



# **SYLLABUS**

**2015-16**



**PT. RAVISHANKAR SHUKLA UNIVERSITY  
RAIPUR  
CHHATTISGARH**

SYLLABUS FOR POST GRADUATE CLASSES IN PUBLIC ADMINISTRATION AFFILIATED TO  
Pt. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR (C.G.)

**PUBLIC ADMINISTRATION**

**M.A. Previous and M.A. Final Examination 2015-16**

नोट : सेमेस्टर/एम.ए./एम.फिल सत्र 2011 से अंकों का विभाजन निम्नानुसार रहेगा :

प्रत्येक सेमेस्टर में सैद्धान्तिक प्रश्न पत्र 80 अंक का होगा, जिसमें प्रत्येक प्रश्न पत्र को कुल चार इकाई में विभाजित करके 20अंक का एक प्रश्न होगा। इस प्रकार कुल 80 अंक सैद्धान्तिक प्रश्नों के लिए तथा 20 अंक आंतरिक मूल्यांकन के होंगे।

**SEMESTER - I**

Paper	Title	Theory	Internal Assessment	Total
Paper-I	Principles of Public Administration	80	20	100
Paper-II	Theories of Public Administration	80	20	100
Paper-III	Indian Administration	80	20	100
Paper-IV	Development Administration	80	20	100

**SEMESTER - II**

Paper	Title	Theory	Internal Assessment	Total
Paper-I	State Administration	80	20	100
Paper-II	Municipal Govt. of India (With Special Reference to Chhattisgarh State)	80	20	100
Paper-III	Rural Development and Tribal Welfare in Chhattisgarh	80	20	100
Paper-IV	Panchayati Raj With Special Reference to Chhattisgarh	80	20	100

**SEMESTER - III**

Paper	Title	Theory	Internal Assessment	Total
Paper-I	Comparative Public Administration	80	20	100
Paper-II	Human Resource Development and Personnel Administration	80	20	100
Paper-III	Research Methodology in Public Administration	80	20	100
Paper-IV	Administration Law	80	20	100

**SEMESTER - IV**

Paper	Title	Theory	Internal Assessment	Total
Paper-I	Civil Service in India	80	20	100
Paper-II	Administration Thinkers	80	20	100
Paper-III	Management of Public Enterprises and Industrial Relation	80	20	100
Paper-IV	Financial Administration	80	20	100

**SEMESTER - I**

**PAPER - I**

**PRINCIPLES OF PUBLIC ADMINISTRATION**

- UNIT-I** Definition, Nature and Scope of Public Administration.  
Private and Public Administration.  
Management and Administration.  
Public Administration as a Social Science.  
Development of the Discipline of Public Administration  
Contemporary Approaches to the Study of Public Administration.  
Behavioral System and Structural Functional Approaches.  
New Public Administration.
- UNIT-II** Administrative Organization  
(a) Conceptions of Organization, Form's of Organization, Structure of Organisation and Concept of Line and Staff.  
(b) Departments, Public Corporation, independent Regulatory Commission.  
(c) Head Quarters and Field Agencies.
- UNIT-III** Centralisation, Decentralisation and Delegation.  
Integration and Disintegration
- UNIT-IV** Administrative Process :  
(a) Policy Formulation and Decision Making.  
(b) Communication.  
(c) Leadership - Team Building, Motivation.  
(d) Supervision and Controlling.

**SEMESTER - I**

**PAPER - II**

**THEORIES OF PUBLIC ADMINISTRATION**

- UNIT-I Administration Theory :**  
Theory of Administration, Classical theory, Scientific Management School, Human Relation. Theory System School.
- UNIT-II Management Aids**  
Budgeting Process, New Public Management.
- UNIT-III Some Issues :**  
(1) Citizen Charter  
(2) Good Governance  
(3) Right to Information  
(4) Crisis Management  
(5) Stress Management  
(6) Time Management  
(7) Office Management  
(8) File System
- UNIT-IV Accountability of Public Administration-**  
(a) Legislative Control

- (b) Executive Control
- (c) Judicial Control
- (d) Public Control
- (e) Internal Control

**SEMESTER - I**

**INDIAN ADMINISTRATION**

**PAPER - III**

- UNIT-I** Evolution of Indian Administration, Indian Administration, During British rule in Contemporary Context (A Synoptic View)
- UNIT-II** Parliamentary Democracy : Federal System, Political Executive : President, Prime Minister, Council of Ministers; Cabinet, Cabinet Secretariat.
- UNIT-III** Departments, Attached offices, Subordinate offices, Procedure of work, organization and working of Home and Finance Ministries of Govt. of India.
- UNIT-IV** Union - State Relations : Administrative, Legislative, Financial, Administrative Reforms.

**SEMESTER - I**

**PAPER - IV**

**DEVELOPMENT ADMINISTRATION**

- UNIT-I** Concept, importance and scope of Development Administration, Evolution of the theory of Development Administration.
- UNIT-II** Public Administration and Development Administration. Development Non Development, Dichotomy, Concept of Administrative Development.
- UNIT-III** Concept of Development and Modernisation, Concept of Economic Development.
- UNIT-IV** Political Development and Social Change, Features of Public Administration in developing Countries. Planning Machinery in India at Centre and State Level.

**SEMESTER - II**

**PAPER - I**

**STATE ADMINISTRATION**

- UNIT-I** Administration at the State level - Political Executive : State Secretariat, Secretariat-Directorate Relationship, Planning Process, Board of Revenue.
- UNIT-II** Administration at the District Level : District as a Unit of Administration : Role of Collector, District Planning Board, Law and Order. District Superintendent of Police-Power and Function.
- UNIT-III** Administration at Sub-Divisional level Tehsil and Revenue Inspector Level and Patwari Circul Level.
- UNIT-IV** Some Issues -
- (a) Minister - Secretary Relationship
  - (b) Administrative Reform (ARC)
  - (c) Administrative Corruption - Lokpal and Lok Ayukta.

**SEMESTER - II**

**PAPER - II**

**MUNICIPAL GOVT OF INDIA**

**(WITH SPECIAL REFERENCE TO CHHATTISGARH STATE)**

- UNIT-I** Meaning of Local Self Govt.-Its Essential Features ,Scop and Importance of Local Self Govt., Trend towards Centralization.
- UNIT-II** Evolution of Local- Self Govt. in India, Organisation and Functions of Municipal Corporations, Municipalities, Notified Areas , Town Areas, Cantonments and Parastatal Bodies.
- UNIT-III** Service Conditions of Municipal Employee : Recruitment Training, Promotion, Municipal Finance; State Control over Municipal Administration; Deliberative - Executive Relationship.
- UNIT-IV** Committee System, Problems of Municipal Administration with Reference to Urban Development with Special Emphasis on the Study of Administrative Measures with Regards to Environment Upgradation. Reforms in local Self Government. (A brief Survey of Urban Development Schemes Partidcularly JNNURM & SJSRY (Swarna Jayanti Shahri Rojgar Yojna) and Other State Sponsored Schemes)

**SEMESTER - II**

**PAPER - III**

**RURAL DEVELOPMENT AND TRIBAL WELFARE IN CHHATTISGARH**

- UNIT-I** Rural Development - Its Concept, Environmental Factors in Rural Development, Dimensions of Rural Poverty.
- UNIT-II** Rural Development Policy and Strategy, Approaches to Rural Development, Community Development Project.
- UNIT-III** MNAREGA (Mahatma Gandhi National Rural Employment Guarantee Act.) Various Rural Development Schemes and Current Development Schemes.
- UNIT-IV** Tribal Welfare in Chhattisgarh - Tribal Welfare at District, Block and Village Level, Legislation for Tribal Welfare, Problems of Tribal Welfare, Tribal Welfare Scheme.

**SEMESTER - II**

**PAPER - IV**

**PANCHAYATI RAJ WITH SPECIAL REFERENCE TO CHHATTISGARH**

- UNIT-I** Concept of Panchayati Raj.  
Evolution of Panchayati Raj  
Balvant Rai Mehta Committee.  
73rd Constitutional Amendment
- UNIT-II** Three Tier Panchayati Raj in Chhattisgarh, Structural, Power and Functions of Zila Panchayat, Janpad Panchayat and Gram Panchayat.
- UNIT-III** Source of Revenue, Finance in Panchayati Raj System, State Control over Panchayati Raj Institutions, Role of Panchayati Raj for Weaker Sections and Women.
- UNIT-IV** Recent Constitutional Changes and Development in Chhattisgarh Deliberative -

Executive Relationship in Panchayati Raj.  
Political Parties, Pressure Groups, CSO's.  
Problem's of Panchayati Raj System.

### **SEMESTER - III**

#### **PAPER - I**

#### **COMPARATIVE PUBLIC ADMINISTRATION**

- UNIT-I** Comparative Public Administration - Evolution, Concept, Nature, Scope and Significance.
- UNIT-II** Approaches to the Study of Comparative Public Administration; Institutional, Behavioral, System, Structural, Functional, Ecological, Problem of Comparative Research.
- UNIT-III** Weber's Typology of Authority with Particular Reference to his Ideal Type of Bureaucracy, Rigg's Typology of Societies with Particular Reference to Prismatic Society and Sala Model.
- UNIT-IV** Salient features of the Administrative System of U.K., China, U.S.A. and France. Whitleyism in Britain, Independent Regulatory Commission in U.S.A., Prefect in France and Ombudsman in Sweden, Role of the Communist Party in China.

### **SEMESTER - III**

#### **PAPER - II**

#### **HUMAN RESOURCE DEVELOPMENT AND PERSONNEL ADMINISTRATION**

- UNIT-I** Nature and concept of Public Personnel Administration and concept of Human resource management.  
Rise of Modern Civil Service and its role.
- UNIT-II** Rise of Merit system, Bureaucracy - its Meaning, Nature and Importance. Theories of Bureaucracy - Max Weber, Karl Marx.
- UNIT-III** Recruitment, Position Classification and Training of Personnel with special reference to U.K., U.S.A. and France.
- UNIT-IV** Promotion, Discipline, Morale and Motivation.

### **SEMESTER - III**

#### **PAPER - III**

#### **RESEARCH METHODOLOGY IN PUBLIC ADMINISTRATION**

- UNIT-I** Research Design; General Goals, Objectives, Concepts, Hypothesis-Definitions, ideal of sampling Quota sampling, Use of Random number.
- UNIT-II** Construction of Questionnaires; Schedules and Questionnaires. Advantages and Limitations of Mailed Questionnaires; Non-response; Intgerviewing; Comparison and Interview, Types of Interview; Comparison of Interview; Role of Interviewer; Reporting Interviews : Bias.
- UNIT-III** Other Methods of Data Collection; Observation; Case Study; Projective and Indirect Scalling Techniques.
- UNIT-IV** Measurement of Central Tendency; Mean; Median; Mode; Report writing.

**SEMESTER - III**

**PAPER - IV**

**ADMINISTRATION LAW**

- UNIT-I** Definition nature and scope of Administration Law, Rule of Law.  
**UNIT-II** Rise and importance of Delegated legislation, Types Problems and Procedure of delegated legislation. Legislative and Judicial Control over delegated Legislation.  
**UNIT-III** Administrative Tribunals, its function, nature and scope. Study of some selected administrative tribunals. Legislative and Judicial control over administrative Tribunals.  
**UNIT-IV** Natural Justice, Legal Remedies, Liabilities of State.

**SEMESTER - IV**

**PAPER - I**

**CIVIL SERVICE IN INDIA**

- UNIT-I** Rise of Modern Civil Service in India, Structure of civil service, Recruitment. Classifications Training and Promotion Practices.  
**UNIT-II** Salary Administration, Learning and Staff Development. Public Service Commission.  
**UNIT-III** Political Right and Right to Strike, condition of Service. Morale and Motivation.  
**UNIT-IV** Civil Service Conduct Rules, Disciplinary action; Removal and Appeals. Machinery for Redressal of Civil Service Grievance.

**SEMESTER - IV**

**PAPER - II**

**ADMINISTRATIVE THINKERS**

- UNIT-I** Kautilya- The Concept of State : The King; Minister and the Council of Ministers; Their power and Functions; Revenue Administration; Local Administration; Military Administration; Administration of Foreign Affairs.  
**UNIT-II** F.W. Taylor- Concept of Management; Mechanism of Management; Scientific Management : Meaning, Definition; Objectives, Principles, Merits and Demerits Impact.  
Henri Fayol- Elements of Management; Principle of Management.  
**UNIT-III** Mary Parker Follet - Conflict and Integratio; Leadership.  
Herbert Simon - Behavioural Approach; Decision Making.  
**UNIT-IV** Max Weber - Types of Authority, Ideal Form of Bureaucracy Criticism, Importance.  
F.W. Riggs - Ecological Theory; Prismatic-sala-model Development Administration; comparative Administration.

**SEMESTER - IV**

**PAPER - III**

**MANAGEMENT OF PUBLIC ENTERPRISES AND INDUSTRIAL RELATION**

- UNIT-I** Nature of Public Utilities and their regulation. The role of Public Enterprises in national economy, Problems of Nationalisation.

- UNIT-II** Forms of Organisation, Government Control, Parliamentary Accountability.
- UNIT-III** Managerial Personnel, Finance, Pricing. The consumer and Public Enterprises. Problems of Industrialization. The Social Structure of Industry-Corporate Social Responsibility.
- UNIT-IV** Labour Welfare and its influence on Industrial efficiency, Industrial housing and slum clearance. Role of trade Unions. Social Security in India. U.K. and U.S.A. (While the study will be made in relation to the situation in India, brief outline of the Problems obtaining in U.K. and U.S.A. shall also be given due regard to management of Public Enterprises.

## SEMESTER - IV

### PAPER - IV

#### FINANCIAL ADMINISTRATION

- UNIT-I** Introduction of Financial Administration - Meaning, Importance. Constitutional Provision relating to financial Administration in India. Central-State Financial Relations.
- UNIT-II** Budget : Principles of Sound Budget, Types of Budget-Legislative, Executive, Board or Commission type.  
Budget- The Heart of Management Economic and Social Implications of Budget.
- UNIT-III** Budget Techniques- Line-item budget, Lump-Sum Budget, Performance Budgeting PP Zero based Budget. Budgetary process in India-Preparation. Parliamentary Approval, Execution of Budget. Accounting of funds and Audit.
- UNIT-IV** Control over public Expenditure : Parliamentary control Parliamentary Committees (Public Accounts Committee, Estimate Committees, Committees on Public Undertaking) Audit and Account in India, C & A.G.  
Finance Commission, Eleventh Five Year Plan.

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**एम.ए. पूर्व  
लोक प्रशासन**

**Public Administration**

M.A.. (Previous) Public Administration consists of following four papers each carrying 100 marks.

- PAPER-I** Fundamentals of Public Administration and Administrative Theory. (0390)  
**PAPER-II** Indian Administrative System with special reference to Chhattisgarh State. (0391)  
**PAPER-III** Social Administration and Tribal Welfare. (0392)  
**PAPER-IV** Research Methodology. (0393)

**PAPER - I**

**FUNDAMENTALS OF PUBLIC ADMINISTRATION AND  
ADMINISTRATIVE THEORY**

**(Paper Code - 0390)**

- UNIT-I** What is Public Administration :
- (a) Definitions, Nature and Scope of Public Administration.
  - (b) Private and Public Administration.
  - (c) Management and Administration.
- Public Administration as a Social Science.  
Development of the Discipline of Public Administration.  
Development of the Study of Public Administration in India.  
Contemporary Approaches to the Study of Public Administration.  
Behaviour Systems and Structural Functional Approaches : New Public Administration.
- UNIT-II** Administrative Organisation :
- (a) Mechanistic and Humanistic Conceptions of Organisation and Concepts of formal Organisation.
  - (b) Structure of Organisation and Concepts of Line and Staff; Forms of Organisation Department, Public Corporation, Independent Regulatory Commission.
  - (c) Centralisation, Decentralisation and Delegation.
  - (e) Head Quarters and Field Agencies.
- UNIT-III** Administration Process :
- (a) Policy Formulation and Decision Making; (b) Communication;
  - (c) Leadership and
  - (d) Supervision and Controlling and Motivation.
- UNIT-IV** Management Aids-Budgeting Process :  
Accountability of Public Administration-
- (a) Legislative Control, (b) Executive Control, (c) Judicial Control,
  - (d) Public Control and (e) Internal Control.
- UNIT-V** Administrative theory :
- Theory of Administration Classical Theory, Scientific Management School, Human Relations Movement, Decisional Theory, Systems School, Administrative Ecology, Theory of Development Administration and Organisation Humanism.

**RECOMMENDED BOOKS :**

- 1 L.D. White : An Introduction to the Study of Public Administration
- 2 H.A. Simon D.W. : Public Administration

- Smithbury & V.A. Thompson
- 3 M.E. Dimock & G.O. Dimock : Public Administration
  - 4 Felix, A. Nigro : Modern Public Administration
  - 5 John, M. Pibiffner : Administration Organisation  
and Frank P. Sherwood
  - 6 Herbert A Simon : Administrative Behaviour
  - 7 Dwight Waldo (ed.) : Ideas and Issues in Public Administration
  - 8 F.M. Marx (ed.) : Elements of Public Administration
  - 9 H. Koontz and C. Osdonnel : Principles of Management
  10. Deniel R. Wren : The Evolution of Management Thought
  11. J.D. Mooney : Principles of Organisation
  12. T.N. Chaturvedi & : Administrative Theory  
R.K. Arora (Eds.)
  13. C.P. Bhambri : Public Administration (in Hindi & English)
  14. M.P. Sharma : Public Administration (in Hindi & English)
  15. A. Avasthy & : Public Administration (in Hindi & English)
  16. R.K. Dubey : Modern Public Administration (in Hindi & English)
  17. B.L. Phadla : Public Administration (in Hindi)
  18. P.D. Sharam : Public Administration : Theory & Practical (in Hindi)
  19. I.I.P.A. : Journal of Indian Institute of Public Administration

#### PAPER - II

### INDIAN ADMINISTRATIVE SYSTEM WITH SPECIAL REFERENCE TO CHHATTISGARH STATE

(Paper Code - 0391)

- UNIT-I** Evolution of Indian Administration; Indian Administration during British Rule in its Contemporary Context (A Synoptic view) Framework :
- (a) Parliamentary Democracy. Federal System; Political-Executive; President; Prime Minister, Council of Ministers; Cabinet, Cabinet, Cabinet Secretariat.
- UNIT-II** Central Secretariat ; Ministers and Departments; Attached Officers Subordinate Offices; Procedure of work; Organisation and working of Home and Finance Ministries of the Govt. of India; Role of Constitutional Agencies and Extra Departmental Bodies.
- UNIT-III** Administration at the State Level :  
Political Executive : State Secretariat; Board of Revenue Secretariat Directorate relationship.
- UNIT-IV** Administration at the District Level :  
District as a Unit of Administration : Role of District Administration.
- UNIT-V** Some Issues :  
(a) Minister Secretary Relationship.  
(b) Union-State Relations Financial Administration and Legislative .  
(c) Administrative Corruption Lokpal and Lok Ayukta.  
(d) Administrative Reforms.

#### **BOOKS RECOMMENDED :**

- 1 S.R. Maheshwari : Indian Administration
- 2 S.R. Maheshwari : Evolution of Indian Admin
- 3 S.R. Maheshwari : State Government in India

- 4 S.R. Maheshwari : Administrative Reforms in India
- 5 S.S. Khera : District Administration in India
- 6 C.P. Bhambhri : Public Administration in India
- 7 Ashok Chanda : Indian Administration
- 8 A. Awasthi : Central Administration
- 9 D.D. Basu : Constitution of India
10. I.I.P.A. : Organisation and working of the Government of India
11. R.B. Jain (Ed.) : District Administration
12. R.B. Jain (Ed.) : Panchyat Raj
13. S.L. Kaushik & P. Sahni (Ed.) : Public Administration in India, Emerging Trends
14. B.L. Phadia : Public Administration in India (in Hindi)
15. P.D. Sharam and Others : Public Administration in India (in Hindi)
16. H.C. Sharma : Public Administration in India (in Hindi)
17. Ashok Sharma : Public Administration in India (in Hindi)
18. Mohinder Singh & Hoshiar Singh: Public Administration in India (in Hindi)
19. Avasthi & Avasthi : Indian Administration
20. I.I.P.A. : Journal of Indian Institute of Public Administration
21. Reports of the Important Committes.

**PAPER - III**

**SOCIAL ADMINISTRATION & TRIBAL WELFARE**

**(Paper Code - 0392)**

- UNIT-I** Concept, Nature and Scope of Social Administration.
- UNIT-II** Methods of Social Administration (Social work Processes)- Social casework, Social group work, Community Organisation. Role of Voluntary Agencies and their Relationship with Government.
- UNIT-III** Organisation for Social Administration and Tribal Welfare at Central level Central Department of Social Welfare; Case for creation of an integrated Ministry for Social Affairs, Central Social Welfare Board-Its Composition, Functions and Status.
- UNIT-IV** (a) Organisation for Social Administration and Tribal Welfare at State level, with Special reference to Chhattisgarh - The State level Departments and Directorates of Social Welfare; Their Inter-relationship; Controversy regarding their roles; The State level Social Welfare Board.
- (b) Organisation for Social Administration and Tribal Welfare at District Block and Village levels.
- UNIT-V** Post Independence Social Legislation in India, Social Planning in India.

**BOOKS RECOMMENDED :**

- 1 David C. Marsh (Ed.) : An Introduction the study of Social Administration
- 2 T.N. Chaturvedi & S. Kohdi Chandra (Ed.) : Social Administration
- 3 G.B. Sharma : Social Administration in India
- 4 Walter A. Friend lander : Introduction to Social Welfare
- 5 D. Paul Chaudhary : Social Welfare Administration
- 6 V. Jagannodham: Social Welfare Organisation
- 7 Planning Commission : Social Legislation its role in Social Welfare Planning
- 8 R.M. Titmus : Essays on welfare State
- 9 S.K. Khinduka : Social Work in India

10. B.D. Sharam : Planning for Tribal Development
11. B.D. Sharm : Tribal Development. The concept and the frame (in Hindi & English)
12. V.M. Kulkarni : Essays in Social Administration
13. W.P. Birrell : Social Administration Reading in Applied Social Sciences
14. K.D. Gangarade : Social Legislation in India (Vols. I & II)
15. D.K. Mishra : Social Administration (in Hindi)
16. Annual Reports of the Panchyat and Tribal Welfare Departments of the Government of Madhya Pradesh.

#### PAPER - IV

#### RESEARCH METHODOLOGY

(Paper Code - 0393)

- UNIT-I** Research Design : General Goals Specific Objectives, Concepts, Variables, Hypothesis, Definitions, Pilot Studies.  
Exploratory studies Basic Ideals of Stamping Quota sampling use of Random numbers.
- UNIT-II** Construction of Questionnaires : Schedule Question, Concept and working sequence of questions, open and closed questions Reliability and Validity.
- UNIT-III** Interviewing : Comparison of interview schedules and questionnaires. Advantages and Limitations of Mailed questionnaire Non-response, Type of interviewing Role of interviews Reporting interviews; Bias.
- UNIT-IV** Other methods of Data Collection observation structured and unstructured Documents case study. Projective and indirect scaling Techniques.
- UNIT-V** Data Processing. Editing, Coding, Tabulation, Analysis and interpretation report writing.

#### RECOMMENDED BOOKS :

1. F.N. Kerlinger : Foundation of Behavioural Research
2. W.J. Ghode and P.F. Hatt : Methods in Social Research
3. Pauline V. Young : Scientific Social Surveys and Research
4. John Galtung : Theory and Methods of Social Research
5. Leon Festinger and Daniel Katz : Research Methods in Behavioural Science
6. A.M. Goon etc. : Basic Statistics
7. R.S. Milne : Concepts and Models in Public Administration
8. A.R. Tyagi : Research Methods in Public Administration
9. B.M. Jain : Research Methodology (in Hindi)
10. B.N. Ghosh : Scientific Method & Social Research.

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एम.ए. अंतिम  
लोक प्रशासन

**PUBLIC ADMINISTRATION**

M.A. (Final) Public Administration consists of following four papers, each carrying 100 marks.

Paper-I	Public personnel Administration.	(Code-0394)
Paper-II	Comparative Public Administration.	(Code-0395)
Paper-III	Development Administration.	(Code-0396)
Paper-IV	Local self Government in India.	(Code-0397)
<b>OR</b>	Public sector Management & Industrial Relation.	(Code-0398)
<b>OR</b>	Survey Report.	

**PAPER - I**

**PUBLIC PERSONNEL ADMINISTRATION**

(Paper Code - 0394)

**UNIT-I** Nature and concept of public Personnel Administration, Role of Modern civil Service, Rise of the merit System, Bureaucracy its meaning, characteristics, nature and importance, Theories of Bureaucracy -Max weller, Karl Marx and robert michels.

**UNIT-II** Recruitment, Classification and training of personnel with special reference to U.K. : U. S. A. and France.

**UNIT-III** Promotion, Discipline and Morals.

**UNIT-IV** Study of Indian Public Personnel system with reference to-

- (a) Organs responsible for personnel management
- (b) Structure of civil service
- (c) Recruitment Classification, Training and promotion practices
- (d) Public Service Commission.

**UNIT-V** (e) Salary Administration

- (f) Political Rights and Rights to Organise and Strike of Civil servants
- (g) Conditions of Services
- (h) Conduct Rules, Disciplinary action, Removal and appeals,
- (i) Machinery for Redressal of civil Service Grievances.

**BOOKS RECOMMENDED :**

1. O. G. Stahl : Public personnel Administration
2. Feline A. Nigro : Public personnel Administration
3. S.P.Verma &S.K.Sharma : Managing public personnel Systems.
4. S. L. Goel : Public Personnel Administration.
5. R. B. Jain (ed.) Aspects of personnel administration.
6. S. R. Maheshwari : The civil services in Great Britain
7. E. N. Gladden : British Civil Service
8. V. A. Pal Panaudikar : Personnel System for Development Adiministration.
9. N. C. Roy : Civil Service in India.
10. A. Administrative Refprms : Report on personnel administration.  
commission, Study team

11. B.R.C. : Report on personnel Administration
12. The Report of the Fulton Committee
13. The Reports of the pay commissions of the Government of India.
14. C.M. Jain & H.C. Sharma : Personnel Administration (in Hindi)

**PAPER - II**

**COMPARATIVE PUBLIC ADMINISTRATION**

(Paper Code - 0395)

- UNIT-I** Comparative public administration - Evaluation. concept, Nature, Scope and significance.
- UNIT-II** Approaches to the study of comparative public administration - Institutional, Behavioural, Systems Structural Functional, Ecological, Problems of Comparative Research
- UNIT-III** Weber's Typology of Authority with particular reference to his ideal type Bureaucracy. Riggs's Typology of societies with particular reference to prismatic society and salts model.
- UNIT-IV** Salient features of the Administrative Systems of U. K. U.S.A., China.
- UNIT-V** Whitreyism in Britain; Independent Regulatory Commissions in U.S.A., Communist Party in China, Prefect in France; and Ombudsman in Sweden.

**BOOKS RECOMMENDED :**

1. Ferrel Hedy and Sybil : Papers in Comparative administrative stores (ed.)
2. Ferrel Hedy : Public Administration : A comparative perspective.
3. Preston le Breton : Comparative Administrative Theory.
4. Nimrod Raphaeli (Ed.) : Readings a Comparative public Administration.
5. James Tempson : Comparative Studies in Administration.
6. R. K. Arora : Comparative public Administration (in Hindi & English)
7. F. W. Riggs and (Ed.) : Methods and Priorities in the comparative Study of public administration.
8. Hermah Finner : Theory and practice of Modern Government
9. Mackenzie and Grore : Central Administration in Britain.
10. Ridley and Blondel : Public Administration in France
11. Mc Henry and Ferguson : The American System of Government.
12. T. N. Chatturvedi : Comparative public administration (only in Hindi)

**PAPER - III**

**DEVELOPMENT ADMINISTRATION**

(Paper Code - 0396)

- UNIT-I** Concept, Importance, and Scope of Development Administration Evolution of the theory of Development Administration public Administration and Develop. Administration Development-Non-Development Dichotomy. Concept of Administrative Development.
- UNIT-II** Concept of Development and modernisation Concept of Economic Development, Political Development and Social Change Features of Public Administration in Development Countries.
- UNIT-III** Planning Machinery in India at Central and State level. Forms and patterns of public

Enterprises with reference to India Command Area Development and Integrated Rural Development : Their Purpose and Organisational setup.

**UNIT-IV** Rural Development - its concept, Environmental Factor in Rural Development : Dimensions of Rural Poverty : Rural Development policy and strategy.

**UNIT-V** Approaches to Rural Development - a brief Survey of Various Rural Development Scheme i. e. community Development projects Integrated Rural Development programme, Antyodaya etc Administration for Rural Development.

**BOOKS RECOMMENDED :**

1. Avasthi and R.K. Arora (Ed.) : Bureaucracy and development in India
2. S.P. Verma and S.K. Sharma : Development Administration
3. C. N. Bhalerao (Ed.) : Administration, politics and Development in India.
4. R. Braibanti and J.J. Spengler : Administration and Economic development in India.
5. V.A.Pal Panardiker (Ed.) : Frontiers of development administration.
7. U.N.O. : Development Administration. Current Approaches and Trends in Public Administration for National Development.
8. S. K. Sharma (Ed.) : Dynamics Development (Two Volumes.)
9. Arwing Swerdlow (Ed.) : Development administration concepts and problems.
10. Edward Weidner (Ed.) : Development Administration in Asia.
11. Tarlok Singh : India's Development Experiences.
12. O.P.Dwivedi & R.B.Jain : India's Administration State
13. R. B. Jain : Bureaucratic Values in Development
14. C. M. Jain : Dynamics of Development Administration.
15. Journal of Social and Economic studies, Vol.-2 No.-4 (October December 1985).

**PAPER - IV (A)**

**LOCAL SELF GOVERNMENT IN INDIA**

(Paper Code - 0397)

**UNIT-I** Meaning of Local self Government; Essential features, scope and importance of Local self Government.

**UNIT-II** Evolution of Local Self Government in India.

**UNIT-III** Organisation and Functions of Municipalities/Municipal corporations; Municipal Personnel Municipal Finance Committee System State Control over the Municipal Administration, problems of Municipal Administration with reference to urban Development.

**UNIT-IV** Concept of Panchayati Raj; Organisation and working of the three tier panchayati Raj institutions; State control over P.R. Institutions.

**UNIT-V** Political parties and pressure politics in Local self Government, Official and Non Official Relationship (Deliberative-Executive Relationship) Reforms in Local self Government.

**BOOKS RECOMMENDED :**

1. S.R. Maheshwari : Local Government in India (in Hindi & English)
2. S. R. Nigam : Local self Government
3. Hugh Thinker : The foundations of Local self Government in India, Pakistan and Burma
4. Harold, F. Alderfer : Local Government in Developing Countries.
5. G. Ram Raddy : Panchayati Raj in India

- 6 R. B. Jain (Ed.) : Panchayati Raj
- 7 R. Argal : Municipal Government in India.
- 8 V.V.Rao & NiruHazarika : Local Government in India.
- 9 Publications on municipal Administration by the Indian Institute public Administration (I.I.P.A.)
10. H. C. Sharma : Local Government in India (in Hindi)
11. V. M. Sinha : Bharat me Nagriy Sarkar
12. Ashok Sharma : Local Government in India (in Hindi)

**PAPER - IV (B)**

**PUBLIC SECTOR MANAGEMENT AND INDUSTRIAL RELATION**

**(Paper Code - 0398)**

- UNIT-I** Nature of public utilities and their regulation. The role of public enterprises in national economy problems of Nationalisation.
- UNIT-II** Forms of Organisation, Government control, parliamentary accountability.
- UNIT-III** Managerial personnel, Finance Princing. The consumer and Public Enterprises.
- UNIT-IV** Problems of Industrialisation The Social structure of Industry.
- UNIT-V** Labour welfare and its influence on Industrial efficiency Industrial housing and slum clearance Role of trade unions. Social security in India U. K. and U.S.A. (while the study will be made in relation to the situation in India brief outline of the problem obtaining in U.K. andU.S.A. shalls also be given with regard to management of public Enterprises.)

**BOOKS RECOMMENDED :**

- 1 S. S. Khera : Government in Business
- 2 A. H. Hanson : Public Enterprises and Economic Development
- 3 Laxmi Naranin : Principles and practice of public Enterprise management
- 4 R. S. Arora : Administration of Government Industries.
- 5 W. A. Robson : Nationalised Industry and public Ownership.
- 6 N. N. Mallya : Public Enterprises in India Their Control and Accountability.
- 7 U.N.O. : Organisation andAdministration of public Enterprises Selected papers.
- 8 U.N.O. : Organisation, Administration and supervision of public Enterprises in Developing Countries.
- 9 B. C. Mathur : Lok Udhyog Kaprabandh (in Hindi)
10. A.R.C. : Report on public undertaking.

**PAPER - IV (C)**

**SURVEY REPORT**

Each candidate who offers this paper shall prepare a Survey report under the supervision of a meneber of the teaching staff He shall maintain a practical Note Book in which plans of Research design drafts of research instruments and Field notes will be regulary recorded The reports shall be based on first hand fild work done by the candidate. The study hall be approved by the Head of the Department.

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