

# M.G.S. UNIVERSITY BIKANER, BIKANER SYLLABUS

## FACULTY OF SOCIAL SCIENCE

### M.A. PUBLIC ADMINISTRATION

### M.A. PREVIOUS EXAMINATION - 2020

### M.A. Final EXAMINATION - 2021





a paper as those who have secured at least 55% marks in the aggregate, irrespective of the number of papers in which a candidate actually appeared at the examination.

**SUBJECT - PUBLIC ADMINISTRATION**

**M.A. PUBLIC ADMINISTRATION**

**M.A. Previous Examination**

**M.A. Final Examination**

**N.B (i)** Non-collegiate candidates shall not be eligible to offer Case Study/Field Work/Survey Report.

**SCHEME OF EXAMINATION**

**Each Theory paper 3 Hrs. duration 100 Marks**

**Case Study/Field Work/Survey Report, if any 100 Marks**

- The number of paper and the maximum marks for each paper practical shall be shown in the syllabus for the subject concerned. It will be necessary for a candidate to pass in the theory part as well as in the practical part (wherever prescribed) of a subject/paper separately.
- A candidate for a pass at each of the Pervious and the Final Examination shall be required to obtain (i) atleast 36% marks in the aggregate of all the paper prescribed for the examination and (ii) atleast 36% marks in practical (s) wherever prescribed the examination, provided that if a candidate fails to secure atleast 25% marks in each individual paper work, wherever prescribed, he shall be deemed to have failed at the examination not with standing his having obtained the minimum percentage of marks required in the aggregate for the examination. No division will be awarded at the Pervious Examination, Division shall be awarded at the end of the Final Examination on the combined marks obtained at the Previous and the final Examination taken together, as noted below:

First Division 60% of the aggregate marks taken together  
 Second Division 48% of the Previous Final Examination.

All the rest will be declared to have passed the examination.

- If a candidate clears any paper (s) Practical (S)/Dissertation Prescribed at the Previous and or/ final Examination after a continuous period of three years, then for the purpose of working out his division the minimum pass marks only viz 5% (36% in the case of practical), shall be taken into account in respect of such paper(s) Practical (s) Dissertation are cleared after the expiry of the aforesaid period of three year, provided that in case where a candidate require more than 25% marks in order to reach the minimum aggregate as many marks out of those actually secured by him will be taken into account as would enable him to make the deficiency in the requisite minimum aggregate.

- The Case Study/Field Work/Survey Report shall be hand written and shall not be of more than 100 pages and is to be submitted in triplicate so as to reach the office of the Registrar at least 3 weeks before the commencement of the theory examination. Only such

candidates who shall be permitted to offer Case Study/Field Work/Survey Report (if provided in the scheme of examination) in lieu of a paper as those who have secured at least 55% marks in the aggregate, irrespective of the number of papers in which a candidate actually appeared at the examination.

**N.B (i)** Non-collegiate candidates shall not be eligible to offer Case Study/Field Work/Survey Report.

### **M.A. PUBLIC ADMINISTRATION**

There shall be nine papers. Each paper will be of three hours duration and carry 100 marks. Out of nine papers, there shall be seven compulsory and two optional papers. The optional papers shall be divided into groups. The candidates may select any two papers from any one of the Groups in the Final class only.

The candidates appearing in Previous class offer four papers and in the final five papers as per following schedule.

#### **M.A. Previous**

**Compulsory Paper:**

**Paper I** Administrative Theories and Management.

**Paper II** Administrative Thinkers.

**Paper III** Comparative Public Administration.

**Paper IV** Public Personnel Administration.

#### **M.A. Final**

**Compulsory Paper:**

**Paper V** Public Administration in India.

**Paper VI** State Administration in India with special reference to

Rajasthan.

**Optional Paper VII & VIII**

Any two papers from any one of the following groups:

**Group A**

(i) Economic Policy and Administration.

(ii) Social Administration.

(iii) Politics and Administration.

**Group B**

(i) Urban Local Administration.

(ii) Rural Local Administration.

(iii) Citizen and Administration

**Group C**

(i) E-Governance and Information Technology

(ii) Business Administration.

(iii) Development Administration.

**Paper IX**

(i) Research Methodology and Statistics in Public Administration

questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

#### **Unit I**

Development of Indian Constitution since 1861 onwards up to the framing of the present constitution with special reference to the 1909, 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; Fundamental duties.

#### **Unit II**

President: Election Process, Position, Powers and Relations with the Parliament. Parliament-Lok Sabha and Rajya Sabha: The composition, powers and mutual relations;

#### **Unit III**

The Committee System-Public Accounts Committee and Estimates committee. Supreme Court and High Court: Their Organization, Function, Powers and Role. Legislative-Judiciary Relationship.

#### **Unit IV**

The Place of State in Indian constitution. 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 Relation-Administrative, Legislative and Financial, Finance Commission.

Services under the Union and States. Emergency Provisions. Amendments of the Constitution. Delegated legislation. Administrative Law and Administrative Tribunals.

**Suggested Books :**

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: Landmark in Constitutional Development in India.
6. K.V. Rao: Parliamentary Democracy in India.
7. S.P. Ray: Bhartiya Samvidhan (College Book Depot, Jaipur) (Hindi)

**Subsidiary Readings:**

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

**Or Paper IX (iii) - Case Study/Field Work/Survey Report**

Only such candidates who shall be permitted to offer Case Study/Field Work/Survey Report (if provided in the scheme of examination) in lieu of



**Unit IV**

Content analysis, report preparing, case study method, its role and significance in Public Administration. Sampling - Random, Stratified, Multi-Stage, Systematic, Cluster, Convenience, Judgment and Quota Sampling

**Unit V**

Elementary Statistical Techniques: Problems of Measurement in Social Research; Levels of Measurement-Nominal, Ordinal, Interval and Ratio Scales, Nature and Definition of Statistics; Meaning of The Statistics Units; Variables; Frequency Distribution; Measures of Central Tendency; Quartiles; measures of Dispersion, Ranges-Semi-Inter Quartile Range, Mean Deviation, Standard Deviation Co-efficient of Variation, Skewness, Correlation-Coefficient of Correlation - Span and Rank.

**Suggested Books :**

1. F.A. Kerlinger: The Foundation of Behavioral Research.
2. Pauline V. Young: Scientific Social Surveys and Research (4<sup>th</sup> Edn.)
3. W.J. Goode and Paul H. Hatt: Methods in Social Research.
4. Survey Methods in Social Investigation.
5. Bernard S. Philips: Social Research, Strategy and Tactics.
6. Croxton and Cowden: Applied General Statistics.
7. Simpson and Kafka: Basic Statistics.
8. John H. Mueller and Har P. Schuessler: Statistical Reasoning in Sociology.
9. Hubert Ballock Jr: Social Statistics.
10. Wallis & Reberts Statistics: A New Approach.
11. Trivedi & Shukla: Research Methodology (English & Hindi)

**Subsidiary Reading:**

1. Weinberg and Schumarker: Statistics-An Inductive Approach.
2. Anderson and Zeldith: A Basic Course in Statistic.
3. Dennis J. Palumbo: Statistics in Political and Behavioral Science.
4. R.S. Milne: Concepts and Models in Public Administration.
5. R.S. Atthriya; Ten Case Studies in Research and Development.
6. Abrham Kaplan: The Conduct of Inquiry.
7. Ackof: Design of Social Research.

**Or Paper IX (ii) - Indian Constitution**

**3 hrs. Duration 100 Marks**

The question paper shall contain three sections. Section A shall contain 10 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the

**OR**

(ii) Indian Constitution

**OR**

(iii) Case Study/Field Work/Survey Report

**M.A. PREVIOUS EXAMINATION****COMP. PAPER I - Administrative Theories and Management**

**3 hrs. duration**

**Max. Marks 100**

The question paper shall contain three sections. Section A shall contain 10 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

**Unit I**

Basic Concept: Meaning, Nature, Scope and importance of Public Administration. Public Administration and Other Social Sciences. Evolution of Public Administration, New Public Administration, The Public Choice Approach, New Public Management perspective. State Vs. Market. Globalization and Public Administration.

**Unit II**

Theories of organization : Scientific Management, The Bureaucratic theory of organization, Classical theory, The Human Relation theory, Behavioural Approach, System Approach, Motivation theories, Decision making ( H. Simon ), Leadership.

**Unit III**

Principles of Organization : Formal and Informal organization, Hierarchy, Span of control, Unity of Command, Authority and Responsibility, Communication, Coordination, Supervision, Centralization and Decentralization, Delegation.

**Unit IV**

Structure of organization : Chief Executive, Line and Staff Agencies, Departments, Headquarter and Field relationship, Concept of Management – Participative Management, Group Dynamics, Modern Aids to Management : Automation, Cybernetics, PERT, CPM, ICT and Public Administration.

**Unit V**

Public Policy: Meaning, types and significance. Policy making process, Policy implementation, Public Policy Analysis, Policy monitoring and

evaluation. Role of civil society, Right to Information and Citizen's charter, Human Rights, Good Governance.

**Suggested Books :**

1. Pfiffner and Presthus : Public Administration
2. Simon, Smithburg & Thompson : Public Administration
3. Dr. Hoshiar Singh & Dr. Pradeep Sachdeva : Administrative Theory
4. Flex A. Nigro : Modern Public Administration
5. Terry : Principles of Management
6. Macfarland : Management- Principles & Practice
7. Raghber S. Basu : Action Administration
8. Mc Gregor : The Human Side of Enterprise
9. Awasthi & Maheshwari : Lok Prashashan ( in Hindi )
10. P.D. Sharma : Lok Prashashan ( in Hindi )
11. M. P. Sharma : Sidhant Tatha Vyavahar ( in Hindi )
12. Awasthi & Awasthi : Prashashanik Sidhant ( in Hindi )
13. Surendra Kataria : Prashashanik Sidhant Avam Prabandh
14. Sunil Gupta and K K Singh : Sushashan, NBT Publications , New Delhi 2008.
15. B.P Abraham : Sushashan, Sage Publications, New Delhi, 2012.

**Subsidiary Reading:**

1. Chester Bernard : The Functions of the Executive
2. M.P. Follet : Dynamic Administration
3. March and Simon : Organizations
4. Albrow : Bureaucracy
5. Etzioni : A Comparative Analysis of Complex Organization
6. Gulick and Urwick : Papers on the Science of Administration.
7. James D. Gallagher : Management Information Systems and the computer-American Management Association.
8. Greenwood : Management and Organisation – Behavioural theories.
9. R. Likert : New Patterns of Management.
10. Andrew M. Brown : Management Development and Management by Objectives.
11. J. W. Humble : Management by Objectives.
12. C. Gerald : Dynamics of Public Administration.

**Journals:**

1. Indian Journal of Public Administration (New Delhi)
2. Public Administration Review (U.S.A)
3. Public Administration (London)
4. Philippine Journal of Public Administration (Manila)
5. Candian Journal of Public Administration (Ottawa)
6. Administrative change (Jaipur)

**N.B. :** These Journals will be found useful for other papers also.

13. Fred Riggs: Administration of Developing Countries.

14. A.R. Tyagi: The Civil Service in A Developing Society.

15. V.A. Pai Panadikar: Personnel System for Development Administration.

**Journals:**

1. Indian Journal of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Public Administration Re view (U.S.A.)
4. Administrative Science Quarterly (U.S.A.)
5. Political Science Review (Jaipur)
6. Europe Review (Vietnam)
7. Chinese Journal of Public Administration.

**Either Paper IX (i) - Research Methodology and Statistics in Public Administration**

**3 hrs. Duration**

**100 Marks**

The question paper shall contain three sections. Section A shall contain 10 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

**Unit I**

Subject and Object of Methodology: Task and Role of Research Methodology in Social Science with Special emphasis on Public Administration Study of behaviour of man under the impact of socio-economic and political phenomena, scope and limitation of such studies.

**Unit II**

The scientific Method: Meaning and definition of scientific method. Basic elements of Scientific Method. Relationship of Theory and Fact-Theory Building in Public Administration: Concept, Class, Theory and hypothesis- their definitions and relationship.

**Unit III**

Nature of Scientific Social Study: The Research Design : Definition of the problem and formulation of a working hypothesis; Methods of Collecting Data; Use of Historical Data; Methods of Field Observation; Questionnaires and Schedules; Types and techniques of Interviewing; Data Processing - Classification, Tabulation, presentation.



**3 hrs. Duration** **100 Marks**

The question paper shall contain three sections. Section A shall contain 10 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

#### 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. Development Administration and Public Policies.

#### Unit III

Public Administration in Developing countries. Administrative features and Machinery of Thailand, Philippines and Nepal.

#### Unit IV

Administrative features in their ecological context. Machinery of the Government with particular reference to the pattern of Departmentalization in Thailand, Philippines and Nepal.

#### Unit V

The structure of Bureaucracy: Personnel Administration, Recruitment and Training. Interaction between the Political System and Bureaucracy. Role of Bureaucracy in the socio-economic development.

#### Suggested Books :

1. Fasical Al-Salem: The Ecology of Development Administration.
2. Fred W. Riggs (ed): Development Administration.
4. John D. Montgomery & William J. Siffin: Approaches to Development Politics, Administration and Change.
5. Irving Swedlow (ed): Development Administration.
6. Edward Weidner (ed): Public Administration and Technical Assistance
7. Joseph La Palombara (ed): Bureaucracy and Political Development.
8. Nimord Rahaeli: Reading in Comparative Public Administration.
9. Fred Riggs: Thailand: Modernization of Bureaucratic Polity.
10. Williams Siffin: Thai Bureaucracy.
11. R.S. Chauhan: The Political Development of Nepal.
12. Gunner Myrdal: Asian Drama.

**PAPER II – Administrative Thinkers**

**3 hrs. duration**

**Max. Marks 100**

The question paper shall contain three sections. Section A shall contain 10 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

#### Unit I

##### 1. Kautilya;

(i) The Machinery of Government.

(ii) Principle of authority and obedience.

(iii) Law and order administration.

##### 2. Woodrow Willson;

(i) Administration & Political Dichotomy

(ii) Comparative Studies

#### Unit II

##### 1. Henri Fayol;

(i) Managerial Activities.

(ii) Principles of Organization.

##### 2. F.W. Taylor;

(i) The analysis and Planning of Work process.

(ii) The scientific Management Movement.

(iv) Impact of Taylorism of Organization Theory.

#### Unit III

##### 1. Max Weber;

(i) Authority and legitimacy.

(ii) Ideal type model of bureaucracy.

##### 2. Chester Bernard;

(i) Organization and consciously coordinated cooperative system.

(ii) The Contribution – Satisfaction Equilibrium.

(iii) Formal and Informal Organization.

(iv) Authority and responsibility

#### Unit IV

##### 1. Herbert Simon;

(i) Decision making as heart of administration.

(ii) Stages in Decision making Process.

(iii) Rationality in decision making.

(iv) Satisfying v/s optimizing plan.

##### 2. Mc Gregor;

- (i) Theory 'X' and Theory 'Y'.  
 (ii) Scanlon Plan.  
 (iii) Conflict management.

**Unit V****1. Rensis Likert;**

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

**3. F.W. Riggs;**

- (i) Nature of Comparative Public Administration.  
 (ii) Ecology of Public Administration.  
 (iii) Fused, Prismatic and diffracted societies and sala model.  
 (iv) Revisited Prismatic society.

**Suggested Books :**

1. F.W. Taylor : Scientific Management
2. Chester Bernard : The Functions of the Executive
3. Tilest, Kempner and Mills : Management Thinkers
4. Herbert Simon : Administrative Behaviour
5. Simon : The New Science of Management Decisions
6. March and Simon : Organization
7. Riggs : Administration in Developing Countries
8. Riggs (Ed.) : Frontiers of Developing Countries
9. Weidner (Ed.) : Development Administration in Asia

(In item No. 8 & 9 only the articles of Riggs have to be studied)

10. Chandra Hirawat : Prashsanik Vicharak (in Hindi)
11. S.S. Ali : Eminent Administrative Thinkers
12. S.R. Maheshwari : Administrative Thinkers
13. Prasad & Prasad : Administrative Thinkers ( In Hindi also )
14. Surendra Kataria : Prashsanik Chintak ( in Hindi )

**Subsidiary Reading :**

1. James March and Herbert Simon : Organization
2. Riggs : The Ecology of Public Administration
3. Riggs : Thailand : Modernisation of Bureaucratic Polity.

**PAPER III – Comparative Public Administration**

**3 hrs. duration**

**Max. Marks 100**

The question paper shall contain three sections. Section A shall contain 10 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the

Administration Process in Business. Introductory: Importance of Scientific Management in developed and developing economies, Basic concepts in business industry, trade, commerce Management and administration. Administrative task in Business enterprise-Planning, Organizing, Implementing, Coordinating and Controlling Goals and Policy Formulation.

**Unit II**

Mechanics of Organisation of a New Business Enterprises. Form of Organisation, Nature of Business, Plant Location and Layout, Capital Budgeting and Financing. Process of Decision Making in Business, Identification of Problem, Search for alternative solution, Comparative Analysis of Alternatives and the final Choice.

**Unit III**

Finance: Short-term and long-terms Financial needs of an Enterprises. Sources of Funds Elements of Financial Management Budgeting and Cost Control. Production: Elements of Production management with special reference to Production Planning and Control.

**Unit IV**

Marketing: Elements of Production management with special reference to Sales Promotion. Personnel Management: Human side of Enterprise Staffing: Recruitment; Training ; Promotion and Grievance Handling.

**Unit V**

Problems of Leadership and Executive: Development in Business Concerns. An intensive study of organisation and management of two large sized corporation-one in the private sector and another in the public sector (TISCO and Hindustan Steel).

**Suggested Books :**

1. Brech: Principles and Practices of Management.
2. Newman and summer; The Process of Management.
3. Peter Drucker: The Process of Management.
4. Koontz and O'Donnel: Principle of Management.
5. Millet: Principle of Management.

**Subsidiary Reading:**

1. Haynes W. Warrem and Massies: Manager Analysis Concept and Cases.
2. Allen: Management and Organisation.
3. M.C. Shukla: Business Organisation.
4. Urwick: The Elements of Administration.
5. Lawrence and Others: Organisation Behaviour.

**Gr. C. Paper VII & VIII (iii)****Development Administration**



in terms of cost-benefit and risks, Trained Manpower, Attitude and Commitment of Beaucrocrates.

**Suggested Books:**

- 1 M.G. Gupta and R.K. Tiwari (eds), Reinventing the Government, IIPA, 1998
- 2 Richard Hecks, Implementing and Managing E- Governance ,Vistar Publication.
- 3 C.S.R. Prabhu, E-Governance: concept and case study, prentice hall of India, New Delhi (2004).
- 4 G. David Garson (ed.) information Technology and computer Application in public administration: issue and Trends, Idea Enron Publishing, Heresey, USA 1998.
- 5 J, Satyanarayan, E- Government, Prentice Hall of India, New Delhi (2004).
- 6 Kiran Bedi, et al., Govt.@net: new Governance Opportunities, Sage Publications 2002.
- 7 M.P. Sharma, Towards E-Governance Management Challenges, Tata McGraw Hills publication, New Delhi 2000.
- 8 Panneervel P. E-Governance: A Change Management Tool, Rawat Publications, Jaipur , New Delhi 1998.
- 9 Subhash Bhatnagar , E-Government, Sage publication, New Delhi, 2001.
- 10 [www.mit.gov.in](http://www.mit.gov.in) – Ministry of information technology, GOI
- 11 [www.iimrindia.org](http://www.iimrindia.org) –ICFAI University, IT case study.
- 12 [www.permin.nic.in/orpg](http://www.permin.nic.in/orpg) - Ministry of Personnel, Public Grievances, Pensions and Administrative Reforms, GOI.
- 13 [www.darpg.nic.in](http://www.darpg.nic.in) –Department of Administration Reforms, GOI.
- 14 [www.egovdatabase.gov.in](http://www.egovdatabase.gov.in) – National Database on E-Governance projects.

**Gr. C. Paper VII & VIII (ii)  
Business Administration**

**3 hrs. Duration 100 Marks**

The question paper shall contain three sections : Section A shall contain 10 questions two. from each unit of 2 marks each., The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

**Unit I**

questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

**Unit I**

Comparative Public Administration: Concept, Nature, Scope, Evolution and Significance. Approaches to the study of Comparative Public Administration – Institutional, Behavioural, System, Structural- Functional and Ecological. Problems of Comparative Research.

**Unit II**

Weber's Typology of Authority and Administrative system with particular reference to the Ideal Type Bureaucratic Model. Riggs contribution with particular reference to Sala Model and prismatic Society. Riggs views on Development and Development Administration.

**Unit III**

The Concept, Scope and significance of Development Administration. Economic and Socio cultural context of Development Administration. Concept of Administrative Development, Bureaucracy and Development Administration.

**Unit IV**

Salient features of the Administrative system of U.K., U.S.A. and France. Comparative study of their Political Executive.

**Unit V**

Organization and working of – Treasury in U.K., State Department in U.S.A., Ombudsman in Sweden, Independent Regulatory Commission in U.S.A., Conseil d' etat in France. State Administration in USA.

**Suggested Books :**

1. Ramesh K. Arora : Comparative Public Administration (in Hindi also)
2. William Siffin (ed) : Towards the comparative study of Public Administration (1957)
3. Ferrel Heady and Sybil Stocks (ed.) : Papers in Comparative Public Administration Heady, Riggs and Diamant. (1962), Articles by
4. Ferrel Heady : Public Administration : A Comparative Perspective.
5. Fred W. Riggs : Administration in Developing Countries.
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. Herman Finer : Government of Greater European Powers
10. Ridely and Blondel : Public Administration in Britain.
11. Mackenzie and Orove : Central Administration in Britain.
12. U.S. Government : Organization Manual (Latest edition).
13. McHenry and Ferguson : The American System of Government.

14. Walter Celhorn : Ombudsman and Others.
15. T.N. Chaturvedi : Tulnatmak Lok Prashasan, Research Publications, New Delhi (Hindi).
16. E.N. Gladden : Central Administration in Britain.
17. Surendra Kataria : Tulnatmak Lok Prashasan
18. V N Vishwanathan : Comparative Public Administration, New Delhi, Sterling Publishers Pvt.Ltd, 1997.
19. A P Avasthi : Tulnatmak Lok Prashashan, Laxmi Narayan Agarwal, Agra.
8. The Consumer Protect Act, 1986, Ministry of Consumer Affairs, New Delhi.
9. S. Kaviraj and S. Khilnani (ed.) *Civil Society: History and Possibilities*, Foundation Books, New Delhi 2002.
10. Rajani Ranjan Jha, *Lokayukta: The Indian Ombudsman*, Rishi Publications, Varanasi, 1990.
11. Norman A. Lewis & S.S. Singh, *Ombudsman: India and the World Community*, IIPA, British High commission, New Delhi 1996.
12. **Website:** www.permin.nic.in. (Ministry of Personal and Public Grievances, Govt. of India)

### Subsidiary Readings:

1. Max Weber : Theory of social and economic organisation, edited by Parsons and Henderson.
2. Reinhard Bendix : Max Weber : An Intellectual Portrait.
3. Irving Swerdlow (ed.) : Development Administration.
4. Brian Chapman : The Profession of Government
5. Guy Hathron : Government and Politics in the United State
6. Donald C. Rowat : The Ombudsman

### PAPER IV –Public Personnel Administration

**3 hrs. duration** **Max. Marks 100**

The question paper shall contain three sections . Section A shall contain 10 questions two from each unit of 2 marks each., The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

#### Unit I

Public Personnel Administration : Meaning, Nature and Scope. Development and Significance of Public Personnel Administration. Concept of Human Resource Management.

#### Unit II

Bureaucracy : It's Nature and concept, Recent trends, Types of Bureaucracy with special reference to Morstein Marx. Bureaucracy and Environment. (Political, Social and Economic ). Integrity in Administration. Concept of Ethics in Public Service.

#### Unit III

Public Personnel Administration in U.S.A : Recruitment, Training, Promotion, Classification, Right to Strike and Political Rights, U.S. Office of Personnel Management and Merit Systems Protection Board.

### Gr. C. Paper VII & VIII (i) E-Governance and Information Technology

**3 hrs. Duration** **100 Marks**

The question paper shall contain three sections . Section A shall contain 10 questions two from each unit of 2 marks each., The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

#### Unit I

**E- Governance-** Meaning , Concept and Significance. Role of E-Governance in on. Shift from traditional system of Administration to e-governance. Implementation process of E-Governance.

#### Unit II

**Basic concepts of Computer-** Internet, Electronic Mail(E-mail), Topology, World Wide Web(WWW), Local Area Network (LAN), Metropolitan Area Network(MAN), Wide Area Network (WAN)

#### Unit III

**Technique of E-Governance-** GIS based Management, Citizen Database and Human Development, Video Conferencing, E-Governance Policy, E-Governance in India, E-Governance projects in states with special reference to Rajasthan.

#### Unit IV

**Information Technology(IT) -** Concept, Role, Use and role of IT in Public Administration- Rural Development, Panchayati Raj, Education, Public Distribution System, Indian Railways.

#### Unit V

**Challenges of E- Governance :** Security, Privacy Rules, Digital Dvice, Infrastructural facilities, Connectivity, Resources, Project Justification



words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

#### UNIT I

**Concept of Citizen Centric Administration :** Evolution, Concept, Features and Significance. Functions of Government : Regulatory, Service providing and Developmental.

#### UNIT II

**Accountability :** Concept of Accountability, Accountability of Administration and Citizen, Administration and Judiciary- Judicial Activism and Public- Interest Litigation (PIL)

#### UNIT III

**Citizen Charters :** Evolution, features and Applications. Citizen's participation in Administration : Concept, Agencies, Significance and Limitations

#### UNIT IV

**Public Grievance :** Meaning, Machineries of Public Grievance Redressal – Lokpal, Lokayukt, Directorate of Public Grievance, Central Vigilance Commission. Central Bureau of Investigation. State Investigation Bureau(Rajasthan)

#### UNIT V

**Consumers Protection :** Consumer Protection Act, Working of Consumer Courts in India, National Consumer Disputes Redressal Commission. Working of Consumer Courts in Rajasthan.

#### Suggested Books:

1. Bynoe, Ian (1996) Beyond the Citizen's Charters – New Directions for Social Rights, Institute of Public Research, London.
2. Citizens Charter – A Handbook (2008) Centre for Good Governance: Bangalore.
3. Citizens Charter – A Handbook Government of India Ministry of Personal Public Grievances and Pension Department of Administrative Reforms and Public Grievances: New Delhi.
4. Meenu, Agarwal (2006) Consumer Behaviour and Consumer Protection in India, Eastern Book Corporation.
5. P.K.. Majumdar (2008), Law of Consumer Protection in India, Orient Publishing Company.
6. P.M. Bakshi (2008): Consumer Protection and Professional reported in Law India, the ILI Publication.
7. Satya Sundaram (2009), Consumer Protection in India, B.R. Publishing Corporation, New Delhi.

#### Unit IV

Public Personnel Administration in U.K.: Recruitment, Training, Promotion, Classification, Whitleyism, Parliamentary Commissioner for Administration, Conduct Rules and Disciplinary Action.

#### Unit V

Public Personnel Administration in France: Recruitment, Training, Political Rights, Organisation and Working of Ecole nationale d'administration.

#### Suggested Books :

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 Services in India.
5. Mackenzie and Grove : Central Administration in Britain (Chapters on personnel Administration).
6. Dr. C.M. Jain : Savivargiya Prashasan, Research Publications, New Delhi.
7. Surendra Kataria : Karmik Prashasan (In Hindi).

#### Subsidiary Readings:

1. Felix Negro : Public Personnel Administration.
2. W.A. Robson : Civil Services in Britain and France.
3. Van Riper : History of U.S. Civil Service.
4. H.M.S.O. : Masterman Committee Report on Political Activities of Civil Servants.



**M.A. Final Examination**  
**Comp. Paper V-Public Administration in India**  
**3 hrs. Duration 100 Marks**

The question paper shall contain three sections. Section A shall contain 10 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

**Unit I**

Evolution of Indian Administration, British Influence on Indian Administration. Constitutional Context of Indian Administration. Working of Political Executive: President, Prime Minister and Council of Ministers. Federalism and Indian Administration.

**Unit II**

Study of Organization and working of the Central Secretariat, Cabinet Secretariat and PMO. Organization and functions of the Ministry of Home, Finance and Personnel, Public Grievances and Pensions.

**Unit III**

District Administration in India with reference to the role of Collector. Role of District Administration in Disaster Management. Public Enterprises in India: patterns of management-Departments, Corporations and Companies. MOU and Public Enterprises.

**Unit IV**

Indian Bureaucracy- Its nature and problems, Classification, Recruitment, Training, Promotion, Service conditions and Rules of conduct. Generalist and the Specialist controversy. Control over Administration: Parliamentary, Executive, Judicial, Ombusman, Civil Society and Media.

**Unit V**

Financial Administration-Formulation, Approval and Execution of Budget, Parliamentary Control over Finance, Comptroller and Auditor General of India. Economic Planning in India: NITI Aayog and National Development Council. Administrative Reforms in India.

**Suggested Books :**

1. Asok Chanda: Indian Administration.
2. Asok Chanda: Federalism in India.
3. K. Santhanam: Union State Relations.
4. K.V. Rao: Parliament Democracy in India.
5. M.V. Pylee: Constitutional Government in India.

powers and functions of Zila Paramukh, Pradhan and Sarpanch. Education and training of officials and Non-officials under Panchayati Raj.

**Unit IV**

The relationship of Panchayati Raj with Government Agencies, Co-operative, Irrigation, Revenue, Industry and Agriculture Department, Finance of Panchayati Raj.

Some Emerging Trends and Political Parties and Panchayati Raj Specialists and Generalists in Panchayati Raj Administration, Official-Non-Official Relationship.

**Unit V**

Problem areas of Rural Local Administration. Concept of Social Audit and Public Hearing (Jan Sunwai). Role of State Finance Commission. State control over panchayati Raj. Organisation and working of Farm Science Centre (Krishi Vigyan Kendra).

**Suggested Books :**

1. G. Ram Reddy: Panchayati Raj in India.
2. M.V. Mathur, Iqbal, Narain and V.M. Sinha: Panchayati Raj in Rajasthan.
3. B. Mukharji: Community Development in India.
4. S.R. Maheshwari: Local Government 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: Community Development and Panchayati Raj.
8. M.A. Mutallib and Modhg, Akbar Ali Khan: Theory of Local Government.
9. Ravindra Sharma: Rural Local Administration.
10. Ashok Sharma: Bharat mein Esthaniya Prashasan.

**Subsidiary Readings:**

1. D.C. Potter: Government in Rural India.
2. S.C. Dube: India's Changing Village.
3. Maddick: Development Decentralization and Democracy.
4. Pai Panandkar: Personnel System in Development Administration.
5. S.C. Dube: The Village Level Workers: Their Work and Results Demonstration.
6. Kuldeep Mathur: Bureaucratic Response to Development.
7. M.S. Sapkal: The Village Level Worker.

**Gr. B. Paper VII & VIII (iii) Citizen and Administration**

**3 hrs. Duration 100 Marks**

The question paper shall contain three sections. Section A shall contain 10 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50

Board, Urban Improvement Trust, City Development Authority and Town Planning.

**Suggested Books :**

1. R.L. Khanna: Municipal Government and Administration.
2. R. Argal: Municipal Government of India.
3. Blaip; Local -self Government in America.
4. Chapman: An Introduction to French Local Government.

**Subsidiary Readings:**

1. Avasthi: Municipal 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. Mand & Wood: Local Government System.
8. G. Richard: New Local Government System.
9. George S. Blair: Local-Self Government in America.
10. B. Chapman: An Introduction of French Local Government.
11. Ashok Sharma: Bharat mein Esthaniya Prashasan.

**Gr. B Paper VII & VIII (ii) Rural Local Administration**

**3 hrs. Duration 100 Marks**

The question paper shall contain three sections . Section A shall contain 10 questions two from each unit of 2 marks each., The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

**Unit I**

The Concept of Panchayati Raj. The History of Rural Local Government in India. Salient features of 73 rd Constitution Amendment Act .Essential features of Rural Local Government in U.K., USA and France.

**Unit II**

Organisation and Working of Ward Sabha, Gram Sabha, Gram Panchayat, Panchayat Samiti and Zila Parishad.

**Unit III**

Panchayati Raj as Agencies of Planning and Development. The position, Powers and functions of Collector, B.D.O. and Gram Sevak. The position,

6. S.S. Khera: District Administration in India.
7. Ramesh K. Arora (ed) Administrative Change in India.
8. I.I.P.A.- Organisation of the Government of India.
9. C.P. Bhambhari: Public Administration in India.
10. C.P. Bhambhari: Bureaucracy and Politics in India.
11. A.R.C. Report on Citizens Grievances, Machinery of the Government of India. Personal Administration and State Administration.
12. Jagannathan: Citizen Administration and Lokpal.
13. Ramesh K. Arora and others: Indian Administrative System.
14. Parmatma Sharma: Public Administration in India.
15. M.A. Mutalib: Democracy. Bureaucracy and Technology.
16. S.S. Dubey: Bharat Mein Loki Prashasan (Hindi)
17. Hoshiar Singh- Indian Administration ( in Hindi also)
18. R.B. Jain Contemporary Issues in Indian Administration.
19. S.R. Bhattacharya: Indian Administration.
20. S.R. Maheshwari: Indian Administration.
21. A. Avasthi and Ramesh K. Arora (eds.) Bureaucracy and Development; Indian Perspectives.
22. R.K. Arora & Rajni Goyal: Indian Public Administration.
23. Surendra Kataria: Bhartiya Lok Prashasan.

**Subsidiary Readings:**

1. D.D. Basu: Commentaries on the Constitution of India.
2. S.P. Ayer: Union State relationship.
3. Sharma: Government of Indian Republic.
4. D.K. Sen: Comparative Study of Indian Commission.
5. S.R. Maheshwari: The Administrative reforms commission.
6. D.P. Singh: Problems of Public Administration in India.
7. A.R.C. Reports.
8. Reports of the Parliamentary Committees (New Delhi).
9. H.C. Sharma: Bharat Main Lok Prashasan.
10. S.R. Maheshwari: State Government in India.

**Journals:**

1. Indian Journal of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Journal of the Constitutional and Parliamentary Studies (New Delhi)
4. Administrator (Mussoori)

**State Administration in India with Special Reference to Rajasthan**

**3 hrs. Duration 100 Marks**

The question paper shall contain three sections . Section A shall contain 10 questions two from each unit of 2 marks each., The candidate is



required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

#### Unit I

Evolution of State Administration in India. Position of States in Indian Constitution, Governor; Chief Minister and Council of Ministers. Centre-State relations; Sarkaria Commission and M M Punchhi Commission.

#### Unit II

Political, Economic and Socio-Cultural Ecology of State Administration: Organisation and Working of State Secretariat. Role of Chief Secretary. Organisation and Functions of the Department of Home, Finance, Personnel and Administrative Reforms.

#### Unit III

The Directorates in state administration. Organisation and Functioning of Directorate of – Agriculture, College Education, Tourism, Secretariat-Directorate relationship.

#### Unit IV

Development administration in Rajasthan. Organisation and Functioning of Department of Rural Development and Panchayati Raj. Development and Social Security schemes relating to SC, ST and Women.

#### Unit V

Personnel Administration: Recruitment of Civil Services and Role of RPSC; Training and Promotion; Disciplinary action, Rajasthan Civil Services Appellate Tribunal.

Public Administration: Organisation and working of Police at the State and District Levels.

Removal of Public Grievances-Lok Ayukta. Administrative Reforms and Innovation in State Administration.

#### Suggested Books :

1. Ziauddin Khan, V.M. Sinha and K.D. Trivedi: Sate Administration in Rajasthan.
2. Mohan Mukerji, ed, Administrative Innovation in Rajasthan.
3. Mohan Mukerji, Non Story of A Chief Secretary during Emergency.
5. Meena Sogani: The Chief Secretary in India.
6. R.M. Khandelwal: State Level Plan Administration in India.
7. Ziauddin Khan & Others: Public Enterprises in India: A Study of the

State Level Undertakings.

14. David Easton: Political System: An Inquiry into the state of Political Science.

15. Hary M. Johanson: 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.).

#### Gr. B Paper VII & VIII (i) Urban Local Administration

3 hrs. Duration

100 Marks

The question paper shall contain three sections. Section A shall contain 10 questions two from each unit of 2 marks each., The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

#### Unit I

Evolution of local self government in India. Meaning, nature and characteristics of Urban local self government. Importance and scope of Urban Administration Political, Social Economic Consequence of Urbanization.

#### Unit II

A brief outline of the structure of Urban Local Government in the United Kingdom, United State of America and France-Central Local Relations in U.K.

#### Unit III

Organisation and Working of Municipal Bodies in India with reference to 74<sup>th</sup> constitution Amendment Act.

#### Unit IV

Elected Bodies: Composition, Structure and function Committee system. Municipal executive, Municipal Personnel: Recruitment and Training. Municipal Finance. Municipal Politics; Municipal Utilities; Supervision and control, Rural-Urban Relationship.

#### Unit V

Problem areas of Urban Local Administration. A detailed study of reforms in Urban Local Administration. Organisation and Working of Housing



Gabriel Almonds Model, Political Parties, Pressure Groups and Political System. Concept of Political Development.

### Unit III

The Concept of Administrative System, Models of an Administrative system with special reference to the contribution of F.W. Riggs. The concepts of Administrative Development.

### Unit IV

The Concept of Administrative State, Administrative Change.

### Unit V

Bureaucracy: Max Weber's and Merton's Models, Marxist interpretation of Bureaucracy and Political Development.

### Suggested Books :

1. Almond and Coleman: Politics of Developing Area.
2. H.V. Wiseman: Political System: Some Sociological Approaches.
3. Almond and Powell: Comparative Politics - A Development Approach.
4. Eckstein And Apter: Comparative Politics.
5. M.J.M. Charlesowrk: 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 Administration.
10. Pfiffner and Presthus: Public Administration.
11. Keith M. Henderson: Emerging Synthesis in American Public Administration.
12. P.D. Sharma: Rajniti avam Prashasan (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 Reading:

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. Motafernany 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.

8. Ravindra Sharma: Rajya Prashasan (Hindi)

9. R.K. Arora & Meena Sogani: State Adm. In Raj.

10. Surendra Kataria : Bharat Mein Rajya Prashashan

11. Arora & Chaturvedi: Rajya Prashashan

12. S R Maheshwari : State Governments in India.

### Paper VII & VIII

**Any two papers from any one of the following groups**

**Gr. A Paper VII & VIII (I) Economic Policy and Administration.**

**3 hrs. Duration**

**100 Marks**

The question paper shall contain three sections . Section A shall contain 10 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

### Unit I

Meaning and types of Economy- Capitalistic, Socialistic and Mixed Economy. Economy of Developed and developing countries. Role of governments in economic development. Planning and its types.

### Unit II

Economic planning- meaning, types and importance. Economic planning in India. Composition and Functions of NITI Aayog and National development Council. Five year and Annual Plans. Acheivements and Failures of Five Year Plans of India. Planning Process- Formulation, implementation and evolution. State Planning and decentralised planning. District Planning in India.

### Unit III

Meaning and components of economic policy. Salient features of economic policies of India- 1948 to 1990, 1991 onwards. Rationle and Impact of economic reforms in India.

### Unit IV

Public Enterprises- Evolution, types and importance. Major forms of Public Enterprises- Departmental organisations, corporations and public companies. Management boards of Public Enterprises.

### Unit V

Performance assessment of Public enterprises. Price policy, resource mobilisation, personnel adminsitration and control system over public enterprises. Impact of globalisation on Public enterprises in India.

### Suggested Books :

1. B.L. Mathur : Aarthik Niti and Prashasan  
 2. Surendra Kataria : Aarthik Niti and Prashasan  
 3. L.N. Nathuramka : Bhartiya Aarthvyavastha  
 4. Neelima Deshmukh : Aarthik Niti and Prashasan  
 5. T.K. Jain and Sunil Saxena : Bharat mein Lok Udhyan.

**Subsidiary Reading**

1. D. Sundram: Indian Economy  
 2. INDIA- Annual publication of publication department, Govt. of India.  
 3. Yojna Monthly  
 4. Economic and Political Weekly  
 5. Indian Journal of Public Administration.  
 6. Economic Survey.

**Gr. A Paper VII & VIII (ii) - Social Administration**

**3 hrs. Duration 100 Marks**

The question paper shall contain three sections . Section A shall contain 10 questions two from each unit of 2 marks each., The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

**Unit I**

**Concepts:** Meaning, Nature, Scope and Principles of Social Administration.

Organisation: Social Administration at the Central Level. Organisation and functions of Ministry of Social Justice and empowerment, Ministry of Tribal affairs and Department of Women and Child development. Central Social Welfare Board- its composition, functions and status.

**Unit II**

Social Administration at the State Level- The State Department/Directorate of Social Welfare; State Women and Child development department: State social welfare advisory board- composition and functions.State commission for Women: Administration at the local level i.e: District and Panchayat Levels.

**Unit III**

Human rights in India. Composition, functions and role of – National Human Rights Commission, Commission on SC, Commission on ST, National Commission for Women, National Commission for Safai Karamcharis.

**Unit IV**

Nature, composition and functioning of non-governmental organisations. Role of Voluntary Action in Developing Societies and their relationship with the State.

Personnel System for Social Administration, Need for the creation of a Special Cadre for Social Administration.

**Unit V**

Social policy in India. Social legislations in India with special reference to protection of women –their impact and inadequacies. Social planning in India. Problems of Social Administration in India: Co-ordination, Grants –in-aid and Common Civil Code.

**Suggested Books :**

1. David C. Marsh: An Introduction to social Administration.
2. Freindlander: Introduction to Social Welfare.
3. G.B. Sharma: Social Administration in India.
4. D.K. Mishra: Samajik Prashasan (Hindi).
5. Surendra Kataria- Samajik Prashashan.
6. D R Sachdeva- Social Welfare Administration.

**Reference Books:**

1. India Encyclopedia of Social work (Publication Division, New Delhi 1968).
2. American Social Work Year Book.
3. India, Committee on Plan Projects, Planning Commission, Report of the study team on Social Welfare and Welfare of Backward Classes (1969).
4. C.R. White Public Welfare Administration.
5. Indian Journal of Social Work.
6. Indian Journal of Public Administration.

**Gr. A Paper VII & VIII (iii) Politics and Administration**

**3 hrs. Duration 100 Marks**

The question paper shall contain three sections . Section A shall contain 10 questions two from each unit of 2 marks each., The candidate is required to answer all the questions. The answers should not exceed 50 words. Section B shall contain 5 questions one from each unit with internal choice. Each question shall be of 7 marks. The answers should not exceed 200 words. The candidate is required to answer all the questions. Section C shall contain 5 questions of 15 marks each, one from each unit. The candidate is required to answer any three questions. The answer shall not exceed 500 words.

**Unit I**

Approaches to the study of Political System, Importance of Comparative analysis, Political System: Concept, Functions of Political System.

**Unit II**