

Maharaja Ganga Singh University

Bachelor of Arts (B.A.) Public Administration

(Semester) 2024-25

Department of Public Administration

Undergraduate Programme

(Effective from Academic Year 2024-25)



Syllabus

Scheme of Examination and Courses of Study

Disclaimer: The CBCS Syllabus has been approved by the Academic Council and Board of Management. Any query may kindly be addressed to the concerned Faculty.

Maharaja Ganga Singh University, Bikaner

B.A. Public Administration (Semester Scheme) Syllabus

BA Public Administration Semester-I 2024-25

BA Public Administration Semester-II 2024-25

BA Public Administration Semester-III 2025-26

BA Public Administration Semester-IV 2025-26

BA Public Administration Semester-V 2026-27

BA Public Administration Semester-VI 2026-27

Syllabus checked and Modified by

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Prof. (Dr.) Sadhana Bhandari

Convener

Board of Studies (Public Administration)

Maharaja Ganga Singh University, Bikaner

Preamble

Considering the curricular reforms as instrumental for desired learning outcomes, Maharaja Ganga Singh University made a rigorous attempt to revise the curriculum of undergraduate programmes in alignment with National Education Policy-2020 and UGC Quality Mandate for Higher Education Institutions. The process of revising the curriculum could be prompted with the adoption of ‘Comprehensive Roadmap for Implementation of NEP.’ The roadmap identified the key features of the Policy and elucidated the Action Plan with well-defined responsibilities and indicative timeline for major academic reforms. The University Grants Commission (UGC) has devised a series of regulations and directives over time with the intention of enhancing the higher education system's quality and enforcing minimum standards in Higher Educational Institutions (HEIs) throughout India. The recent academic reforms suggested by the UGC have contributed to an overarching enhancement of the higher education system.

With NEP-2020 in background, the revised curricula articulate the spirit of the Policy by emphasizing upon- integrated approach to learning; innovative pedagogies and assessment strategies; multidisciplinary and cross-disciplinary education; creative and critical thinking; ethical and constitutional values through value-based courses; 21st century capabilities across the range of disciplines through life skills, entrepreneurial and professional skills; community and constructive public engagement; social,

moral and environmental awareness; exposure to Indian knowledge system, cultural traditions and classical literature through relevant courses offering 'Knowledge of India'; fine blend of modern pedagogies with indigenous and traditional ways of learning; flexibility in course choices; student-centric participatory learning; imaginative and flexible curricular structures to enable creative combination of disciplines for study; offering multiple entry and exit points, integration of extracurricular and curricular aspects; exploring internships with local industry, businesses, artists and crafts persons; closer collaborations between industry and higher education institutions for technical, vocational and science programmes; and formative assessment tools to be aligned with the learning outcomes, capabilities, and dispositions as specified for each course. The University has also developed consensus on adoption of Blended Learning with component of online teaching and face to face classes for each programme.

Choice Based Credit System (CBCS)

The Choice Based Credit System (CBCS), as a part of academic reforms to enhance quality of education and facilitate transferability of students from one University/Institution to another at the national and international level, provides substantive autonomy to teachers to formulate their own curricula and enable them to introduce innovations in teaching and learning process and upgrade overall quality of higher education. The CBCS provides scope for Comprehensive and Continuous Evaluation (CCE) of students and encourages them to learn. The CBCS provides a cafeteria type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses, and acquire more than the required credits, and adopt an interdisciplinary approach to learning.

The grading system is widely regarded as an improvement over the traditional marks system, which is why leading institutions in India and abroad have adopted it. Thus, there is a strong rationale for establishing a consistent grading system. This would facilitate seamless student mobility among institutions within the country and abroad, while also allowing prospective employers to accurately assess students' performance. Achieve the desired standardization in the grading system and the method for calculating the Cumulative Grade Point Average (CGPA) based on students' examination results, the UGC has devised these comprehensive guidelines.

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

2. **Elective Course:** Generally, a course which can be chosen from a pool of courses, and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope, or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

2.1 **Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

2.2 **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

2.3 **Generic Elective (GE) Course:** An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective. A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

3. Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). ‘AECC’ courses are the courses based upon the content that leads to Knowledge enhancement; (i) Environmental Science and (ii) English/MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

3.1 Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/MIL Communication.

3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

4. Research Component in Under-Graduate Courses

Project work/Dissertation is considered as a special course involving application of knowledge in solving / analysing /exploring a real-life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

Structure of Program: B.A. Public Administration

Instructions for Internal Assessment/Evaluation (Regular Students)

Internal evaluation will be of 30 marks in a Semester. Continuous Comprehensive Evaluation process shall be adopted to find out each course level learning outcome, i.e., assignment, test, quiz, seminars etc. that includes logical thinking, knowledge and skill acquired during the course. The institution/college may also include online quizzes/assignments/tests/seminar participation for the purpose of Internal Assessment or Continuous Assessment/Evaluation. The institution/college shall decide the process of Internal/Continuous Assessment or Project work.

Scheme of End-of- Semester (EoS) examination:

The bachelor's in public administration is a full time Programme of 6 semesters' duration. There will be two Semesters in an Academic Year. Each semester will consist of not less than 90 actual teaching days (15-18 weeks of academic work). 'Course' or 'Paper' is a component of the Programme. Each course is identified by a unique course code.

The programme will have core courses, core elective, skill development, and elective open papers, a dissertation/project/training/review/clinical project/internship/case study in the 6th semester. The dissertation/project/training/review/clinical project/internship/case study will be evaluated by an examiner.

1. English/Hindi shall be the medium of instruction and examination.
2. There will be semester end examination. The semester end examinations, evaluation, publication of results, award of marks statements and award of diploma shall be undertaken by MGS University, Bikaner.
3. The system of evaluation shall be as follows:

3.1 The evaluation scheme shall comprise External Evaluation and Internal Evaluation/Assessment or Continuous Assessment (**Internal Assessment will only be for Regular Students**). The Internal Evaluation will carry 20% marks in each course except DECC. Each theory paper will carry marks (as per distribution of credit table given below). Any student who fails to participate in classes, viva-voce will be debarred from appearing in the end semester examination.

3.2 The duration of written examination for each paper shall be of three hours or as per the instructions of the University.

3.3 The minimum attendance required by a candidate will be as per rules.

4. With regards to the Dissertation/Project/Term Paper/Training /Review/ Clinical Project/Internship/Case study/Report, the scheme of evaluation shall be as follows:

4.1 The candidate must submit report/thesis/dissertation/case study in spiral-bound format in three copies which would be evaluated by an external examiner. Total marks for Project/case studies/training/dissertation/ internship, etc. shall be as per MGSU rules and regulations.

5. Award of degree, grading, scope for improvement/appeal –shall be as per Maharaja Ganga Singh University rules and regulations/ordinances (CBCS/Semester).

Pass Criteria

6. For passing in each theory examination, a candidate is required to obtain 36% marks in all theory papers and 36% marks separately in the internal assessment and dissertation/project/report, etc. Pass Marks shall be as per University Guidelines.

Note for Non-Collegiate Students

(Scheme and Pattern for NC Students)

A course will contain 5 units. The question paper shall contain three sections.

1. Section A (20 marks) shall contain 10 questions, two from each Unit. Five Questions (Questions i-v of Question Number 1) shall be Multiple Choice Questions (MCQs) type and Five (Questions vi-x of Question Number 1) shall be Fill in the Blanks type. Each question shall be of 2 marks. All the questions are compulsory.

2. Section B (55 marks) shall contain 5 questions (two from each unit with internal choice). Each question shall be of 11 marks. The candidate is required to answer all 5 questions. The answers should not exceed 200 words.

3. Section C (75 marks) shall contain 5 questions, one from each Unit. The candidate is required to answer any three questions by selecting these three questions from different units. Each question shall be of 25 marks. The answers should not exceed 500 words.

Objectives of the course/Programme (B.A. in Public Administration)

- Learn the core ideas and basic understanding about the evolution of the discipline of Public Administration.
- Discuss the relationship of Public Administration with other disciplines of social sciences.
- Understand the basic principles of organization and administrative behaviour.
- Acquaint the learners with values of civil services.
- Explain the historical background and working of Indian Administration
- Understand various organizations and their functioning
- Identify the role of various committees and to learn the basics of Financial Administration
- Have an idea of Citizen's Grievances and process of Administrative Reforms
- Study various administrative institutions of India and their working
- Understand main components of State Administration in India (with special reference to Rajasthan)
- Compare various administrative systems of the world and to understand different administrative set up of some countries
- Acquaint the learners with various aspects of Local Administration and its Constitutional Context (with special reference to Rajasthan)

B.A. in Public Administration (Distribution of Credits)- Regular Students										
Semester I										
Course/Paper Code	Course/Paper Name	Code	L	T	P	Total Credits	Maximum Marks		Total Marks	Minimum Pass Marks (%)
							Internal Marks	External Marks		
...4.5AECT11	Environmental Studies	AEC	2	0	0	2	-	100	100	36 Non-CGPA
PUBD4.5DCCT12	Elements of Public Administration	DCC	5	1	0	6	30	120 Theory	150	36
Semester II										
...4.5AECT21	General English/Hindi	AEC	2	0	0	2	-	100	100	36 Non-CGPA
PUBD4.5DCCT22	Public Administration in India	DCC	5	1	0	6	30	120 Theory	150	36
Semester III										
...5SDCT31	Elementary Computer	SDC	2	0	0	2	-	100	100	36 Non-CGPA
PUBD5DCCT32	Administrative Institutions in India	DCC	5	1	0	6	30	120 Theory	150	36

Semester IV										
...5VACT41	Indian Knowledge System	VAC	2	0	0	2	-	100	100	36 Non-CGPA
PUBD5DCCT42	State Administration in India	DCC	5	1	0	6	30	120 Theory	150	36
Semester V										
...5.5SDCT51	Communication Skills	SDC	2	0	0	2	-	100	100	36 Non-CGPA
PUBD5.5DCCT52	Comparative Administrative Systems	DCC	5	1	0	6	30	120 Theory	150	36
Semester VI										
...5.5SECT61	Special Elective Courses (DPR)	SEC	2	0	0	2	-	100	100	36 Non-CGPA
PUBD5.5DCCT62	Local Administration in India	DCC	5	1	0	6	30	120 Theory	150	36
Total Credits						20	Total Marks		450	

Non CGPA course assessments in Semester IV, V and VI will not be conducted by the University. The College will send the Satisfactory (S) or Not Satisfactory (NS) credentials of the student to the University.

A candidate shall be required to obtain **36% marks for passing the examination in theory and internals separately.**

Semester I

- Course Code: **PUBD4.5DCCT12**
- **Type of the course:** Discipline Specific Core Course of Semester I
- **Title of the Course:** Elements of Public Administration
- Level of the Course: **NHEQF Level 4.5**
- Credit of the Course: **6**
- Delivery sub-type of the course: **Theory 5. Tutorial 1**

Distribution of Credits

Semester First

AEC										
Paper Code	Paper Name	Code	L	T	P	Total Credits	Maximum Marks		Total Marks	Minimum Passing Marks
							Internal Marks	External Marks		
...4.5AECT11	Environmental Studies	AEC	2	0	0	2	-	100	100	36 % Non-CGPA S/NS* Pass Marks-36
DCC										
PUBD4.5DCCT12	Elements of Public Administration	DCC	5	1	0	6	30	120	150	36 % in each (Theory and Internal Assessment)

***Lecture (L)** includes Lecture Sessions

***Tutorial (T)** includes a lesson at college or university for an individual student or a small group of students consisting of Participatory Discussions/Term Papers/Assignments or Self-Study/Presentations or a combination of some of these.

***Practical (P)** stands for practice session. It consists of Laboratory Experiments/Field work/Project work/Outreach activities/Case Studies, etc.

Pre-requisites and requisites of the course: Student enrolled and registered in UG Programme first semester. He/she should have passed XII and admission eligibility as per Commissionerate of College Education, Government of Rajasthan and Maharaja Ganga Singh University, Bikaner's rules and regulations.

Course Learning Outcomes:

After the completion of the course, the student will be able to

1. Learn basic concept of the dynamic discipline (Public Administration)
2. Explain the cross-cultural context of public and private institutions operating in a global environment.
3. Understand the concept of administrative behaviour.
4. Identify major challenges of today's public administration.
5. Learn the core values of civil services.
6. Understand the importance of Personnel Administration

Semester First Exam 2024-25

Public Administration

Scheme of Paper and Syllabus (Regular Students)

PUBD4.5DCCT12- Elements of Public Administration

Time: 3 hrs.

Maximum Marks: 120

There will be one theory paper in a Semester. This will be of 6 credits of **6 hours per week**. A course will contain 5 units. The question paper shall contain three sections.

1. Section A (20 marks) shall contain 10 questions, two from each Unit. **Five** Questions (Questions i-v of Question Number 1) shall be **Multiple Choice Questions (MCQs)** type and **Five** (Questions vi-x of Question Number 1) shall be **Fill in the Blanks** type. Each question shall be of 2 marks. All the questions are compulsory.

2. Section B (40 marks) shall contain 5 questions (two from each unit with internal choice). Each question shall be of 8 marks. The candidate is required to answer all 5 questions. The answers should not exceed 150 words.

3. Section C (60 marks) shall contain 5 questions, one from each Unit. The candidate is required to answer **any three** questions by selecting these three questions from different units. Each question shall be of 20 marks. The answers should not exceed 400 words.

Note: The candidate is required to obtain 36% marks **to pass in theory and in internal assessment separately**. However, for Pass Criteria, the Guideline issued by the University shall be taken as final.

PUBD4.5DCCT12- Elements of Public Administration

Time: 3 hrs.

Maximum Marks: 120

Unit- I

Meaning, Nature, Scope, Importance of Public Administration, **Role** of Public administration in developed and developing societies,

Public and Private Administration, **Evolution** of Public Administration as an Independent discipline. New Public Administration (NPA), Public Choice Approach (PCA), New Public Management (NPM).

Unit- II

Public Administration as a Social Science and its **Relationship** with Political Science, Economics, Sociology, Law, Psychology and Management.

Theories of Public Administration: Scientific Management (F.W. Taylor), Classical theory of Organization (Henri Fayol), The Human Relations theory of organization (Elton Mayo), Max Weber's Ideal Type of Bureaucracy,

Unit- III

Concept of Organisation: Formal and Informal Organisation

Chief Executive: Types and Functions, Line and Staff.

Principles of Organization: Hierarchy, Unity of Command, Unity of Direction, Span of Control, Co-ordination, Centralisation and Decentralisation, Delegation, Authority and Responsibility.

Unit- IV

Administrative Behaviour: Leadership, Communication, Decision-Making (Simon's Model), Motivation (Maslow's Hierarchy of Needs theory and Herzberg's Two Factor Theory)

Unit- V

Personnel Administration: Civil Service and its Role in a Developing Society, Concept of Classification, Recruitment, Training and Promotion.

Attitude and Values of Civil Services: Ethics, Integrity, Impartiality and non-partisanship, Dedication to Public Service, Relationship between Generalists and Specialists.

Suggested Books/Readings

1. John M. Pfiffner and Robert Vance Presthus, Public Administration.
2. Dimock and Dimock, Public Administration.
3. Terry, Principles of Management.
4. John D. Millett, Management in the Public Service
5. E.N. Gladden, Essentials of Public Administration.
6. M.P. Sharma, Principles and Practice of Public Administration
7. D.R. Sachdeva and Meena Sogani, Public Administration: Concept and Application
8. A. Awasthi, & S.R. Maheshwari, Public Administration
9. C.P. Bhambri, Public Administration
10. A.R. Tyagi: Public Administration
11. Surendra Kataria, Lok Prashasan ke Tatva (RBSA Publishers, Jaipur)
12. P.D. Sharma, Lok Prashasan: Siddhant Evam Vyavhar
13. C.P. Bhambri, Lok Prashasan (in Hindi)
14. Harish Chandra Sharma, Lok Prashasan Ke Adhaar
15. Vishnu Bhagwan and Vidhya Bhushan, Lok Prashasan
16. Ravindra Sharma, Lok Prashasan Ke Tatva (in Hindi)
17. Surendra Kataria, Karmik Prashasan
18. Vishnu Bhagwan & Vidya Bushan, Public Administration
19. Avasthi and Maheshwari, Lok Prashasan (in Hindi)
20. B.L. Fadia, Lok Prashasan (in Hindi)

PUBD4.5DCCT12— लोक प्रशासन के तत्त्व

समय— 3 घंटे

अधिकतम अंक— 120

इकाई—1

लोक प्रशासन का अर्थ, प्रकृति, क्षेत्र, महत्त्व, विकसित और विकासशील समाजों में लोक प्रशासन की भूमिका, लोक और निजी प्रशासन। एक स्वतंत्र अनुशासन (विषय) के रूप में लोक प्रशासन का विकास। नव लोक प्रशासन (NPA), लोक विकल्प उपागम (PCA), नव लोक प्रबंध (NPM)

इकाई—2

एक सामाजिक विज्ञान के रूप में लोक प्रशासन तथा राजनीति विज्ञान, अर्थशास्त्र, समाजशास्त्र, विधि, मनोविज्ञान और प्रबंध के साथ इसका संबंध।

संगठन की विचारधाराएं : वैज्ञानिक प्रबंधन (एफ.डब्ल्यू.टेलर), संगठन का शास्त्रीय सिद्धांत (हेनरी फेयोल), संगठन का मानव संबंध सिद्धांत (एल्टन मेयो)। मैक्स वेबर : आदर्श प्रकार की नौकरशाही

इकाई—3

संगठन की अवधारणा - औपचारिक और अनौपचारिक संगठन।

मुख्य कार्यपालिका- प्रकार एवं कार्य, सूत्र और स्टाफ।

संगठन के सिद्धांत- पदसोपान, आदेश की एकता, निर्देश की एकता, नियंत्रण का क्षेत्र, समन्वय, केंद्रीकरण एवं विकेंद्रीकरण, प्रत्यायोजन, प्राधिकार और उत्तरदायित्व

इकाई—4

प्रशासनिक व्यवहार— नेतृत्व, संचार, निर्णय निर्माण (साइमन का मॉडल), अभिप्रेरणा (मैस्लो का आवश्यकताओं का पदसोपान सिद्धांत और हर्ज़बर्ग का द्वि-घटक सिद्धांत)।

इकाई—5

कार्मिक प्रशासन- सिविल सेवा और एक विकासशील समाज में इसकी भूमिका, वर्गीकरण, भर्ती, प्रशिक्षण और पदोन्नति की अवधारणा

सिविल सेवा दृष्टिकोण और मूल्य : नैतिकता, सत्यनिष्ठा, निष्पक्षता और गैर-पक्षपात, लोक सेवा के प्रति समर्पण, सामान्यज्ञ और विशेषज्ञों के बीच संबंध।

नोट : पुस्तकों के नाम अंग्रेजी में छपे पाठ्यक्रम के साथ संलग्न है

Semester II

- Course Code: **PUBD4.5DCCT22**
- **Type of the course:** Discipline Specific Core Course of Semester I
- **Title of the Course:** Public Administration in India
- Level of the Course: **NHEQF Level 4.5**
- Credit of the Course: **6**
- Delivery sub-type of the course: **Theory 5. Tutorial 1**

Distribution of Credits

Semester Second

AEC										
Paper Code	Paper Name	Code	L	T	P	Total Credits	Maximum Marks		Total Marks	Minimum Passing Marks
							Internal Marks	External Marks		
....4.5AECT21	General English/Hindi	AEC	2	0	0	2	-	100	100	36 % Non-CGPA S/NS* Pass Marks-36
DCC										
PUBD4.5DCCT22	Public Administration in India	DCC	5	1	0	6	30	120	150	36 % in each (Theory and Internal Assessment)

***Lecture (L)** includes Lecture Sessions

***Tutorial (T)** includes a lesson at college or university for an individual student or a small group of students consisting of Participatory Discussions/Term Papers/Assignments or Self-Study/Presentations or a combination of some of these.

***Practical (P)** stands for practice session. It consists of Laboratory Experiments/Field work/Project work/Outreach activities/Case Studies, etc.

Course Learning Outcomes:

After the completion of the course, the student will be able to

- Understand historical context and environmental setting of Indian Administration
- Learn organizational setup of Ministries and understand their working.
- Understand the forms of Public Undertakings
- Apply their knowledge for Redressal of Citizen's Grievances and know the real-life challenges in Administration.
- Grasp the concept of Financial Administration and Budgeting
- Explain the administrative reforms in India.

Semester Second Exam 2024-25

Public Administration

Scheme of Paper and Syllabus (Regular Students)

PUBD4.5DCCT22- Public Administration in India

Time: 3 hrs.

Maximum Marks: 120

There will be one theory paper in a Semester. This will be of 6 credits of 6 hours per week. A course will contain 5 units. The question paper shall contain three sections.

Section A (20 marks) shall contain 10 questions, two from each Unit. **Five** Questions (Questions i-v of Question Number 1) shall be **Multiple Choice Questions (MCQs)** type and **Five** (Questions vi-x of Question Number 1) shall be **Fill in the Blanks** type. Each question shall be of 2 marks. All the questions are compulsory.

Section B (40 marks) shall contain 5 questions (two from each unit with internal choice). Each question shall be of 8 marks. The candidate is required to answer all 5 questions. The answers should not exceed 150 words.

Section C (60 marks) shall contain 5 questions, one from each Unit. The candidate is required to answer **any three** questions by selecting these three questions from different units. Each question shall be of 20 marks. The answers should not exceed 400 words.

Note: The candidate is required to obtain 36% marks **to pass in theory and in internal assessment separately**. However, for Pass Criteria, the Guideline issued by the University shall be taken as final.

PUBD4.5DCCT22- Public Administration in India

Time: 3 hrs.

Maximum Marks: 120

Unit-I

Historical background of Indian Administration with special reference to Govt. of India Acts of 1909, 1919 and 1935, Salient features of Indian Administration.

Environmental Setting: Preamble of the Constitution, Parliamentary Democracy, Federalism, Planning and Socialism.

Unit-II

The Union Executive: The President, Prime Minister and Council of Ministers The **Organization and Functions of the following :** Central Secretariat, Cabinet Secretariat, Prime Minister's Office (PMO)

Organization and Functions of the following : Ministry of Finance, Ministry of Home Affairs (MoHA), Ministry of Education (MoE)

Unit-III

Major Forms of Public Enterprises in India: Departments, Corporations, Companies, Parliamentary Committee on Public Undertakings (COPU). Public Private Partnership (PPP).

Control Over Administration: Legislative, Executive & Judicial- Various Means and Limitations

Bureaucracy: Nature and Concept, Types of bureaucracy with special reference to Morstein Marx.

Unit-IV

Financial Administration: Budget- Formulation, Approval and Execution. Types of Budgets : Performance Budgeting, Zero Base Budgeting and Gender Budgeting .

Parliamentary Committees: Public Accounts Committee (PAC), Estimates Committee (EC). The Comptroller and Auditor General (CAG) of India.

Unit-V

Personnel Administration— Classification, Recruitment and Training of All India Services.

Redressal of Citizens' Grievances: Lokpal and Lokayukta, Right to Information, E-system of Grievance Redressal. Concept of E-Governance

Administrative Reforms in India: First Administrative Reforms Commission (ARC-I), Second Administrative Reforms Commission (ARC-II) with special reference to 4th and 10th Report.

Suggested Books/Readings

1. D.D. Basu : An Introduction to the Constitution of India
2. Ramesh Arora : Indian Public Administration
3. V.M. Sinha : Personnel Administration
4. P.D. Sharma & B.M. Sharma: Bhartiya Prashashan
5. Surendra Kataria : Bharat mein Lok Prashasan
6. B.L. Fadia : Bharat mein Lok Prashasan
7. Avasthi & Avasthi: Indian Administration (In Hindi also)
8. Surendra Kataria : Kaarmik Prashasan
9. S.R. Maheshwari : Indian Administration
10. C.P. Bhambhri: Public Administration in India
11. K.V. Rao : Parliamentary Democracy in India
12. Laxmi Narain : Principles and Practice of Public Enterprises Management
13. B.B. Mishra : Administrative History of India

PUBD4.5DCCT22– भारत में लोक प्रशासन

समय– 3 घंटे

अधिकतम अंक– 120

इकाई-1

भारतीय प्रशासन की ऐतिहासिक पृष्ठभूमि– 1909, 1919 और 1935 के भारत शासन अधिनियम के विशेष संदर्भ में, भारतीय प्रशासन की मुख्य विशेषताएं।

परिवेशीय ढाँचा– संविधान की प्रस्तावना, संसदीय लोकतंत्र, संघवाद, नियोजन और समाजवाद।

इकाई-2

संघ कार्यपालिका– राष्ट्रपति, प्रधान मंत्री और मंत्रिपरिषद

निम्नलिखित का संगठन और कार्य– केंद्रीय सचिवालय, कैबिनेट सचिवालय, प्रधान मंत्री कार्यालय (PMO)

निम्नलिखित का संगठन एवं कार्य– वित्त मंत्रालय (MoF), गृह मंत्रालय (MoHA), शिक्षा मंत्रालय (MoE)

इकाई-3

भारत में सार्वजनिक (लोक) उद्यमों के प्रमुख रूप– विभाग, निगम, कंपनियाँ, सार्वजनिक उपक्रमों पर संसदीय समिति (COPU)। लोक (सार्वजनिक) निजी सहभागिता (PPP)

प्रशासन पर नियंत्रण– विधायी, कार्यकारी और न्यायिक– विभिन्न साधन और सीमाएँ

नौकरशाही– प्रकृति और अवधारणा, मॉर्स्टीन मार्क्स के विशेष संदर्भ में नौकरशाही के प्रकार।

इकाई-4

वित्तीय प्रशासन– बजट निर्माण, अनुमोदन और क्रियान्वयन। बजट के प्रकार– निष्पादन बजट, शून्य आधार बजट और जेंडर बजट।

संसदीय समितियाँ– लोक लेखा समिति (पीएसी), प्राक्कलन समिति (ईसी)। भारत के नियंत्रक एवं महालेखा परीक्षक (CAG)

इकाई-5

कार्मिक प्रशासन– अखिल भारतीय सेवाओं का वर्गीकरण, भर्ती और प्रशिक्षण।

नागरिकों की शिकायतों का निवारण– लोकपाल और लोकायुक्त, सूचना का अधिकार, शिकायत निवारण की ई-प्रणाली। ई-गवर्नेंस की अवधारणा

भारत में प्रशासनिक सुधार– प्रथम प्रशासनिक सुधार आयोग (ARC-I) द्वितीय प्रशासनिक सुधार आयोग (ARC-II) चौथी और दसवीं रिपोर्ट के विशेष संदर्भ में।

नोट– पुस्तकों के नाम अंग्रेजी में छपे पाठ्यक्रम के साथ संलग्न हैं

Semester III

- Course Code: **PUBD5DCCT32**
- **Type of the course:** Discipline Specific Core Course of Semester I
- **Title of the Course:** Administrative Institutions in India
- Level of the Course: **NHEQF Level 5**
- Credit of the Course: **6**
- Delivery sub-type of the course: **Theory 5. Tutorial 1**

Distribution of Credits

Semester Third

SDC										
Paper Code	Paper Name	Code	L	T	P	Total Credits	Maximum Marks		Total Marks	Minimum Passing Marks
							Internal Marks	External Marks		
...5SDCT31	Elementary Computer	SDC	2	0	0	2	-	100	100	36 % Non-CGPA S/NS* Pass Marks-36
DCC										
PUBD5DCCT32	Administrative Institutions in India	DCC	5	1	0	6	30	120	150	36 % in each (Theory and Internal Assessment)

***Lecture (L)** includes Lecture Sessions

***Tutorial (T)** includes a lesson at college or university for an individual student or a small group of students consisting of Participatory Discussions/Term Papers/Assignments or Self-Study/Presentations or a combination of some of these.

***Practical (P)** stands for practice session. It consists of Laboratory Experiments/Field work/Project work/Outreach activities/Case Studies, etc.

Course Learning Outcomes:

After the completion of the course, the student will be able to

- Understand the concept of state and its types.
- Define the role of organs of the government.
- Critically analyze the role of bureaucracy in a democratic country
- Explain the interactions between political parties and pressure groups.
- Examine the organizational structure and working of Various Administrative Organizations
- Know about the recent developments and changes in Administrative Institutions

Semester Third Exam 2024-25

Public Administration

Scheme of Paper and Syllabus (Regular Students)

PUBD5DCCT32- Administrative Institutions in India

Time: 3 hrs.

Maximum Marks: 120

There will be one theory paper in a Semester. This will be of 6 credits of 6 hours per week. A course will contain 5 units. The question paper shall contain three sections.

Section A (20 marks) shall contain 10 questions, two from each Unit. **Five** Questions (Questions i-v of Question Number 1) shall be **Multiple Choice Questions (MCQs)** type and **Five** (Questions vi-x of Question Number 1) shall be **Fill in the Blanks** type. Each question shall be of 2 marks. All the questions are compulsory.

Section B (40 marks) shall contain 5 questions (two from each unit with internal choice). Each question shall be of 8 marks. The candidate is required to answer all 5 questions. The answers should not exceed 150 words.

Section C (60 marks) shall contain 5 questions, one from each Unit. The candidate is required to answer **any three** questions by selecting these three questions from different units. Each question shall be of 20 marks. The answers should not exceed 400 words.

Note: The candidate is required to obtain 36% marks **to pass in theory and in internal assessment separately**. However, for Pass Criteria, the Guideline issued by the University shall be taken as final.

Semester III

Administrative Institutions in India

Unit I

Concept of Democratic and Socialistic Society. Laissez faire state, Welfare state and Administrative state.

Unit II

Organization of Government : Legislature – Parliament and its role, Executive – types and relationship with legislature, Judiciary – Supreme Court : Organization and Functions, Judicial Review.

Unit III

Democracy and Administration : Features of Democratic Administration. Role of Bureaucracy in a Democratic Country, Political parties and Pressure Groups and their interactions with each other.

Unit IV

Organisation and working of the following: Finance Commission, NITI Aayog, University Grants Commission (UGC), Union Public Service Commission (UPSC), Election Commission of India (ECI)

Unit V

Organization and Working of the following:

- (i) Central Social Welfare Board
- (ii) Central Information Commission (CIC)
- (iii) Reserve Bank of India (RBI)
- (iv) National Human Rights Commission (NHRC)
- (v) Central Vigilance Commission (CVC)

Suggested Books and Website Links

1. Waldo : Administrative State
2. Field : Government in Modern Society
3. Paranjape : Planning Commission
4. I.I.P.A. : Organization of the Government of India
5. H.C. Sharma : Prashasnik Sansthayen (in Hindi)
6. M.G. Gupta : Modern Government
7. Ashok Sharma: Bharat Mein Prashasnik Sansthayen (in Hindi)
8. Ziauddin Khan & Anter Singh: Prashasnik Sansthayen (in Hindi)
9. B.L. Fadia : Prashasnik Sansthayen (in Hindi)
10. J.C. Johari : Bhartiya Shashan Evam Rajniti (in Hindi)
11. Jorawar Singh Ranawat: Bharat mein Prashasanik Sansthayen (in Hindi)
12. <https://sansad.in/poi>
13. <https://www.sci.gov.in/>
14. <https://www.niti.gov.in/>
15. <https://upsc.gov.in/>
16. <https://cic.gov.in/>
17. <https://cvc.gov.in/>
18. <https://www.rbi.org.in/>

सेमेस्टर III भारत में प्रशासनिक संस्थाएं

इकाई 1

प्रजातांत्रिक एवं समाजवादी समाज की अवधारणा, अहस्तक्षेपवादी, लोककल्याणकारी एवं प्रशासकीय राज्य।

इकाई 2

सरकार का संगठन : व्यवस्थापिका— संसद और उसकी भूमिका, कार्यपालिका के प्रकार व व्यवस्थापिका से सम्बन्ध।

न्यायपालिका— सुप्रीम कोर्ट : संगठन व कार्य, न्यायिक पुनरावलोकन।

इकाई 3

लोकतंत्र व प्रशासन : लोकतांत्रिक प्रशासन के लक्षण, प्रजातान्त्रिक/लोकतांत्रिक देशों में नौकरशाही की भूमिका,

राजनीतिक दल व दबाव समूह तथा उसके बीच पारस्परिक अन्तःक्रिया।

इकाई 4

संगठन व प्रशासनिक कार्यप्रणाली— वित्त आयोग, नीति आयोग, विश्वविद्यालय अनुदान आयोग (UGC) , संघ लोक सेवा आयोग (UPSC) , भारत निर्वाचन आयोग (ECI)।

इकाई 5

संगठन व कार्यकरण :

- 1 केन्द्रीय समाज कल्याण मण्डल
- 2 केन्द्रीय सूचना आयोग (CIC)
- 3 भारत का रिजर्व बैंक (RBI)
- 4 राष्ट्रीय मानवाधिकार आयोग (NHRC)
- 5 केन्द्रीय सतर्कता आयोग (CVC)

नोट: पुस्तकों के नाम अंग्रेजी में छोटे पाठ्यक्रम के साथ संलग्न।

Semester IV

- Course Code: **PUBD5DCCT42**
- **Type of the course:** Discipline Specific Core Course of Semester I
- **Title of the Course:** State Administration in India
- Level of the Course: **NHEQF Level 5**
- Credit of the Course: **6**
- Delivery sub-type of the course: **Theory 5. Tutorial 1**

Distribution of Credits

Semester Fourth

VAC										
Paper Code	Paper Name	Code	L	T	P	Total Credits	Maximum Marks		Total Marks	Minimum Passing Marks
							Internal Marks	External Marks		
...5VACT41	Indian Knowledge System	VAC	2	0	0	2	-	100	100	36 % Non-CGPA S/NS* Pass Marks-36
DCC										
PUBD5DCCT42	State Administration in India	DCC	5	1	0	6	30	120	150	36 % in each (Theory and Internal Assessment)

***Lecture (L)** includes Lecture Sessions

***Tutorial (T)** includes a lesson at college or university for an individual student or a small group of students consisting of Participatory Discussions/Term Papers/Assignments or Self-Study/Presentations or a combination of some of these.

***Practical (P)** stands for practice session. It consists of Laboratory Experiments/Field work/Project work/Outreach activities/Case Studies, etc.

Course Learning Outcomes:

After the completion of the course, the student will be able to

- Learn basic concept of State Administration and its necessity in India.
- Understand the working of state administration.
- Analyze the role and significance of higher officials of state administration.
- Demonstrate the organizational structure and working of various Boards, Directorates and other constitutional bodies working in the state administration.
- Explain the challenges of revenue administration and to apply their knowledge in day-to-day administration.

Semester Fourth Exam 2024-25

Public Administration

Scheme of Paper and Syllabus (Regular Students)

PUBD5DCCT42- State Administration in India

Time: 3 hrs.

Maximum Marks: 120

There will be one theory paper in a Semester. This will be of 6 credits of 6 hours per week. A course will contain 5 units. The question paper shall contain three sections.

Section A (20 marks) shall contain 10 questions, two from each Unit. **Five** Questions (Questions i-v of Question Number 1) shall be **Multiple Choice Questions (MCQs)** type and **Five** (Questions vi-x of Question Number 1) shall be **Fill in the Blanks** type. Each question shall be of 2 marks. All the questions are compulsory.

Section B (40 marks) shall contain 5 questions (two from each unit with internal choice). Each question shall be of 8 marks. The candidate is required to answer all 5 questions. The answers should not exceed 150 words.

Section C (60 marks) shall contain 5 questions, one from each Unit. The candidate is required to answer **any three** questions by selecting these three questions from different units. Each question shall be of 20 marks. The answers should not exceed 400 words.

Note: The candidate is required to obtain 36% marks **to pass in theory and in internal assessment separately**. However, for Pass Criteria, the Guideline issued by the University shall be taken as final.

Semester IV
State Administration In India

Unit I

State Administration in India : Its growing importance, General background of State Administration in India with special reference to the State of Rajasthan.

The office of Governor – Powers, Functions and role in State Administration, relationship with Council of Ministers.

Unit II

The office of the **Chief Minister** : Functions, Role, Chief Minister's office (CMO), Organization and role of the **State Secretariat, Chief Secretary** – Role and significance in the State Administration.

Unit III

Organization and working of the Department of Home, Finance and Information and Public Relations (DIPR) in Rajasthan.

Organization and working of the following Boards and Directorates in the State of Rajasthan : (a) Revenue Board (b) Rajasthan Staff Selection Board (c) Directorate of Agriculture (d) Commissionerate/Directorate of College Education (CCE)

Unit IV

Personnel Administration: Organization and working of the Rajasthan Public Service Commission (RPSC). Recruitment and Training of State Civil Services. Organization and function of State Training Institutions in Rajasthan. Institution of Lokayukta.

Unit V

Powers and position of Divisional Commissioner. Organisational Structure of Revenue Administration at District level.

Powers and Position of the following: 1. Collector 2. Sub Divisional Officer 3. Tehsildar 4. Patwari

Suggested Books

1. S.R. Maheshwari : State Government in India
2. S.S. Khera : District Administration in India
3. M.V. Pylee : Indian Constitution (in Hindi)
4. A.R.C. : Report on State Administration
5. H.C. Sharma : Bharat main Rajya Prashashan (in Hindi)
6. Surendra Kataria : Rajya Prashashan (in Hindi)
7. Ravindra Sharma : Rajya Prashashan (in Hindi)
8. Ramesh K. Arora & Geeta Chaturvedi : Bharat main Rajya Prashashan
9. <https://rajbhawan.rajabhawan.gov.in/content/rajbhawan/en.html>
10. <https://cmo.rajabhawan.gov.in/home>
11. <https://dipr.rajabhawan.gov.in/home>
12. <https://rsmssb.rajabhawan.gov.in/page?menuName=Home>
13. <https://hte.rajabhawan.gov.in/dept/dce/>
14. <https://rpsc.rajabhawan.gov.in/>

सेमेस्टर IV भारत में राज्य प्रशासन

इकाई 1

भारत में राज्य प्रशासन— इसका बढ़ता हुआ महत्व, राजस्थान राज्य के विशेष संदर्भ में राज्य प्रशासन की सामान्य पृष्ठभूमि । **राज्यपाल (Governor)**— शक्तियां, कार्य व राज्य प्रशासन में भूमिका तथा मंत्रिपरिषद के साथ सम्बन्ध ।

इकाई 2

मुख्यमंत्री (CM)— कार्य, भूमिका, मुख्यमंत्री कार्यालय (Chief Minister's Office) । **राज्य सचिवालय** का संगठन व भूमिका, **मुख्य सचिव (Chief Secretary)** — राज्य प्रशासन में उसकी भूमिका व महत्व ।

इकाई 3

राजस्थान में गृह विभाग, वित्त विभाग व सूचना एवं जनसंपर्क विभाग का संगठन व कार्यकरण ।

राजस्थान में निम्नांकित मण्डलों व निदेशालयों का संगठन व कार्यकरण : (अ) राजस्व मण्डल/बोर्ड (ब) राजस्थान कर्मचारी चयन बोर्ड (स) कृषि निदेशालय (द) कॉलेज शिक्षा आयुक्तालय/निदेशालय

इकाई 4

कार्मिक प्रशासन : राजस्थान लोक सेवा आयोग (RPSC) का संगठन व कार्यकरण, राज्य लोक सेवाओं में भर्ती तथा प्रशिक्षण, राजस्थान में राज्य प्रशिक्षण संस्थानों का संगठन एवं कार्यप्रणाली, लोकायुक्त संस्था ।

इकाई 5

संभागीय आयुक्त (Divisional Commissioner) की शक्तियां एवं स्थिति । जिला स्तर पर राजस्व प्रशासन का संगठनात्मक ढाँचा । निम्नांकित की शक्तियां एवं स्थिति— 1 जिलाधीश (District Collector) 2 उपखण्ड अधिकारी (Sub-Divisional Officer) 3 तहसीलदार (Tehsildaar) 4 पटवारी (Patwari)

नोट: पुस्तकों के नाम अंग्रेजी में छपे पाठ्यक्रम के साथ संलग्न ।

Semester V

- Course Code: **PUBD5.5DCCT12**
- **Type of the course:** Discipline Specific Core Course of Semester I
- **Title of the Course:** Comparative Administrative Systems
- Level of the Course: **NHEQF Level 5.5**
- Credit of the Course: **6**
- Delivery sub-type of the course: **Theory 5. Tutorial 1**

Distribution of Credits

Semester Fifth

SDC										
Paper Code	Paper Name	Code	L	T	P	Total Credits	Maximum Marks		Total Marks	Minimum Passing Marks
							Internal Marks	External Marks		
...5.5SDCT51	Communication Skills	SDC	2	0	0	2	-	100	100	36 % Non-CGPA S/NS* Pass Marks-36
DCC										
PUBD5.5DCCT52	Comparative Administrative Systems	DCC	5	1	0	6	30	120	150	36 % in each (Theory and Internal Assessment)

***Lecture (L)** includes Lecture Sessions

***Tutorial (T)** includes a lesson at college or university for an individual student or a small group of students consisting of Participatory Discussions/Term Papers/Assignments or Self-Study/Presentations or a combination of some of these.

***Practical (P)** stands for practice session. It consists of Laboratory Experiments/Field work/Project work/Outreach activities/Case Studies, etc.

Course Learning Outcomes:

After the completion of the course, the student will be able to

- Understand the basic concepts of comparative administration and its importance in understanding the various aspects of developing countries.
- Critically analyze the different forms of governments
- Know the key features of administrative systems of other countries.
- Compare various administrative organizations and their importance in Indian Context
- Evaluate the different work culture of administrative systems across the world.
- Have an idea of significant role of civil services in other countries.

Semester Fifth Exam 2024-25

Public Administration

Scheme of Paper and Syllabus (Regular Students)

PUBD5.5DCCT52- Comparative Administrative Systems

Time: 3 hrs.

Maximum Marks: 120

There will be one theory paper in a Semester. This will be of 6 credits of 6 hours per week. A course will contain 5 units. The question paper shall contain three sections.

Section A (20 marks) shall contain 10 questions, two from each Unit. **Five** Questions (Questions i-v of Question Number 1) shall be **Multiple Choice Questions (MCQs)** type and **Five** (Questions vi-x of Question Number 1) shall be **Fill in the Blanks** type. Each question shall be of 2 marks. All the questions are compulsory.

Section B (40 marks) shall contain 5 questions (two from each unit with internal choice). Each question shall be of 8 marks. The candidate is required to answer all 5 questions. The answers should not exceed 150 words.

Section C (60 marks) shall contain 5 questions, one from each Unit. The candidate is required to answer **any three** questions by selecting these three questions from different units. Each question shall be of 20 marks. The answers should not exceed 400 words.

Note: The candidate is required to obtain 36% marks **to pass in theory and in internal assessment separately.** However, for Pass Criteria, the Guideline issued by the University shall be taken as final.

Semester V
Comparative Administrative Systems

Unit I

Comparative Administration : Concept, Nature, Scope and Significance. Features of Administration of developing and developed societies. F.W. Riggs's Prismatic Sala Model. Salient features of the Constitution of U.K., U.S.A. and France.

Unit II

A comparative study of powers and position of President of India and U.S.A. . Parliamentary system in U.K. and Presidential system in U.S.A. and France.

Unit III

Salient features of Administrative system of U.K., U.S.A., France, China and Nepal with reference to central administration and nature and role of civil services.

Unit IV

Treasury and cabinet Secretariat in Great Britain. Independent Regulatory Commissions in the U.S.A. Executive office of the President of U.S.A.

Unit V

Counseil d' Etat in France. Swedish Ombudsman. Lokpal in India. State Administration in USA. State Department in USA

Suggested Books

1. H.N. Agarwal : Administrative System in Nepal.
2. Podiyal : Public Administration in Nepal.
3. Vishnu Bhagwan & Vidya Bhushan : World Constitution.
4. B.L. Phadia : Vishva Ke Pramukh Samvidhan. (Hindi)
5. Iqbal Narain : Vishva Ke Samvidhan. (Hindi)
6. Preeta Joshi : Vikas Prashasan. (Hindi)
7. P.D. Sharma : Tulnatmak Rajniti. (Hindi)
8. Ravindra Sharma : Tulnatmak Prashasnik Vyavasthayen. (Hindi)
9. Surendra Kataria : Tulnatmak Prashasnik Vyavasthayen. (Hindi)

सेमेस्टर V
तुलनात्मक प्रशासनिक व्यवस्थाएं

इकाई 1

तुलनात्मक प्रशासन: अवधारणाएं, प्रकृति, क्षेत्र व महत्व, विकासशील और विकसित समाजों के प्रशासन के लक्षण, एफ.डब्ल्यू.रिग्स का प्रिज्मैटिक साला मॉडल, ग्रेट ब्रिटेन, अमरीका व फ्रांस के संविधान की प्रमुख विशेषताएं

इकाई 2

भारत एवं अमेरिका के राष्ट्रपति के पद एवं स्थिति का तुलनात्मक अध्ययन, ग्रेट ब्रिटेन में संसदीय प्रणाली, अमरीका व फ्रांस में अध्यक्षतात्मक प्रणाली।

इकाई 3

ग्रेट ब्रिटेन, अमरीका, फ्रांस, चीन तथा नेपाल की प्रशासनिक व्यवस्था की प्रमुख विशेषतायें— केन्द्रीय प्रशासन तथा लोकसेवा की भूमिका व प्रकृति के विशेष संदर्भ में।

इकाई 4

ग्रेट ब्रिटेन में ट्रेजरी व मंत्रिमंडल सचिवालय, अमरीका में स्वतंत्र नियामकीय आयोग, अमेरिका के राष्ट्रपति का कार्यालय।

इकाई 5

फ्रांस में राज्य परिषद। स्वीडन में औम्बुड्समेन। भारत में लोकपाल। संयुक्त राज्य अमेरिका में राज्य प्रशासन। संयुक्त राज्य अमेरिका में विदेश विभाग।

नोट: पुस्तकों के नाम अंग्रेजी में छोटे पाठ्यक्रम के साथ संलग्न।

Semester VI

- Course Code: **PUBD5.5DCCT62**
- **Type of the course:** Discipline Specific Core Course of Semester VI
- **Title of the Course:** Local Administration in India
- Level of the Course: **NHEQF Level 5.5**
- Credit of the Course: **6**
- Delivery sub-type of the course: **Theory 5. Tutorial 1**

Distribution of Credits

Semester Sixth

SEC										
Paper Code	Paper Name	Code	L	T	P	Total Credits	Maximum Marks		Total Marks	Minimum Passing Marks
							Internal Marks	External Marks		
...5.5SECT61	Special Elective Courses Dissertation, Project, Field Study (DPR)	SEC	2	0	0	2	-	100	100	36 % Non-CGPA S/NS* Pass Marks-36
Dissertation/Project/Field Study (DPR), Internship or On-Job Experience (IOJ) or Community Engagement Experience (CEF), Research Credit Courses (RCC). #Pass/Fail/Credits would be submitted by the college concerned similar to practical/dissertation										
DCC										
PUBD5.5DCCT62	Local Administration in India	DCC	5	1	0	6	30	120	150	36 % in each (Theory and Internal Assessment)

***Lecture (L)** includes Lecture Sessions

***Tutorial (T)** includes a lesson at college or university for an individual student or a small group of students consisting of Participatory Discussions/Term Papers/Assignments or Self-Study/Presentations or a combination of some of these.

***Practical (P)** stands for practice session. It consists of Laboratory Experiments/Field work/Project work/Outreach activities/Case Studies, etc.

Course Learning Outcomes:

After the completion of the course, the student will be able to

- Understand the basic concept of Local Administration and Grassroot Democracy
- Critically evaluate the need of 73rd and 74th Constitutional Amendments in India
- Apply their knowledge in dealing with Panchayati Raj Institutions and Urban Local Bodies for their day-to-day needs
- Develop understanding of duties and responsibilities as a citizen towards Local Self Government Institutions
- Examine the problems of Personnel Administration of Local Bodies
- Understand the duties and responsibilities of Elected Representatives at Local Level

Semester Sixth Exam 2024-25

Public Administration

Scheme of Paper and Syllabus (Regular Students)

PUBD5.5DCCT62- Local Administration in India

Time: 3 hrs.

Maximum Marks: 120

There will be one theory paper in a Semester. This will be of 6 credits of 6 hours per week. A course will contain 5 units. The question paper shall contain three sections.

Section A (20 marks) shall contain 10 questions, two from each Unit. **Five** Questions (Questions i-v of Question Number 1) shall be **Multiple Choice Questions (MCQs)** type and **Five** (Questions vi-x of Question Number 1) shall be **Fill in the Blanks** type. Each question shall be of 2 marks. All the questions are compulsory.

Section B (40 marks) shall contain 5 questions (two from each unit with internal choice). Each question shall be of 8 marks. The candidate is required to answer all 5 questions. The answers should not exceed 150 words.

Section C (60 marks) shall contain 5 questions, one from each Unit. The candidate is required to answer **any three** questions by selecting these three questions from different units. Each question shall be of 20 marks. The answers should not exceed 400 words.

Note: The candidate is required to obtain 36% marks **to pass in theory and in internal assessment separately**. However, for Pass Criteria, the Guideline issued by the University shall be taken as final.

Semester VI
Local Administration in India

Unit I

Meaning, Nature and Significance of Local-Self Government in modern state.
Evolution of Local-Self Government in India.

Unit II

The Organisational structure of Urban Local-Self Government in India with special reference to the 74th Constitutional Amendment Act. Composition, Functions, Powers and Role of various local bodies, Local Administration of the Metropolitan towns, Municipal Corporations and their problems of Autonomy and Accountability.

Unit III

Theory and practice of Democratic Decentralisation in India, Panchayati Raj Institutions – Zila Parishad, Panchayat Samiti, Village Panchayats and Gram Sabha: their organisation and function in the context of 73rd Constitutional Amendment. **State Election Commission**

Unit IV

Personnel Administration in Rural and Urban Local Self Government: Recruitment, Classification, Promotion and Training. Problems of Local Self Government Employees regarding Service Conditions.

Unit V

Financial Administration of Local Bodies in India, strengthening of local resources. **Rajasthan State Finance Commission. Rajasthan Financial Corporation (RFC).** The role of Directorate of Local bodies and Panchayat and Rural Development Department of State.

Suggested Books

1. R. Agarwal : Municipal Government in India.
2. S.R. Maheshwari : Local Government in India.
3. M.V. Mathur : Panchayati Raj in Rajasthan.
4. R.L. Khanna : Municipal Government and administration in India.
5. S.K. Bhoglee : Local Government in India.
6. H.C. Sharma : Bharat Main Sthaniya Shasan. (In Hindi)
7. Ashok Sharma: Bharat Main Sthaniya Prashasan. (Hindi)
8. Prof. R.P. Joshi & Aruna Bhardwaj: Bharat Main Sthaniya Prashasan
9. Jorawar Singh Ranawat : Local Administration in India (in Hindi)

Subsidiary Readings

1. S.C Jain : Community Development and Panchayati Raj.
2. Government of Rajasthan : Sadik Ali Report : 1964.
3. Government of India : Diwakar Committee Report, 1963.
4. Balwant Rai Mehta : Committee Report, 1957.

Journals

1. Nagarlok, Delhi
2. Journal of local-self Government, Bombay
3. Kurukshetra

सेमेस्टर VI
भारत में स्थानीय प्रशासन

इकाई 1

स्थानीय स्व-शासन का अर्थ, प्रकृति व आधुनिक राज्य में महत्व, भारत में स्थानीय स्व-शासन का विकास।

इकाई 2

भारत में नगरीय स्थानीय स्व-शासन की संगठनात्मक संरचना विशेषतः 74वें संविधान संशोधन अधिनियम के संदर्भ में विभिन्न प्रकार की नगरीय संस्थाओं का संगठन, कार्य एवं शक्तियां तथा भूमिका, महानगरों का स्थानीय प्रशासन, नगर निगम एवं उनकी स्वायत्तता व उत्तरदायित्व की समस्या।

इकाई 3

भारत में लोकतांत्रिक विकेन्द्रीकरण का सिद्धान्त व व्यवहार, 73वें संविधान संशोधन के संदर्भ में पंचायती राज संस्थाएं—जिला परिषद, पंचायत समिति, ग्राम पंचायत व ग्राम सभा—इनका संगठन व कार्य। **राज्य निर्वाचन आयोग (SEC)**

इकाई 4

ग्रामीण व नगरीय सरकारों में कार्मिक प्रशासन— भर्ती, वर्गीकरण, पदोन्नति, प्रशिक्षण तथा स्थानीय कार्मिकों की सेवा शर्तों की समस्याएं।

इकाई 5

भारत में स्थानीय संस्थाओं का वित्तीय प्रशासन, स्थानीय संसाधनों का सशक्तिकरण। **राजस्थान राज्य वित्त आयोग। राजस्थान वित्त निगम (RFC)**, राज्य के स्थानीय शासन निदेशालय तथा पंचायत तथा ग्रामीण विकास विभाग की भूमिका।

नोट: पुस्तकों के नाम अंग्रेजी में छपे पाठ्यक्रम के साथ संलग्न।

Scheme of Paper and Syllabus (Non-collegiate Students)

For all Semesters of BA Programmes (w.e.f 2024-25)

Time: 3 hrs.

Maximum Marks: 150

(Scheme and Pattern for NC Students)

A course will contain 5 units. The question paper shall contain three sections.

- 1. Section A (20 marks)** shall contain 10 questions, two from each Unit. **Five** Questions (Questions i-v of Question Number 1) shall be **Multiple Choice Questions (MCQs)** type and **Five** (Questions vi-x of Question Number 1) shall be **Fill in the Blanks** type. Each question shall be of 2 marks. All the questions are compulsory.
- 2. Section B (55 marks)** shall contain 5 questions (two from each unit with internal choice). Each question shall be of 11 marks. The candidate is required to answer all 5 questions. The answers should not exceed 200 words.
- 3. Section C (75 marks)** shall contain 5 questions, one from each Unit. The candidate is required to answer **any three** questions by selecting these three questions from different units. Each question shall be of 25 marks. The answers should not exceed 500 words.

The Syllabus for the Semester Scheme (w.e.f. 2024-25 session) is prepared by the **Board of Studies in Public Administration** under the Convenorship of Prof. Sadhana Bhandari, Head of the Department, Deptt. of Public Administration (Government Dungar College, Bikaner).

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