in Public Administration, Idea Group Inc. Gerber Eller (2013), Public Administration Research Methods-Tools for Evaluation and Evidence based practices, Routledge, NY. Goode William J. and Paul K. Hatt (2006), Methods in Social Research, McGraw Hill Book Company, USA. Gupta S.P. (2011), Statistical Methods, Sultan Chand and Sons, New Delhi. Kothari, C.R. and Gaurav Garg (2014), Research Methodology- Methods and Techniques, New Age, New Delhi. Locke, L. F., et.al (2007), Proposals that Work: A Guide for Planning Dissertations and Grant Proposals. New Delhi: Sage. Loseke, Donileen R. (2013), Methodological Thinking. New Delhi: Sage. McNabb David E (2013). Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches, M.E. Sharpe. Miller Gerald J., Kaifeng Yang(2007) Handbook of Research Methods in Public Administration, CRC Press. Mishra S.K., J.C. Binwal(1991), Computer in Social Science Research, Har- Anand, New Delhi. White Jay (Eds.)(1994), Research in Public Administration: Reflection on Theory and Practice, Sage London

PAD-405 A

INDAIN CONSITITUTION

Course/Paper : 405 A
MPA Semester-IV

Max.Marks : 70
Time : 3 Hrs.

UNIT I

Development of Indian Constitution since 1861 onwards upto the framing of the present constitution with special reference to the 1919 Act and 1935 Act of Government of India.

Citizen and the State : Fundamental Rights, Directive Principles of the State Policy, Rule of Law, Constitutional conventions.

UNIT II

President : Election Process, Position, Powers and Relations with the Parliament.

Parliament - Lok Sabha and Rajya Sabha : The composition, powers and mutual relations.

The Committee System-Public Accounts Committee and Estimates Committee.

UNIT III

Supreme Court and High Courts : Their Organisation, Functions, Powers and Role. Legislative-Judiciary Relationship. The place of State in Indian Constitution.

UNIT IV

Governor - his Position, Powers and Relations with the President;

Chief Minister - Position and Powers and his Relations with the Governor.

State Legislative - Vidhan Sabha and Vidhan Parishad.

UNIT V

Union-State Relations-Administrative, Legislative and Financial, Finance Commission. Services under the Union and States. Emergency Provisions. Amendments of the Constitution.

Core Readings:

1. Pylee : Constitutional Government in India.
2. John Morrison : Indian Parliament at Work.
3. Palmer : Indian Political System.
4. A.R. Desai : Social Background of National Movement in India.
5. G.N. Singh : Landmarks in Constitutional Development in India.
6. K.V. Ral : Parliamentary Democracy in India.
7. S.P. Ral : Bhartiya Samvidhan (College Book Depot, Jaipur) (Hindi)
8. जय नारायण पाण्डे : भारतीय संविधान
9. डी. डी. बसु : भारतीय संविधान

Subsidiary Readings:

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

OR

PAD-405 B DESSERTATION

Course/Paper : 405 B
MPA Semester-IV

Max.Marks : 70
Time : 3 Hrs.

Only Such candidates shall be permitted to offer dissertation as who have secured atleast 55% marks in the aggregate of all the papers prescribed for the previous year i.e. Semester-I & II.