

BHUPAL NOBLES' UNIVERSITY, UDAIPUR

BA PART-I 2017-18

PUBLIC ADMINISTRATION

Instruction Regarding Examination Scheme:

Two Papers	Min. Pass Marks: 72	Max. Marks: 200	Marks Distribution
Paper-I	3 Hours Duration	100 Marks	Internal : 30 Marks External : 70 Marks
Paper-II	3 Hours Duration	100 Marks	Internal : 30 Marks External : 70 Marks

Note: Each paper will be divided into three parts.

Part A: In this section fifteen questions are to be set taking three questions from each unit. Each question will be of short answer type not exceeding 50 words. The candidate is required to attempt all ten questions in all taking two questions from each unit.

Part B: In this section ten questions are to be set taking two questions from each unit with internal choice. The answer of each will not exceed 250 words. The candidate is required to attempt five questions in all taking one questions from each unit.

Part C: In this section five questions are to be set covering all the five unit. Each question may be sub parts in it. The candidate will be required to attempt any two questions. The answer of each question will not exceed 300 words.

BA PART I

PUBAD-111: ELEMENTS OF PUBLIC ADMINISTRATION

PAPER-I

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 the Public Administration.

UNIT-II

Public Administration as a Social Science and its Relationship with Political Science, Economics, Sociology and Law. Approaches to the study of Public Administration : Classical and Humanistic.

UNIT-III

Principles of Organization : Formal and Informal Organization, Hierarchy, Unity of Command, Span of Control, Coordination, Centralisation Decentralisation.

UNIT-IV

Chief Executive, Line and Staff, Supervision, Delegation, Leadership, Communication, Decision-Making.

UNIT-V

Personnel Administration : Civil Service and its Role in a Developing Society; classification, Recruitment, Training and Promotion.

Books Recommended:

1. John pfiffner and Robert presthus, Public Administration.
2. Dimock and Dimock, Public Administration.
3. Torrfy, Principles of Management.
4. Jhon, D. Millat, Management in Public Services
5. E.N. Goledden, Essentials of Public Administration.
6. M.P. Sharma, Principles and Practice of Public Administration (Allahabad, Kitab Mahal)
7. D.R. Sachdeva and Meena Sogani, Public Administration, Concepts and Application (New Delhi Associated Publishing House, 1981)
8. A. Awasthi, S.R. Maheshwari, Public Administration (Agra, Laxmi Narain Agarwal, 1987)
9. C.P. Bhambri, Public Administration (Meerut, Jai Prakash Nath & Co. 1987)
10. A.R. Tyagi: Public Administration (Meerut, Jai Prakash Nath & Co. 1987)
11. Vishnu Bhagwan & Vidya Bushan, Public Administration
12. Avasthi and Maheshwari, Lok Prakashan 13. C.P. Bhambri, Lok Prakashan.
14. Harish Chandra Sharma, Lok Prakashan Ke Adhaar
15. Vishnu Bhagwan and Vidhya Bhushan, Lok Prakashan
16. B.L. Fadia, Lok Prakashan
17. Ravindra Sharma, Lok Prakashan Ke Tatwa
18. Surendra Kataria : Lok Prashasan Ke Tatwa

PUBAD-112: PUBLIC ADMINISTRATION IN INDIA

PAPER-II

UNIT-I

Historical background of Indian Administration with special reference to influence of British period, Salient features of Indian Administration since independence.

UNIT-II

The Union Executive: The President, Prime Minister and Council of Ministers, The Organisation and working of Central Secretariat, Cabinet Secretariat, Ministry of Home.

UNIT-III

Major Forms of Public Enterprises in India: Departments, Corporations, Companies, Parliamentary Committee on public undertakings.

UNIT-IV

Financial Administration: Budget: Formulation, Approval and Execution, Comptroller and Auditor General of India, Parliamentary Committees: Public Accounts, Estimates Committee, Control Over Administration : Legislative, Executive & Judicial.

UNIT-V

Personnel Administration: Classification, Recruitment and Training of All India Services, Administrative Reforms with special reference to Administrative Reforms Commissions: first and second.

Books Recommended:

1. S.R. Maheshwari : Indian Administration
2. C.P. Bhambhri : 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 Managements
7. B.B. Mishra : Administrative History of India
8. Ramesh Arora : Indian Public Administration
9. V.M. Sinha : Personnel Administration
10. P.D. Sharma & : Bhartiya Prashashan B.M. Sharma
11. Saroj Chopra : Bharat Mein Lok Prashashan
12. R.S. Darda : Bharat Mein Lok Prashashan
13. B.L. Fadia : Bharat Mein Lok Prashashan
14. Avasthi & Avasthi : Indian Administration (In Hindi also)

BHUPAL NOBLES' UNIVERSITY, UDAIPUR

BA-SECOND YEAR

PUBLIC ADMINISTRATION

Instruction Regarding Examination Scheme:

Two Papers	Min. Pass Marks: 72	Max. Marks: 200	Marks Distribution
Paper-I	3 Hours Duration	100 Marks	Internal : 30 Marks External : 70 Marks
Paper-II	3 Hours Duration	100 Marks	Internal : 30 Marks External : 70 Marks

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Part B: In this section ten questions are to be set taking two questions from each unit with internal choice. The answer of each will not exceed 250 words. The candidate is required to attempt five questions in all taking one questions from each unit.

Part C: In this section five questions are to be set covering all the five unit. Each question may be sub parts in it. The candidate will be required to attempt any two questions. The answer of each question will not exceed 300 words.

PAPER-I

PUBAD-221: ADMINISTRATIVE INSTITUTIONS

UNIT-I

Administrative Institutions in a Democratic and socialist society, The concepts of Laissez faire, welfare state and Administrative state.

UNIT-II

Organisation of Government :

Legislature : Its role in modern government, decline of legislature.

Executive : Types and Relationship with legislature, its growing importance.

Judiciary : Functions and Role with Special reference to the power of judicial review.

UNIT-III

Democracy and Administration : Features of a Democratic Administration. Political parties and Pressure groups: their role and interactions in a democratic society.

Bureaucracy : Nature and concept, recent trends and types of Bureaucracy. Neutrality, anonymity and representative character of Bureaucracy.

UNIT-IV

Organisation and functions of following Institutions:

- a. Finance Commission of India
- b. Niti Ayog
- c. National Development council
- d. Reserve Bank of India.

UNIT-V

Organisation and functions of following Institutions:

- a. Election Commission of India
- b. University Grants Commission
- c. Union Public Service Commission
- d. Railway Board.

Books Recommended:

1. Waldo : Administrative state
2. Field : Government in modern society
3. Pranjape : Government in modern society
4. M.G. Gupta : Modern Government
5. I.I.P.A. : Organisation of the Govt. of India.
6. Ernest B. Schulze : Essentials of Govt.
7. Renney : Government of Man.
8. Sait : Political Institution A Preface
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PAPER-II

PUBAD-222: STATE ADMINISTRATION IN INDIA

UNIT-I

General Background of State Administration in India. Growing importance of State Administration.

The office of the Governor, Office of the Chief Minister, the Council of ministers and their inter-relationship.

UNIT-II

Organisation and Functions of State Secretariat : Chief Secretary- Role & position. Administrative organisation of a Department, organisation & working of the Department of Home, Finance in Rajasthan. Secretariat-Directorate Relationship in Rajasthan.

UNIT-III

Organisation and working of following Boards, Commissions, Directorates in the state of Rajasthan.

- a. Revenue Board
- b. Rajasthan State Human Rights Commission
- c. Directorate/ Commissionerate of College Education
- d. Directorate of Agriculture

UNIT-IV

Office of Divisional Commissioner: position, power and functions. District Collector : position, Powers and functions. Sub Divisional officer: Position, powers and functions. Tehasildar: Position, powers and functions.

UNIT-V

Role of the state civil services in State Administration. Recruitment, Training and Promotion of state civil services in Rajasthan, Role of Rajasthan Public Service commission.

Books Recommended :

1. A.P. Padhi : State Administration in India (Two Volume)
2. S.R. Maheshwari : State Government in India
3. S.S. Khera : District Administration
4. Mohan Mukherjee : Administrative Innovations in (Ed.) Rajasthan
5. B. Mehta : Dynamics of state Administration.
6. G.D. Shukla : State and District Administration
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BHUPAL NOBLES' UNIVERSITY, UDAIPUR

BA-THIRD YEAR

PUBLIC ADMINISTRATION

Instruction Regarding Examination Scheme:

Two Papers	Min. Pass Marks: 72	Max. Marks: 200	Marks Distribution
Paper-I	3 Hours Duration	100 Marks	Internal : 30 Marks External : 70 Marks
Paper-II	3 Hours Duration	100 Marks	Internal : 30 Marks External : 70 Marks

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PAPER-I

PUBAD-331: COMPARATIVE ADMINISTRATIVE SYSTEMS

UNIT-I

Comparative Administration: Concept, Nature, Scope and Importance, Salient features of administration of developed & developing societies and Contribution of Fred Riggs.

UNIT-II

Salient features of constitutions of U.K., U.S.A. and France.

Political systems : Parliamentary system in U.K., Presidential system in U.S.A. & France.

UNIT-III

Salient features of Administrative systems of U.K., U.S.A., France & Nepal with Special reference to Central Administration, Nature and Role of Civil Service.

UNIT-IV

Cabinet Secretariat & Treasury in U.K., Independent Regulatory Commission in U.S.A.

UNIT-V

Post of Governor in U.S.A., Council de Etate in France, Sweden's Ombudsman, Parliamentary commissioner in U.K.

Books Recommended :

1. Mackenzie & Grove : Central Administration in Britain.
2. Guy Hathorn et.al. : Government and politics in the United states.
3. Ridley & Blondel : Public Administration in France.
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PAPER-II

PUBAD-332: LOCAL ADMINISTRATION

UNIT-I

Meaning, Nature and significance of local Governments in Modern state, Evolution of Local Government during the Ancient, Medieval and Modern India.

UNIT-II

Municipal Administration in India (Special reference to Rajasthan): The 74th Constitutional Amendment Act, 1992: Features, Pattern of Urban Local bodies viz : Municipal Corporation, Municipal Council and Nagar Panchayats and over units urban Administration: Composition, Structure and Functions.

UNIT-III

Panchayati Raj in India (With Special reference to Rajasthan): 73rd Constitutional Amendment: Features, Zila Parishad, Panchayat Samiti, Village Panchayat, Gram Sabha: Their Composition, Powers and Functions.

UNIT-IV

Finances of Rural Local bodies: Sources of Revenue, The State Finance Commission: Organizations and Functions, State Control over Rural Local bodies, Panchayati Raj and Development Department : Organization and Functions, Problems of PRI's

UNIT-V

Finances of Urban Local bodies : Sources of Revenue, Reasons for poor Financial Position and suggestion for Improvement, State Control over Urban Local bodies, The Role of Directorate of Urban Local bodies.

Books Recommends :

1. R.L. Khanna : Municipal Government and Administration in India.
2. S.R. Maheshwari : Local Government in India.
3. K.K.Puri & G.S. Barara : Local Government in India.
4. Rajeshwar Dayal : Panchayati Raj in India.
5. G. Ram Reddy : Panchayati Raj in India.
6. M.V. Mathur Narayan & V.M. Sinha : Panchayati Raj in Rajasthan
7. M.V. Paylee : Indian Constitution (also in Hindi)
8. A.R.C. : Report on State Administration
9. Govt. of Rajasthan : Report on State Administrative Reforms committee
10. S.R. Maheshwari : Indian Administration