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university

**SCHEME OF EXAMINATION AND
COURSE OF STUDY**

**FACULTY OF ARTS & SOCIAL SCIENCES
2007-2008**

BACHELOR OF ARTS (PUBLIC ADMINISTRATION)

SCHEME :

Two Papers	Max. Marks - 200	Min. Pass Marks - 72
Paper - I	Duration 3 Hours	100 Marks
Paper - II	Duration 3 Hours	100 Marks

PAPER - I**ELEMENTS OF PUBLIC ADMINISTRATION****Max. Marks: 100****Duration : 3 hrs.****Min. Marks. : 36****UNIT - I**

Meaning, Nature and Scope of Public Administration. Importance of Public Administration in Modern Society, Public and Private administration. Evolution of the study of Public Administration.

UNIT - II

Public Administration as a Social Science, Relationship with other social sciences, Political Science, Economics, Sociology, Law and Psychology Approaches to the study of Public Administration : Classical and Humanities.

UNIT - III

Principles of Organisation: Formal and Informal organisation. Hierarchy, Unity of command, Span of control, Co-ordination, Centralisation, Decentralisation, Authority and responsibility.

UNIT - IV

Chief Executive, Line and Staff, Supervision, Delegation, Leadership, Communication, Decision making, Morale and Motivation.

UNIT - V

Personnel Administration : Meaning and nature of Bureaucracy, Civil Service and its role in a developing society. Classification, Recruitment, Training, Promotion, Disciplinary action.

Recommended Books :

1. John Pfiffner and Robert Presthus : Public Administration
2. Dimock & dimock : Public Administration
3. Terry : Principles of Management
4. John d. Millet : Management in Public Services
5. E.N.Gladden : Essentials of Public Administration
6. M.P. Sharma : Principle & Practices of Public Administration, Kitab Mahal, Allahabad

7. D.R.Sachdeva & Meena Sogani : Public Administration, Concept and Application (New Delhi - Associated Publishing House, 1981)
8. A. Awasthi, S.R. Maheshwari : Public Administration, Laxmi Narayan Agarwal, Agra
9. C.P. Bhambhari : Public Administration, Jai Prakash Nath & Co. Meerut.
- 10.A.R. Tyagi : Public Administration
- 11.Vishnoo Bhagwan & Vidya Bhushan : Public Administration (Available in Hindi also)
- 12.Avasthi & Maheshwari : Lok Prashashan (In Hindi)
- 13.C.P. Bhambhari : Lok Prashashan (In Hindi)
- 14.B.L.Fadia : Lok Prashashan (In Hindi)
- 15.Dr. Harishchandra Sharma : Lok Prashashan ke Adhar (In Hindi)
- 16.Vishnu Bhagwan & Vidya Bhushan : Lok Prashashan (Hindi)
- 17.Dr. Ravindra Sharma : Lok Prashashan ke Tatwa (Hindi)
- 18.Prof. P.D. Sharma : Lok Prashashan : Siddhant Awam Vyavhar

PAPER - II

PUBLIC ADMINISTRATION IN INDIA

Max. Marks: 100

Duration : 3 hrs.

Min. Marks. : 36

UNIT - I

Historical background of Indian administration with special reference to 1909, 1919 and 1935 Government of India Act, Salient features of Indian administration since independence.

UNIT - II

The Union Executive : President, Prime Minister and Council of Ministers. The organisation and working of the Central Secretariat, Cabinet Secretariat, Prime Minister's Office, Ministry of Home, Finance and Ministry of Personnel, Pension and Public Grievances.

UNIT - III

Major Forms of Public Enterprises in India : Department, corporation, Companies. Parliamentary committee on Public undertaking, Problems of control and autonomy over public enterprises.

UNIT - IV

Financial Administration Budget Formulation, Budget Approval and Budget Execution. Comptroller Audit General and Parliamentary Committees, Public Accounts and Estimates Committee. Control over administration Legislative, Executive and Judicial.

UNIT - V

Personnel Administration - Features of Indian Civil Service, Classification, Recruitment and Training of All India Services. Problems of Indian Administration. Corruption and Removal of Public Grievances, Administration Reforms in India, Gorwala Report, Paul H. Appleby Report and ARC Report on Central Administration.

References :

1. S.R. Maheshwari : Indian Administration
2. C.P. Bhambhari : Public Administration in India
3. P. Sharan : Public Administration in India
4. D.D. Basu : An Introduction to the Constitution of India
5. K.V. Rao : Parliamentary Democracy in India
6. Laxmi Narain : Principles and Practice of Public Enterprises management
7. B.B. Mishra : Administrative History of India
8. Ramesh Arora : Indian Public Administration
9. V.M. Sinha : Personnel Administration (In Hindi)
10. P.D. Sharma & B.M. Sharma : Bhartiya Prashashan (In Hindi)
11. Saroj Chopra : Bharat Main Lok Prashashan (In Hindi)
12. R.S. Darda : Bharat Main Lok Prashashan (In Hindi)
13. B.L. Fadia : Bharat Main Lok Prashashan (In Hindi)
14. Ravindra Sharma : Bharat Main Lok Prashashan (In Hindi)
15. Awasthi & Awasthi : Bhartiya Prashashan (In Hindi)
16. Surendra Kataria : : Bharat Main Lok Prashashan (In Hindi)

PAPER - III
ADMINISTRATIVE INSTITUTIONS IN INDIA

Max. Marks: 100

Duration : 3 hrs.

Min. Marks. : 36

UNIT - I

Administrative Institution in a Democratic and Socialist Society. The concept of laissez faire, Welfare State and Administrative State.

UNIT - II

Organisation of Government : Legislature - its role and decline in modern times, Executive-Types and relationship with legislature. Judiciary-Functions and role with special reference to the power of judicial review.

UNIT - III

Democracy and Administration, Features of democratic administration. Role of Bureaucracy in a Democratic country, Political parties and pressure groups and their interaction with each other.

UNIT - IV

Organisation and administrative working of Finance Commission, Planning Commission of India and the National Development Council, University Grants Commission, Union Public Service Commission.

UNIT - V

Election Commission and the administration of election in India. Organisation & Working of:

- (i) Central Social Welfare Board
- (ii) Railway Board
- (iii) Reserve Bank of India

Recommended Books :

- 19. Waldo : Administrative State
- 20. Field : Government in Modern Society
- 21. Paranjape : Planning Commission
- 22. I.I.P.A. : Organisation of the Government of India
- 23. H.C. Sharma : Prashahnik Sanshtayen
- 24. Report of Finance Commission of India.
- 25. M.G. Gupta : Modern Government.
- 26. Ashok Sharma : Prashasnik Sanstheyen (Hindi)
- 27. Ziauddin Khan : Prashasnik Sanstheyen (Hindi)
- 28. B.L. Phadia : Prashasnik Sanstheyen (Hindi)
- 29. J.C. Johri : Indian Government and Politics (I & II) Hindi.

PAPER - IV
STATE ADMINISTRATION IN INDIA

Max. Marks: 100

Duration : 3 hrs.

Min. Marks. : 36

UNIT - I

State Administration in India - its Growing importance, General background of State Administration in India with special reference to the State of Rajasthan. The office of the Governor-Powers, Function and role in State Administration, relationship with Council of Minister.

UNIT - II

The office of the Chief Minister - Power, Function, Role and Importance of the office, Relationship with Council of Ministers, Organisation and role of the state secretariat, Chief Secretary : Role and significance in the State Administration.

UNIT - III

Administrative organisation of a Department, organisation and working of the Department of Home, Finance and Agriculture in Rajasthan. Organisation and Working of the following Board and Directorates in the State of Rajasthan : (a) Revenue Board (b) Rajasthan State Electricity Board, (c) Directorate of Agriculture and (d) Directorate of Education.

UNIT - IV

Personnel Administration : Role of the State Civil Services in Rajasthan. Organisation and working of the Rajasthan Public Service Commission. Recruitment and Training of State Civil Services. Organisation and function of State Training Institutes in Rajasthan. Institutions of Lokayukta.

UNIT - V

District Administration : Organisation of District Administration, Collector, his functions and position. Powers and position of Divisional Commissioner, Revenue administration at the district level S.D.O. Tehsildar and Patwaris.

References :

- 17.S.R. Maheshwari : State Government in India.
- 18.S.S.Khera : District Administration in India.
- 19.M.V.Pylee : Indian Constitution (Hindi Ed.)
- 20.A.R.C. : Reprot on State Administration.
- 21.A. Zabier & Gupta : Organisation of Govt. of Uttar Pradesh.
- 22.H.C.Sharma : Bharat Main Rajya Prashashan (Hindi)
- 23.C.M.Singh and other : Rajasthan Main Rajya Prashashan (Hindi Ed.)
Ashok Sharma and
Suresh Goyal
- 24.Dr. Surendera Kataria : Rajya Prashashan (Hindi)
- 25.Dr. Ravindra Sharma : Rajya Prashashan (Hindi)
- 26.Dr. Ramesh K. Arora : Bharat Main Rajya Prashashan (Hindi)
Dr. Geeta Chaturvedi

PAPER - V
COMPARATIVE ADMINISTRATIVE SYSTEM

Max. Marks: 100

Duration : 3 hrs.

Note - Each paper will contain ten questions having two questions from each unit. The candidates are required to attempt five questions in all, selecting at least one question from each unit.

UNIT - I

Comparative Administration : Concept, Nature, Scope and Significance, Features of Administration of developing and developed societies, Contribution of F.W. Riggs Salient Features of the Constitutions of UK, USA and France.

UNIT - II

A comparative study of powers and position of President of India and USA, Parliamentary system in U.K. & Presidential system in USA and France.

UNIT - III

Salient features of Administrative system in UK, USA, France and Nepal with particular reference to central administration and nature and role of civil service.

UNIT - IV

Treasury and cabinet Secretariat in Great Britain, Independent Regulatory commission in the USA.

UNIT - V

French council of State, Swedish Ombudsman, Panchayat System in Nepal.

Recommended Books :

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|---------------------------------|---|---|
| 1. Ogg and Zink | : | Modern Foreign Government. |
| 2. H.N. Agarwal | : | Administrative System in Nepal |
| 3. Podiyal | : | Public Administration in Nepal |
| 4. v.D. Mahajan | : | Modern Select Government |
| 5. Vishnu Bhawan & Vidya Bhusan | : | World constitution |
| 6. B.L. Phadia | : | vishwa Ke Pramukh Samvidhan (Hindi) |
| 7. Iqbal Narain | : | Vishwa Ke Samvidhan (Hindi) |
| 8. Preeta Joshi | : | Vikas Prashasan (Hindi) |
| 9. P.D. Sharma | : | Tulnatmak Rajniti (hindi) |
| 10. Ravindra Sharma | : | Tulnatmak Prashasnik Vyavasthayen (Hindi) |

PAPER - VI
LOCAL ADMINISTRATION IN INDIA

Max. Marks: 100

Duration : 3 hrs.

Note - Each paper will contain ten question having two questions from each. The candidates are required to attempt five questions in all, selecting at least one question from each unit.

UNIT - I

Meaning nature and Significance of Local-Self Government in Modern state. Evolution of Local Self Government in India.

UNIT - II

The Organisational structure of Urban Local-self government in India with special reference to the 74th Constitutional Amendment Act. Composition, Function, Power and role of various kinds of local bodies, Local Administration of the Metropolitan towns, Municipal Corporations and their problems of Autonomy and Accountability.

UNIT - III

Theory and practice of Democratic Decentralisation in India, Panchayati Raj Institutions - Zila prashad, Panchayat Samiti, Village Panchayats and Gram Sabha; their organisation and function in the context of 73rd Constitution Amendment.

UNIT - IV

Personnel Administration in Rural and Urban, Local Self Government - Recruitment, Classification promotion and Training. Problems of Local Self Government Employees regarding service conditions.

UNIT - V

Financial Administration of Local Bodies in India, strengthening of local resources with special reference to role of State Finance commission. Mechanism of control over local bodies at State level. The role of Directorate of Local bodies and Panchayat and Development Department of State.

Books Recommended-

1. R.Agrawal : Muncipal Government in India.
2. S.R. Maheshwari : Local Government in India
3. M.v. Mathur : Panchayat Raj in Rajasthan
4. r.I. Khanna : Muncipal Government and Adm. In India.
5. S.K.Bhoglee : Local Government in India
6. H.C. Sharma : Bharat Main Esthaniya Shasan (Hindi)
7. Ashok Sharma : Esthaniya Shasan (Hindi)