



# JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY, JAIPUR

---

## SYLLABUS

**MASTER OF ARTS IN PUBLIC ADMINISTRATION**

**YEAR – 2017**

**DURATION – 2 YEARS (4 SEMESTERS)**

**SYLLABUS FOR:  
I-II SEMESTER**

**FACULTY OF MANAGEMENT AND HUMANITIES**

[www.jvwu.ac.in](http://www.jvwu.ac.in)

**Program summary  
M.A. (Public Administration)**

**SEMESTER I**

<b>Nature of Course</b>	<b>Course Name</b>	<b>C</b>	<b>T</b>	<b>D&amp;T</b>	<b>P</b>	<b>PS</b>
PUBLIC ADMINISTRATION	ADMINISTRATIVE THEORIES AND MANAGEMENT	8	7	0	0	1
PUBLIC ADMINISTRATION	COMPARATIVE PUBLIC ADMINISTRATION	8	7	0	0	1
PUBLIC ADMINISTRATION	PUBLIC PERSONNEL ADMINISTRATION	8	7	0	0	1
PUBLIC ADMINISTRATION	SOCIAL ADMINISTRATION IN INDIA	8	7	0	0	1
University Compulsory Course	CTE & CDA	2(1+1)	0	0	2	0
University Optional Course	PROFESSIONAL ACTIVITY	-	-	-	-	-
<b>Total Credits:</b>		<b>34</b>	<b>28</b>	<b>0</b>	<b>2</b>	<b>4</b>

**Note:**

- C represents number of Credit per Course
- T represents number of lectures per course
- D & T represents number of Demo & Tutorials per Course
- P represents Practice of GD and Seminar
- PS represents practice session

**Program summary**

**SEMESTER II**

<b>Nature of Course</b>	<b>Course Name</b>	<b>C</b>	<b>T</b>	<b>D&amp;T</b>	<b>P</b>	<b>PS</b>
<b>PUBLIC ADMINISTRATION</b>	MANAGEMENT TECHNIQUES	10	9	0	0	1
<b>PUBLIC ADMINISTRATION</b>	COMPARATIVE ADMINISTRATIVE SYSTEMS	10	9	0	0	1
<b>PUBLIC ADMINISTRATION</b>	COMPARATIVE PUBLIC PERSONNEL ADMINISTRATION	10	9	0	0	1
<b>PUBLIC ADMINISTRATION</b>	SOCIAL WELFARE ADMINISTRATION	10	9	0	0	1
<b>University Compulsory Course</b>	Women Rights & Law (WRL)	1	1	0	0	0
	CTE & CDA	2(1+1)	0	0	2	0
<b>University Optional Course</b>	PROFESSIONAL ACTIVITY	-	-	-	-	-
<b>Total Credits:</b>		<b>43</b>	<b>37</b>	<b>0</b>	<b>2</b>	<b>4</b>

**Note:**

- C represents number of Credit per Course
- T represents number of lectures per course
- D & T represents number of Demo & Tutorials per Course
- P represents Practice of GD and Seminar
- PS represents practice session

**Program summary  
MA (Public Administration)  
SEMESTER I**

Nature of Course	Course Name	C	T	D&T	P
<b>ADMINISTRATIVE THEORIES AND MANAGEMENT</b>	Public Administration as a Social Science	3	3	0	0
	Classical & Human Relations Approach	2	2	0	0
	Hierarchy, unity of command	2	2	0	0
	<b>10 practice sessions for-</b> Hierarchy, unity of command	1	0	0	<b>10 Sessions</b>
<b>COMPARATIVE PUBLIC ADMINISTRATION</b>	Public Administration and Environment	3	3	0	0
	Approaches to the Study of Comparative Public Administration	2	2	0	0
	Salient features of Administrative System	2	2	0	0
	<b>10 practice session for -</b> Comparative Public Administration: Concept, Ombudsman.	1	0	0	<b>10 Sessions</b>
<b>PUBLIC PERSONNEL ADMINISTRATION</b>	Bureaucracy: Its nature, concept	3	3	0	0
	Neutrality of Civil Service	2	2	0	0
	Meaning and Principles of Recruitment	2	2	0	0
	<b>10 practice sessions for -</b> Ethics in Public Services, Development and Significance of Public Services.	1	0	0	<b>10 Sessions</b>
<b>SOCIAL ADMINISTRATION IN INDIA</b>	Significance of Social Administration	3	3	0	0
	Central Social Welfare Board	2	2	0	0
	Significance and Problems of Social Welfare	2	2	0	0
	<b>10 practice sessions for-</b> Central Social Welfare Board, Problem of Social Administration in India.	1	0	0	<b>10 Sessions</b>
<b>University Compulsory Course</b>	CTE & CDA	2	0	2	0
<b>University Optional Course</b>	<b>Professional Activities</b>	-	-	-	-
<b>Total Credits</b>		<b>34</b>			

**SEMESTER II**

Nature of Course	Course Name	C	T	D&T	P
<b>MANAGEMENT TECHNIQUES</b>	Chief Executive, Line and Staff	3	3	0	0
	Leadership and Morale	3	3	0	0
	New Public Management, E-Governance	3	3	0	0
	<b>10 practice sessions for-</b> Centralisation and Decentralisation, Communication, Leadership.	1	0	0	10 Sessions
<b>COMPARATIVE ADMINISTRATIVE SYSTEMS</b>	Weber's Bureaucratic Model	4	4	0	0
	Salient features of Administrative System of Bangladesh	2	2	0	0
	Independent Regulatory Commission in USA	3	3	0	0
	<b>10 practice sessions for-</b> British Treasury, Weber's Bureaucratic Model.	1	0	0	10 Sessions
<b>COMPARATIVE PUBLIC PERSONNEL ADMINISTRATION</b>	Union Public Service Commission	4	4	0	0
	Classification, Recruitment discussed with reference to France	2	2	0	0
	Classification, Recruitment discussed with reference to UK, USA	3	3	0	0
	<b>10 practice sessions for-</b> The following topics to be discussed with reference to India: Recruitment, Union Public Service Commission, Training and Promotion.	1	0	0	10 Sessions
<b>SOCIAL WELFARE ADMINISTRATION</b>	Social Policy in India	3	3	0	0
	State Social Welfare Advisory Board	3	3	0	0
	Role of National Commission for Women	3	3	0	0
	<b>10 practice sessions for-</b> Social Administration at District Level, Role of National Commission for Women.	1	0	0	10 Sessions
<b>University Compulsory Course</b>	CTE & CDA	2	0	2	0
	WOMEN RIGHTS & LAW( WRL)	1	1	0	0
<b>University Optional Course</b>	<b>Professional Activities</b>	-	-	-	-
<b>Total Credits</b>		<b>43</b>			

SEMESTER I

PAPER-I

ADMINISTRATIVE THEORIES AND MANAGEMENT

Credit:8

**Unit I (Public Administration as a Social Science)**

**Credit3**

Meaning, Scope, Nature of Public Administration, Public Administration as a Social Science. Development of the Discipline of Public Administration. It's Relation to Political Science, Economics, Sociology, Law and Psychology. New Public Administration, Minnow brook-I-1968, II-1998 & III-2008.

**Unit II (Classical & Human Relations Approach)**

**Credit-2**

Theories of Administration: Scientific Management (Contributions of F.W. Taylor) Max Weber Bureaucratic Theory. Classical & Human Relations Approach. Motivation, Administrative Behaviour- Decision Making (H.Simon).

**Unit III (Hierarchy, unity of command)**

**Credit-2**

Principles of Administration: Hierarchy, unity of command, Span of Control, Co-Ordination, Delegation & Supervision, Leadership.

**Recommended Practice Sessions:**

*10 practice session for- New Public Administration, Motivation and Leadership.*

**Credit: 1**

**Recommended Text Book:**

1. S.K. Kataria: - Administrative Theories and Management.

**Suggested Readings:**

1. Awasthi and Maheshwari: Public Administration.
2. Awasthi and Awasthi : Prasasnik Sidhant.
3. M.Laxmi Kant: Public Administration.

**Journal:**

1. Indian Journal of Public Administration (IJPA), New Delhi.
2. Administration Change, Jaipur.
3. Lok Prashasan (Hindi), IIPA, New Delhi.

**PAPER-I I**

COMPARATIVE PUBLIC ADMINISTRATION

**Credit: 8**

**UNIT I (Public Administration and Environment)**

**Credit: 3**

Comparative Public Administration: Concept, Nature, Evolution, Scope and Significance; Public Administration and Environment-Social, Economic, Cultural and Political.

**UNIT II (Approaches to the Study of Comparative Public Administration)**

**Credit: 2**

Riggs Model, Approaches to the Study of Comparative Public Administration, Institutional and Neo Institutional, Systems, Ecological and Structural – Functional.

**UNIT III (Salient features of Administrative System)**

**Credit:2**

Salient features of Administrative System of U.K., U.S.A. and France, Ombudsman in Swindon.

**Recommended Practice Sessions:**

**Credit: 1**

**10 practice session for-** Comparative Public Administration: Concept, Ombudsman.

**Text Book Recommendation:**

1. S.K. Kataria: Tulnatmak Lok Prashatshan.

**Suggested Readings:**

1. T.N. Chaturvedi: Tulnatmak Lok Prashashan.
2. Fred W. Riggs: Administration in Developing Countries.
3. M. Laxmi Kant: Public Administration.
4. Fred W. Riggs: Frontiers of Development Administration.

**PAPER-III**

**PUBLIC PERSONNEL ADMINISTRATION**

**Credit: 8**

**UNIT I (Bureaucracy: Its nature, concept)**

**Credit: 3**

Meaning, Nature and Scope of Personnel Administration. Bureaucracy: Its nature, concept, Significance, Recent Trends and Types of Bureaucracy with Special Reference to Morstein Marx.

**UNIT II (Neutrality of Civil Service)**

**Credit: 2**

Development and Significance of Public Services. Neutrality of Civil Service. Human Resource Management. Ethics in Public Services.

**UNIT III (Meaning and Principles of Recruitment)**

**Credit: 2**

Meaning and Principles of Recruitment, Classification, Training, Promotion, Conduct Rules, Code of Conduct, Salary, Disciplinary Actions, Political Rights & Right to Strike and Retirement Benefits.

**Recommended Practice Sessions**

**Credit: 1**

**10 practice sessions for-** Ethics in Public Services, Development and Significance of Public Services.

**Recommended Text Book:**

1. S.K. Kataria: Karmik Prashasan.

**Suggested Readings:**

1. V.M. Sinha: Karmik Prashashan.
2. Awasthi and Maheshwari: Public Administration.
3. Awasthi and Awasthi: Prashasnik Sidhant.
4. V.M. Sinha: Personnel Administration.
5. C.M. Jain: Sevavergiya Prashashan.

**PAPER-IV**

**SOCIAL ADMINISTRATION IN INDIA**

**Credit: 8**

**UNIT I (Significance of Social Administration)**

**Credit: 3**

Concepts, Meaning, Nature, Scope, Principles and Significance of Social Administration. Social Legislations in India: Its Inadequacies and Suggestions. Policies & Problem Perspective for the Welfare of SC, ST, Women & Children.

**UNIT II (Central Social Welfare Board)**

**Credit: 2**

Organisation: Social Administration at the Central level Ministry of Social Welfare, Its Composition and Working. Central Social Welfare Board, Its Composition, Functions and Status.

**UNIT III (Significance and Problems of Social Welfare)**

**Credit: 2**

Directorate of Social Welfare of Rajasthan. Role, Significance and Problems of Social Welfare. Personnel System for Social Administration at Various Levels. Problem of Social Administration in India. Role of National Commission on Human Rights.

**Recommended Practice Sessions:**

**Credit: 1**

**10 practice sessions for-** Central Social Welfare Board, Problem of Social Administration in India.

**Recommended Text Books:**

1- S.K. Kataria: Social Administration.

**Suggested Readings:**

1. Sachdeva: - Social Administration.
2. G.B. Sharma: Social Administration in India.
3. T.N. Chaturevedi: Social Administration.

## SEMESTER II

### UNIVERSITY COMPULSORY PAPER

#### Women Rights & Law (WRL)

Credit-1

**Objective:** The paper aims at creating awareness as to importance and role of women in society through the medium of law. It also focuses on women welfare laws.

#### **Unit - I:** (Meaning of law)

Meaning of law ,Constitutional Safeguards for Women, Right to Equality (Art-14),Life & Personal Liberty, Right to Education (Art-21,21-A), Right against Sexual Exploitation (Art-23,24), Constitutional Remedies (Writs- Art-32-35), Participation in Panchayat and Municipalities, Marriage : Conditions,Ceremonies,Registration, Restitution of Conjugal Rights, Judicial Separation, Void & Voidable Marriages, Legitimacy of Children of Void & Voidable Marriages, Punishment of Bigamy, Divorce Common Grounds for Divorce, No Petition for divorce within 1year of marriage, Divorced Person when may marry again, Maintenance: Wife, widowed daughter-in-law, Children, Amount of Maintenance , Interim Maintenance, Maintenance Provisions under Cr.PC, Adoption: Requisites of a valid adoption,Capacity of a male Hindu to take in adoption, Capacity of a female Hindu to take in adoption, Persons capable of giving in adoption, Persons who may be adopted, Effects of Adoption.,

(0.5Credit)

#### **Unit - II :**( Indian Penal Code)

Indian Penal Code, 1860 Right of Private Defence, Dowry Death, Abetment of Suicide, Cruelty by Husband or Relatives of Husband, Sex Selection & Causing Miscarriage, Hurt & Grievous Hurt, Wrongful Restraint & Confinement, Outraging the modesty of a woman, Kidnapping and Abduction, Offences regarding Prostitution, Rape, Bigamy, Adultery, Domestic Violence, Sex Determination Test - The Medical Termination of Pregnancy Act, 1971, The Pre-Conception and Pre-Natal Diagnostic Techniques Act, 1994, Reproductive Technologies: Meaning, Concept & Challenges of A.I, IVF & Surrogacy, Right of HIV/ AIDS Victims, Introduction to Consumer Protection Act , Tenancy Act, Right to Information Act, Motor Vehicles Act, Intellectual Property Rights, Act & Rules Maternity Benefits Act 1961.

(0.5 Credit)

#### **Recommended Books:**

1. Law relating to Women – S.R.Myneni
2. Law relating to Women – Dr. S.C. Tripathi

#### **Suggested Readings:**

1. Women and Law – Prof. Nomita Aggarwal
2. Women and Law – Dr. Manjula Batra
3. Women and Law – G.P. Reddy

**PAPER-I**

**MANAGEMENT TECHNIQUES**

**Credit: 10**

**Unit I (Chief Executive, Line and Staff)**

**Credit3**

Administrative Organisation: Chief Executive, Line and Staff, Centralisation and Decentralisation, Authority & Responsibility.

**Unit II (Leadership and Morale)**

**Credit3**

Administrative Behaviour: Decision Making (H.Simon). Motivation (McGregor, Maslow and Herzberg) Theory Z (William Ouchi), Communication, Leadership and Morale.

**Unit III (New Public Management, E-Governance)**

**Credit3**

Administrative Techniques: Public Relations, New Public Management, E-Governance, Participative Management, New Public Service Theory (Robert Dehardt), Public Choice Theory, Group Dynamics, Cybernetics, PERT & CPM.

**Recommended Practice Sessions:**

*10 practice session for - Centralisation and Decentralisation, Communication, Leadership.*

**Credit: 1**

**Recommended Text Books:**

1. S.K. Kataria: Administrative Theories and Management.
2. Awasthi Avum Maheshwari: Prashashnik Sidhant.

**Suggested Readings:**

1. Awasthi Avum Maheshwari: Lok Prashashan.
2. R.K. Sapru: Administrative Thought.
3. Mahadev Prasad Sharma: Lok Prashashan-Sithant Tatha Vyavhar
4. P.D.Sharma: Lok Prashashan.
5. Terry: Principles of Management.

**PAPER-II**

**COMPARATIVE ADMINISTRATIVE SYSTEMS**

**Credit: 10**

**UNIT I (Weber's Bureaucratic Model)**

**Credit: 4**

Weber's 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.

**UNIT II (Salient features of Administrative System of Bangladesh)**

**Credit: 2**

Salient features of Administrative System of Bangladesh, China –comparisons with Indian System.

**UNIT III (Independent Regulatory Commission in USA)**

**Credit: 3**

Administrative Organisation: British Treasury, Independent Regulatory Commission in USA, Council D 'Etat', Ombudsman in Britain(U.K.), France,U.S.A.,Bangladesh and China.

**Recommended Practice Sessions:**

**Credit: 1**

**10 practice session for-** British Treasury, Weber's Bureaucratic Model.

**Text Books Recommendation:**

1. S.K. Kataria: Tulnatmak Lok Prashatshan.

**Suggested Readings:**

1. T.N. Chaturvedi: Tulnatmak Lok Prashashan.
2. Fred W. Riggs: Public Administration in Developing Countries.
3. M. Laxmi Kant: Public Administration.

**PAPER-III**

**COMPARATIVE PUBLIC PERSONNEL ADMINISTRATION**

**Credit: 10**

**UNIT I (Union Public Service Commission)**

**Credit: 4**

The following topics to be discussed with reference to India: Classification, Recruitment, Union Public Service Commission, Training , Promotion , Conduct Rules and Disciplinary Actions , Machinery for Negotiation, Political Rights & Right to Strike, Retirement Benefits.

**UNIT II (Classification, Recruitment discussed with reference to France)**

**Credit: 2**

The following topics to be discussed with reference to France: Classification, Recruitment, Training, Promotion, Conduct Rules and Disciplinary actions, Political Rights & Right to Strike, Machinery for Negotiation, Retirement Benefits.

**UNIT III (Classification, Recruitment discussed with reference to UK, USA) Credit: 3**

The following topics to be discussed with reference to UK, USA: Classification, Recruitment, Training, Promotion, Conduct Rules and Disciplinary action, Political Rights & Right to Strike, , Machinery for Negotiation, Retirement Benefits, Machinery for Negotiation- Joint Consultative Council-Comparison with Whitley Councils .

**Recommended Practice Sessions:**

**Credit: 1**

**10 practice sessions for-** The following topics to be discussed with reference to India: Recruitment, Union Public Service Commission, Training and Promotion.

**Recommended Text Books:**

1. S.K. Kataria: Karmik Administration.
2. V.M.Sinha: Karmik Prashashan.

**Suggested Readings:**

1. C.M.Jain: Sevavergiya Prashashan.
2. Awasthi and Maheshwari: Public Administration.
3. Awasthi and Awasthi: Prasaranik Sidhant.
4. Shriram Maheshwari: Higher Civil Service in France.

**PAPER-IV**

**SOCIAL WELFARE ADMINISTRATION**

**Credit: 10**

**UNIT I (Social Policy in India)**

**Credit: 3**

Social Policy in India: Policy and Problem Perspective for the Welfare of S.C., S.T., Women and Children. Social Planning in India: Social Development under various Five Year Plans, Problems and Suggestions.

**UNIT II (State Social Welfare Advisory Board)**

**Credit: 3**

Department of Women and Child Development. Social Administration at the State level. Composition and Functions of State Social Welfare Advisory Board.

**UNIT III (Role of National Commission for Women)**

**Credit: 3**

Social Administration at District Level. Role of Voluntary Agencies and Non-Governmental Organisations in India. Need for the Creation of a Special Cadre of Social Administration. Role of National Commission for Women, Commission for Scheduled Castes and Scheduled Tribes & National Commission on Human Rights.

**Recommended Practice Sessions:**

**Credit: 1**

**10 practice sessions for-** Social Administration at District Level, Role of National Commission for Women.

**Recommended Text Books:**

1. T.N.Chaturvedi and Chandra Kohli: - Social administration: Development and Change.
2. G.B.Sharma: Social Administration in India.

**Suggested Readings:**

1. David C. Marsh: An Introduction to Social Work.
2. Frinendlander: Introduction to Social Welfare.