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 Option (A)
               Development Administration Option (B)
               Citizens and Administration Option (c)
Semester-VI Issues in Public Administration
               Option (A)
               Rural Development Administration
               Option (B)

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


Unit-IV


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:

Prasad, Bishwanath 1968. The Indian Administrative Service; S. Chand and Company: Delhi.
Puri, K.K., 2006, Indian Administration, Bharat Prakashan, Jalandhar.
Semester-IV
State and District Administration

Unit-I
There will be 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

Unit-III

Unit-IV

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:
Semester-V

Rural-Urban Administration

Option (A)

Unit-I

There will be 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


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


Books Recommended:

Sharma, Harishchander, 2006, Local Administration in India (hindi), College Book Depot, Jaipur.
Semester-V

Development Administration

Option (B)

Unit-I

There will be 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


Unit-III

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

Unit-IV


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:

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

Books Recommended:
Bhattacharya, Mohit, 1979, Bureaucracy and Development Administration, Uppal Publishing House, 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


Unit-V


Books Recommended:

Kothari, Shanti and Ramashray Roy, 1969, Relations between Politicians and Administrators at the District level; IIPA and the Centre for Applied Politics: New Delhi.
Peters, Gay B. and Donald J. Savoie (Eds.), 1995, Governance in a Changing environment, Mcgill -Queen’s University, Press, Montreal/Kingston.
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: