

B.A. HONOURS (PUBLIC ADMINISTRATION)

SYLLABUS AND COURSE FOR READING

Semester-I	Paper-I Elements of Public Administration Paper-II Personnel Administration
Semester-II	Paper-III Basics of Public Administration Paper IV Financial Administration
Semester-III	Paper-V Central Administration Paper-VI Social Welfare Administration Paper-VII Theory of Public Administration
Semester-IV	Paper-VIII State and District Administration Paper-IX Development Administration Paper-X Citizen Administration
Semester-V	Paper-XI Local Self Governments Paper-XII Comparative Public Administration Paper-XII Public Policy Analysis
Semester-VI	Paper-XIV Issues in Public Administration Paper-XV Citizens and Administration Paper-XVI Practical/ Viva voce

Scheme of Examination

The paper will consists of nine questions, one from the unit-I and two each from unit-II to V. The students need to answer one question from each unit. The question in unit-I will be it 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. The Practical / Viva Voce will be based on the total understanding of the subject and will be conducted by a teacher working at university.

Maximum Marks: 100

Theory: 90

Internal Marks: 10

Semester-I
Paper-I Elements of Public 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

Public Administration: Evolution, Meaning, Nature, Scope and Significance and its relations with Political Science, Economics and Law ; Public and Private Administration; New Public Administration and New Public Management.

Unit-III

Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Co-ordination, Supervision and Control, Communication, Decentralization and Delegation.

Unit-IV

Forms of Organizations: Formal and Informal; Department; Board, Corporation and Commission; Independent Regulatory Commission.

Unit-V

Chief Executive: Meaning, Types and Role; Line, Staff and Auxiliary Agencies. Public Relations: Meaning, Means and Significance.

Books Recommended:

- Avasthi A & Maheshwari, S.R. 2009, Public Administration (Hindi & English) Lakshmi Narain Aggarwal, Agra.
- Bhattacharya, Mohit, 1987, Public Administration – Structure, Process and Behaviour, The World Press Pvt. Ltd., Calcutta.
- Bhattacharya, Mohit, 2007, Public Administration, The World Press Pvt. Ltd., Calcutta.
- Marini, Frank (Ed) 1971, Towards a New Public Administration, Chandler.
- Nicholas, Henry, 2010, Public Administration and Public affairs, Prentice Hall, New Jersey.
- Nigro, Felix A., and Nigro, Llyod G. 1980, Modern Public Administration, Harper and Row: New York.

- Parsad, D. Ravindra, V.S. Prasad and P. Satyanarayan, June, 2010, Administrative Thinkers (Eds.), Sterling Publishers, New Delhi.
- Pugh, D.S. (Ed.) 1985, Organization Theory Selected Readings, Penguin Books, Middlesex, England.
- Puri, K.K. 2006, Elements of Public Administration, Bharat Prakashan, Jalandhar.
- Taylor, F.W. 1947, Scientific Management, Harper and Row, New York.
- Weber, Max, 1969, The Methodology of the Social Sciences. Translated and Edited by Edward A. Shils and Henry A. Finch, The Free Press, New York.
- White, L.D. 1968, Introduction to the Study of Public Administration, Eurasia Publishing Housing, New Delhi.

Semester-I

Paper-II Personnel 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

Meaning, Nature, Scope of Public Personnel Administration. Bureaucracy Concept, Types and Significance.

Unit-III

Indian Personnel System with reference to Classification, Recruitment, Training, Salary and Promotion.

Unit-IV

Indian Personnel System with reference to Service Conditions and Conduct Rules, Disciplinary Actions, Removal and Appeals.

Unit-V

Issues relating to Civil Services in India: Pension Reforms, Motivation & Morale, Political Rights, Right to Strike.

Books Recommended:

- Dey, Bata K., 1989, "Civil Service Training and Career Management in India" in Training Public Administration, The Changing Perspective, IIPA, New Delhi.
- Felix, A. Nigro 1963. Public Personnel Administration, Holt: New York.
- Goel, S.L. 1984. Public Personnel Administration, Sterling Publishers, New Delhi.
- Government of India: Administrative Reforms Commission, Report on Personnel Administration, 1969.
- Hondy, Wayne R. and Noe Robert M., 1987, Personnel: The Management of Humoan Resources, Allyn and Bacon Inc: Boston.
- Kerlinger, E. David: Public Personnel Management, IIPMA, Prentice Hall Inc. Englewood Cliffs, New Jersey, 1986.
- Maheshwari, S.R. 1989. Indian Administration, Orient Longman, New Delhi.

- Misra, B.B. 1977. The Bureaucracy in India – An historical analysis of development up to 1947, Oxford University Press: New Delhi.
- Puri, B.N. 1980. Some Aspects of Evolution of Indian Administration, IIPA, New Delhi.
- Puri, K.K. 1985. Indian Administration, Bharat Prakashan, Jalandhar.
- Puri, V.K. 2005, Indian Administration, Modern Publishers, Jalandhar.
- Sinha, V.M. 1986, Personnel Administration- Concepts and Comparative Perspective, RBSA Publishers, Jaipur.
- Sinha, V.M.: Karmik Prashashan (Hindi), RBSA, Jaipur, 1985.
- Sinha, V.M.: Personnel Administration, RBSA, Jaipur, 1985.
- Stahl, O. Glenn, 1983. Public Personnel Administration, Harper and Row Publishers: New York.
- Verma, S.P. and S.K. Sharma, 1985. Managing Public Personnel Systems, Indian Institute of Public Administration, New Delhi.

Semester-II
Paper-III
Basics of Public 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

Theories of Organization: Scientific Management Theory (F.W.Taylor), Classical (Henry Fayol, Luther Gulick, M.P. Follet, Mooney and Reiley.), Bureaucratic (Max Weber).

Unit-III

Personnel Administration: Meaning; Nature and Significance. Elements of personnel Administration: Recruitment; Training; Promotion; and joint Consultative Machinery.

Unit-IV

Budget: Principles, Preparation and Enactment of Budget. Public Funds: Accounting and Auditing. Financial Control: Parliamentary (Parliament and its committees) and Executive Control.

Unit-V

Meaning and Significance of followings:

- I. Administrative Law.
- II. Delegated Legislation.
- III. Administrative Tribunal.
- IV. Public Policy.

Books Recommended:

- Avasthi & Maheshwari, S.R. 2009. Public Administration, Lakshmi Narain Aggarwal: Agra.

- Dey, Bata K. 1978. Bureaucracy Development and Public Management in India, Uppal Publishing House; New Delhi.
- Dimock, Marshal Edward and Dimock, Glodys Ogden, 1975. Public Administration; Oxford and IBH Publishing Co., New Delhi.
- Goel, S.L. 2002. Public Personnel Administration, Sterling Publishers: New Delhi.
- Kocing, Louis W. 1986. An Introduction to Public policy, Prentice Hall, New Jersey.
- Puri, K.K. 1985. Elements of Public Administration, Bharat Prakashan, Jalandhar.
- Ramayyar A.S., 1967, Indian Audit and Account Department, Indian Institute of Public Administration, New Delhi.
- Sahni Pradeep, 1987. Public Policy: Conceptual Dimensions, Kitab Mahal: Allahabad.
- Sharma, M.P. 2010, Public Administration theory and Practice, Kitab Mahal: Allahabad.
- Thavraj, M.J.K., 1978. Financial Administration of India; Sultan Chand and Sons: New Delhi.
- Wattal, P.K., 1963. Parliamentary financial Control of India; Minerva Book Shop: Bombay.
- Weber, Max, 1969, The theory of social and economic organization, ed. Talcott Parsons; Free Press: New York.

Semester-II
Paper-IV Financial 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

Meaning, Agencies and Significance of Financial Administration. Budget: Principles, Types.

Unit-III

Union Ministry of Finance: Organisation and Functions. Central-State Financial Relations. RBI & IDBI.

Unit-IV

Tax Administration: Administration of Direct and Indirect Taxes. Problems of Tax Evasion and Avoidance. Direct Tax Code.

Unit-V

Control over Public Finance: Comptroller & Auditor General of India, Legislative Control. Budget as a tool of Socio-Economic Change.

Books Recommended:

- Bhatia HL. 1992. Public Finance, Revised Edition, Vikas Publishing House: New Delhi.
- Burman Kiran, 1978. India's Public Debt and Policy Since Independence, Chugh Publications, Allahabad.
- Chanda, Asok, 1958. Indian Administration, George Allen Unwin Ltd., London.
- Chanda, Asok, 1960. Aspects of Audit Control, Asia Publishing House: Bombay.
- Datt, Ruddar and K.P.M.: Sundharam, Indian Economy, S. Chand & Co., New Delhi, 2004.
- Gautam, P.N.: Vit Prashashan, Haryana Sahitya Academy.
- Goel, S.L.: Public Financial Administration, Deep & Deep Publications, New Delhi, 2003.
- Jain, Inu, 1988. Resource Mobilisation and Fiscal Policy in India, Deep and Deep Publications, New Delhi.
- Lal, G.S.: Public Finance: Kalyani Publications, New Delhi-Noida (UP), 1999.
- Lekhi, R.K.: Public Finance: Kalyani Publications, New Delhi-Noida (UP), 1999.
- Misra, B., Economics of Public Finance, Macmillan: New Delhi.
- Mookerjee Sameer C., 1989, Role of Comptroller and Auditor General in Indian Democracy, Ashish Publishing House, New Delhi.
- Sree Kantaradhya, 1972. Public Debt and economic Development in India. Sterling Publishers: New Delhi.
- Thavraj, M.J.K., 1978. Financial Administration of India, Sultan Chand and Sons, New Delhi.
- Thavraja, M.J.K.: Financial Administration of India, Sultan Chand & Sons, New Delhi, 1994.
- Tripathy R.N. and M. Tripathy, 1985. Public Finance and Economic Development in India, Mittal Publications: Delhi.

- Tyagi, B.P.: Public Finance, Meerut, 1997.

Semester-III

Paper-V 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-III
Paper- VI Social Welfare 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

Social Welfare Administration: Meaning, Nature, Scope & Principles. Evolution of Social Welfare Administration.

Unit-III

Social Welfare Administration at Central Level: Ministry of social, Justice & Empowerment, Department of Women & Child Development, Central Social Welfare Board.

Unit-IV

Programmes for the Development of SCs, STs, Disabled and Aged.

Unit-V

Women Empowerment in India: Study of their Social, Economic and Political Aspects. Role of NGOs in women Empowerment.

Books Recommended:

- C.P. Barthwal (Ed.), Social Justice in India, Bharat Book Centre, 17, Ashok Marg, Lucknow, 1998.
- D. Paul Chowdhry: Social Welfare Administration, New Delhi, Atma Ram & Sons, 1979.
- D.K.Mishra: social Administration (Hindi) Jaipur: College Book Depot, Tripolia Bazar, 1990.
- D.P. Chowdhry: Social Welfare Administration, Atma Ram & Sons, Deli 1992.
- D.R. Sachdeva, Social Welfare Administration (English and Hindi), Kitab Mahal, Allahabad, 2004.
- Davis C. March: An Introduction to Social Administration, Routledge and Kegan Paul, London, 1965.
- Goel, S.L. & R.K. Jain, Social Welfare Administration, Vol. I & II, Deep & Deep Publications, New Delhi. (latest edition).
- Mishra, D.K. Social Administration (in Hindi), College Book Depot, Jullundhur. (latest edition).
- Mohinder Singh (ed.): Social Policy and Administration in India, M.D. Publications Pvt.Ltd., New Delhi, 1996.
- P.D.Kulkarni: Centre Social Welfare Board, New Delhi: Asia Publishing House, 1961.

- S.L.Goel and R.K.Jain: Social Welfare Adminsitration, vol. I, New Delhi: Deep & Deep, 1988.
- Surendra Kataria, Social Administration (Hindi), RBSA Publishers, SMS High Way, Jhaipur, 2002.
- T.N.Chaturvedi and S.K. Chandra: Social Administration Development and Change, New Delhi, IIPA 1980.
- V. Jaganadhan: Social Welfare Organisation, New Delhi, IIPA 1966.

Semester-III
Paper-VII Theory of Public Administration

Max. Marks: 90 +10 (Int. Asst.)
Time: 3 hours

Unit –I

The question will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II

Meaning, Nature and Scope of Public Administration, Evolution of Public Administration as a discipline. Methods and Approaches to the study of Public Administration. New Public Administration.

Unit-III

Theories of Organisation: Classical Theory, Scientific Management Theory and Human Relation Theory.

Unit-IV

Administrative Behaviour: Decision Making-Herbert Simon, Motivation- Maslow, McGregor and Herzberg.

Unit-V

Leadership, Bureaucracy- Max Weber, Robert Michel and Karl Marx.

Books Recommended:

- Avasthi & Maheshwari, S.R. 2009. Public Administration, Lakshmi Narain Aggarwal: Agra.
- B.P.Singh & TN Chhahra: Organisational Theory and Behaviour, 3rd edition, 1682, Nai Sarak, Delhi – 110006, 2000.
- Dey, Bata K. 1978. Bureaucracy Development and Public Management in India, Uppal Publishing House; New Delhi.
- Dimock, Marshal Edward and Dimock, Glodys Ogden, 1975. Public Administration; Oxford and IBH Publishing Co., New Delhi.
- Goel, S.L. 2002. Public Personnel Administration, Sterling Publishers: New Delhi.
- Jit S Chandan: Organisational Behaviour, 3rd edition, 576, Masjid Road, Jangpura, N.D., New Delhi-1100014, Vikas Publishing House Pvt.Ltd., 2006, , ,.
- Kocing, Louis W. 1986. An Introduction to Public policy, Prentice Hall, New Jersey.
- L.M.Prasad: Organisational Behaviour, New Delhi, Sultan Chand & Sons educational Pub., 2001.
- Luthans F.: Organisational Behaviour, 7th edition, New York, MC Graw Hill, 1995.

- N.K.Sahni: Management Concept and Organisational Behaviour, 5th edition, New Delhi, [B-15, Sector – 8, NOIDA] Kalyani Publishers, 2007.
- Puri, K.K. 1985. Elements of Public Administration, Bharat Prakashan, Jalandhar.
- Ramayyar A.S., 1967, Indian Audit and Account Department, Indian Institute of Public Administration, New Delhi.
- Sahni Pradeep, 1987. Public Policy: Conceptual Dimensions, Kitab Mahal: Allahabad.
- Sharma, M.P. 2010, Public Administration theory and Practice, Kitab Mahal: Allahabad.
- Stephen P. Robinson: Organisational Behaviour, 11th edition, New Delhi – 110001 Prentice – Hill of India Pvt.Ltd., 2007
- Thavraj, M.J.K., 1978. Financial Administration of India; Sultan Chand and Sons: New Delhi.
- Wattal, P.K., 1963. Parliamentary financial Control of India; Minerva Book Shop: Bombay.
- Weber, Max, 1969, The theory of social and economic organization, ed. Talcott Parsons; Free Press: New York.

Semester-IV

Paper-VIII 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

Constitution Frame work of States in India, Governor: Appointment Powers & Functions. Chief Minister: Powers, Role and Position. Council of Ministers. 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.

Unit-IV

Divisional Commissioner: Powers, Functions and Position. 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 and Tehsildar.

Books Recommended:

- Avasthi: Central Administrative, Tata McGraw Hill, Publishers Co. Put. Ltd. 1988, New Delhi.
- C.P. Bhambri: Public Administration in India, Delhi, Vikas 1973.
- G.P. Pilani & Hoshier Singh: Administration & Social Changes, Jaipur; Printwell Publishers, 1990.
- Hoshier Singh & D.P. Singh: Indian Administration: Current Issues and Problems, Jaipur: Aalekh Publishers, 1990.
- Hoshier Singh & Mohiner Singh: Public Administration in India: Theory & Practice, New Delhi: Sterling Pub., Reprint, 1990.
- Pramata Sharan: Public Administration in India, Meerut: Meenakshi Publications, 1978.
- R.B. Jain: Contemporary Issues in Indian Administration, Delhi: Vishal Publishers, 1976.
- S.R. Maheshwari: Indian Administration, Delhi: Orient Longman, 1989.
- V. Bhaskara Rao and b. Venkateshwarlu (ed.): Parliamentary Democracy in India: Trends and Issues, Delhi, Mittal Pub. 1987.

Semester-IV

Paper-IX Development 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

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:

- C.N.Bhalerao (ed.): Administration, Politics and Development in India, Bombay, Lal, Pani Publishing House, 1972.
- Cherry Oertzel, Maure Goldschmidth and Donald Rotchild, Government and Politics in Kenya, Nairobi 1970.
- Fred W. Riggs (ed.), Frontiers of Development Administration, purham: N.C. Duke University Press, 1970.
- Gabriel Almond and G.B. Well: Comparative Politics: A Developmental Approach, Oxford & IBH Pub. Co. New Delhi, 1976.
- Irwing, Swndlow (ed.): Development Administration: Concepts and Problems, Syracuse: NY Syracuse University Press, 1963.
- Joseph, La Palombara (ed.): Bureaucracy and Political Development, Princeton: NJ Princeton University Press, 1963.
- Preeta Joshi: Vikash Prashashan, Jaipur, RBSA, Swai Man Singh, Highway, Chaura Rasta 2nd Ed. 1991.
- R. Braibhanti and J.S.Spengler: Administration and Economic Development in India, Duke Univ. Press.
- Roy Macridis and B. Brown: Comparative Politics, 4th ed. Honwood, Dorsey Press 1972
- S.K.Sharma (ed.), Dynamics of Development (Two volumes), New Delhi: Concept Publishing House.
- S.P. Verma and S.K.Sharma (ed.): Development Administration, New Delhi, IIPA.
- UNO: Development Administration: Current Approaches and Trends in Public Administration for National Development, New York, UNI 1975.

Semester-IV
Paper-X Citizen and 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

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

Decentralisation 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-V
Paper-XI Local Self Government

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 Constitutional Amendment Acts.

Unit-III

Urban Local Bodies: Municipal Corporation, Municipal Council and Municipal Committees: Organisation, Functions and Sources of Income.

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 Problem. Local Leadership.

Books Recommended:

- A.S. Malik: Concept and Strategy of Rural Industrial Development, New Delhi: M.D. Publications, 1995.
- B.S. Khanna: Rural Development in India, New Delhi: Deep & Deep Publications, 1982.
- Bhatnagar: Rural Development in India, New Delhi: Light and Life Publishers, 1978.
- D.A. Chandler (Ed.), Local Government in Liberal Democracies: An Introductory Survey, London: Routledge 11, New Fetter Lane, EC 4P. 1992.
- David Wilson & Chris Game & Others: Local Government in the United Kingdom, London: Macmillan 1994.
- Hoshiar Singh and Zia-U-Din Khan: leadership in Municipal Government, Jaipur, RBSA Publishers.
- Hoshiar Singh: Administration of Rural Development in India, New Delhi, Sterling Publishers, 1995.
- Hoshiar Singh: Local Government in India, Britain, France and USA, Kitab Mahal, Allahabad, 1997.
- Hoshiar Singh: Rural Development in India, Jaipur: Printwell Publishers, 1985.
- Hoshiar Singh: State Supervision and Control over Municipal Bodies, New Delhi: Associated Publishers.
 - Journal of Rural Development, National Institute of Rural Development, Hyderabad.
 - Kurukshetra: A journal of Rural Development, Government of India.
- Michael Keating: Comparative Urban Politics, Edward Elgar Publishing Ltd. Hamshire, England, Gower House Croft Road, Aldershot, 1992.
 - Mohinder Singh: Rural Development in India – Current Perspectives, New Delhi: Intellectual Publishing House, 1992.
- Pardeep Sachdeva: Dynamics of Municipal Government and Politics in India, New Delhi, Kitab Mahal 1991.
- Pardeep Sachdeva: Urban Local Government and Administration in India, Kitab Mahal, New Delhi, 2000.
- S.L. Kaushik: Leadership in Urban Government in India, Allahabad: Kitab Mahal 1989.

- S.N. Mishra: New Horizons in Rural Development Administration, New Delhi: Mittal Publications, 1989.
- S.R. Maheswari: Local Government in India, New Delhi: Origin Longman, 1984.
 - S.R. Maheswari: Rural Development in India, A Public Policy Approach, New Delhi: Sage Publications, 1985.
- Sahib Singh and Swinder Singh: Local Government in India, Jalandhar: New Academic Publishing Co., 1991.
 - Sahib Singh and Swinder Singh: Local Government in India, New Academic Publishing Co. Jalandhar, 1992.
 - Surat Singh and Mohinder Singh (Eds.): Rural Development Administration in 21st Century: A Multi Dimensional Study, New Delhi: Deep & Deep Publications, 2006.
- Tony Byrne: Local Government in Britain, London: Penguin Press 5th Ed. 1990.
- Vincent Ostrom and Others: Local Government in the United States, San Francisco, California, ICS Press, 19987.

Semester-V

Paper-XII Comparative Public 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

Comparative Public Administration: Concept, Nature, Evolution and Scope.

Unit-III

Approaches to the Study of Comparative Public Administration-Structural-Functional-Ecological and Behavioural.

Unit-IV

Features of Central Administrative System in Developed & Developing Countries with Special Reference to India, UK & USA.

Unit-V

Features of Local Level Administration and Machinery for Redressal of Citizen Grievances in UK, USA & India.

Books Recommended:

- Arora, Ramesh K: Comparative Public Administration and Ecological Perspective (1990).
- Avasti, Anand Prakash, Comparative Public Administration (Hindi), Luxmi Narain, Agra, 2002.
- Chaturvedi, TN: Comparative Public Administration, 1980.
- Chaturvedi, TN: Tulnatamak Lok Prashashan, 2979.
- F.W. Riggs: Administration in Developing Countries, 1964.
- F.W. Riggs: Ecology of Public Administration, 1961.
- Ferrel Heady: Public Administration- A Comparative Perspective, 2001.
- J.D. Monogometry & W.J. Siffin (Ed.) Approaches to Development, Politics, Administration & Change, McGraw Hill Book Co., New York, 1966.
- Riggs, F.W. (Ed.): Frontiers Development Administration, 1970.
- W.J. Siffin, Towards the Comparative Study of Public Administration, Indiana University Press, Bloomington, 1959.

Semester-V

Paper-XIII Public Policy Analysis

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

Public Policy: Meaning, Nature and Significance. Policy Making: Structures and Process.

Unit-III

Role of Political Executive, Bureaucracy, Legislature and Judiciary in Policy Making.

Unit-IV

Problems of Policy Formulation, Execution and Evaluation.

Unit-V

Education Policy, Health Policy and Environment Policy.

Books Recommended:

- Dayal, Ishwar, Kuldeep Mathur et. al., Dynamics of Formulating Policy in Government of India, Machinery for Policy Development, Delhi, Concept Publication House, 1976.
- Kothari, Rajni, Politics and People, New Delhi, Ajanta, 1989.
- Miller, A., The Nature of Politics, Gerald Duckworth, London, 1962.
- Montjoy, Robert and J. Lawrence, Towards a Theory of Policy Implementation: An Organisational Perspective, Public Administration Review, No.5, 1979.
- Sapru, R.K. Public Policy, Sterling Publishers, New Delhi. (Latest Edition.)
- Singh, Swinder: Development Administration in India. New Academic Publishers, Jullundhur. (Latest Edition).

Semester-VI

Paper-XIV Issues in Public 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

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:

- Avasthi: Central Administrative, Tata McGraw Hill, Publishers Co. Put. Ltd. 1988, New Delhi.
- C.P. Bhambri: Public Administration in India, Delhi, Vikas 1973.
- G.P. Pilani & Hoshiar Singh: Administration & Social Changes, Jaipur; Printwell Publishers, 1990.
- Hoshiar Singh & D.P. Singh: Indian Administration: Current Issues and Problems, Jaipur: Aalekh Publishers, 1990.
- Hoshiar Singh & Mohinder Singh: Public Administration in India: Theory & Practice, New Delhi: Sterling Pub., Reprint, 1990.
- Pramata Sharan: Public Administration in India, Meerut: Meenakshi Publications, 1978.
- R.B. Jain: Contemporary Issues in Indian Administration, Delhi: Vishal Publishers, 1976.
- S.R. Maheshwari: Indian Administration, Delhi: Orient Longman, 1989.
- V. Bhaskara Rao and b. Venkateshwarlu (ed.): Parliamentary Democracy in India: Trends and Issues, Delhi, Mittal Pub. 1987.

Paper-XV Citizens and 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

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

Decentralisation 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

Practical/ Viva Voce