

BACHELOR OF ARTS
Subject : Public Administration
Semester-I

Paper-I Elements of Public Administration-I

Attempt all questions

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	5 QUESTIONS(short answer Questions)	5 X 3 MARK EACH	= 15 Marks
III	3 QUESTIONS (1 question from each unit with Internal choice)	3X 15 MARK EACH	= 45 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

Unit-I	Meaning, Nature and Scope of Public Administration, Evolution of the study of Public Administration. Importance of Public Administration in modern society, Public and Private Administration, New Public Administration. Public Administration as a Social Science, Relationship with other Social Sciences- Political Science, Economics, Sociology, Law and Psychology.
Unit-II	Approaches to the Study of Public Administration- Classical and Humanistic. Organization: Meaning, Formal and Informal Organization. Principles of organization Hierarchy, Unity of Command, Span of Control.
Unit-III	Centralization & Decentralization, Authority and Responsibility, Chief Executive.

Books Recommended :-

1. Awasthi & Maheshwari : Public Administration
2. Mohit Bhattacharya : Public Administration
3. M.P. Sharma & B.L. Sadana : Public Administration in Theory and Practice
4. C.P. Bhambhari : Public Administration
5. Rumki Basu : Public Administration
6. Hoshier Singh & Pradeep Sachdeva : Administrative Theory
7. Leonard. D White : Introduction to the study of Public Administration.
8. Ramesh K Arora & R.M. Khandelwal : Good Governance Initiatives & Impact
9. अवस्थी एवं माहेश्वरी : लोक प्रशासन
10. शर्मा पी.डी. : लोक प्रशासन
11. सुरेन्द्र कटारिया : लोक प्रशासन के तत्व
12. रविन्द्र शर्मा : लोक प्रशासन के तत्व
13. राजेन्द्र प्रसाद मीणा:- लोक प्रशासन के तत्व

AS

[Signature]

[Signature]

[Signature]

BACHELOR OF ARTS
Subject : Public Administration
Semester-I

Paper-II Public Administration in India-I

Attempt all questions

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	5 QUESTIONS(short answer Questions)	5 X 3 MARK EACH	= 15 Marks
III	3 QUESTIONS (1 question from each unit with Internal choice)	3X 15 MARK EACH	= 45 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

Unit-I	Historical background of Indian Administration with special reference to features of 1919 and 1935 Government of India Act. British legacy to Indian Administration. Salient features of Indian Administration.
Unit-II	The Union Executive: - President, Prime Minister, Council of ministers and Cabinet. The organization and working of the Central Secretariat, Cabinet Secretariat.
Unit III	Organisation and Working of Ministry of Home and Ministry of Finance. Major Forms of Public Enterprises -- Departments, Corporations and Companies. Parliamentary Committees on Public Sectors.

Books Recommended:-

1. S.R. Maheshwari : Indian Administration
2. Avasthi & Awasthi : Indian Administration
3. Hoshiar Singh & Mohinder Singh : Public Administration in India : Theory and Practice
4. Ramesh Arora & Rajni Goyal : Indian Public Administration
5. B.B. Mishra : Administrative History of India
6. C.P. Bhambhari : Public Administration in India
7. बी.एल. फडिया : भारत में लोक प्रशासन
8. पी.डी. शर्मा एण्ड बी.एम. शर्मा : भारतीय प्रशासन
9. रविन्द्र शर्मा : भारत में लोक प्रशासन
10. सुरेन्द्र कटारिया : भारत में लोक प्रशासन

AS *Joshi* *Ranu* *Rajp*

BACHELOR OF ARTS

Subject : Public Administration Semester-II

Paper-I Elements of Public Administration-II

Attempt all questions

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	5 QUESTIONS (short answer Questions)	5 X 3 MARK EACH	= 15 Marks
III	3 QUESTIONS (1 question from each unit with Internal choice)	3X 15 MARK EACH	= 45 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

Unit-I	Line and Staff Agencies, Supervision, Delegation, Coordination.
Unit-II	Communication, Decision-making Process, Leadership. Motivation and Morale in Public Administration.
Unit-III	Personnel Administration-Meaning, Nature and Importance. Concept, Types and Nature of Bureaucracy. Civil Service and its Role in Developing Society, Classification, Recruitment, Training, Promotion of Civil Services.

Books Recommended :-

- 1- Awasthi & Maheshwari : Public Administration
- 2- Mohit Bhattacharya : Public Administration
- 3- M.P. Sharma & B.L. Sadana : Public Administration in Theory and Practice
- 4- C.P. Bhambhari : Public Administration
- 5- Rumki Basu : Public Administration
- 6- Hoshier Singh & Pradeep Sachdeva : Administrative Theory
- 7- Leonard. D White : Introduction to the study of Public Administration.
- 8- Ramesh K Arora & R.M. Khandelwal : Good Governance Initiatives & Impact
9. अवस्थी एवं माहेश्वरी : लोक प्रशासन
10. शर्मा पी.डी. : लोक प्रशासन
11. सुरेन्द्र कटारिया : लोक प्रशासन के तत्व
12. रविन्द्र शर्मा : लोक प्रशासन के तत्व
13. राजेन्द्र प्रसाद मीणा:- लोक प्रशासन के तत्व

AS

Pradeep

Rumki

Ray

BACHELOR OF ARTS

Subject : Public Administration Semester-II

Paper-II Public Administration in India-II

Attempt all questions

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	5 QUESTIONS(short answer Questions)	5 X 3 MARK EACH	= 15 Marks
III	3 QUESTIONS (1 question from each unit with Internal choice)	3X 15 MARK EACH	= 45 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

Unit-I	Financial Administration: Meaning, and Types of Budget. Budget Formulation, Budget Enactment and Execution, Comptroller and Auditor General of India, Public Accounts Committee, Estimates Committee.
Unit-II	Personnel Administration: Classification of Indian Civil Services, Recruitment, Training and Promotion of All India Services.
Unit-III	Control over Administration. Legislative, Executive and Judicial; Administrative Corruption, Redressal of Public Grievances, Administrative Reforms, Comparative Study of Administrative Reforms Commission I and Administrative Reforms Commission II with reference of Personnel Administration and Corruption, Right to Information.

Books Recommended:-

1. S.R. Maheshwari : Indian Administration
2. Avasthi & Awasthi : Indian Administration
3. Hoshiar Singh & Mohinder Singh : Public Administration in India : Theory and Practice
4. Ramesh Arora & Rajni Goyal : Indian Public Administration
5. B.B. Mishra : Administrative History of India
6. C.P. Bhambhari : Public Administration in India
7. बी.एल. फडिया : भारत में लोक प्रशासन
8. पी.डी. शर्मा एण्ड बी.एम. शर्मा : भारतीय प्रशासन
9. रविन्द्र शर्मा : भारत में लोक प्रशासन
10. सुरेन्द्र कटारिया : भारत में लोक प्रशासन
11. Report : First Administrative Reforms Commission
12. Report:Second Administrative Reforms Commission

Signature

AS

Prone

BACHELOR OF ARTS

Subject : Public Administration
Semester-III

Paper-I Administrative Institutions in India-I

Attempt all questions

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	5 QUESTIONS(short answer Questions)	5 X 3 MARK EACH	= 15 Marks
III	3 QUESTIONS (1 question from each unit with Internal choice)	3X 15 MARK EACH	= 45 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

Unit-I	Administrative Institutions in a Democratic and Socialist Society. The Concepts of Laissez Faire, Welfare State and Administrative State.
Unit-II	Organization of Government: Legislature-its role and reasons of decline in modern times; Executive; Types and Relationship with Legislature. Judiciary: Functions and Role with special reference to the power of Judicial Review, Judicial Activism.
Unit-III	Democracy and Administration, Features of Democratic Administration. Role of Bureaucracy, Political Parties and Pressure Groups and their interaction.

Books Recommended:-

1. H.C. Sharma : Prashasnik Sansthayen
2. Reeta Mathur : Administrative Institutions
3. I.S. Sodhi : Administrative Institutions
4. अशोक शर्मा : भारत में प्रशासनिक संस्थाएं
5. बी.एल. फडिया : प्रशासनिक संस्थाएं
6. आई.आई.पी.ए. : आर्गनाइजेशन ऑफ द गवर्नमेंट ऑफ इण्डिया

AS *Poshi* *Bom* *lap*

BACHELOR OF ARTS

Subject : Public Administration Semester-III

Paper-II State Administration in India-I

Attempt all questions

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	5 QUESTIONS(short answer Questions)	5 X 3 MARK EACH	= 15 Marks
III	3 QUESTIONS (1 question from each unit with Internal choice)	3X 15 MARK EACH	= 45 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

Unit-I	Present Status, Characteristics and Importance of State Administration in India, with particular reference to Rajasthan. The office of the Governor-Powers, Functions and Role in State Administration, Relationship with Council of Ministers. The office of the Chief Minister-powers, Functions, Role and Importance of the Office, Relationship with Council of Ministers.
Unit-II	Organization and functions of the State Secretariat. Chief Secretary-its Role and Significance in State Administration. Organization and working of the Departments of Home, Finance and Agriculture in Rajasthan..
Unit - III	Directorate: Meaning, Features, Functions and its relations with Secretariat. Organization, Functions and Role of Commissionerate of Higher Education. Composition and Working of Police Administration of the District Level with Special Reference to Police Commissionerate System. Composition , working and Role of Directorate of Social Justice and Empowerment

Books Recommended:-

1. S.R. Maheshwari : Indian Administration
2. H.C. Sharma : Bharat Mein Rajya Prashasan
3. Ramesh Arora & Rajni Goyal : Indian Public Administration
4. Meena Sogani & R.M. Khandelwal : State Personnel Administration in Raj.
5. रमेश के अरोड़ा व गीता चतुर्वेदी : राज्य प्रशासन
6. रविन्द्र शर्मा : राज्य प्रशासन
7. सुरेन्द्र कटारिया : राज्य प्रशासन
8. राजेन्द्र प्रसाद मीणा:भारत में राज्य प्रशासन

AS

P. S. Goyal

R. M. Khandelwal

Rajni Goyal

BACHELOR OF ARTS

Subject : Public Administration
Semester-IV

Paper-I Administrative Institutions in India-II

Attempt all questions

I 10 QUESTIONS (very short answer Questions)

II 5 QUESTIONS (short answer Questions)

III 3 QUESTIONS (1 question from each unit with Internal choice)

Total of End semester exam (duration of exam 3 hours)

Internal assessment

Maximum Marks

Minimum Marks

10X 1 MARK EACH

5 X 3 MARK EACH

3X 15 MARK EACH

= 10 Marks

= 15 Marks

= 45 Marks

= 70 Marks

= 30 Marks

=100 Marks

= 40 Marks

Unit-I	Organization and administrative working of Finance Commission, NITI Aayog (National Institution for Transforming India), National Commission for Women, Central Vigilance Commission(CVC).
Unit-II	Election Commission and the Administration of elections in India. Organization and Functions of Union Public Service Commission (UPSC), Information Commission, University Grants Commission.
Unit-III	Organization and working of following Administrative Institutions: (1) Human Rights Commission in India (2) Railway Board (3) Reserve Bank of India (4) Central Social Welfare Board.

Books Recommended:-

1. H.C. Sharma : Prashasnik Sansthayen

2. Reeta Mathur : Administrative Institutions

3. I.S. Sodhi : Administrative Institutions

4. बी.एल. फडिया : प्रशासनिक संस्थाएं

5. अशोक शर्मा : भारत में प्रशासनिक संस्थाएं

6. आई.आई.पी.ए. : आर्गनाइजेशन ऑफ द गवर्नमेंट ऑफ इण्डिया

7. Annual Report: National Commission for Women, India

AS *Poshi* *Rom* *Das*

BACHELOR OF ARTS

Subject : Public Administration
Semester-IV

Paper-II State Administration in India-II

Attempt all questions

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	5 QUESTIONS(short answer Questions)	5 X 3 MARK EACH	= 15 Marks
III	3 QUESTIONS (1 question from each unit with Internal choice)	3X 15 MARK EACH	= 45 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

Unit-I	Organization and working of the following Board and Companies in the State of Rajasthan: Revenue Board, Rajasthan State Electricity Companies. Machinery of Public Grievances Redressal- Lokayukta. Rajasthan State Human Rights Commission.
Unit-II	Personnel Administration : Role of the State Civil Services in Rajasthan (R.A.S., R.P.S. etc.) ; Organization and working of the Rajasthan Public Service Commission, Recruitment, Training and Promotion of State Civil Services, Organization and Functions of State Training Institutions in Rajasthan.
Unit-III	Rajasthan Civil Service Appellate Tribunal, Rajasthan Subordinate & Ministerial Service Selection Board. District Administration: Organization of District Administration, District Collector: Functions and Position. Revenue Administration at the District level, the role of S.D.O., Tehsildar and Patwaris.

Books Recommended:-

- 1- S.R. Maheshwari : Indian Administration
- 2- H.C. Sharma : Bharat Mein Rajya Prashasan
- 3- Ramesh Arora & Rajni Goyal : Indian Public Administration
- 4- Meena Sogani & R.M. Khandelwal : State Personnel Administration in Raj.
5. रमेश के अरोड़ा व गीता चतुर्वेदी : राज्य प्रशासन
6. रविन्द्र शर्मा : राज्य प्रशासन
7. सुरेन्द्र कटारिया : राज्य प्रशासन
8. राजेन्द्र प्रसाद मीणा: भारत में राज्य प्रशासन

AS *Rajni*

Ram

Raj

BACHELOR OF ARTS
Subject : Public Administration
Semester-V

Paper-I Comparative Administrative Systems-I

Attempt all questions

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	5 QUESTIONS(short answer Questions)	5 X 3 MARK EACH	= 15 Marks
III	3 QUESTIONS (1 question from each unit with Internal choice)	3X 15 MARK EACH	= 45 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

Unit-I	Meaning Nature, Scope and Significance of Comparative Public Administration. Structural Functional, Ecological and Developmental Approaches to the Study of Comparative Administration.
Unit-II	Salient Features of the Constitutions of UK, USA, France and Switzerland.
Unit-III	Parliamentary System in UK, Presidential System in USA and Presidentialist System in France, Plural Executive System in Switzerland.

Books Recommended:-

1. Ramesh K.Arora, Comparative Public Administration
2. T.N.Chaturvedi, Comparative Public Administration
3. Vishvanathan, Comparative Public Administration
4. S.S.Dahiya, Comparative Public Administration
5. HMSO, Ladon
6. Web Resources
7. Public Administration in France
8. The Government in UK
9. The US Organizational Manual
10. Kapoor : Constitutions of Various Countries
11. त्रिलोकी नाथ चतुर्वेदी : तुलनात्मक लोक प्रशासन
12. रविन्द्र शर्मा : तुलनात्मक प्रशासनिक व्यवस्थाएं
13. सुरेन्द्र कटारिया : तुलनात्मक प्रशासनिक व्यवस्थाएं
14. राजेन्द्र प्रसाद मीणा : तुलनात्मक प्रशासनिक व्यवस्थाएं

AS *Pdhi*

Ron

Rag

BACHELOR OF ARTS

Subject : Public Administration
Semester-V

Paper-II Local Administration-I

Attempt all questions

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	5 QUESTIONS(short answer Questions)	5 X 3 MARK EACH	= 15 Marks
III	3 QUESTIONS (1 question from each unit with Internal choice)	3X 15 MARK EACH	= 45 Marks
Total of End semester exam (duration of exam 3 hours)			= 70 Marks
Internal assessment			= 30 Marks
Maximum Marks			=100 Marks
Minimum Marks			= 40 Marks

Unit-I	Meaning, Nature, Role and Significance of Local-Self Government in Modern State, Evolution of Local-self Government during the Modern India. Salient Features of 73 rd and 74 th Constitutional Amendment Act.
Unit-II	The Organisational Structure of Urban, Local-self Government in India. Compositions, Functions, Powers and Role of Various kinds of Urban Local-bodies. Local Administration of Metropolitan Cities, Urban Local Institutions their problems and Challenges.
Unit - III	Theory and Practice of Democratic Decentralisation in India with special reference to 73 rd Constitution Amendment. Panchayati Raj Institution-Zila Parisad, Panchayat Samiti, Gram Panchayats and Gram Sabha: their Organisation Functions and Challenges.

Books Recommended:-

1. आर.एल. खन्ना : म्यूनिसिपल गवर्नमेन्ट एण्ड एडमिनिस्ट्रेशन इन इण्डिया
2. एम.बी. माथुर : पंचायती राज इन राजस्थान
3. एच.सी. शर्मा : भारत में स्थानीय प्रशासन
4. एस.आर. माहेश्वरी : भारत में स्थानीय प्रशासन
5. एस.के. भोगले : लोकल गवर्नमेन्ट इन इण्डिया
6. अशोक शर्मा : भारत में स्थानीय प्रशासन
7. सुरेन्द्र कटारिया : पंचायतीराज संस्थाएं

AS *Pradi* *Rom* *Ray*

BACHELOR OF ARTS

Subject : Public Administration Semester-VI

Paper-I Comparative Administrative Systems-II

Attempt all questions

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	5 QUESTIONS(short answer Questions)	5 X 3 MARK EACH	= 15 Marks
III	3 QUESTIONS (1 question from each unit with Internal choice)	3X 15 MARK EACH	= 45 Marks
Total of End semester exam (duration of exam 3 hours)			= 70 Marks
Internal assessment			= 30 Marks
Maximum Marks			=100 Marks
Minimum Marks			= 40 Marks

Unit-I	Salient Features of Administrative Systems of UK, USA, France and China.
Unit-II	British Home Office, British Treasury, Cabinet secretariat in Great Britain. The Federal Department of State USA.
Unit-III	Post of Governor in USA. Independent Regulatory Commission in USA. French Council of State, Swedish Ombudsman.

Books Recommended:-

1. T.N.Chaturvedi, COMparitive Public Administration
2. S.S.Dahiya, Comparative Public Administration
3. HMSO, London
4. Web Resources
5. Public Administration in France
6. The Government in UK
7. The US Organizational Manual
8. Kapoor : Constitutions of Various Countries
9. त्रिलोकी नाथ चतुर्वेदी : तुलनात्मक लोक प्रशासन
10. रविन्द्र शर्मा : तुलनात्मक प्रशासनिक व्यवस्थाएं
11. सुरेन्द्र कटारिया : तुलनात्मक प्रशासनिक व्यवस्थाएं
12. राजेन्द्र प्रसाद मीणा: तुलनात्मक प्रशासनिक व्यवस्थाएं

BACHELOR OF ARTS

Subject : Public Administration

Semester-VI

Paper-II Local Administration-II

Attempt all questions

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	5 QUESTIONS (short answer Questions)	5 X 3 MARK EACH	= 15 Marks
III	3 QUESTIONS (1 question from each unit with Internal choice)	3X 15 MARK EACH	= 45 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

Unit-I	Personnel Administration for Rural & Urban Local Government. Problems of Recruitment, Classification, Promotion. Training and Service Condition of Local bodies.
Unit-II	Financial Administration of Local Bodies in India. Financial resources of PRI'S & ULB'S. Organization, Function, Role, Significance and Recommendations of State Finance Commission.
Unit-III	State Control over Local Bodies, Mechanism of control over Urban and Rural Local Bodies. The Role of Directorate of Local Bodies and Gramin Vikas & Panchayati Raj Department.

Books Recommended:-

1. आर.एल. खन्ना : म्यूनिसिपल गवर्नमेन्ट एण्ड एडमिनिस्ट्रेशन इन इण्डिया
2. एम.बी. माथुर : पंचायती राज इन राजस्थान
3. एच.सी. शर्मा : भारत में स्थानीय प्रशासन
4. एस.आर. माहेश्वरी : भारत में स्थानीय प्रशासन
5. एस.के. भोगले : लोकल गवर्नमेन्ट इन इण्डिया
6. अशोक शर्मा : भारत में स्थानीय प्रशासन
7. सुरेन्द्र कटारिया : पंचायतीराज संस्थाएं

AS *Pushi* *Ranu* *jay*