



महाराजा सूरजमल बृज विश्वविद्यालय
भरतपुर (राज.)

SYLLABUS

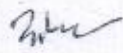
PUBLIC ADMINISTRATION

B.A. Part I, II, III

(2020-21)

Only For Session
2020-21

Session 2021-22


अकादमिक प्रभारी
महाराजा सूरजमल बृज विश्वविद्यालय
भरतपुर (राज.)

B.A PART- 1st (2017-18)
Public Administration

Scheme	Max. Marks	Mini. Marks	Time
	200	72	
<u>Two Papers</u>			
Paper-I	100	36	3 Hours
Paper-II	100	36	3 Hours

Note: Each paper shall consist of two parts.

Part-I would contain 10 compulsory short answer questions of 4 marks each to be answered in 50 words. total Marks : 40

Part-II divided into three sections- each section contains 2 descriptive type question of 20 marks each. The candidates are required to attempt three questions selecting one question from each section. total Marks : 60

Paper-1: Elements of Public Administration

Section-A

Meaning, Nature and scope of Public Administration, Importance of Public Administration in Modern Society, Public and Private Administration. Evolution of the study of public Administration. Approaches to the study of Public Administration- Classical and Humanistic.

Section-B

Organization - Meaning, Formal and informal Organization, Principles of Organization Hierarchy, Unity of Command, Coordination, Centralization, Decentralization, Authority and Responsibility. Chief Executive, Supervision, Delegation, Leadership. Communication, Decision-making.

Section-C

Budget, Meaning and forms Principles of Budgetation, Personnel Administration: Meaning, Nature and importance, Nature of Bureaucracy. Classification, Recruitment, Training, Promotion of Civil Servants.

Books Recommended:

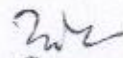
1. A. Awasthi S.R. Maheshwari, Public Administration.
2. C.P. Bhambhari: Public Administration.
3. D.R. Sachdeva and Meena Sogani: Public Administration- Concept and

Application.

4. Mohit Bhattacharya: Public Administration.
5. Rumki Basu: Public Administration.
6. M.P. Sharma and B.L. Sadna, Public Administration in theory and Practice.
7. S.L. Goel, Public Administration-Theory & Practice.
8. Hoshier Singh and Pradeep Sachdeva, Administrative Theory.
9. Ravindra Sharma, Lok Prashashan ke tatav.
10. Surendra Katariya, Lok Prashashan ke tatav.
11. R.K. Dubey: Adhunik Lok Prashashan.

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Paper - II: Public Administration in India

Section-A

Salient features of Indian Administration. The Union Executive: President, Prime Minister and council of Ministers. The organization and working of the Central Secretariat and cabinet Secretariat.

Section-B

Organisation and Working of Ministry of Home and Ministry of Personnel, Pensions & Public Grievances, Committee on Public Undertakings, Financial Administration: Budget Formulation, Enactment and Execution, Comptroller and Auditor General of India, Public Accounts Committee, Estimates Committee.

Section-C

Control over Administration: Legislative, Executive and Judicial; Administrative corruption, Redressal of Public Grievances, Administrative Reforms: Administrative Reforms Commission and Administrative Reforms, Commission with reference of Personnel Administration and Corruption.

Books Recommended:

1. S.R. Maheshwari: Indian Administration.
2. R. Sharan; Public Administration in India.
3. Ramish Arora & Rajni Goyal: Indian Public Administration.
4. Avasthi & Avasthi: Indian Administration.
5. Hoshiar Singh & Mohinder Singh: Public Administration in India: Theory and Practice
6. बी.एल. फडिया : भारत में लोक प्रशासन
7. पी.डी. शर्मा एवं बी.एम. शर्मा : भारतीय प्रशासन
8. रविन्द्र शर्मा : भारत में लोक प्रशासन
9. सुरेन्द्र कटारिया : भारत में लोक प्रशासन
10. एस.आर. माहेश्वरी : भारतीय प्रशासन
11. प्रथम एवं द्वितीय प्रशासनिक सुधार आयोग के प्रतिवेदनमक प्रभारी

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सुरजमल बृज विश्वविद्यालय
भारतपुर (राज.)

**B.A. Part II Exam
Public Administration**

Scheme	Max Marks	Mini. Pass Marks	Duration
Paper-I	100	36	03 hours
Paper-II	100	36	03 hours
Total	200	72	06 hours

Duration : 3 hrs

Max. Marks : 100

Mini Pass Marks : 36

Note : Each paper shall consist of pro parts.

Part-I would contain 10 compulsory short answer questions of 4 marks each to be answered in 50 words. Total Marks : 40

Part-II divided in three sections each section contains 2 descriptive type of 20 marks each. The candidates are required to attempt three questions selecting one question from each section. Total Marks : 60

PAPER - I: ADMINISTRATIVE INSTITUTIONS IN INDIA

Section-A

Administrative Institutions in a Democratic and Socialist Society.

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.

Section-B

Democracy and Administration, Features of Democratic Administration. Role of Bureaucracy.

Organization and administrative working of Finance commission, NITI, Aayog, Election Commission and the administration of elections in India.

Section -C

Organization and working of following Administrative Institutions :

1. University Grants Commission, 2. U.P.S.C., 3. Reserve Bank of India.
4. National Human Rights Commission (NHRC)

प्रथम प्रश्न पत्र : भारत में प्रशासनिक संस्थाएँ

प्रथम खण्ड

प्रजातांत्रिक तथा समाजवादी समाज में प्रशासनिक संस्थाएँ, अहस्तक्षेपवादी राज्य, कल्याणकारी राज्य तथा प्रशासकीय राज्य की अवधारणाएँ सरकार का संगठन :

व्यवस्थापिका – इसकी भूमिका तथा आधुनिक समय में इसके हास के कारण, कार्यपालिका प्रकार तथा व्यवस्थापिका से सम्बन्ध, न्यायपालिका, कार्य तथा भूमिकान्यायिक पुनरावलोकन की शक्ति के विशेष संदर्भ में न्यायिक सक्रियता।

द्वितीय खण्ड

लोकतंत्र तथा प्रशासन/नौकरशाही की भूमिका।

भारत में वित्त आयोग, नीति आयोग का संगठन व प्रशासनिक कार्य प्रणाली, निर्वाचन आयोग तथा भारत में निर्वाचन का प्रशासन।

तृतीय खण्ड

निम्नांकित प्रशासनिक संस्थाओं का संगठन तथा कार्य प्रणाली: 1. विश्वविद्यालय अनुदान आयोग 2. संघ लोक सेवा आयोग, 3. भारतीय रिजर्व बैंक, 4. राष्ट्रीय मानवाधिकार आयोग।

Books Recommended :

A. Core Books :

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. Dr. H.C. Sharma : Prashasnik Sansthayen.
6. Report of Finance Commission of India.
7. M.G. Gupta : Modern Government.
8. जियाउद्दीन खॉ एवं अंतर सिंह : प्रशासनिक संस्थाएँ
9. अशोक शर्मा : भारत में प्रशासनिक संस्थाएँ

B. Books for Reference :

1. Garbin : Systematic Politics.
2. Salt : Political Institution : A Preface.
3. Reports of Second ARC.

C Journal :

1. Indian Journal of Public Administration, New Delhi

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PAPER - II : STATE ADMINISTRATION IN INDIA

Section - A

Present Status of state administration under the constitution of India and its General back ground with reference to Rajasthan.

The Office of the Governor - Powers, Functions and Role in State Administration,

The Office of the Chief Minister - Powers, Functions and Role and Importance of the office, Relationship with Council of Ministers.

Organization of the State Secretariat. Organization and working of the Departments of Home, Finance. Chief Secretary - its Role and Significance in State Administration.

Section - B

Organization and working of the following Boards Companies and Directorates in the State of Rajasthan.

- Revenue Board
- Directorate of Agriculture
- Directorate of Education

Section-C

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, Training of State Civil Services, organization and functions of state training institutes in Rajasthan.

District Administration : Organization of district administration District Collector : functions and position. Revenue administration at the District and below level, the role of S.D.O., Tehsildar.

द्वितीय प्रश्न पत्र : भारत में राज्य प्रशासन

प्रथम खण्ड

भारत में संविधान के अन्तर्गत राज्य प्रशासन की स्थिति, राजस्थान के विशेष संदर्भ में भारत में राज्य प्रशासन की सामान्य पृष्ठभूमि। राज्यपाल : कार्य, शक्तियाँ तथा राज्य प्रशासन में भूमिका, मंत्रिपरिषद् से संबंध। मुख्यमंत्री : कार्य, शक्तियाँ तथा इस पद का महत्व व मंत्रिपरिषद् से संबंध।

राज्य सचिवालय का संगठन, राजस्थान में गृह, वित्त तथा कृषि विभाग का संगठन तथा कार्यप्रणाली, मुख्य सचिव : राज्य प्रशासन में इसकी भूमिका तथा महत्व।

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द्वितीय खण्ड

राजस्थान में निम्नलिखित मण्डलों, कम्पनियों तथा निदेशालयों का संगठन एवं कार्यप्रणाली :

- (अ) राजस्व मण्डल
- (ब) राजस्थान राज्य विद्युत कम्पनियाँ
- (स) कृषि निदेशालय
- (द) शिक्षा निदेशालय

तृतीय खण्ड

सेवा वर्गीय प्रशासन रू राजस्थान राज्य में लोक सेवाओं (आर.ए.एस., आर.पी.एस. इत्यादि) की भूमिका, राजस्थान लोक सेवा आयोग का संगठन तथा कार्यप्रणाली, राज्य लोक सेवाओं का प्रशिक्षण, राजस्थान में राज्य प्रशिक्षण संस्थानों संगठन एवं कार्य, राजस्थान सिविल सेवा अपीलीय न्यायाधिकरण जिला प्रशासन, जिला प्रशासन का संगठन, जिलाधीश - कार्य तथा पद स्थिति, जिला एवं अधीनस्थ स्तरीय राजस्व प्रशासन: एस.डी.ओ., तहसीलदार, पटवारी की भूमिका तथा ग्राम स्तरीय कार्यकर्ता।

Book Recommended :

A. Core Books:

1. S.R. Maheshwari : Indian Administration
2. S.S. Khera : District Administration in india
3. M.V. Pylee : Indian Constitution (Hindi also)
4. A.R.C. : Report on State Administration
5. A. Zabier & Gupta : Organization of Government of Uttar Pradesh.
6. Dr. H.C. Sharma : Bharat Mein Rajya Prashasan.
7. C.M. Singh & Other : Rajasthan main Rajya Prasshasan.
8. Surendra katariya : Rajya Prashasan.

B. Reference Books:

1. D.P. Singh: Readings in Indian Administration
2. S.L. Verma: Revenue Board in Rajasthan
3. I.I.P.A. : Revenue Board.
4. Rajasthan Government Secretariat Manual.
5. Rajasthan Government : Report of Administrative Reforms Committee (Mathur Committee Report, 1966)
6. Rajasthan Government : Report of the Committee on Training 1963.
7. H.C.M. Institute : Management of Higher Personnel of Public Administration.
8. I.I.P.A. : Indian Journal of Public Administration (State Administration Special Number July-September, 1976).

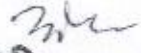
9. J.D. Shukla : State and District Administration in India.
10. B. Mehta : Dynamics of State Administration.
11. Annual Report of the Departments of the Government of Rajasthan, Jaipur.

C. **Journals:**

1. Indian Journal of Public Administration (New Delhi).
2. Prashashnika : H.C.M.R.I.P.A., Jaipur.
3. Management in Government, Delhi.

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भरतपुर (राज.)

**B.A. Part III Exam
Public Administration**

Scheme	Max Marks	Mini. Pass Marks	Duration
<u>Two Papers</u>			
Paper-I	100	36	3 Hours
Paper-II	100	36	3 Hours

Note: Each paper shall consist of two parts.

Part-I would contain 10 compulsory short answer questions of 4 marks each to be answered in 50 words.

Total Marks : 40

Part-II divided into three sections- each section contains 2 descriptive type question of 20 marks each. The candidates are required to attempt three questions selecting one question from each section.

Total Marks : 60

Paper - I : Comparative Administrative Systems

Section - A

Meaning, Nature, Scope and Significance of Comparative Public Administration Structural-Functional, Ecological and Developmental Approaches to the Study of Comparative Administration.

Salient Features of the Constitution of UK, USA, France & China.

Section - B

Parliamentary System in UK, Presidential System in USA and Presidentialist System in France. Salient Features of Administrative Systems of UK, USA, France and Nepal with particular Reference to Central Administration and Nature and Role of Civil Service

Section - C

British Home Office, Cabinet Secretariat in Great Britain, Independent Regulatory Commission in USA. ~~The Office of Governor in the USA.~~ French Council of State, Swedish Ombudsman, ~~British Treasury~~

Core Readings:

1. Ferrel Heady Public Administration : A Comparative Perspective.
2. Ogg & Zink Modern Foreign Government.
3. V.D. Mahajan : Modern Select Governments
4. Vishnu Bhagwan and Vidya Bhushan : World Constitutions.

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अकादमिक प्रभारी

महाराजा बुरजमल दुज विश्वविद्यालय

Paper-II : Local Administration

Scheme:

Min. Pass Marks 72

Max. Marks 200

Paper-I

3 hrs. Duration

100 Marks

Paper-II

3 hrs. Duration

100 Marks

Section - A

Meaning, Nature, and Significance of Local-self Government in Modern State, Evolution of Local-self Government during the Ancient, Medieval and Modern India.

The Organisational Structure of Urban, Local-self Government in India, Composition, Functions Powers and Role of various kinds of Local-bodies. Municipal Corporations and their Problems of Autonomy and Accountability.

Section - B

Theory and Practice of Democratic Decentralisation in India with special reference to 73rd Constitution Amendment, Panchayati Raj Institution, Zila Parisad, Panchayat Sarniti, Gram Panchayats and Grain Sabha : their Organisation and Functions.

Section - C

Financial Administration of Local Bodies in India.

State Control over Local Bodies, Urban and Rural Mechanism of control over Local Bodies at State Level. The Role of Directorate of Local Bodies and Gramin Vikas & Panchayati Raj Department.

Books Recommended :

1. R Argel : Municipal Government in India
2. S.R. Maheswari Local Government in India.
3. M.V. Mathur: Panchayati Raj in Rajasthan.
4. RL Khanna : Municipal Government and Administration in India
5. S.K. Bhogle Local Government in India.
6. डॉ. एच.सी. शर्मा : भारत में स्थानीय प्रशासन

Subsidiary Readings

1. S.C. Jain : Community Development and Panchayati Raj
2. Govt. of Rajasthan : Sadiq Ali Report, 1964.
3. Govt. of Rajasthan : Rajasthan Municipalities Act, 1964
4. Rajasthan Panchayat Raj Act, 1994
5. Govt. of India : Diwakar Committee Report, 1963
6. Balwant Rai Mehta : Committee Report, 1957.

Journals

1. Nagarlok, Delhi
2. Journal of Local Self Government, Bombay.
3. Kurukshetra.

5. रवीन्द्र शर्मा : तुलनात्मक प्रशासनिक व्यवस्थाएँ
6. सी.बी. गेना : तुलनात्मक राजनीति
7. Gavin Drewry and Tony Butcher : The Civil Service Today
8. US Government Manual
9. S.R. Mahesiwari : Higher Civil Service in France.
10. बी.एल. फडिय : विश्व के प्रमुख संविधान
11. सुरेन्द्र कटारिया : तुलनात्मक प्रशासनिक व्यवस्थाएँ

प्रश्न-पत्र 1 : तुलनात्मक प्रशासनिक व्यवस्थाएँ

भाग-अ

तुलनात्मक लोक प्रशासन का अर्थ, प्रकृति, क्षेत्र व महत्त्व, तुलनात्मक लोक प्रशासन, अध्ययन के उपागम : संरचनात्मक-प्रकार्यात्मक, पारिस्थितिकीय फ्रांस, संयुक्त राज्य अमेरिका तथा ग्रेट ब्रिटेन के संविधानों के प्रमुख लक्षण।

भाग-ब

ग्रेट ब्रिटेन में संसदीय व्यवस्था, संयुक्त राज्य अमेरिका में अध्यक्षीय व्यवस्था, फ्रांस में अध्यक्षीय व्यवस्था।

ग्रेट ब्रिटेन, संयुक्त राज्य अमेरिका, फ्रांस व केन्द्रीय प्रशासन तथा लोक सेवाओं की प्रकृति एवं भूमिका के विशेष संदर्भ में।

भाग-स

ब्रिटिश गृह विभाग, ग्रेट ब्रिटेन में मंत्रिमण्डल सचिवालय, संयुक्त राज्य अमेरिका में स्वतंत्र नियामकीय आयोग, फ्रांस में राज-परिषद, स्वीडन का ओम्बुड्समैन।

Core Readings:

1. Ferrel Heady Public Administration : A Comparative Perspective.
2. Ogg & Zink Modern Foreign Government.
3. V.D. Mahajan : Modern Select Governments
4. Vishnu Bhagwan and Vidya Bhushan : World Constitutions.
5. रवीन्द्र शर्मा : तुलनात्मक प्रशासनिक व्यवस्थाएँ
6. सी.बी. गेना : तुलनात्मक राजनीति
7. Gavin Drewry and Tony Butcher : The Civil Service Today
8. US Government Manual
9. S.R. Mahesiwari : Higher Civil Service in France.
10. बी.एल. फडिय : विश्व के प्रमुख संविधान
11. सुरेन्द्र कटारिया : तुलनात्मक प्रशासनिक व्यवस्थाएँ

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अकादमिक प्रभारी

महाराजा दूरजनल बृज विश्वविद्यालय