

18. Chandrakant, L.S. : Educational Administration—What it Means.
19. Simon, Hebert, A. : Administrative Behaviour.

M4PAD01-CT-19-Research Methodology in Public Administration

Unit-I

Meaning and types of research. Steps of scientific method. Meaning and features of social research, scientific types of social research, objectivity in social research.

Unit-II

Research Design—meaning, types and its formulation. Hypothesis—meaning, importance, sources and types. Qualities of a workable hypothesis, difficulties in the formulation of hypothesis. Variables in social research.

Unit-III

Data collection—sources of data collection: primary and secondary, techniques of data collection- observation, interviews, questionnaire and schedule, case study. Sampling—meaning, merits and demerits, types and procedure of selecting a representative sample.

Unit-IV

Processing and Analysis of Data. Content analysis. Classification and tabulation of data. Statistical tools for data analysis. Measures of central tendency—mean, mode and median, mean deviation and standard deviation, correlation.

Unit- V

Hypothesis testing- Parametric and non- parametric tests. Report writing. Citation in Research paper and thesis. Theory building in social sciences.

Books Recommended:

1. Moser, C.A. and Kalton, C.: Survey Methods in Social Investigation, London, 1974.
2. Young, P.V.: Scientific Social Survey ad Research. New Delhi. Prentice Hall of India, 1979.
3. Clair Seltiz: Research Methods in Social Relations, New York, Rinehart and Winslen, 1976.
4. John Galtung: Theory and Methods of Social Research, New York, Columbia Univ., 1967.
5. Shukla and Trivedi (Hindi): Research Methodology, College Book Depot., Jaipur.
6. David Machmias and Chava Machmias: Research Methods in Social Sciences. New York, St. Murthin Press, 1981.
7. Kothari, C.R.: Research Methodology, Methods and Technique, New Delhi, Willey Eastern Ltd., 1986.
8. Kerlinger, F.N.: Foundations of Behavioural Research, New York, Holt, Rinchan and Winston, 1973.

M4PAD01-CT-20- Project work- Dissertation

Students will accomplish a project work on the selected topic and submit a dissertation under supervision of a faculty member.

M4PAD- A1 -ET-21- Financial Administration

Unit-I

Financial Administration—Evolution, meaning, nature, scope and objectives. Agencies and significance of financial administration. Financial administration under capitalists, socialists and mixed economy

Unit-II

Budget-meaning, principles and essentials of budget. Types of budgeting—line-item, performance and zero based. . Concept of deficit financing and its remedies.

Unit-III

Budgetary Process—formulation, enactment and execution of budget. Budget as an instrument of Administration and economic development. Fiscal federalism in India, Finance Ministry's control over public finance, role of finance commission.

Unit-IV

Parliamentary Control over public finance, PAC, Estimate Committee, Committee on public undertakings, CAG, Accounting and auditing system in India.

Unit- V

Financial reforms in India. Financial responsibility and budgetary control. Goods and service tax (GST) – major issues. Finance for governmental development schemes .

Books Recommended:

1. Lall, G.S.: Financial Administration in India, Delhi, HPJ Kapoor, 1969.
2. Sundhram, K.P.M. : Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
3. Wattal, P.K.: Parliamentary Financial Control in India. Bombay, Minerva, 1962.
4. Chaturvedi, T.N. and Harda, K.L. : Financial Administration, New Delhi, IIPA, 1992.
5. Handa, K.L. (ed.): Financial Administration, New Delhi, IIPA, 1986.
6. Thavaraj, M.J.K. : Financial Management of Government. New Delhi, S. Chand, 1978.
7. Radheysham : Financial Administration, New Delhi, Surjeet Book Depot., 1992.
8. Gautam, E.N. : Bhartiya Vitt Prashasan, Chandigarh, Haryana Sahitya Academy, 1993.
9. Mookerjee, S.S : Financial Administration in India, Delhi, Surjeet Book Depot, 1980.
10. Singh Sahib and Singh Swinder : Personnel and Financial Administration, Chandigarh, New Academic, 1974.

11. Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi, 2014.

M4PAD- A2 -ET-22- Public Sector Administration

Unit-I

Evolution of Public sector in India. Nationalization and public sector. Forms of Organization and their Operational Autonomy, Sector Cooperative. Public- private partnership.

Unit-II

Various types, characteristics, advantages and disadvantages of public enterprises- Departmental organizations, Public Corporation, Government Company.

Unit-III

Types of Boards, Role and Functions of Board of Directors, Role of Public Enterprises Selection Board. Financial Administration: Resource Mobilization, Disinvestment, Role of Disinvestment Commission, Problems of Risk Units.

Unit-IV

Personnel Administration, Recruitment, Training, Service Conditions and Salary determination. Production -Planning and Political Control, marketing. Role of Parliamentary Committee on Public Undertakings.

Unit- V

Consumer Interest and Public Relations. Privatisation and PPP. Impact of WTO on public sector in India. Special Economic Zone- provisions and progress.

Books Recommended :

1. Khanna, K.C. : Management of Public Sector.
2. Gupta, K.R. : Organization and Management.
3. Nabooogopal Das : The Public Sector in India (Asia, Bombay).
4. Khera, S.S. : Government in Business (Asia, Bombay)
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M4PAD- A3 -ET-23-Values and Ethics in Administration

Unit-I

Meaning of ethics and values. The philosophical underpinnings of Ethical action in Public and private affairs—The western tradition and the Indian System of values.

Unit-II

Ethics and Public Interest—Legitimacy and Accountability of the Public System. Corruption in Public Affairs.

Values, Ethics, Transparency and Accountability in Business—Code or norms of ethics in India for Business Organizations.

Unit-III

Education and Training for Values and Ethics in Public Service and Business— Role and responsibility of the institutions of learning. Secrecy versus transparency.

Unit-IV

Public Service Ethics in India, Employees conduct in the Community, Discipline, Removal and appeals, Individual conduct and Group responsibility, Impact of Liberalization Privatization and Globalization on the Ethics of Civil Servant.

Unit- V

Role of family, community and society in developing ethics. Impact of technology over ethics and societal values in India. Consumerism and ethics.

Books Recommended:

1. IIPA-Ethics in Public Life. July-Sept., 1995, IIPA, New Delhi.
2. Selected Chapters of Mahabharat (Shanti Parva) and Kautilya's Arthshastra.
3. Williams, Bernard, Morality: An Introduction to Ethics Cup. 1992.
4. Appleby, Paul H.: Morality and Administration in Democratic Government.
5. Leys, Wayne, A.R.: Ethics for Policy Decision.
6. Walton, Clarence C.: Ethics and the Executive; Value in Management Decision Making. Prentice Hall.
7. Second ARC 's report on Ethics.
8. Agnes Heller, General Ethics, Basil Blackwell, New York, 1988.
9. H. George Fredrickson (Ed.), Ethics and Public Administration, M.E. Sharpe, Armonk, 1993.
10. H. George Fredrickson and Richard K. Ghere (Ed.), Ethics in Public Management, PHI, New Delhi,2005.
11. Rohr , John A, Ethics for Bureaucrats, Marcel Dekker Inc, New York, 1989.

M4PAD- A4 -ET-24- Administrative Reforms and Innovations

Unit-I

Meaning, importance and characteristics of administrative reforms. Tools and techniques of administrative reforms. Steps taken in India for administrative reforms.

Unit-II

Major commissions and committees constituted for administrative reforms at union level in India especially first and second administrative reforms commissions their recommendations and implications.

Unit-III

Major commissions and committees constituted for administrative reforms in Rajasthan- their recommendations and implications.

Unit-IV

Innovations- meaning, importance and tools. Administrative innovations in India and Rajasthan. Administrative improvement, O and M, automation and other techniques.

Unit- V

Major Commissions and Committees on core issues- Health, Education, Economy, Law and order. Governments' reactions and response over the recommendations of these committees.

Books recommended-

1. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014
2. Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi, 2014
3. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
4. Hoshiar Singh and D.P. Singh : Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.
5. Chakrabarty Bidyut and Bhattacharya Mohit, Administrative Change and Innovation: A Reader, OUP India, New Delhi, 2005.
6. Osborne Stephen P and Brown Louise, Handbook of Innovations in Public Services, Edward Elgar Publishing, Camberley, UK, 2013.
7. Blunt, Peter, Public Administrative Reform and Management Innovation for Developing Countries, UNPAN, United Nations. 2000.
8. Maheshwari, S.R. Administrative Reforms in India, Macmillan, New Delhi, 2002.
9. Successful Governance Innovations and Best Practices: Experience from Indian States, Academic Foundation and Planning Commission, New Delhi, 2003.

M4PAD- B1 -ET-21-E. governance

Unit-I

E-governance— Meaning, Nature and scope. Applications of IT in Government—its influence on the performance of Public organizations. Initial and experimental projects on e. governance in India. Digital governance and movement in India.

Unit-II

Implementing strategies for e-governance initiatives—Scope and limits, Role of Public Servants under e-government initiatives—Skills required and training of Public Servants. National e.gov. plan. M-governance.

Unit-III

IT and Policy Analysis—Meaning and significance, methods and techniques, cyber laws—IT Act , 2000 and its impact on other laws. Role of e-governance in Administration. Reforms in Bureaucratic culture.

Unit –IV

Citizen and e-governance : Citizen participation in governmental process—its influence on democratization and decentralized decision making in Public Organizations .

Unit- V

Computer practical work on e. governance in Computer Laboratory. Applications of e.governance in Local Self Government. Mobile governance apps by the government agencies.

Books Recommended:

1. Bedi, Kiran et al , government @ Net : New Governance Opportunities for India, Sage, New Delhi, 2001.
2. Pitt, D.C. and Smith, B.C. : The Computer Revolution in Public Administration, Wheatsheaf Book, UK, 1984.
3. Heeks, R.B. (ed.): Reinventing Government in the Information Age, Routledge, London, 2001.
4. IIPA: Information Technology and Indian Administration, July-Sept., 2000, IIPA, New Delhi.
5. Prabhu CSR, E- Governance, PHI, New Delhi, 2005.
6. Pardhasaradhi,Y. (et.al) E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi. 2009.
7. Satyanarayana, J, E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi.2004
8. United nations E- Government Survey-2016, UNPAN, United Nations.
9. Alexi Pavlichev and G. David Garson, Digital Government: Principles and Best Practices, Idea Group Publishing, Hershey, 2004.

10. Ibrahim Kushchu, *Mobile Government: An Emerging Direction in E. Government*, IGI Publishing, Hershey, 2007.
11. Douglas Holmes, *e Gov- e Business Strategies for Government*, Nicholas Brealey Publishing, London, 2001.
12. Manish K Chaubey, *Cyber crimes and Legal Awareness*, Regal Publishing , New Delhi, 2013.

M4PAD- B2 -ET-22-Administrative Control and Accountability

Unit- I

Meaning and concept of control over public administration. Tools and methods to control administration- Legislative, Executive and Judicial. Transparency in administration.

Unit- II

Parliamentary committees – Public Accounts Committee, Estimate Committee, Committee in Public Undertakings: composition, functions, working and role.

Unit-III

Meaning and implications of responsibility and accountability. Administrative duties versus ethical responsibilities.

Neutrality versus committed bureaucracy. Code of ethics and professional duties.

Unit-IV

Ministerial control over administration. Judiciary versus legislature and executive dispute. Impact of information technology and globalization . Dispute of autonomy and accountability.

Unit- V

Role of media, social media and voluntary agencies. Judicial activism in India. Impact of Public Interest Litigations (PIL) over Indian Administration. Recent trends on controlling administration.

Books Recommended-

1. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014.
2. Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi, 2014
3. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
4. Hoshiar Singh and D.P. Singh : Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.
5. Vayunandan Etakula, Good Governance Initiatives in India, PHI Learning, New Delhi, 2003
6. Desai, Jay P., Accountability : Angst, Awareness and Action, Pearson Education, New Delhi, 2012.
7. Basu, Shantanu, The Worth Within : Corruption and Erosion of India's Accountability, Authorpress, New Delhi, 2015.

8. Lewis, Leif, *Democratic Accountability*, Harvard University Press, 2007.

M4PAD- B3 -ET-23- Public Grievances Redressal Mechanism

Unit-I

Meaning and types of public complaints and grievances. Causes and remedies to reduce public grievances against government machinery. Recent trends in removing public grievances. Whistle-blowers protection.

Unit-II

Administrative corruption- meaning, causes and remedies. Central Vigilance Commission- composition, functions and role. Central Bureau of Investigation- organization and functions. Online complaint registration and its execution at union level.

Unit-III

Sugam portal of government of Rajasthan. Role of the Department of Public Grievances Redressal in Rajasthan. District level Public Grievances Redressal Committee. Role of public representatives and Anti-corruption Bureau.

Unit- IV

New initiatives for empowerment of common man- Lokpal, Right to Information, Citizens Charter, Public hearing and guaranteed delivery of public services – legislations and lessons.

Unit- V

Policies and initiatives for controlling administrative corruption in India.
Corruption index. Social audit- Concept, application, impact and the lessons.

Books Recommended-

1. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014
2. Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi, 2014
3. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
4. Hoshiar Singh and D.P. Singh : Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.
5. Vayunandan Etakula, Good Governance Initiatives in India, PHI Learning, New Delhi, 2003
6. Dhawan, R.K., Public Grievances and Lokpal, Allied Publishers, New Delhi, 1981.
7. Shah, Anwar, Public Service Delivery, World Bank , Washington DC, 2005.
8. Callahum, Kathe, Elements of Effective Governance, Routledge, London, 2006.
9. S.L.Goel, RTI and Good Governance, Deep and Deep Publishing, New Delhi, 2007.

M4PAD- B4 -ET-24-Administration of Public Distribution System

Unit-1

Development of Public Distribution System in India, Policy, objectives, rationale and planning. Right to food. Food security scheme. Direct benefit transfer mechanism.

Unit-II

Food policy and PDS Role and responsibility of different agencies Food subsidy and its impact on economy. Organization and functions of Ministry of Consumer Affairs.

Unit-III

Organizational aspects of supplies and distribution of essential commodities Identification of beneficiaries and limitations. BPL ration card and their utility. Innovation in PDS ,TPDS and dual Pricing Policy.

Unit-IV

Accountability, Responsiveness in Public Distribution System, Transparency and Right to Information, Networking and Inter-institutional Coordination in Governance. Reforms and change management.

Unit- V

Issues in food security and poverty alleviation; an evaluation of the working of TPDS. Legislation on food safety and standards. Quality assurance in PDS supplies .

Books Recommended:

1. Suryanarayana. G. : Public Distribution System in India. Chug. Allahabad, 1985.
2. Dubhashi. P.R. and Jaideep Singh : Delivery Systems Asian Experience. IIPA. New Delhi. 1996.
3. Ojha Ghanshyam Das : Organisation and Management of Public Distribution System. New Delhi. 1987.
4. Suresh Mishra and Sapana Chadah, (Ed.), Consumer Protection in India : Issues and Concerns, IIPA, New Delhi, 2012.
5. Suresh Mishra and Sapana Chadah, (Ed.), Emerging Perspectives in Consumer Welfare, IIPA, New Delhi, 2012

M4PAD01-Skill- 02- Office Automation

Unit-I

Meaning and importance of automation. Techniques for office automation. Basics of Computer and internet and intranet. Audio- video systems. Cyber security.

Unit-II

Technology driven methods. Requirement of offices and its computerization. Software and hardware for office automation. On Line communication and transactions.

Unit-III

Data and information storage, retrieval, text processing, e. mail, task management. Video conferencing. EPBAX.

Unit-IV

Office efficiency, effectiveness and productivity. Controlled devices, sensing devices and interface devices. Intranet and internet in offices.

Unit- V

Safety devices, CCTV and Biometric attendance. Online mechanism of office surveillance. Role of employees' association in office security. Work culture and automation.

Books Recommended

1. Kumar , Archana, Computer Basics with Office Automation, I.K.International Publication,2010.
2. Don, Tapscott, Office Automation: A User-Driven Method, Springer,New York, 2012.
3. Smith Judith Read and others, Record Management, South Western, 2002.