

PUBLIC ADMINISTRATION

Outlines of Test

Max. Marks: 80+20

Time: 3 Hours

Syllabus and Courses of Reading

Indian Administration

Note: The question paper will be of 80 marks and it will consist of 9 questions. Out of which the candidates would be required to attempt five questions. The first question will be compulsory which will include eight short questions. The candidates have to attempt any four questions out of the remaining questions. All questions will carry equal marks.

Features of Indian Administration : Its role in the context of Democratic system and Socio-economic development.

Role of President, Prime Minister and Cabinet in Indian Administration. Cabinet Secretariat, Organization and Function of Union Minister of Finance and Home.

National Institution for Transforming India (NITI) Ayog)

Role of the Governor, Chief Minister and State Cabinet in State Administration.

Organizations and functions of State Secretariat. Role of Chief Secretary in State Administration. —

Preparation of the Indian Budget, its enactment. Parliamentary Control over Public Finance in India. Role of Comptroller and Auditor – General over financial administration, composition and function of Public Accounts Committee and Estimate Committee at the Centre.

Civil Service: Recruitment, training, promotion, discipline, morale, Union Public Service Commission.

District Administration: Its features, role and position of Deputy Commissioner, the Superintendent of Police in District Administration.

Accountability of Indian Administration and Citizen. Lokpal and Lok-Ayukt.

B.A.
I-VI Sem (Regular)
Syllabi of

Semester-I
Elements of Public Administration

Maximum Marks : 100

Theory: 80

Internal Marks : 20

Time 3 Hours

Instructions for Paper Setters and Candidates.

- The candidates shall attempt 5 questions in all. Question No. 1 is compulsory and comprises of 8 multiple choice questions (MCQ type). Each will be of 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate are required to attempt at least one question from each unit. Each question carry 16 marks.

Unit-I

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

Unit-II

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

Unit-III

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

Unit-VI

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

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Books Recommended

- Avasthi, A & Matheswari, S. R. 2006. Public Administration (Hindi & English) Lakshmi Narain Aggarwal, Agra
- Bhattacharya, Mohit. 2007. Public Administration. The World Press Private Ltd., Calcutta.
- Nocholas, Henry. 2006. Public Administration and Public Affairs. Prentice Hall, New Jersey.
- Nigro, Felix A. and Nigro Lloyd G. 1980. Modern Public Administration. Harper and Row, New York.
- Pugh, D.S. (ed). 1985. Organization Theory Selected Readings. Penguin Books, Muddlessex, England.
- Puri, K.K. 2006. Elements of Public Administration. Bharart Prakashan, Jalandhar.
- White, L.D. 1968. Introduction to the study of Public Administration. Eurasia Publishing House, New Delhi.
- Chahar S.S., 2008, Lok Prashasan Ke Sidhant, Hariyan Sahitya Academi, Panchkula.
- Sahani Pardeep & Vayunandan Etakula, 2010, Administration Theory, PHI, New Delhi.
- Kataria Surendra, 2009, Administrative Theories and Management (In Hindi), National Publishing House, New Delhi.
- Sharma MP, Sadana BL & Kaur Harpreet, 2012 Public Administration in Theory and Practice, Kitab Mahal, Allahabad.
- Goel S.L., 2008, Public Administration Theory and Practice, Deep & Deep Publication, New Delhi.
- Ojha Pundrik and Sharma Kiran, 2015, Administrative Theory, Raj Publication, Jalandhar.

Semester-II
Basics of Public Administration

Maximum Marks : 100

Theory: 80

Internal Marks : 20

Time 3 Hours

Instructions for Paper Setters and Candidates

- The candidates shall attempt 5 questions in all. Question No. 1 is compulsory and comprises of 8 multiple choice questions (MCQ type). Each will be of 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidates are required to attempt at least one question from each unit. Each question carry 16 marks.

Unit-I

Theories of Organization: Scientific Management Theory (F.W. Taylor), Classical Theory and Bureaucratic Theory (Max Weber)

Unit-II

Personnel Administration: Meaning; Nature, Scope and Significance. Elements of Personnel Administration: Recruitment, Training, Promotion, Motivation and Morale.

Unit-III

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

Unit-VI

Meaning and Significance of followings:

- I. Delegated Legislation.
- II. Administrative Tribunal.
- III. New Public Administration.
- IV. New Public Management.

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Books Recommended

- Avasthi, A. & Mahaeswari, S.R. 2006. Public Administration, Lakshmi Narain Aggarwal, Agra.
- Dimock, Marshal Edward and Dimock, Gladys Ogden. 1975. Public Administration. Oxford and IBH, New Delhi.
- Goel, S.L. 1984. Public Personnel Administration: Theory and Practice. Deep & Deep, New Delhi.
- Weber, Max, (ed) 1969. The theory of Social and Economic Organization. Talcott Parsons. Free Press, New York.
- Sharma MP, Sadana BL & Kaur Harpreet, 2012 Public Administration in Theory and Practice, Kitab Mahal, Allahabad.
- Mahajan S.K., 2014, Financial Administration in India, PHI, New Delhi.
- Marini, Frank (ed.) 1971. Towards a New Public Administration, Chandler.
- Prasad, D. Ravindra, V.S. Prasad and P. Satyanarayan. (ed) 2004. Administrative Thinkers Sterling Publishers, New Delhi.
- Taylor F.W.. 1947. Scientific Management. Harper and Row, New York.
- Kataria Surendra, 2014, Karmik Prashasan, RBSA Publisher, Jaipur.
- Dhamija Alka (ed.) 2003, Contemporary Debates in Public Administration, PHI, New Delhi.
- Goel S.L, 2002, Public Financial Administration, Deep & Deep Publication, New Delhi.

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Semester-III
Central Administration

Maximum Marks : 100

Theory: 80

Internal Marks : 20

Time 3 Hours

Instructions for Paper Setters and Candidates.

- The candidates shall attempt 5 questions in all. Question No. 1 is compulsory and comprises of 8 multiple choice questions (MCQ type). Each will be of 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate are required to attempt at least one question from each unit. Each question carry 16 marks.

Unit-I

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

Unit-II

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

Unit-III

Ministry of Home Affairs: Organization and Role, Ministry of Finance: Organization and Functions, Finance Commission and National Institution for Transforming India (NITI Aayog)

Unit-VI

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

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Books Recommended

Maheswari, S.R. 2007. Indian Administration (English & Hindi). Orient Longman, New Delhi.

Mishra B.B., 1970. The Administrative History of India, Oxford University Press, London.

Muttalib, M.A. 1967. Union Public Service Commission, IIPA, New Delhi.

Singh Hoshiar and Singh Mohinder, 1989. Public Administration in India: Theory and Practice; Sterling Publisher Private Ltd. New Delhi.

Subramanian Malathi 1987, Management of Public Administration, Deputy Publications, Delhi

Kataria Surendra, 2014, Bharat Mein Lok Prashasan, RBSA Publication, Jaipur.

Kataria Surendra, 2014, Public Administration in India (In Hindi), National Publishing House, New Delhi

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Semester-IV
State and District Administration

Maximum Marks : 100

Theory: 80

Internal Marks : 20

Time 3 Hours

Instructions for Paper Setters and Candidates.

- The candidates shall attempt 5 questions in all. Question No. 1 is compulsory and comprises of 8 multiple choice questions (MCQ type). Each will be of 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate are required to attempt at least one question from each unit. Each question carry 16 marks.

Unit-I

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

Unit-II

State Secretariat and Directorate: Organization and Functions. Chief Secretary: Role and Position in State Administration. State Planning Department and Board.

Unit-III

District Administration: Evolution, Features and Significance, Divisional Commissioner: Powers, Functions and Position, D.C./ District Collector: Evolution, Functions and role.

Unit-VI

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

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Books Recommended

- Avasthi A. 1980. Central Administration: Tata McGraw Hill, New Delhi.
- Basu, D.D., 2012. Introduction to the Constitution of India; Prentice Hall, New Delhi.
- Dayal, Ishwar, Mathur Kuldeep and Battacharya M, 1976. District Administration, McMillian, Delhi.
- Jain, R.B. 1980. District Administration: Indian Institute of Public Administration(IIPA), New Delhi.
- Maheswari, S.R., 1979. State Government in India, Macmillan, Delhi.
- Chahar S.S., 2009, District Administration in India, Concept Pub., Delhi.
- Pylee, M.V. 1967. India's Constitution: Asia Publishing House, Bombay.
- Sharma, P.D. 1971. Indian Police- A Developmental Approach, Research, Delhi.
- Kataria Surendra, 2014, Bharat Mein Lok Prashasan, RBSA Publication, Jaipur.
- Arora Ramesh & Chaturvedi Gita, 2014, State Administration in India, RBSA Publication, Jaipur.
- Sharma Ashok, 2008, Bharat Mein Prashasnik Sansthayein, RBSA Publication, Jaipur.

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Semester-V
Rural Urban Administration

Maximum Marks : 100

Theory: 80

Internal Marks : 20

Time 3 Hours

Instructions for Paper Setters and Candidates.

- The candidates shall attempt 5 questions in all. Question No. 1 is compulsory and comprises of 8 multiple choice questions (MCQ type). Each will be of 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate are required to attempt at least one question from each unit. Each question carry 16 marks.

Unit-I

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

Unit-II

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

Unit-III

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

Unit-VI

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

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Books Recommended

- Avasthi A. (Ed.) 1972. Municipal Administration in India; Lakshmi Narayan Aggarwal, Agra.
- Maheshwari, S.R. 1970, Local Government in India, Laxmi Narain Aggarwal, Agra.
- Puri, V.K. 2005. Local Government and Administration, Modern Publishers, Jalandhar.
- Sachdeva, Pradeep, 1993, Urban Local Government and Administration in India, Kitab Mahal, New Delhi.
- Singh Sahib and Singh Swinder 1992, Public Administration Development and Local Administration, New Academic Publishing Company, Jalandhar.
- Goel S.L., 2011, Urban Local Self Government Administration and Management in 21st Century, Deep & Deep Publication, New Delhi.
- Kataria Surendra, Urban Administration: Challenges and Trends in Urban Housing, Malik and Company, Jaipur.
- Kataria Surendra, Rural Development in India: Strategies and Challenges (In Hindi), Malik & Co., Jaipur
- Chahar S.S., 2003, Governance at Grassroots Level in India, Karishka, Delhi.
- Geol S.L. & Rajneesh Shalini, 2009, Panchayati Raj in India: Theory & Practice, Deep & Deep, Publication, New Delhi.
- Malik Shamsheer Singh, 2005, Haryana Mein Panchayati Raj: Vaidhanik Avam Parshasnik Dhancha, Rajendra Pub., New Delhi.
- Kataria Surendra, Panchayati Raj Institutions: Past, Present and Future (In Hindi), National Publishing House, New Delhi.

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Semester-VI
Issues in Public Administration
Option (A)

Maximum Marks : 100
Theory: 80
Internal Marks : 20
Time 3 Hours

Instructions for Paper Setters and Candidates.

- The candidates shall attempt 5 questions in all. Question No. 1 is compulsory and comprises of 8 multiple choice questions (MCQ type). Each will be of 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate are required to attempt at least one question from each unit. Each question carry 16 marks.

Unit-I

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

Unit-II

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

Unit-III

Emerging Issues: Good Governance, Right of Information Act 2005, Consumer Protection Act 1986, e-governance.

Unit-IV

Political and Permanent Executive. Generalists v/s Specialist. Administrative Reforms, Administrative Culture.

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Books Recommended

- Administrative Reforms Commission (1968 & 2007) Reports on the Machinery Government of India and its Procedures of Work.
- Battacharya Mohit, 1987, Public Administration: Structure, Process and Behaviour, The World Press Pvt. Ltd., Calcutta.
- Basu, Durga Das, 2012, Introduction to the Constitution of India, Twelfth Edition; Prentice Hall of India, New Delhi.
- Chanda, Ashok. 1968. Indian Administration; G Allen and Unwin, London.
- Maheshwari, S.R., 2005, Indian Administration: Orient Longman, New Delhi.
- Singh Hosiari and Singh Mohinder, 1989. Public Administration in India. Theory and Practice, Sterling Publishers, New Delhi.
- Sahni, Pradeep and Medury Uma (ed.) 2003, Governance for Development Issues and Strategies, Prentice Hall of India, New Delhi.
- Tandon Rajesh and Mohanty Rajita (ed.) 2003, Civil Society and Governance Issues and Problems, Sage, New Delhi.
- Turner M. and D. Hulme, 1997, Governance, Administration and Development: Making the State Work. Kumarian Press Ltd., West Hartford.
- B.L. Mathur, Arthik Niti avam Parshasan, RBSA Pub. Jaipur, 2014.
- Kataria Surendra, 2014, Administrative Work Culture in India, National Publishing House, New Delhi.
- Chahar S.S., 2012, RTI in India and Other Countries, Karishka Publication, New Delhi.

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