



## M.A. in Public Administration

### 1<sup>st</sup> Semester

PAPERS CODE	PAPERS NAME	INTERNAL	EXTERNAL	TOTAL
MAPAD101	Administrative theories and management	40	60	100
MAPAD102	Comparative Public Administration	40	60	100
MAPAD103	Public Personnel Administration	40	60	100
<b>Total</b>		<b>120</b>	<b>180</b>	<b>300</b>

### 2<sup>nd</sup> Semester

PAPERS CODE	PAPERS NAME	INTERNAL	EXTERNAL	TOTAL
MAPAD201	Social Administration	40	60	100
MAPAD202	Administrative Law	40	60	100
MAPAD203	Politics and Administration	40	60	
<b>Total</b>		<b>120</b>	<b>180</b>	<b>300</b>

### 3<sup>rd</sup> Semester

PAPERS CODE	PAPERS NAME	INTERNAL	EXTERNAL	TOTAL
MAPAD301	Public Administration in India	40	60	100
MAPAD302	Economic Policy and Administration	40	60	100
MAPAD303	State Administration in India with Special reference to Rajasthan	40	60	100
<b>Total</b>		<b>120</b>	<b>180</b>	<b>300</b>

### 4<sup>th</sup> Semester

PAPERS CODE	PAPERS NAME	INTERNAL	EXTERNAL	TOTAL
MAPAD401	Optional Paper	40	60	100
MAPAD402	Optional Paper	40	60	100
MAPAD403	Optional Paper	40	60	100
<b>Total</b>		<b>120</b>	<b>180</b>	<b>300</b>

Optional Papers : Any three of the following :

Paper – I : Development Administration

Paper – II : Research Methodology and Statistics in Public Administration

Paper – III : Indian Constitution

Paper – IV : Urban Local Administration

Paper – V : Rural Local Administration

Paper – VI : International Organization and Administration

Paper – VII : Correctional Administration  
Paper – VIII : Labour Welfare Administration  
Paper – IX : Administrative Thinkers  
Paper – X : Dissertation

**M.A. in Public Administration 1<sup>st</sup> Semester**

**Paper – I : ADMINISTRATIVE THEORIES AND MANAGEMENT, Paper Code: MAPAD101**

**Duration : 3 Hours Max. Marks : 60**

**Section A**

Public Administration as a Social Science. Development of the Discipline of Public Administration. Contemporary approaches to the study of Public Administration – Behavioural, Systems and Structural – functional approaches. Its relation to Political Science, Economics, Sociology, Law and Psychology. Concepts of Formal Organization. Unity of command, Chief Executive, Division of work, Hierarchy, Span of Control, Line and staff with special reference to the contributions of Gulick, Urwick and Mooney.

**Section B**

Scientific Management : Contributions of Taylor and Fayol. Organizational analysis – Chester Basrnard. Hawthorne Experiments – Concept of Informal Organization.

Motivation, Morale with special reference to the contributions of Elton Mayo, McGregor, Herzberg, Maslow.

Administrative Behaviour – Decision Making (H. Simon).

**Section C**

Concept of Management and its techniques – Authority & Responsibility, Leadership. Supervision and control, Co-ordination, Communication, Public Relations, Centralization Decentralization. Delegation, Participative Management, Group dynamics Modern Aids to Management Automation – Cybernetics, PERT, CPM.

**Core Readings :**

1. Simon, Smithburg & Thompson : Public Administration

2. McFarland : Management Principles and Practices

3. प्रभु दत्त शर्मा : लोक प्रशासन

4<sup>th</sup> महादेव प्रसाद शर्मा : लोक प्रशासन-उच्चयसिद्धान्त तथा व्यवहार

5<sup>th</sup> अवस्थी एवं मोहेष्वरी : प्रशासनिक सिद्धान्त

**Subsidiary Readings :**

1. Haire : Modern Organization theory

**Journals :**

1. Indian Journal of Public Administration, New Delhi.

**Paper – II : COMPARATIVE PUBLIC ADMINISTRATION; Paper Code: MAPAD102**

**Duration: 3 Hours Max. Marks : 60**

**Section A**

Comparative Public Administration : Concept, Nature, Evolution, Scope and Significance.

Theory building in comparative Public Administration. Public Administration and Environment – Social Economics, Cultural and Political.

Approaches to the study of comparative Public Administration, Institutional, Behavioural, Systems, Structural – Functional, Ecological.

**Section B**

Max Weber's Typology of Authority and Administrative systems with particular reference to use of Ideal Type of Bureaucratic Model, Weber's Model and its utility and limitations in the context of Administrative systems of Third World.

Riggs typology of societies with particular reference to Prismatic Society, Sala Model and Prismatic society Revisited.

#### Section C

Salient features of Administration System of U.K., U.S.A., France, China and Bangladesh – Comparisons with Indian System.

#### Core Readings :

1. William Siffin (ed.) Towards the comparative study of Public Administration
2. H.H. Gerth and C. Wright Mills : Max Weber Essays in Sociology (Portions on Bureaucracy).
3. Herman Finer : Government of Greater European Powers.
4. टी. एन. चतुर्वेदी : तुलनात्मक लोक प्रशासन

#### Subsidiary Readings :

1. Guay Hathron, et. al. : Government Politics in the United States.

### **Paper – III : PUBLIC PERSONNEL ADMINISTRATION; Paper Code: MAPAD103**

**Duration : 3 Hours Max. Marks : 60**

#### Section A

Conceptual: Bureaucracy : Its nature and concept, recent trends and types of Bureaucracy with special reference to Morstein Marx. Development and significance of Public Services, Nature and scope of personnel administration, Human Resource Management. Neutrality of Civil Service. Ethics in Public Services.

#### Section B

The following topics to be discussed with reference to India : Classification, Recruitment, Union Public Service Commission, Salary, Training, Promotion, conduct rules and Disciplinary Action, Machinery for Negotiation – Joint Consultative Council – Comparison with Whitley councils, Political Rights and Right to Strike, Retirement Benefits.

#### Section C

The following topics to be discussed with reference to UK, USA and France : Classification, Recruitment, Training, Promotion, conduct rules and disciplinary action, Machinery for Negotiation, Political Rights and Right to Strike, Retirement Benefits.

#### Core Readings :

1. V.M. Sinha : Personnel Administration
2. वी. एम. सिन्हा : कार्मिक प्रशासन
3. सी. एम. जैन : सेवीवर्गीय प्रशासन

#### Subsidiary Readings :

1. Shriram Maheshwari : Higher Civil Service in France.
2. U.S. Government Manual
3. Gavin Drewy & Tony Butcher : The Civil Service Today

**M.A. in Public Administration 2<sup>nd</sup> Semester**

**Paper – I: SOCIAL ADMINISTRATION; Paper Code: MAPAD201**

Section A

Concepts, Meaning, Nature, Scope, Principles and Significance of Social Administration, Social Policy in India : Policy and problem perspective for the Welfare of S.C., S.T., Women and Children.

Social Legislations in India : Its inadequacies and suggestions.

Social Planning in India : Social Development under various Five Year Plans, Problems and Suggestions.

Section B

Organization : Social administration at the Central level Ministry of Welfare, its composition and working, department of Women and child development. Central Social Welfare Boards, its composition, functions and status. Social Administration at the State Level. State Social Welfare Advisory Board, its composition and functions.

Section C

Directorate of Social Welfare of Rajasthan. Social Administration at district level. Role of significance and problems of social welfare. Role of voluntary agencies and non-government organizations in India. Personnel system for social administration at various levels. Need for the creation of a special cadre of Social Administration Problem of Social Administration in India. Role of National commission for Women. National Commission on Human Rights and Commission for Scheduled Castes and Scheduled Tribes.

Readings :

1. G.B. Sharma : Social Administration in India.
2. T.N. Chaturvedi and Chandra Kholi (eds.) : Social Administration : Development and Change.

Journals :

1. Indian Journal of Social Work.
2. Social Welfare.

**Paper – II : ADMINISTRATIVE LAW; Paper Code: MAPAD202**

Section A

Public Law and Public Administration. Administrative Law – Its meaning, nature and scope.

Causes for its growth.

Constitutional Foundations of Administrative Law.

A. Rule of Law

B. Separation of Powers

C. Administrative Law and Constitutional Law – their relationship.

Section B

Droit Administration in France.

Administrative Law Making : Delegated Legislation/Subordinate Legislation – Meaning, nature and causes for its development. Forms of Delegated Legislation, Procedural safeguards and legislative control over delegated legislation. Concept of sub-delegation.

Section C

Administrative Decision Making : Administrative Tribunals – Meaning & Importance. Characteristics of Administrative Tribunals, Distinction between Tribunal and Court. Principles of Natural Justice.

Administrative Discretion – Meaning, Definition and Judicial Control over Discretion.

Judicial Review of Administrative Actions : Public Law Review – Writs of Mandamus, Prohibition and certiorari.

Liability of Administration – Contractual and Tortuous.

Readings :

1. I.P. Massey : Administrative Law.
2. B. Ganguly : Administrative Legislation in Modern Law in India.
3. M.C.J. Kagzi : Indian Administrative Law.
4. S.P. Sathe : Administrative Law in India.
5. M.P. Jain & S.N. Jain : Principles of Administrative Law.

Subsidiary Readings :

1. H.W.A. Wade : Administrative Law.
2. Wade and Philips : Constitutional Law.
3. C.T. Garm : Concerning English Administrative Law.

**Paper – III : POLITICS AND ADMINISTRATION; Paper Code: MAPAD203**

Section A

Approaches to the study of political system, Systems approach. Structural – Functional approach. Salient ideas of Plato. Aristotle. Kautilaya and Woodrow Wilson on political and administrative systems.

Section B

The concept of political system with special reference to the ideas of David Easton and Almond, Relationship between political and administrative systems with special reference to the impact of political parties and pressure groups, political culture.

Section C

Concept of Political Development. Factors influencing Political Development – Concept of Administrative Development, Relationship between Political and Administrative Development. Ideas of Michael Crozier. Karl Marx & Robert Merton on Bureaucracy, concept of Administrative State. Public Opinion.

Core Books :

1. Almond and Powell : Comparative Politics – A developmental Approach.
2. M.J.M. Mackenzie : Politics and Social Science.
3. देवकान्ता शर्मा : कौटिल्य के प्रशासनिक विचार
4. S.P. Verma : Modern Political Theory (English & Hindi)

Subsidiary Readings :

1. Swerdlow : Development Administration – Concepts and Problems.
2. Crozier : The Bureaucracy and Political Development.
3. Holt and Turner : Comparative Research Methods.

Journals :

1. Indian Journal of Public Administration (New Delhi).

**M.A. in Public Administration 3<sup>rd</sup> Semester**

**Paper – I: PUBLIC ADMINISTRATION IN INDIA; Paper Code: MAPAD301**

Section A

Historical Background of Indian Administration with special reference to influence of British period. Salient features of Indian Administration.

The Union executive – President. P.M. and Council of Ministers.

The Organization & Working of the Central Secretariat and the Cabinet Secretariat. Ministry of Home Affairs and Ministry of Personnel Pension and Public Grievances.

Section B

The Major forms of Public sector Enterprises – Department, Corporation and company.

Personnel administration – Classification of Indian Civil Services. Recruitment and Training of All India Services.

Financial Administration – Role of Ministry of Finance – Budget Formulation. Enactment and Execution. Comptroller and Auditor General of India.

Section C

Control over Administration – Parliamentary, Executive and judicial redressal of citizens' Grievances.

Administrative reforms with special reference to Administrative reforms commission and Sarkaria Commission.

Core Readings :

1. Ashok Chanda : Indian Administration.
2. C.P. Bhambhri : Bureaucracy and Politics in India.
3. Parmatma Sharan : Public Administration in India.
4. Avasthi & Avasthi : Public Administration in India.
5. पी.डी. शर्मा एवं बी.एम. शर्मा : भारतीय प्रशासन
6. S.R. Maheshwari : Indian Administration.
7. Ramesh Arora & Rajni Goyal : Indian Public Administration.

Subsidiary Readings :

1. Reports of the Parliamentary Committee (New Delhi).
2. S.R. Maheshwari : State Governments in India.

Journals :

1. Indian Journal of Public Administration (New Delhi).

**Paper – II : ECONOMIC POLICY AND ADMINISTRATION; Paper Code: MAPAD302**

Section A

Salient features of Developing Economics. The role of Government in Economic Development.

Nature and reasons of growing importance of Economic planning in under developed regions of the world with particular reference to India.

- A. The growth of the planning Idea.
- B. Machinery for Planning : Planning Commission. NDC.
- C. Process of Plan formulation and implementation.
- D. A brief survey of India's five year plans. A account of their achievements and failures.

Section B

Planning in Rajasthan with special reference to planning Machinery and planning process at Micro & Macro level. Planning process in the context of Democratic Decentralisation.

Impact of Planning on the Eco-Development in Rajasthan.

Administration, Problems related to implementation of plan.

Section C

Brief analysis of Industrial policy resolution and new Eco. Policy resolution.

Principle forms of Organization of Public enterprises.

Departments, Statutory corporation and joint stock companies, public sector corporation.

Nature, Computation, composition and problems of governing boards.

Administrative problems relating to recruitment. Training and Industrial relations in Public enterprises.

Administrative problems related to resources mobilization disinvestment and privatization, parliamentary and Ministerial control over public enterprises, role of C.A.G. in financial control of Public enterprises.

Performance of Public enterprises in India and their impact on Economic Development in India.

Core Readings :

1. S.S. Khera : Management and Control in Public enterprises.
2. V.V. Ramanandan : Control over Public Enterprises in India.
3. S.S. Khera : Government in Business.
4. Administrative Reforms Commission report on Planning.

Subsidiary Readings :

1. N.N. Mallay : The Public Sector in India.
2. Jain Prakash : Arthik Niti Avam Prashasan.
3. T. Ramaswami : Public Enterprise in India.
4. K.K. Khanna : Management of Public Sector.

**Paper – II; State Administration in India with Special Reference to Rajasthan; Paper Code: MAPAD303**

Section A

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

The following topics will be studied with particular reference to Rajasthan – Political, Economic and Socio-cultural Ecology of State Administration, Organization of State Secretariat and its working, Cabinet Secretariat, Role of Chief Secretary, Patterns of Department Structure, Organization and role of the Departments of Home. Finance, Personnel. Administrative reforms, Office of Divisional Commissioner : Postdating powers and functions.

Section B

Organization and working of Special Schemes and Integrated Rural Development Department.

The Directorates and their position in State Administration – Secretariat – Directorate relationship, organization and role of Directorates of college education, Tourism and of Industries.

State Enterprises : Forms, Boards control, Specific Study of Rajasthan State Road Transport Corporation, Rajasthan Industrial Development and Investment Corporation, Rajasthan Tourism Development Corporation, Board of Revenue.

Section C

Planning Administration at the State Level in Rajasthan: Plan formulation, Implementation, Monitoring and Coordination.

Personnel Administration: Recruitment of Civil Services and the role of RPSC, Training and Promotion, Rajasthan Civil Service Appellate Tribunal.

Police Administration: Organization and Working of Police at State and District Levels.

Removal of Public Grievances, Lok Ayukta, Administrative reforms and innovations in State Administration.

Subsidiary Readings :

1. Mohan Mukherji, (ed.) : Administrative Innovations in Rajasthan.
2. चन्द्रमौलि सिंह एवं अन्य : राजस्थान में राज्य प्रशासन
3. Meena Sogani : The Chief Secretary of India.
4. Satish K. Batra : Legislative Control over Public Enterprises.
5. रविन्द्र शर्मा : राज्य प्रशासन

**M.A. in Public Administration 4<sup>th</sup> Semester**

OPTIONAL PAPERS

**Paper – I: DEVELOPMENT ADMINISTRATION; Paper Code: MAPAD401**

## Section A

Development Administration : Meaning, nature, Scope, Significance, Ecology of development Administration. Political, Economic, Social and Cultural Influences on development administration and the impact of administrative system on political, economic, social, cultural and technological change. Examples to be given from India. China and Nepal.

## Section B

Features of the administrative systems in China, Nepal and Philippines with specific reference to :

A. Role of Bureaucracy in Economic Development.

B. Role of Bureaucracy in Social Change.

## Section C

Sustainable Development, Environment and Development. Administration of Development, Plans. Programmes and projects. Responsive Administration. People's Participation in Development Process. This section will focus on the Indian experience.

Core Readings :

1. Edward Weidner (ed.) : Development Administration.
2. Joseph La Palombara (ed.) : Bureaucracy and Political Development.
3. R.S. Chauhan : The Political Development of Nepal.
4. A.R. Tyagi : The Civil Service in a Developing Society.
5. Prita Joshi : Vikas Prakashan

Journals :

1. Indian Journal of Public Administration (New Delhi).

## **Paper – II : Research Methodology and Statistics in Public Administration; Paper Code: MAPAD402**

## Section A

Research Methods : Subject and object of Methodology : Task and role of research methodology in social sciences with special emphasis on Public Administration.

The Scientific Method : Meaning and Definition of scientific methods, Basic elements of scientific method deductive and inductive method.

Relationship of theory and fact – theory building in Public Administration. Concept law, theory and hypothesis their definitions and relationship.

## Section B

Nature of Scientific Social study :

The research design : Definition of the problem and formulation of 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, Content Analysis, report preparing, case study method – its role and significance in Public Administration.

## Section C

Elementary Statistical Techniques :

Problems of Measurement in Social Research, Levels of Measurement, Normal, Ordinal, Interval and Ratio Scales, Nature and Definition of Statistics, Meaning of the Statistical Units, Variables, Frequency Distribution, Measures of Central Tendency, Quartiles, Measures of Dispersion, Range, Semi-Inter quartile range. Mean Deviation, Standard Deviation, Coefficient of Variation. Skewness. Coefficient of correlation - Pearson and Rank.



Sampling – Random, Stratified, Multi-Stage, Systematic, Cluster, Convenience, Judgment and Quta Sampling.

Core Readings :

1. Pauline V. Young : Scientific Social Surveys and Research (4 th Edn.).
2. W.J. Goode & Paul H. Hatt : Methods in Social Research.
3. Simpson and Kafka : Basic Statistics.
4. Hubert Blalock Jr. : Social Statistics.

Subsidiary Readings :

1. Anderson and Zeldith : A Basic Course in Statistics.
2. R.S. Atthriya : Ten Case Studies in Research and Development.

### **Paper – III : INDIAN CONSTITUTION; Paper Code: MAPAD403**

Section A

1. Development of Indian Constitution since 1858 with Special reference to the Government of India Act 1919 and 1935 (Salient features).
2. Citizen and the State : Fundamental Rights, directive Principles of State Policy. Fundamental Duties.
3. President : Position, election Process, Powers and relationship with the Prime Minister and the Council of Ministers.
4. Parliament : Lok Sabha and Rajya Sabha, Composition, Powers and Mutual Relationship.

Section B

5. Judicial system in India : Supreme court and High courts – Organization and powers.
6. State Executive : Governor – Position, Powers and relationship with the President, Chief Minister and the Council of Ministers.
7. State Legislature : Legislative Assembly and Legislative Council, composition, powers and functions.
8. Union State Relations : Legislative, Financial and Administrative.

Section C

9. Civil Services under the Indian Constitution.
10. Emergency Provisions – External emergency, Internal emergency and Financial emergency.
11. Amendment Procedure of the Constitution.

Core Readings :

1. M.P. Singh : Constitution of India.
2. D.D. Basu : Constitution of India.
3. Pylee : Constitutional Government in India.
4. Palmer : Indian Political System.
5. एम.पी. राय : भारतीय संविधान

Subsidiary Readings :

1. D.K. Sen : Parliamentary Democracy in India.

### **Paper – IV : URBAN LOCAL ADMINISTRATION; Paper Code: MAPAD404**

Section A

The process of urbanization, urban growth and Metropolitanisation, consequences of these on urban environment. Urban services and infrastructure. The significance and scope of urban Administration. Role of urban Local Government in the Management of urban Environment in the context of 74 th Constitutional Amendment.

The structure and Pattern of urban local government in UK, USA and France.

#### Section B

Municipal administration in India : The 74 th Constitutional amendment Act, 1992. Patterns of urban Local Bodies viz. : Municipal corporations, Municipal councils and Nagar Panchayats and other units of urban administration, Composition, structure. Functions and the Executive Systems with Special reference to relations between elected and appointed functionaries.

Decentralization of Municipal administration in large cities. The committee system their Utility and Effectiveness.

Municipal personnel system : Recruitment and Training.

Municipal finances : Revenue Structure, Inter government Fiscal relations, State Finance commission and its role in enhancing Municipal Fiscal capability.

#### Section C

Municipal corporations of Calcutta, Bombay and Delhi Urban Development Authority, Urban Improvement. Trust. Recent challenges and Major Problems of urban Administration, relation between urban local bodies and State Administration.

Reforms in Urban Local Administration.

Core Readings :

1. R.L. Khanna : Municipal Government and Administration.
2. Blaif : Local Self Government in America.
3. Chapman : An introduction to French Local Government.

Subsidiary Readings :

1. R. Argal : Municipal Government in India (Delhi, Vikas Publishers).
2. Mand & Wood : Local Government System.
3. Humears : Local Governments throughout the World.

### **Paper – V : RURAL LOCAL ADMINISTRATION; Paper Code: MAPAD405**

#### Section A

The History of Rural Local Government in India. The pattern and Structure of rural Local government in India. The 73 rd constitutional Amendment in India. The concept of Panchayati Raj.

Panchayati Raj in India (with special reference to Rajasthan) Organization, Structure, powers and functions and the executive system of Zila Parishad, Panchayat Samiti, Gram Panchayat, Gram Sabha – their institutional relationship.

The concept of community development, History, Objective, Human factors in Community Development.

#### Section B

Panchayati Raj as Agencies of Planning and development. The position, owners, functions and relevance of district development officer, Block development officer and Village Level Worker.

The Position, powers and functions of Zila Pramukh, Pradhan and Sarpanch.

Recruitment, Training and Education of officials and non-officials in Panchayati Raj.

Relationship of Panchayati Raj Institutions with Government Agencies and Departments.

#### Section C

Some emerging trends in relationship of Political parties and Panchayati Raj.

The official and Non-Official relationship. The Organization and working of Special Schemes like Integrated Rural Development Program (IRDP), Organization and Functions of District Rural Development Agency (DRDA).

State Control over Panchayati Raj Institutions.

Finances of Panchayati Raj Institutions, State Finance Commission and its role in augmenting Panchayati Raj Finances. Emerging Trends and recent Challenges before Rural Local Administration. The role of Panchayati Raj Institution in environment improvement.

Core Books :

1. B.S. Khanna : Panchayati Raj in India : National Perspective and State Studies, New Delhi, Deep & Deep. 1994, P-431, Rs. 400/-.
2. Iqbal Narain and P.C. Mathur : Panchayati Raj – Old Controls and new challenges.
3. M.A. Mutallib and M.A.A. Khan : Theory of Local Government.
4. Kuldeep Mathur : Bureaucratic Response to Development.

Subsidiary Readings :

1. Pai Panandikar : Personnel System in Development Administration.

Journals :

1. Indian Journal of Public Administration, N.Delhi.

## **Paper – VI : INTERNATIONAL ORGANIZATION AND ADMINISTRATION; Paper Code: MAPAD406**

### Section A

Evolution of Internationalism in Thought and Practice : Development of International Institutions.

Pacific Methods for the settlement of International disputes : Negotiation, Inquiry, Mediation Arbitration Judicial settlement and others.

A brief history of the League of Nations – Origin, Development, Structure, Functions of its various organs : Appraisal, causes of decline and its contributions, process of its liquidation.

The formation of the United Nations. Charter, background study drafting, purposes and principle conditions of membership. Implementation withdrawals and expulsion process.

### Section B

Various organs of the United Nations – Composition, powers, functions and voting procedure of General Assembly, Security Council. Economic and Social council, Trusteeship council.

International court of Justice – A comparative study with similar organs of the League of Nations, their working and critical assessments.

U.N. Secretariat – Structure, Organization, Role of Secretary General.

### Section C

Personnel Administration-Problem of International Civil Services.

Budgetary support from International Organizations.

U.N. Development Programs and their working Administration and coordination Committee.

A critical appraisal of the U.N. Revision of the Charter.

Specialized Agencies : Their creation nature, working relationship with Social and Economic council in particular and U.N. in general.

The Composition, Functions and working of :

1. International Labour Organization (ILO).
2. The UNESCO
3. Food and Agriculture Organization (FAO).
4. World Health Organization (WHO).
5. World Bank.

Core Readings :

1. Ohodsich : The United Nations.
2. Goodrich : The Nature & Functions of International Organization.
3. Chase : The United Nations in Action.

Subsidiary Readings :

1. Leonard : International organization.

2. एम.पी. रॉय : अन्तर्राष्ट्रीय नवजयत्रीय संगठन

**Paper – VII : CORRECTIONAL ADMINISTRATION; Paper Code: MAPAD407**

**Section A**

Nature of the problems of crime and delinquency, individual and social factor in crime such as personality, heredity, ecology, home neighborhood and society. Social defence, Philosophy, concepts and legislation of care, offenders against law. Nature and problems of correction of adult offenders and juvenile delinquents with special reference to India, changing concepts of penology and correction, development of correctional administration for adult offenders and juvenile delinquents in India.

**Section B**

Correctional Service : Juvenile courts, prohibitions services for adult and children, remand homes, certified schools, reformatories. Brostals Prisons, Rescue Homes.

The Emergence of prison system in 19 th and 20 th centuries, adequacy and inadequacy of prisons

Administration of prisons, their daily routine, educational, vocational, recreational, health and social services in prisons, prison labour, prison security, classification of prisoners, self-government in prison, premature release and preparation to release, special types of institutions for women, youth, mentally deficient and mentally sick, all with special reference to Indian practices.

**Section C**

Probation and parole, their principles and practices in India. The problems of release, after care and rehabilitation, nature and extent of after care service, the development in India. Personnel for correctional administration – The problem of job classification, recruitment and training.

Policy organization and Judicial system – their role in correctional and preventive program.

Probation workers and police and Judicial administration, prevention of crime, responsibility of the government, voluntary agencies and the community through strengthening of social for public morality, family milieu and society at large.

Core Readings :

1. Paripurananand Verma : Crime Criminal and convict (Ram Prasad and Sons) Agra.

2. Hansa Sheth : Juvenile Delinquency in an Indian setting Popular Book Depot, Leamington road, Bombay.

3. D. Dressler : Practice and Theory of Probation parole.

Subsidiary Readings :

1. Paul W. Tappan : Juvenile Delinquency, McGraw Hill Book Co., New York.

2. A.R. Wadia (Ed.) : History and Philosophy and Social Work in India. Allied Publishers, Bombay.

3. B.K. Bhattacharya : Prison, S.C. Sarkar and Sons Pvt. Ltd., Calcutta.

4. Central Social Welfare Board : Report of the Advisory committee on After Care Programs, Publication Division, Delhi.

5. Central Social Welfare Board, Report of the Advisory Committee on Social and Moral hygiene, Publication division, Delhi.

**Paper – VIII : LABOUR WELFARE ADMINISTRATION; Paper Code: MAPAD408**

**Section A**

Meaning, Nature and Scope of Labour Welfare. Principles of Labour Welfare Administration.

Organization and Functions of Ministry of Labour. Employment and Rehabilitation, Office of the Chief Labour Commissioner. Organization and functions of Central Labour Bureau.

Organization and Working of State Labour Department and Directorate of Labour.

#### Section B

Brief History, Organization, Functions and Shortcomings of trade unions in labour administration in India.

ILO (International Labour Organization) : Powers and functions, ILO's

Impact on Labour Policy in India. Labour Policy and legislation in India. Industrial Relations in India.

Worker's Education and Training, housing policy and Health Hazards in INDIA. Workers participation.

#### Section C

The following Labour Laws are included in the course :-

1. Factories Act, 1948
2. Industrial Dispute Act, 1947
3. Trade Union Act, 1926
4. Minimum Wages Act, 1948
5. Payment of Wages Act, 1936
6. Employee's State Insurance Act, 1948
7. Employee's Provident Fund Act, 1952
8. Industrial Employment (Standing Order) Act, 1946

Books Recommended :

1. K.N. Vaid : Labour Welfare in India.
2. S.D. Punekar and Others : Industrial Relations and Trade unionism
3. Labour Laws and labour relations, ILO.
4. C.M. Subramaniam : Labour Management Relations in India.

#### **Paper – IX : ADMINISTRATIVE THINKERS; Paper Code: MAPAD409**

##### Section A

Administrative Ideas of Kautilaya. Henri Fayol and F.W. Taylor with particular reference to :

1. Kautilaya:
  - (i) The machinery of government
  - (ii) Principle of authority and obedience
  - (iii) Law & order administration
2. Henri Fayol
  - (i) Managerial Activities
  - (ii) Principles of Organization
  - (iii) Administrative Training
3. F.W. Taylor
  - (i) The Analysis and Planning of Work Process
  - (ii) The Scientific Management Movement
  - (iii) Impact of Taylorism on Organization Theory

##### Section B

Administrative Ideas of Max Weber, Chester Barnard and Herbert Simon with special reference to:

1. Max Weber
  - (i) Authority and Legitimacy
  - (ii) Ideal Typical Model of Bureaucracy
2. Chester Barnard
  - (i) Organization as a consciously coordinated cooperative system
  - (ii) The Contribution – Satisfaction Equilibrium
  - (iii) Formal and Informal Organization
  - (iv) Authority and Responsibility
3. Herbert Simon

- (i) Decision making as Heart of Administration
- (ii) Stages in Decision making process
- (iii) Rationality in decision making
- (iv) Satisficings Vs. Optimizing Man
- (v) Concept of Administrative and Economic Man.

#### Section C

Administrative Ideas of McGregor, Likert and F.W. Riggs with Special reference to :

##### 1. McGregor

- (i) Theory 'X' and Theory 'Y'
- (ii) Scandlon Plan
- (iii) Conflict Management

##### 2. 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) Development Administration
- (v) Prismatic Society revisited

#### Core Books :

1. Chester Barnard : The Functions of the Executive
2. Tilest. Kempner and Mills : Management Thinkers
3. March and Simon : Organization
4. S.S. Ali : Eminent Administrative thinkers
5. Marina Pinto – Administrative Thinker
6. प्रसाद एवं अन्य : प्रशासनिक चिन्तक

#### Subsidiary Readings :

1. Nicolos P. Mouzelis : Organization and Bureaucracy
2. Katz and Kahn : The Social Psychology of Organization
3. Riggs : The Ecology of Public Administration