

## ***M2PAD02-CT-08- Administrative Law***

### **Unit-I**

Administrative Law—meaning, scope, causes of its growth, source of Administrative Law, *Droit Administratif*—meaning and features.

### **Unit-II**

Natural Justice—meaning and principles. Rule of Law—meaning. Evolution of Dicey's thesis, exceptions to Rule of law, Procedural Effects of *Ultra Vires*.

### **Unit-III**

Delegated Legislation—meaning, causes of its growth, classification, advantages and disadvantages, control over delegated legislation procedural, parliamentary and judicial.

### **Unit-IV**

Administrative Adjudication—meaning, difference with judicial process, Reasons for its growth, merits and demerits.

Administrative tribunals with special reference to CAT and Railway Rate Tribunal.

### **Unit- V**

Role of administration and bureaucracy in delegated legislation. Challenges and threats of delegated legislation. Status of delegated legislation in other countries.

### **Books Recommended**

1. Basu, D.D., Administration Law, Prentice Hall of India New Delhi, 1986.
2. Jain, M.P. and Jain, S.N, Principles of Administrative Law Bombay, N.M. Tripathi, 1979.
3. Joshi, J.C., Administrative Law, Allahabad Agency, 1984.
4. Kesri, U.P.D., Administrative Law, Allahabad Central law Agency, 1988.
5. Markess, A., Judicial Control of Administrative Action in India, Madras, MIJ, 1956.
6. Cecil Carr, Delegated Legislation, Cambridge, Cambridge Univ. Press, 1921.
7. Kagzi, M.C.J, Indian Administrative Law, Delhi, 1973.
8. Lokendra Malik and Anjum Hasan, Selected Reflections on Indian law and Governance, Satyam law international, New Delhi, 2015.

### ***M2PAD03-CT-09- State Administration***

#### **Unit-I**

Structural evolution and reorganization of states, linguistic principles, position of states in India. Emergence of Rajasthan. Centre-State relationship.

#### **Unit-II**

The office of the Governor, Chief Minister and Council of Ministers. State Secretariat and its working. Cabinet Secretariat. Role of Chief Secretary.

### **Unit-III**

Office of the Divisional Commissioner -Position Powers and Functions. District Administration: Role of Collector. District Development Administration, Board of Revenue.

### **Unit IV**

Directorates and their position in State Administration, Secretariat-Directorate Relationship, State level planning machinery, District planning Committee.

### **Unit- V**

Recruitment of Civil Servants, Role of RPSC, Training of Civil Servants, Rajasthan Administrative Tribunal.

#### **Books Recommended:**

1. Mukherjee, Mohan (ed.): Administrative Innovations in Rajasthan.
2. Mukherjee, Mohan: Non Story of a Chief Secretary during Emergency etc.
3. Sharma, V.D.: Through To Systems.
4. Singh, Chandra Mauli *et al.*: Rajasthan me Rajya Prashasan (Hindi).
5. Meena, Sogani: The Chief Secretary of India.
6. Khandelwal, R.M.: State Level Plan Administration in India.
7. Batra, K. Satish: Legislative Control over Public Enterprises.
8. Sharma, Ravindra: Rajya Prashasan (Hindi).

## ***M2PAD04-CT-10-Development Administration***

### **Unit-I**

Concept of Development, Development and its dimensions, problems and prospects of Development and approaches of Development. Role of Administration in the field of Development. Anti Development thesis.

### **Unit-II**

Concept, Nature and scope of Development Administration. Features and significance of Development Administration. Objectives of Development Administration. Development Administration and Non-Development Administration Dichotomy. Ecology of Development Administration. Changing profile of Development Administration.

### **Unit-III**

Concept , tools and Need of Administrative Development. Problems and sources of Administrative Development. Institutional and organizational arrangement for improving Administrative capability.

### **Unit-IV**

Bureaucracy and Development, Strong State v/s Market debate. countries. Development Administration and administrative. NGO's and Development Administration.

### **Unit- V**

Citizen's participation in Development Administration. Sustainable Development. Millennium Development goals of United Nations. Role of civil society in development.

### **Books Recommended:**

1. Verma, S.P. and Sharma, S.K. (ed.): Development Administration, New Delhi, JIPA.
2. Bhalerao, C.N. (ed.): Administration, Politics & Development in India. Bombay, Lai Pani Pub. House, 1972.
3. Braibhanti and Spengler, J.S.: Administration and Economic Development in India. Duke Univ. Press.
4. Sharma, S.K. (ed.): Dynamics of Development (two volumes). New Delhi, Concept Publishing House.
5. Fred, W. Riggs (ed.): Frontiers of Development Administration. Durham, NC Duke Univ. Press.
6. Joseph, La Palombara (ed.): Bureaucracy and Political Development. Princeton, NBJ Princeton Univ. Press 1963.
7. Cherry Oertzel, Maur Goldschmidth and Donald Rotchild: Government and Politics in Kenya, Nairobi, 1970.
8. Roy Macridis and Brown: Comparative Politics, 4<sup>th</sup> Ed., Hon wood Dorsey Press, 1972.
9. Joshi Preeta, Vikas Prashasan, RBSA, Jaipur.
10. Palekar S.A., Development Administration, PHI, New Delhi, 2012.
11. S.L.Goel, Development Administartion : Potentialities and Prospects, Deep and Deep Publishing, New Delhi, 2009.

## ***M2PAD05-CT-11-Urban Governance***

### **Unit-I**

Evolution of urbanization in India. Importance and scope of urban administration. Master plans and challenges before urban bodies. Urban amenities and local requirements.

### **Unit-II**

Municipal governance in India. Impact of 74<sup>th</sup> Constitutional Amendment Act, 1992. Metro cities and their problems.

### **Unit-III**

Types of urban local bodies in India. Structure and functions of urban Local Bodies - Municipal Corporation, Municipal Councils and Municipalities.

### **Unit-IV**

Committee System in municipal governance .Municipal Personnel: Recruitment and Training. Municipal Finance, Control over Urban Local Bodies.

### **Unit-V**

Role of central ministries in urban development. National programmes for urban development and slum development. Concept and implementation of smart city.

### **Books Recommended:**

1. Agarwal, R.: Municipal Government in India.
2. Bhattacharya, M.: Management of Urban Government in India.
3. Munro: The Government of American Cities.

4. Chapman: An Introduction to French Local Government.
5. Herman Finer: English Local Government.
6. Maheshwari S .R., *Bharat mein isthaniya prashasan*.
7. Nigam, S.R.: Local Self Government.
8. Martin Cross and David Mallen: Local Government System.
9. Bhattacharya, M. : Municipal Government—Problems and Prospects.
10. Mukhopadhyay, Ashok : Municipal Government and Urban Development.
11. Sharma Ashok, *Bharat mein isthaniya prashasan*, RBSA Publishers, Jaipur, 2013.
12. T.R. Raghunandan ( Ed.), Decentralization and Local Government, Orient Blackswan, New Delhi, 2012.

### ***M2PAD06-CT-12- International Organizations***

#### **Unit-I**

International Organizations : Meaning ,nature, scope, growth and development.  
 Pacific Methods for the settlement of International disputes Negotiation, Inquiry, Mediation, Arbitration, Judicial Settlement and others.

#### **Unit-II**

Agencies and institutions for International Organization—League of Nations. The formation of UN, Admission of States: UN—Its specialized agencies, their creation, nature, working, relationship with social and economic council in particular and the UN in general.

### **Unit-III**

International Administration : History of Development of the International Administration. The place of international Administration in modern world and causes for increasing importance of International Administration. International Civil Services.

### **Unit-IV**

The composition, functions and working of- International Labour Organization (ILO), The UNESCO, Food and Agricultural organization (FAO) , World Bank and World Health Organization (WHO).

### **Unit- V**

An assessment of the working of the UN since its inception up to present. Role of UN in solving world problems. World after cold war era. United Nations Peace Keeping Forces.

#### **Books Recommended:**

1. Goodspeed, Stephens: The Nature and Functions of International Organization, New York, Oxford Univ. Press, 1971.
2. Goodrich, M.L. and Hampro : Charter of the United Nations, Contemporary and Documents, Columbia University Press, 1971.
3. Scot, George : The Rise and Fall of the League of Nations Hutchinson of London, 1973.
4. Everyman's United Nations (1945-65) : 8<sup>th</sup> Ed., United Nations, New York, 1968.



5. Luard, Evan: The United Nations—How its and What it Does, Macmillan, 1979.

## ***M2PAD01-Skill- 01- Office Administration***

### **Unit-I**

Meaning, nature and importance of an office. Offices in administrative agencies. Basic requirements of an office. Relationship between Head quarter and field agencies. Administrative work distribution in India. Flag code of india

### **Unit-II**

Provisions in Central Secretariat Office Procedure Manual, Secretariat manual, Govt. of Rajasthan. Noting, drafting, filing system and record and information management.

### **Unit-III**

Reception and hospitality, Receipt and dispatch, Meetings, transport and travel arrangements. Communication and letters- official and demi -official , circulars, orders and notices.

### **Unit-IV**

Establishment- Human resource management, Accounts , audit and finances, Bills and registers, Procurement , inventory, stock and stores, sales, marketing and customer services.

## **Unit- V**

Pest control and safety measures. Safety measures and security rules . Ant- theft mechanism. Co-ordination with district administration and renting the office to other agencies.

### **Books Recommended**

1. Central Secretariat Office Procedure Manual, Govt. of India
2. Secretariat Manual , Govt. of Rajasthan.
3. Gibson, Pattie, Administrative Office Management, Complete Course, Cengage Learning, 2004
4. Balchandran, Office Management, Tata Mc Graw Hiil, New Delhi,2009.
5. Schulze, William J, Office Administration, Mc Graw Hill Co., New York, 1919.

## ***M3PAD01-CT-13-Indian Administrative System-II***

### **Unit-I**

Salient features and value premises of Indian administration. Constitutionalism. Political and administrative culture. Bureaucracy and democracy.

### **Unit-II**

Major issue areas in Indian Administration: Political and permanent executives dispute. Generalist and specialist in Administration. Integrity in Administration.