

BHUPAL NOBLES' UNIVERSITY, UDAIPUR

Post Graduate Programme: 2017-2018

MA Public Administration

1. At each of the Previous and Final Year Examination in a subject, a candidate must obtain for a pass (i) at least 36 % marks of the aggregate marks in all the papers prescribed at the examination, and (ii) at least 36% marks in practical, wherever prescribed, at the examination; provided that if a candidate fails to secure 25% marks in each individual paper of theory at any of the examination and also in the Dissertation; wherever prescribed, he/she shall be deemed to have failed at the examination, notwithstanding his/her having obtained the minimum percentage of marks required in the aggregate for the examination. Division will be awarded at the end of the Final Examination of the combined marks obtained at the Previous and the Final Examinations taken together as noted below. No Division will be awarded at the Previous Examination.

First Division	:	60 Percent of the total aggregate
Second Division	:	48 Percent marks of Previous and
Third Division	:	36 Percent Final year taken together

Note : The candidate is required to pass separately in theory and practicals.

2. Dissertation may be offered by regular students only in lieu of one paper of Final Year Examination as prescribed in the syllabus of the subject concerned. Only such candidates will be permitted to offer dissertation who have secured at least 50% marks in the aggregate at the previous examination.

Note: Dissertation shall be type-written and shall be submitted in triplicate, so as to reach the Controller of Examinations at least two weeks before the commencement of Examination.

3. There shall be at least nine theory in Post-Graduate Examination, 4 in Previous and 5 in Final year examinations of 100 marks each unless and otherwise prescribed. The non-credit papers wherever prescribed will remain as such. The marks of these non-credit papers will not be counted for division but passing in the same is compulsory.
4. Each theory paper will be of three hours duration.
5. Wherever practicals are prescribed the scheme will be included in the syllabus.
6. A candidate who has completed a regular course of study for one academic year and Passed M.A. / M.Sc./ M.Com. Previous Examination of the university shall be admitted to the Final Year Examination for the degree of Master of Arts / Master Of Science / Master of Commerce provided that he / she has passed in at least 50% of the papers at the previous examination by obtaining at least 36% marks in each such paper.
 - (a) For reckoning 50% of the papers at the previous examination, practical will be included and one practical will be counted as one paper.
 - (b) Where the number of papers prescribed at the previous examination is an odd number it shall be increased by one for the purpose of reckoning 50% of the paper.

- (c) Where a candidate fails for want of securing minimum aggregate marks but secured 36% marks in at least 50% of the papers, he/she will be exempted from re-appearing in those papers in which he/she has secured 36% marks.
 - (d) Where the candidate secures requisite minimum percentage in the aggregate of all the papers but fails for want of the requisite minimum percentage of marks prescribed for each individual's paper he/she shall be exempted from re-appearing in such paper (s) in which he / she has secured at least 25% marks.
7. A candidate who has declared fail at the Final Year Examination for the degree of Master of Science / Arts, Commerce shall be exempted from reappearing in a subsequent year in the following papers :
- (a) Where a candidate fails for want of securing the minimum percentage in the aggregate marks, he/she shall be exempted from re-appearing in such paper (s) Practical (s). Dissertation in which he/she has secured at least 36% marks; provided he/she is passing in at least 55% of the papers. (Here passing in each paper requires 36% marks).
 - (b) Where a candidate secures the minimum requisite including dissertation wherever prescribed but fails for want of minimum percentage of marks prescribed for in each individual paper / dissertation, he / she shall be exempted from reappearing in such paper (s) dissertation in which he/she has secured at least 25% marks provided he/she is passing in at least 50% of the paper (here passing in each paper requires 25% marks).

Instruction Regarding Examination Scheme 2017-18

Maximum Marks of Each Paper: 100 (Internal marks: 30 & External marks: 70)

Note: Each paper will be divided into three parts.

Part A: In this section fifteen questions are to be set taking three questions from each unit. Each question will be of short answer type not exceeding 50 words. The candidate is required to attempt all ten questions in all taking two questions from each unit.

Part B: In this section ten questions are to be set taking two questions from each unit with internal choice. The answer of each will not exceed 250 words. The candidate is required to attempt five questions in all taking one question from each unit.

Part C: In this section five questions are to be set covering all the five units. Each question may be sub parts in it. The candidate will be required to attempt any two questions. The answer of each question will not exceed 300 words.

M.A. (PREVIOUS)
PUBLIC ADMINISTRATION, 2017-2018
PUBAD-611: PAPER-I
ADMINISTRATIVE THEORIES: CONCEPTS & APPLICATIONS

UNIT-I

Basic Premises :

Meaning, Nature and Significance of Public Administration, Evolution of Public Administration as a discipline, New Public Administration.

Contemporary approaches to the study of Public Administration: Behavioral, System & Structural Functional.

UNIT-II

Theories & Techniques of Administration:

Scientific Management (Taylor & his associates), The Bureaucratic theory of organisation (Weber), Human relations theory of organisation (Elton Mayo and his colleagues).

UNIT-III

Principles of Organisation :

Hierarchy, Unity of Command, Authority & Responsibility, Co-ordination, Span of Control, Supervision, Centralization and Decentralization, Delegation.

UNIT-IV

Administrative Behaviour :

Decision-making with special reference to the contribution of Herbert Simon. Theories of leadership, Communication, Morale, Motivation (Maslow Herzberg and McGregor)

UNIT-V

Administrative Techniques :

O & M, work study, work measurement, Delegated Legislation, Administrative Tribunals.

Management Practices: Automation, Cybernetics, PERT, CPM, Use of Computers in Administration, Group Dynamics, Social responsibilities of management.

Books Recommended :

1. Pffifner and Presthus : Public Administration
2. Felix A. Nigro : Modern Public Administration
3. Rabber S. Basic : Action Administration
4. M.P. Follet : Dynamic Administration
5. March & Simon : Organisations
6. Etzioni : A Comparative Analysis of Complex Organisation
7. William P. Sexton : Organisation theories
8. Gerald Caiden : Dynamics of Public Administration
9. voLFkh , oa eg's'ojh % ykd i z kkl u % vaxst h ea Hkh½
10. egknø i z kn 'kekZ % ykd i z kkl u % fl) kUr rFkk 0; ogkj

PUBAD-612: PAPER-II
ADMINISTRATIVE THINKERS

The ideas of certain important Thinkers in the field of administration mentioned against their names:

UNIT-I

1. Woodrow Wilson : (a) Beginning of Public Administration as a subject of Enquiry.
(b) Science of Administration (Administrative Science)
(c) Politics and Administration
2. Henri Fayol : (a) Managerial Activities
(b) Principles of Organisation
(c) Administrative Training

UNIT-II

1. George Elton Mayo : (a) Clinical method
(b) Hawthorn Studies : Major findings, impact on organisational behaviour.
(c) Human Relation Approach
2. Chester I. Barnard : (a) Satisfaction Equilibrium
(b) Authority and Responsibility.
(c) Formal and Informal Organisation

UNIT-III

1. McGregor : (a) Theory 'X' and Theory 'Y'
(b) Scanlon Plan
(c) Conflict Management
2. Frederic Herzberg : (a) Two Factor Theory
(b) Job Enrichment

UNIT-IV

1. Rensis Likert : (a) Supervisory Style
(b) Organisational Improvement
(c) Managing Conflict
2. Warren G. Bennis : (a) Idea of Beyond Bureaucracy
(b) Concept of Organisational Development
(c) The Theory of Change

UNIT-V

1. Kautilya : (a) Machinery of Government
(b) Principle of Authority and Obedience
(c) Law and Order Administration

Books Recommended :

1. R. Prasad & Others : Administrative Thinkers
2. RN. Singh : Management Thought & Thinkers
3. S.S. Ali : Eminent Administrative Thinkers
4. Tilest, Kemperner & Mills : Management Thinkers
5. Daniel E. Criffths : Administrative Theory
6. R.J.S. Baker : Administrative Theories & Public Administration
7. Chester I. Barnard : Functions of the Chief Executive
8. Fayol : General & Industrial Management
9. Peter Self : Administrative Theories & Politics
10. Nicolos P. Mouzelia : Organisation and Bureaucracy
11. Fred Luthaus : Organisational Behaviour
12. Gerald E. Caiden: The Dynamics of Public Administration.

PUBAD-613: PAPER-III
COMPARATIVE ADMINISTRATIVE SYSTEMS

UNIT-I

Concept, Nature, Evolution, Scope and Significance of Comparative Public Administration, Theory Building in Comparative Public Administration, Public Administration and Environment: Social, Economic, Cultural and Political.

UNIT-II

Approaches to the study of comparative Public Administration:

- (a) Behavioral
- (b) Structural Functional
- (c) System
- (d) Ecological

UNIT-III

Max Weber's Typology of Authority and Administrative Systems : Essential features and use of Ideal Type Bureaucratic Model, Weber's Model and its Utility and Limitations in the context of Administrative Systems of Third World.

Rigg's Typology of Societies: Agraria - Industrial Typologies, Fused-Prismatic-Diffracted Model and Sala Model.

UNIT-IV

Concept of Development Administration and Administrative Development, Administrative Systems of Advanced Countries: Salient features of Administrative Systems of U.K., U.S.A. and France.

UNIT-V

A Study of the following institutions:

- (a) Independent Regulatory Commissions (U.S.A.)
- (b) Salient Features of State Administration in U.S.A.
- (c) British Treasury (U.K.)
- (d) Parliamentary Commissioner (U.K.)
- (e) Ombudsman (Sweden)

Books Recommended:

1. Ferrel Heady : Public Administration : A Comparative Respective (Englewood Cliffs, N.J. Prentice Hall, 1966).
2. Sybil I. Stokes : Papers in Comparative Public Administration (Ann Arbor : University of Michigan Press, 1962).
3. Nimrod Rapheels : Readings in Comparative Public Administration (Baston, Allyn Bacon, 1967).
4. Ramesh K. Arora : Comparative Public Administration; An Ecological Perspective (Associated Publishing House, New Delhi, 1979).
5. Keith Henderson (Ed) : Comparative Public Administration : Theory and Relevance (New York Graduate School of Public Administration - New York University, 1967).

6. Prestone Le Breton (Ed): Comparative Administrative Theory (Seattle, University, Washington Press, 1968).
7. E.N. Gladden: Central Administration in Britain.
8. Mc Henry and Ferguson : The American System of Government (Latest Edition).
9. T.N. Chaturvedi : ~~ryukRed ykd izkl u~~
10. Ramesh K. Arora : ~~ryukRed ykd izkl u~~
11. Reinhard Bendir : Max Weber; An Intellectual Portrait.
12. Irvin Swerdlon (Ed) : Towards the Comparative Study of Public Administration.
13. Ridley and Blondel : Public Administration in Britain.
14. Mackenzie & Grove: Central Administration in Britain.
15. Guay Hathron (Ed) : Government and Politics in the United States.

PUBAD- 614: PAPER-IV
PUBLIC PERSONNEL ADMINISTRATION

UNIT-I

Concept of Public Personnel Administration: Nature, Scope, Importance of Public Personnel Administration. Principles and Problems of Public Personnel Administration, Recent Trends.

UNIT-II

Bureaucracy: Its Nature and Concept, Recent Trends and Types of Bureaucracy with special reference to Marstein Marx, Role of Bureaucracy in Administrative System. Significance of Civil Services in developed and developing countries.

UNIT-III

Public Services in U.K.: Under mentioned topics to be studied: Recruitment, Classification, Training and Promotion.

Public Services in U.S.A.: Under mentioned topics to be studied: Recruitment, Classification, Training and Promotion.

UNIT-IV

Public Services in India : Under mentioned topics to be studied : Historical Background of Indian Civil Services, Important features of Personnel Administrations; Recruitment; Classification; Promotion; Training.

UNIT-V

Public Service in France: Under mentioned topics to be studied: Recruitment, Classification, Training and Promotion.

Study of following Institutions:

Union Public Service Commission (India), Civil Service Commission (U.K.), Wheiteley Councils (U.K.), Ecole National d' Administration (France)

Books Recommended:

1. O.G. Stahl : Public Personnel Administration
2. N.C. Roy : Civil Service in India
3. S.L. Goel : Public Personnel Administration
4. V.M. Sinha : Public Personnel Administration
5. Finer : Theory & Practice of Modern Government.
6. Falix A. Nigso : Public Personnel Administration
7. Dwarka Das, R. : Role of Higher Civil Service in India
8. Morris Jones : The Government and Politics of India
9. 'O'Malley: Indian Civil Service
10. Herman Finer : British Civil Service
11. Mackenzie & Grove : Central Administration in Great Britain
12. Sharp, W. : The French Civil Service : Bureaucracy in Transition.
13. Hyneman, C.S. : Bureaucracy in Democracy
14. C.M. Jain : Public Personnel Administration
15. V.M. Sinha : Public Personnel Administration

BHUPAL NOBLES' UNIVERSITY, UDAIPUR

Post Graduate Programme: 2018-2019

Public Administration

M.A. (FINAL)

Instruction Regarding Examination Scheme 2018-19

Maximum Marks of Each Paper: 100 (Internal marks: 30 & External marks: 70)

Note: Each paper will be divided into three parts.

Part A: In this section fifteen questions are to be set taking three questions from each unit. Each question will be of short answer type not exceeding 50 words. The candidate is required to attempt all ten questions in all taking two questions from each unit.

Part B: In this section ten questions are to be set taking two questions from each unit with internal choice. The answer of each will not exceed 250 words. The candidate is required to attempt five questions in all taking one questions from each unit.

Part C: In this section five questions are to be set covering all the five unit. Each question may be sub parts in it. The candidate will be required to attempt any two questions. The answer of each question will not exceed 300 words.

Papers	Paper Name	Paper Code
Compulsory Papers		
Paper V	PUBLIC ADMINISTRATION IN INDIA	PUBAD-621
PAPER VI	FINANCIAL ADMINISTRATION IN INDIA	PUBAD-622
Paper VII & VIII - Select any one group from A, B and C		
Optional Group (A)		
PAPER VII	SOCIAL ADMINISTRATION	PUBAD-623
PAPER VIII	DEVELOPMENT ADMINISTRATION	PUBAD-624
Optional Group (B)		
PAPER VII	STATE ADMINISTRATION IN INDIA WITH SPECIAL REFERENCE TO RAJASTHAN	PUBAD-625
PAPER VIII	RESEARCH METHODOLOGY	PUBAD-626
Optional Group (C)		
PAPER VII	RURAL LOCAL ADMINISTRATION	PUBAD-627
PAPER VIII	URBAN LOCAL ADMINISTRATION	PUBAD-628
Optional Papers (Select any one paper)		
PAPER IX	INDIAN CONSTITUTION	PUBAD-629 A
	LABOUR LAWS AND ADMINISTRATION	PUBAD-629 B
	DISSERTATION	PUBAD-629 C

M.A. Final
Compulsory Papers

PAPER-V: INDIAN ADMINISTRATIVE SYSTEM

Paper Code: PUBAD-621

UNIT-I

Evolution of Indian Administration: Kautilya, Mughal Period, British Influence on Indian Administration, Environmental Setting: Constitution, Parliamentary Democracy, Federalism, Planning, Socialism, Liberalization.

UNIT-II

Structure of Central Administration : Central Secretariat, Cabinet Secretariat, Prime Minister's Office, Organisation and Functioning of the Ministries of Home Affairs, Defence and Foreign Affairs. Administration of Law and Order: Role of Central and State Agencies in Maintenance of Law and Order.

UNIT-III

State Administration: Governor, Chief Minister, State Secretariat, Chief Secretary, RPSC.

District Administration: Role & Importance: Role of Collector,

UNIT-IV

Local Administration: Panchayati Raj & Urban Local Administration; Features, Major Reforms & Problems, Autonomy of Local Bodies.

Important Agencies at National Level; Their roles & importance: UPSC, Indian Finance Commission, Comptroller & Auditor General, NITI Ayog & National Development Council.

UNIT-V

- A. Issue Areas in Indian Administration:
 - i. Generalist & Specialist in Administration
 - ii. People's Participation in Administration
 - iii. Administrative Discretion and Lokpal & Lokayuktas
 - iv. Administrative Reforms
- B. Control over Indian Administration:
 - i. Parliamentary Control
 - ii. Judicial Control
 - iii. Executive Control

Books Recommended:

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

PAPER VI- FINANCIAL ADMINISTRATION IN INDIA

Paper Code: PUBAD-622

UNIT-I

Introduction of Financial Administration: Importance of Finances in Administration ; Constitutional Provisions relating to Financial Administration, Center-State Financial relations, Finance Commission , Ministry of Finance.

UNIT-II

Budget: Budget Techniques- Line item budget, Performance Budget; PPBS and zero-based budget, Budgeting in India –formulation, Budgetary procedure in parliament, Execution of Budget, Deficit financing and public Debt.

UNIT-III

Machinery for Planning: Organisation and working of NITI Ayog and National Development Council ; Planning Machinery at state and District levels and Plan formulation.

UNIT-IV

Public Enterprises: Objectives and forms of Public Enterprises- Departments, Public Corporation. Government Companies and Holding Company.

Problems of Public Enterprises in India. Control over Public Enterprises, Economic Reforms, Liberalization and Public Enterprises.

UNIT-V

Control over Financial Administration: Parliamentary control over Public Finance, Parliamentary Financial Committees- Public Accounts Committee, Estimates Committee, Committee on Public undertakings. Accounts and Audit. Comptroller and Auditor General of India.

Books Recommended:

- | | |
|-----------------|--|
| M.J.K. Thavaraj | : Financial Administration in India. |
| P.K. Ghosh | : Public Enterprises in India. |
| Aaron Wildarsky | : The Politics of Budgetary Process. |
| U.N. | : Govt. Budgeting and Economic Planning in Developing Countries. |

PAPER- VII & VIII

Note: Students have to select any one group from the following three groups:

Group – A (VII & VIII)

PAPER VII - SOCIAL ADMINISTRATION

Paper Code: PUBAD-623

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. 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.

Books Recommended:

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.

PAPER VIII – DEVELOPMENT ADMINISTRATION

Paper Code: PUBAD-624

UNIT-I

Concept of Development: Meaning, Nature and Scope of Development Administration, Concept of Development Administration, Development & Non-development Dichotomy.

UNIT-II

Development Administration: Its main features, models of Development Administration, Administration of Development and Developing Countries.

Administration of Development: Role of Administration in Development, Concept & Components of Administrative Development.

UNIT-III

Ecology of Development Administration: Ecological ('out ml of Development Administration, Interaction of the administrative system with the political, social, cultural and economic systems.

Development Administration and Political Process: The politics of development administration the goals and task of developing nations and socio-political elements in developmental process.

UNIT-IV

Bureaucracy and Development Administration: Bureaucratic power and its place in development administration, the changing role of bureaucracy and its problems. Bureaucracy as a tool of change and development.

UNIT-V

Planning and Development Administration, Project and Plan formulation, Plan implementation and evaluation, Role of Bureaucracy in Plan Formulation and its implementation.

Development Administration: Some Perspectives:

1. The role of voluntary agencies in Development Administration.
2. Problems of Development Administration.
3. Challenges of Development Administration.
4. Popular control over administration.

Books Recommended:

1. Edward Weidner (Ed) : Development Administration.
2. John D. Montgomery & William J. Siffin : Approaches to Development.
3. Irving Swerdlow (Ed) : Development Administration in Asia.
4. Faisal, Al. Salem : The Ecology of Development Administration.
5. Fred, W. Riggs (Ed) : Frontiers of Development Administration.
6. V.A. Pai, Pandaikar : Personnel System for Development Administration.
7. Gunner Myrdal : Asian Drama.
8. Joseph La Palombara (Ed) : : Bureaucracy and Political Development.
9. A.R. Tyagi : The Civil Services in Development Society.
10. Preeti Joshi : Development Administration.

Group – B (VII & VIII)
PAPER VII - STATE ADMINISTRATION IN INDIA WITH SPECIAL
REFERENCE TO RAJASTHAN
Paper Code: PUBAD-625

Unit I

Evolution of State Administration in India. Governor; Chief Minister and Council of Ministers. 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 and Finance.

Unit III

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

Unit IV

State Enterprises: Forms, Boards, Corporations, Specific studies of Rajasthan State Road Transport Corporation, Rajasthan Industrial Development and Investment Corporation, Rajasthan Tourist Development Corporation, Board of Revenue.

Unit V

Personnel Administration: Recruitment of Civil Services and Role of RPSC; Training and Promotion; Rajasthan Civil Services Appellate Tribunal. Police Administration: Organisation and working of Police at the State and District Levels.

Books Recommended:

1. Ziauddin Khan, V.M. Sinha and K.D. Trivedi: State 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.
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 VIII - RESEARCH METHODOLOGY

Paper Code: PUBAD-626

UNIT-I

Subject and object of Methodology: Task and Role of research methodology in social sciences with special emphasis on Public Administration. Methodological problems in the study of social phenomena, pure and applied research.

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 and the problems associated with concept, theory and hypothesis - their definitions and relationship.

UNIT-III

The Research Design: Meaning and Types of research design, Techniques of data collection: Primary and secondary data, method of field observations, questionnaires and schedules, types and techniques of interviewing, content analysis, case study method - its role and significance in Public Administration.

UNIT-IV

Sampling: Meaning of Sampling, Census and Sampling, types of sampling - random, stratified, multi-stage, systematic, cluster, convenience, judgment and Quota Sampling.

UNIT-V

Problems of Measurement in social research: Levels of measurement - Nominal, Ordinal, Interval and ratio scales, variables, frequency distribution. Measures of Central Tendency, Standard deviation correlation - Pearson and Rank.

Books Recommended:

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

11. Miller, D.C. : Handbook of Research Design and Sol Measurement
12. Surendra Kataria: Shoudh pravidhi
13. MKW , l -ih- vk; Z%l kekftd l oqk.k dh i)fr; k;
14. gstu , oaid kj %l kekftd vuq akku
15. jkeukFk 'kekZ%l kekftd l oqk.k , oa vuq akku
16. l R; icy : gsyk %l oqk.k vuq akku , oa 'kksk
17. jfolnukFk eqkthz%l kekftd l oqk.k , oa 'kksk
18. ch, e- tdu %fj l pzeFkkMksykwth
19. ' ; keyky oekZ%jktuhfr foKku ea vuq akku i fof/k

Group – C (VII & VIII)

PAPER VII - RURAL LOCAL ADMINISTRATION

Paper Code: PUBAD-627

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, 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. Cooperative, 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).

Books Recommended:

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 Panandikar: 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.

PAPER VIII - URBAN LOCAL ADMINISTRATION

Paper Code: PUBAD-628

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 74th 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.

Unit V

Problem areas of Urban Local Administration. A detailed study of reforms in Urban Local Administration . Organisation and Working of Housing Board, Urban Improvement Trust, City Development Authority and Town Planning.

Books Recommended:

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.

PAPER IX

Note: Students have to select any one paper from the following three papers:

PAPER IX - INDIAN CONSTITUTION

Paper Code: PUBAD-629 A

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.

Unit II

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

Unit III

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

Unit IV

Governor-his Position, Powers, 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. Amendments of the Constitution.

Books Recommended:

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 Constituion.

PAPER IX - LABOUR LAWS AND ADMINISTRATION

Paper Code: PUBAD-629 B

UNIT-I

1. Industrial Disputes Act, 1947.
 - a) Introduction and Definitions.
 - b) Authorities under the Act.
 - c) Notice of Change.
 - d) Reference of Disputes to Boards, Courts of Tribunals.
 - e) Procedure, Powers and duties of authorities.
 - f) Strikes and Lock-outs.
 - g) Lay-off and Retrenchment.
 - h) Penalties.
 - i) Miscellaneous Provisions .

UNIT-II

2. Industrial Employment (Standing orders) Act, 1946.
 - a) Introduction and definitions.
 - b) Standing orders.
3. Factories Act, 1948.
 - a) Introduction and definitions.
 - b) Inspecting Staff.
 - c) Health
 - d) Safety.
 - e) Welfare.
 - f) Working Hours of Young persons.
 - g) Employment of young persons
 - h). Annual leave with wages
 - i). Penalties and Procedures

UNIT-III

4. The Workmen's Compensation Act, 1923
 - a) Introduction and definition
 - b) Employer's Liability and amount of compensation.
 - c) Commissioner's powers and functions.
5. The Employee's State Insurance Act, 1948
 - a).Introduction and definition.
 - b).Corporation standing committee and Medical benefit council
 - c).Contributions
 - d).Adjudication of Disputes and claim penalties.

UNIT-IV

6. The Minimum Wages Act, 1948
 - a). Introduction and definition.
 - b). Fixation of minimum rates of wages
 - c). Miscellaneous provisions.
7. Payment of Wages Act, 1936
 - a).Introduction and definition.
 - b).Payment of wages and deductions from wages
 - c).Authorities under the Act
 - d).Miscellaneous provisions.

UNIT-V

8. Trade Union Act, 1926
 - a).Introduction and definition
 - b).Registration of trade unions
 - c).Rights, liabilities and immunities of registered trade unions
 - d).Penalties and procedure.
9. Contract Labour (Regulation & Abolition) Act, 1970
 - a).Applicability & Definition
 - b).Advisory boards, registration of establishments & licensing of contractors
 - c).Welfare & health of contract labour
 - d).Penalties and procedure
 - e).Miscellaneous

Books Recommended:

1. K.D. Shreevastava : Commentries on the factories Act, 1948 (Eastern Book, 3rd ed.)
2. K.D. Shreevastava : The Industrial Employment Standing Orders Act, 1946 together with rules (Eastern Book,1976)
3. S.N.. Mishra : An Introduction to Labour and Industrial Laws (Delhi Pioneer Books, 1990)
4. O.P. Malhotra : The Law of Industrial Disputes (Industrial Disputes Act, Vols. I and II.), 1985,

PAPER IX - DISSERTATION**Paper Code: PUBAD-629 C**

Only such candidates shall be permitted to offer dissertation/Field Work/ Survey Report/Thesis as who have secured at least 55% marks in the aggregate of all the paper prescribed for the previous examination in the case of Annual Scheme irrespective of the number of paper in which a candidate actually appeared at the examination.