

| M.A. (TWO YEAR DEGREE PROGRAM) | |
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| SEMESTER-II | |
| SUBJECT- PUBLIC ADMINISTRATION | |
| Code of the Course | PAD8006T |
| Title of the Course | Indian Administrative System- I |
| Qualification Level of the Course | NHEQF Level 6 |
| Credit of the course | 4 credits |
| Type of the course | Discipline Centric Compulsory Course (DCC) in Public Administration |
| Delivery type of the Course | 60 (45+15). 45 lectures for content delivery and 15 tutorials. |
| Prerequisites | Bachelor Degree |
| Co-requisites | None |
| Objectives of the course | The paper aims to help students in understanding the evolution of Indian Administration and the political executive at Union Level, various ministries at Union Level, Central State Relations and role of civil services. |
| Learning outcomes | <ol style="list-style-type: none"> 1. Students will be able to discuss the evolution, basic features and functioning of Indian Union executive and some ministries with centre-state relationships. 2. Students will be able to describe the role of civil services in the betterment of a developing society. |
| SYLLABUS | |
| UNIT-I | Evolution of Indian Administration-Ancient, Mughal period and British Influence on Indian Administration. Framework of Indian Administration and Constitutional System of India. Features of Indian Administration. (12h) |
| UNIT -II | Political Executive at the Union level: President, Prime Minister and Council of Ministers. The Cabinet Secretariat and Central |

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| | Secretariat- organization and functions. (12h) |
| UNIT-III | Administrative Organization and functions of Ministry of Home, Defence and External Affairs. Board and Commissions: Railway Board and Finance Commission. (12h) |
| UNIT-IV | Centre-State Relations- Legislative, Administrative, Financial and Planning. Accountability of Public Administration: Parliamentary Executive and Judicial control over Administration. (12h) |
| UNIT-V | Role of civil services in society and administration. Major socio-economic problems and administrative initiatives to resolve the issues. (12h) |
| Text Books | <ol style="list-style-type: none"> 1. Hoshiar Singh and Mohinder Singh: Public Administration in India: Theory & Practice. New Delhi, Sterling Pub., Reprint, 1990. 2. Hoshiar Singh and D.P. Singh: Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990. 3. Pilani, G.P. and Hoshiar Singh: Administration and Social Changes, Jaipur; Printwell Pub., 1985. 4. Avasthi, A.: Central Administrative, Tata McGraw Hill Pub. Co. Pvt. Ltd., New Delhi, 1988. |
| Reference Books | <ol style="list-style-type: none"> 1. Jain, R.B.: Contemporary Issues in Indian Administration, Delhi; Vishal Pub., 1976. 2. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989. 3. Bhambri, C.P.: Public Administration in India, Delhi Vikas, 1973. 4. Sarkar Siuli, Public Administration in India. 5. Arora and Goyal, Indian Public Administration, New Age International, Delhi. 2014. 6. Lokendra Malik and Anjum Hasan, Selected Reflections on |

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| | Indian law and Governance, Satyam law international, New Delhi, 2015. |
| Suggested E-resources | E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in |

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| M.A. (TWO YEAR DEGREE PROGRAM) | |
| SEMESTER-II | |
| SUBJECT- PUBLIC ADMINISTRATION | |
| Code of the Course | PAD8007T |
| Title of the Course | Administrative Law |
| Qualification Level of the Course | NHEQF Level 6 |
| Credit of the course | 4 credits |
| Type of the course | Discipline Centric Compulsory Course (DCC) in Public Administration |
| Delivery type of the Course | 60 (45+15). 45 lectures for content delivery and 15 tutorials. |
| Prerequisites | Bachelor Degree |
| Co-requisites | None |
| Objectives of the course | The paper aims to help students in understanding the concept of administrative law, rule of law, delegated legislation. |
| Learning outcomes | <ol style="list-style-type: none"> 1. Students will be able to discuss the concept of natural justice, administrative law, administrative adjudication and delegated legislation. 2. Students will be able to explain the concept and |

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| | functioning of administrative tribunals. |
| SYLLABUS | |
| UNIT-I | Administrative Law—meaning, scope, causes of its growth, source of Administrative Law, <i>Droit Administratif</i> —meaning and features. (12h) |
| UNIT -II | Natural Justice—meaning and principles. Rule of Law—meaning. Evolution of Dicey’s thesis, exceptions to Rule of law, Procedural Effects of <i>Ultra Vires</i> . (12h) |
| UNIT-III | Delegated Legislation—meaning, causes of its growth, classification, advantages and disadvantages, control over delegated legislation procedural, parliamentary and judicial. (12h) |
| 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. (12h) |
| UNIT-V | Role of administration and bureaucracy in delegated legislation. Challenges and threats of delegated legislation. Status of delegated legislation in other countries. (12h) |
| Text Books | <ol style="list-style-type: none"> 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 |
| Reference Books | <ol style="list-style-type: none"> 1. Cecil Carr, Delegated Legislation, Cambridge, Cambridge Univ. Press, 1921. |

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| | <p>2. Kagzi, M.C.J, Indian Administrative Law, Delhi, 1973.</p> <p>3. Lokendra Malik and Anjum Hasan, Selected Reflections on Indian law and Governance, Satyam law international, New Delhi, 2015</p> |
| Suggested E-resources | <p>E-pgpathashala modules:-www.inflibnet.ac.in</p> <p>www.ignou.ac.in</p> <p>www.sawayam.gov.in</p> |

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| M.A. (TWO YEAR DEGREE PROGRAM) | |
| SEMESTER-II | |
| SUBJECT- PUBLIC ADMINISTRATION | |
| Code of the Course | PAD8008T |
| Title of the Course | State Administration |
| Qualification Level of the Course | NHEQF Level 6 |
| Credit of the course | 4 credits |
| Type of the course | Discipline Centric Compulsory Course (DCC) in Public Administration |
| Delivery type of the Course | 60 (45+15). 45 lectures for content delivery and 15 tutorials. |
| Prerequisites | Bachelor Degree |
| Co-requisites | None |
| Objectives of the course | The paper aims to help students in understanding the evolution of State administration in India, State Functionaries at State Level and other aspects of State administration |
| Learning outcomes | <p><i>1.</i> Students will be able describe basic features, importance of the state administration and its political and administrative</p> |

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| | <p>executive machinery at state and regional levels.</p> <p>2. Students will be able to describe the importance and personnel system of state civil services.</p> |
| SYLLABUS | |
| UNIT-I | Structural evolution and reorganization of states, linguistic principles, position of states in India. Emergence of Rajasthan. Centre-State relationship. (12h) |
| UNIT –II | The office of the Governor, Chief Minister and Council of Ministers. State Secretariat and its working. Cabinet Secretariat. Role of Chief Secretary. (12h) |
| UNIT –III | Office of the Divisional Commissioner -Position Powers and Functions. District Administration: Role of Collector. District Development Administration, Board of Revenue. (12h) |
| UNIT –IV | Directorates and their position in State Administration, Secretariat-Directorate Relationship, State level planning machinery, District planning Committee. (12h) |
| UNIT –V | Recruitment of Civil Servants, Role of RPSC, Training of Civil Servants, Rajasthan Administrative Tribunal. (12h) |
| Text Books | <ol style="list-style-type: none"> 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 <i>et al.</i>: Rajasthan me Rajya Prashasan (Hindi). |
| Reference Books | <ol style="list-style-type: none"> 1. Meena, Sogani: The Chief Secretary of India. 2. Khandelwal, R.M.: State Level Plan Administration in India. 3. Batra, K. Satish: Legislative Control over Public Enterprises. |

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| | 4. Sharma, Ravindra: Rajya Prashasan (Hindi) |
| Suggested E-resources | E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in |

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| M.A. (TWO YEAR DEGREE PROGRAM) | |
| SEMESTER-II | |
| SUBJECT- PUBLIC ADMINISTRATION | |
| Code of the Course | PAD8009T |
| Title of the Course | Development Administration |
| Qualification Level of the Course | NHEQF Level 6 |
| Credit of the course | 4 credits |
| Type of the course | Discipline Centric Compulsory Course (DCC) in Public Administration |
| Delivery type of the Course | 60 (45+15). 45 lectures for content delivery and 15 tutorials. |
| Prerequisites | Bachelor Degree |
| Co-requisites | None |
| Objectives of the course | The paper aims to help students in understanding the concept of development, administrative development, bureaucracy in development and citizen's participation in development. |
| Learning outcomes | <ol style="list-style-type: none"> 1. Students will be able to describe the basic ideas behind development administration and administrative development. 2. Students will be able to analyze the role of citizens in development administration, sustainable development and |

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| | SDG. |
| SYLLABUS | |
| 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. (12h) |
| 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. (12h) |
| UNIT-III | Concept , tools and Need of Administrative Development. Problems and sources of Administrative Development. Institutional and organizational arrangement for improving Administrative capability. (12h) |
| UNIT-IV | Bureaucracy and Development, Strong State v/s Market debate. countries. Development Administration and administrative. NGO's and Development Administration. (12h) |
| UNIT-V | Citizen's participation in Development Administration. Sustainable Development. Millennium Development goals of United Nations. Role of civil society in development. (12h) |
| Text Books | <ol style="list-style-type: none"> 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 |

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| | <p>volumes). New Delhi, Concept Publishing House.</p> <p>5. Joshi Preeta, Vikas Prashasan, RBSA, Jaipur.</p> <p>6. Palekar S.A., Development Administration, PHI, New Delhi, 2012.</p> <p>7. S.L.Goel, Development Administration : Potentialities and Prospects, Deep and Deep Publishing, New Delhi, 2009.</p> <p>8. RK Sapru: Development Administration, Sterling Publishers</p> |
| Reference Books | <p>1. Fred, W. Riggs (ed.): Frontiers of Development Administration. Durham, NC Duke Univ. Press.</p> <p>2. Joseph, La Palombara (ed.): Bureaucracy and Political Development. Princeton, NBJ Princeton Univ. Press 1963.</p> <p>3. Cherry Oertzel, Maur Goldschmidth and Donald Rotchild: Government and Politics in Kenya, Nairobi, 1970.</p> <p>4. Roy Macridis and Brown: Comparative Politics, 4th Ed., Hon wood Dorsey Press, 1972.</p> |
| Suggested E-resources | <p>E-pgpathashala modules:-www.inflibnet.ac.in</p> <p>www.ignou.ac.in</p> <p>www.sawayam.gov.in</p> |

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| M.A. (TWO YEAR DEGREE PROGRAM) | |
| SEMESTER-II | |
| SUBJECT- PUBLIC ADMINISTRATION | |
| Code of the Course | PAD8010T |
| Title of the Course | Urban Governance |
| Qualification Level | NHEQF Level 6 |

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| of the Course | |
| Credit of the course | 4 credits |
| Type of the course | Discipline Centric Compulsory Course (DCC) in Public Administration |
| Delivery type of the Course | 60 (45+15). 45 lectures for content delivery and 15 tutorials. |
| Prerequisites | Bachelor Degree |
| Co-requisites | None |
| Objectives of the course | The paper aims to help students in understanding the concept of urbanization as well as urban local government and structure and functions of urban local bodies. |
| Learning outcomes | <ol style="list-style-type: none"> 1. Students will be able to explain the concept of urban governance and urban planning with its entrusted machinery. 2. Students will be able to describe the functioning of municipal bodies of various types. |
| SYLLABUS | |
| 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. (12h) |
| UNIT -II | Municipal governance in India. Impact of 74 th Constitutional Amendment Act, 1992. Metro cities and their problems. (12h) |
| UNIT-III | Types of urban local bodies in India. Structure and functions of urban Local Bodies - Municipal Corporation, Municipal Councils and Municipalities. (12h) |
| UNIT-IV | Committee System in municipal governance .Municipal Personnel: Recruitment and Training. Municipal Finance, Control over Urban Local Bodies. (12h) |

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| UNIT-V | Role of central ministries in urban development. National programmes for urban development and slum development. Concept and implementation of smart city. (12h) |
| Text Books | <ol style="list-style-type: none"> 1. Agarwal, R.: Municipal Government in India. 2. Bhattacharya, M.: Management of Urban Government in India. 3. Bhattacharya, M.: Municipal Government—Problems and Prospects. 4. Mukhopadhyay, Ashok : Municipal Government and Urban Development. 5. Sharma Ashok, <i>Bharat mein isthaniya prashasan</i>, RBSA Publishers, Jaipur, 2013. 6. T.R. Raghunandan (Ed.), Decentralization and Local Government, Orient Blackswan, New Delhi, 2012. 7. Maheshwari S .R., <i>Bharat mein isthaniya prashasan</i>. 8. Nigam, S.R.: Local Self Government. 9. Maheshwari S.R. : Local Government in India |
| Reference Books | <ol style="list-style-type: none"> 1. Martin Cross and David Mallen: Local Government System. 2. Munro: The Government of American Cities. 3. Chapman: An Introduction to French Local Government. 4. Herman Finer: English Local Government. |
| Suggested E-resources | E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in |

M.A. (TWO YEAR DEGREE PROGRAM)

SEMESTER-II

SUBJECT- PUBLIC ADMINISTRATION

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| Code of the Course | PAD8100T |
| Title of the Course | Office Administration |
| Qualification Level of the Course | NHEQF Level 6 |
| Credit of the course | 4 credits |
| Type of the course | Generic Paper (GEC) in Public Administration |
| Delivery type of the Course | 90 (30+60). 30 lectures for content delivery and 60 for practical. |
| Prerequisites | Bachelor Degree |
| Co-requisites | None |
| Objectives of the course | The paper aims to help students in understanding the concept of office, and various aspects of office administration. |
| Learning outcomes | <ol style="list-style-type: none">1. Students will be able to describe conceptual aspects of office administration and its utility.2. Students will be able to demonstrate the basic skills required as an assistant in dealing a modern administrative office. |
| SYLLABUS | |
| 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 (6h) |
| UNIT -II | Provisions in Central Secretariat Office Procedure Manual, Secretariat manual, Govt. of Rajasthan. Noting, drafting, filing system and record and information management. (6h) |

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| UNIT-III | Reception and hospitality, Receipt and dispatch, Meetings, transport and travel arrangements. Communication and letters-official and demi -official , circulars, orders and notices. (6h) |
| UNIT-IV | Establishment- Human resource management, Accounts , audit and finances, Bills and registers, Procurement , inventory, stock and stores, sales, marketing and customer services. (6h) |
| 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. (6h) |
| Text Books | <ol style="list-style-type: none"> 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 |
| Reference Books | <ol style="list-style-type: none"> 1. Balchandran, Office Management, Tata Mc Graw Hiil, New Delhi,2009. 2. Schulze, William J, Office Administration, Mc Graw Hill Co., New York, 1919. |
| Suggested E-resources | https://cabsec.gov.in/ https://gad.rajasthan.gov.in/ |

M.A. (TWO YEAR DEGREE PROGRAM)

SEMESTER-II

SUBJECT- PUBLIC ADMINISTRATION

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| Code of the Course | PAD8101T |
| Title of the Course | Office Automation |
| Qualification Level of the Course | NHEQF Level 6 |
| Credit of the course | 4 credits |
| Type of the course | Generic Paper (GEC) in Public Administration |
| Delivery type of the Course | 90 (30+60). 30 lectures for content delivery and 60 for practical. |
| Prerequisites | Bachelor Degree |
| Co-requisites | None |
| Objectives of the course | The paper aims to help students in understanding the various aspects of office automation and use in ICT in Office management. |
| Learning outcomes | <ol style="list-style-type: none"> 1. Students will be able to describe the basics, tools, techniques, conceptual framework and importance of office automation in modern world. 2. Students will be able to demonstrate the technology driven automation of various office activities. |
| SYLLABUS | |
| UNIT-I | Meaning and importance of automation. Techniques for office automation. Basics of Computer and internet and intranet. Audio- video systems. Cyber security. (6h) |
| UNIT -II | Technology driven methods. Requirement of offices and its computerization. Software and hardware for office automation. On Line communication and transactions. (6h) |
| UNIT-III | Data and information storage, retrieval, text processing, e. mail, task management. Video conferencing. EPBAX. (6h) |

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| UNIT-IV | Office efficiency, effectiveness and productivity. Controlled devices, sensing devices and interface devices. Intranet and internet in offices. (6h) |
| UNIT-V | Safety devices, CCTV and Biometric attendance. Online mechanism of office surveillance. Role of employees' association in office security. Work culture and automation. (6h) |
| Text Books | <ol style="list-style-type: none"> 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. |
| Reference Books | Smith Judith Read and others, Record Management, South Western, 2002 |
| Suggested E-resources | https://cabsec.gov.in/ https://gad.rajasthan.gov.in/ |

EXIT WITH PG DIPLOMA IN PUBLIC ADMINISTRATION