



B. A. (PUBLIC ADMINISTRATION)

SYLLABUS AND COURSE FOR READING

Semester-I	Elements of Public Administration
Semester-II	Basics of Public Administration
Semester-III	Central Administration
Semester-IV	State and District Administration
Semester-V	Local Self Governments <i>Option (A)</i> Development Administration <i>Option (B)</i> Citizens and Administration <i>Option (c)</i>
Semester-VI	Issues in Public Administration <i>Option (A)</i> Rural Development Administration <i>Option (B)</i>

Scheme of Examination

The paper will consists of nine questions, One from the UNIT-I and two each from UNIT-II to UNIT-V. The students need to answer one question from each unit. The question in unit-I will be of Multiple Choice Questions (MCQ) type and based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus. In case of other units there will be two questions from each unit and students have to answer one question from each unit. All questions will be of 18 marks each.

Maximum Marks: 100

Theory: 90

Internal Marks: 10

Semester-III

Central Administration

Unit-I

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT- V) of the syllabus.

Unit-II

British Legacies over Indian Administration. Features of Indian Administration. Role of Indian Administration in Socio-Economic Development. Fundamental Rights and Duties.

Unit-III

President: Election, Impeachment, Powers and Position. Prime Minister & Council of Ministers: Appointment, Powers and Role. Central Secretariat and Cabinet Secretariat: Organisation, Role and Functions.

Unit-IV

Ministry of Home Affairs: Organisation and Role, Ministry of Finance: Organisation and Functions, Finance Commission and Comptroller & Auditor General.

Unit-V

Civil Service in India: Role and Significance. Union Public Service Commission: Composition and Functions. Recruitment and Training of All India and Central Services.

Books Recommended:

- Avasthi A. 1980. Central Administration: Tata Mc graw Hill: New Delhi.
Chanda Ashok: 1967. Indian Administration: Allen and Unwin: London.
Jain, R. B., 1976. Contemporary Issues in Indian Administration, Vishal Publications: New Delhi.
Johari, J.C., 1977. Indian Government and Politics : Vishal Publications: Delhi.
Khera, S.S. 1975. The Central Executive: Orient Longman: New Delhi.
Maheshwari, S.R., 1984. Indian Administration.
Misra B.B., 1970. The Administrative History of India; Oxford University Press: London.
Muttalib, M.A. 1967. Union Public Service Commission, I.I.P.A.: New Delhi.
Prasad, Bishwanath 1968. The Indian Administrative Service; S. Chand and Company: Delhi.
Puri, K.K., 2006, Indian Administration, Bharat Prakashan, Jalandhar.
Singh Hoshiar and Singh Mohinder, 1989. Public Administration in India: Theory and Practice; Sterling Publishers Private Ltd., New Delhi.
Subramaniam, Malathi, 1987, Management of Public Administration, Deputy Publications: Delhi.
Subramaniam, V. 1971. Social Background of India's Administrators, Publication Division, Government of India: New Delhi.

Semester-IV

State and District Administration

Unit-I

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT- V) of the syllabus.

Unit-II

Constitutional Frame work of States in India, Governor: Appointment Powers & Functions. Chief Minister: Powers, Role and Position. Council of Ministers and State Legislature. Organisation and Structure of State Administration.

Unit-III

State Secretariat and Directorate: Organisation and Functions. Chief Secretary: Role and Position in State Administration. State Planning Department and Board. Divisional Commissioner: Powers, Functions and Position.

Unit-IV

District Administration: Evolution, Features and Functions. District Collector: Evolution, Appointment. Functions and Position.

Unit-V

Police Administration at District Level: Organisation and Functions. Role and Functions of Superintendent of Police. Other Functionaries and Sub-District Level: Sub-Divisional Magistrate, Block Development and Panchayat Officer, Tehsildar.

Books Recommended:

- Avasthi A. 1980. Central Administration: Tata Mc graw Hill: New Delhi.
Basu, D. D. 2004. Introduction to the Constitution of India; Prentice Hall: New Delhi.
Dayal, Ishwar, Muthur Kuldeep and Battacharya M, 1976. District Administration: Mc Millan: Delhi.
Jain, R.B. 1980. District Administration: Indian Institute of Public Administration.
Khera, S.S., 1974. District Administration in India: Asia Publishing House: New York.
Maheshwari, Shriram. 1979. State Government in India; The Macmillan Company of India limited: Delhi.
Misra, S.C., 1972. Police Administration in India: National Police Academy: Mount Abu.
Pandey, Lallu Behari, 1984. The State Executives; Amar Prakashan: Delhi.
Puri, K.K. 1985, Local Government in India, Bharat Prakashan, Jalandhar.
Pylee, M.V. 1967. India's Constitution; Asia Publishing House: Bombay.
Reddy, Ram. G. and Seshadri K. 1972. Police in a developing society: Osmania University: Hyderabad.
Sharma, P.D. 1971. Indian Police – A Developmental Approach: Research: Delhi.

Semester-V

Rural- Urban Administration

Option (A)

Unit-I

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT- V) of the syllabus.

Unit-II

Local Government: Evolution, Meaning, Features and Significance. 73rd and 74th Constitution Amendment Acts.

Unit-III

Urban Local Bodies: Municipal Corporation, Municipal Council and Municipal Committees- their Meaning Features, Role and Significance.

Unit-IV

Panchayati Raj Institutions: Composition, Functions, Sources of Income of Gram Panchayats, Panchayat Samities and Zila Parishads. District Planning Committee: Composition, Functions and Significance.

Unit-V

State Finance Commission. State Election Commission. Urban-Rural Relationship and Problems. Local Leadership.

Books Recommended:

- Avasthi A. (Ed.)1972. Municipal Administration in India; Lakshmi Narayan Aggarwal: Agra.
Battacharya, B., 1979. Urban Development in India; Shree Publishing House: Delhi.
Gandhi, M.K. 1959. Panchayati Raj, Navjeevan Publishing House, Ahmedabad.
Jackson, R.M. The Machinery of Local Government, 1967, Macmillan, London.
Jain, S.P. (ed.), 1995, Panchayati Raj Institutions in India: An Appraisal. Hyderabad. NIRD, 1995.
Puri, K.K. 1985, Local Government in India, Bharat Prakashan, Jalandhar.
Puri, V.K. 2005. Local Government and Administration, Modern Publishers, Jalandhar.
Singh Sahab and Singh Swinder 1992, Public Administration Development and Local Administration, New Academic Publishing Company, Jalandhar.
Sachdeva, Pradeep. 1993. Urban Local Government and Administration in India, Kitab Mahal, New Delhi.
Maheshwari, S.R. 1970, Local Government in India, Laxmi Narain Aggarwal, Agra.
Singh, Viday Karan, 2003, Panchayati Raj System (hindi), RBMA Publishers, Jaipur.
Sharma, Harishchander, 2006, Local Administration in India (hindi), College Book Depot, Jaipur.
Sharma, K.K., 2002. Panchayati Raj in India (hindi) College Book Depot, New Delhi.

Semester-V

Development Administration

Option (B)

Unit-I

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT- V) of the syllabus.

Unit-II

Meaning and Scope of Development Administration. Welfare State; Meaning and Objectives, Concepts of Welfare State and the Directive Principles of State Policy.

Unit-III

Organisation of Planning Agencies: Planning Commission, National Development Council, State Planning Board and Department, Preparation of Five Years Plans.

Unit-IV

Social Welfare Administration in India: Institutional Framework and Programmes of Centre and State Governments for the Welfare of Scheduled Castes, Women and Children.

Unit-V

Agriculture Development Problems and causes for the Backwardness of Agriculture development. Programme and aims of the Centre and State Government for Agriculture Development.

Books Recommended:

- Chaturvedi, T.N. 1988 Politics, Bureaucracy and Development, Uppal Publishing House, New Delhi.
- Dey, Bata K. 1978, Bureaucracy, Development and Public Management in India, Uppal Publishing House, New Delhi.
- Dubashi, P.R. 1976, Economics, Planning and Public Administration: Somaiya Publications Pvt. Ltd., Bombay.
- Fadia, B.L., 2010, Public Administration, Sahitaya Bhawan Publication, Agra.
- Goel, S.L..., 2009, Development Administration – Potentialities and Prospects, Deep & Deep Publications Pvt. Ltd., New Delhi.
- Heady, Ferral, 2001. Public Administration: A Comparatived Perspective, Marcel Dekker, New York.
- Jain, R.B., 2001, Public Administration in India – 21st Century Challenges for Good Governance, Deep |& Deep Publications Pvt. Ltd., New Delhi.
- Joshi, Preeta, 2007, Vikas Prashasan, RBSA Publishers, Jaipur.
- Krishnamachari, V.T., 1962, Fundamental of Planning in India; Orient Hongman: Bombay.

La Palombara, Joseph (ed), 1963, Bureaucracy and Political Development, Princeton University Press: Princeton.

Laxmikant, M. , 2010, Public Administration, Tata Mcgraw Hill, New Delhi.

Mathur, Kuldeep, 1973. Bureaucratic response to Development, National, Delhi.

Myrdal, Gurnar 1970, The Challenge of World Poverty Pantheon, New York.

Pai Panandikar, V.A. (ed.) 1974, Development Administration in India, Mcmillan, New Delhi.

Parajape, H.K. 1970. The Reorganized Planning Commission: a study in the implementation of administrative reforms, I.I.P.A., New Delhi.

Poliraidu, S., 2010, Public Administration, Galgotia Publications Pvt. Ltd., New Delhi.

Prakasha Rao, VLS, 1963, Regional Planning: Indian Statistical Institute: Calcutta.

Pye, Lucian, 1972, Aspects of Political Development, Amerind, Indian edition, New Delhi.

Riggs, Fred (ed.) 1970. Frontiers of Development Administration, N.C. Duke University Press: Durham.

Sapru, R.K. 1994, Development Administration, Sterling Publishers Pvt. Ltd.: New Delhi.

Sharma, K. Arvind, 2004, Bureaucracy and Decentralization, Mittal Publications, New Delhi.

Swerdlow, Irving, 1968. Development Administration, Context and Problems; Syracuse University Press, Syracuse.

Verma, S.P. and Sharma S.K. (eds.), 1983. Development Administration; IIPA: New Delhi.

Weidner Edward, (ed.), 1970, Development Administration in Asia; N.C. Duke University Press: Durban.

Semester-V

Citizens and Administration

Option (c)

Unit-I

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT- V) of the syllabus.

Unit-II

Concept of Citizen Centric Administration: Evolution, Concept, Features and Significance. Functions of Government: Regulatory functions, Service providing functions and Developmental functions.

Unit-III

Citizens' Charters: Evolution, Features and Applications. Citizens' Participation in Administration: Concept, Agencies, Significance and Limitations

Unit-IV

Decentralization and Delegation: Concept and Benefits. Grievance Redressal Mechanism: Grievance-Meaning and Agencies for Redressal of Grievances at centre and state levels

Unit-V

Consumer Protection: Consumer Protection Act and Working of the Consumer Courts in India. National Consumer Disputes Redressal Commission

Books Recommended:

Arora, K., 2006, Public Administration in India – Tradition, Trends and transformation, Paragon International Publishers, New Delhi.

Arora. K. Ramesh, 2001. People Centred Administration, Aalekh Publishers, Jaipur.

Baghel, C.L. & Kumar Yogendra, 2005, Public Administration – Functional Structure and Administrative Reforms, Vol-2, Kanishka Publishers Distributors, New Delhi.

Bhattacharya, Mohit, 1979, Bureaucracy and Development Administration, Uppal Publishing House, New Delhi.

Sharma, A. Ram, 2005, Public Administration Today, Shree Publishers & Distributors, New Delhi.

Verma, V.P. 2008, Modern Administrative Theory, Alfa Publications, New Delhi.

Semester-VI

Issues in Public Administration

Option (A)

Unit-I

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT- V) of the syllabus.

Unit-II

Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration. Lok Pal and Lok Ayukta.

Unit-III

Integrity in Administration: Means and Agencies for checking Corruption at Union and State Level.

Unit-IV

Emerging Issues: Good Governance, Right to Information. Consumer Protection Act, 2005.

Unit-V

Political and Permanent Executive. Generalists and Specialist Relationship. Administrative Reforms.

Books Recommended:

Administrative Reforms Commission, 1968. Report on the Machinery Government of India and its procedures of work.

Basu, Durga Das, 2004, Introduction to the Constitution of India, Twelfth Edition; Prentice Hall of India: New Delhi.

Battacharya Mohit, 1987, Public Administration: Structure, Process and Behaviour, The World Press Pvt. Ltd., Calcutta.

Bhambri C.P. 1985. Public Administration, Educational Publishers: Meerut.

Chanda, Ashok. 1968. Indian Administration; G. Allen and Unwin: London.

Chaturvedi, T.N. 1980. Secrecy in Government, IIPA, New Delhi.

Jabbara, Joseph G. and Dwivedi, O.P. (ed) 1998, Public Service Accountability, Kumarian Press Inc., Bloonfield CT, U.S.A.

Jain R.B. 1976, Contemporary Issues in Public Administration; Vishal Publications: New Delhi.

Kothari, Shanti and Ramashray Roy, 1969, Relations between Politicians and Administrators at the District level; IIPA and the Centre for Applied Politics: New Delhi.

Maheshwari, Shriram. 1990. Indian Administration: Orient Longman: New Delhi.

Paul, S, 1994, Strengthening Public Accountability: New Approaches and Mechanisms. Public Affairs Centre, Bangalore.

Peters, Gay B. and Donald J. Savoie (Eds.), 1995, *Governance in a Changing environment*, Mcgnill-Queen's University, Press, Montreal/Kingston.

Rosen, Barnard, 1998, *Holding Government Bureaucracies Accountable*, Praeger, New York.

Sahni, Pradeep and Medury Uma (eds.) 2003, *Governance for Development Issues and Strategies*, Prentice Hall of India, New Delhi.

Shedler, Andreas, Larry Diamond and Marc F. Plattner, 1999, *The Self Restraining State: Power and accountability in New Democracies*, Lynne Reinner Publishers, Boulder, Colorado.

Singh Hoshier and Singh Mohinder, 1989. *Public Administration in India. Theory and Practice*, Sterling Publishers: New Delhi.

Tandon Rajesh and Mohanty Ranjita (Eds.) 2003, *Civil Society and Governance Issues and Problems*, Sage, New Delhi.

Turner M. and D. Hulrne, 1997, *Governance, Administration and Development: Making the State work*. Kumarian Press Ltd., West Hartford.

Semester-VI

Rural Development Administration

Option (B)

Unit-I

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT- V) of the syllabus.

Unit-II

Meaning, Concept and Significance of Rural Development Administration. Growth of Rural Development Institutions in India (since Independence).

Unit-III

Institutional Arrangement for Rural Development at National, State, District, Block and Village levels. Ministry of Rural Development and Ministry of Panchayat at Union Level and Department of Panchayat at State Level, DRDA and Zila Parishad and Gram Panchayat.

Unit-IV

Rural Development Programmes: National Rural Employment Guarantee Scheme, Indira Awas Yojna, Swarn Jayanti Gram Swa Rojgaar Yojna.

Unit-V

Emerging Issues in Rural Development: Information Technology.

Books Recommended:

- Apter, David E. The Politics of Modernization (1965). The University of Chicago Press, Chicago.
- Arya, P.P. and Tondon, B.B. 1998, Human Resource Development, Deep and Deep Publications, New Delhi.
- Desai, A.R. 1969, Rural Sociology in India, Popular Prakashan, Bomobay.
- Dube, S.C. 1971. "Bureaucracy and Nature Building in Transitional Societies", Political Development and Social Change, Jolu Willy and Sons, New York.
- Kothari, Rajni. Politics in India, Boszton: Little, Brown and Company, 1970.
- Maheshwari, S.R., 1951, Rural Development in India, Sage Publications, New Delhi.
- Mathur, kuldeep 1982. Bureaucracy and New Agricultural Strategy, Concept Publishers, Concept Publishers Delhi.
- Shah, S.M. 1977, Rural Development Planning and Reforms, Abhinar Publications, New Delhi.