

## *Syllabus and Course Scheme*



### **BA- Public Administration**

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**CAREER POINT UNIVERSITY, KOTA**

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Website: [www.cpur.in](http://www.cpur.in)

# **PUBLIC ADMINISTRATION**

## **PAPER I- ELEMENTS OF PUBLIC ADMINISTRATION**

### **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 Public Administration. Concept of good governance. **Concept of digitalization**

### **Unit - II**

Public Administration as a social science; Relationship with other Social Sciences: Political Science, Economics, Sociology, Law and Psychology. Approaches to the study of Public Administration: Classical and Human Relation.

### **Unit - III**

Principles of Organizations: Hierarchy, Unity of command, Span of control, Co- ordination, Centralisation, Decentralization, Authority and Responsibility; Formal and Informal Organisation.

### **Unit - IV**

Chief Executive, Line and Staff, Supervision, Delegation, Leadership, Communication, Decision making, Morale and Motivation.

### **Unit - V**

Personnel Administration: Meaning and nature of Bureaucracy; Civil Services and their role in a developing society; Classification, Recruitment, Training, Promotion, Disciplinary action, code of conduct.

### **Books Recommended :**

- |    |                                     |   |
|----|-------------------------------------|---|
| 1. | John Pfiffner and Robert Presthus.: | Public Administration   |
| 2. | Dimock & Dimock                     | : Public Administration   |
| 3. | Terry :                             | Principles of Management  |
| 4. | John D. Millet                      | : Management in Public Services.                                |
| 5. | E.N. Gladden                        | : Essentials of Public Administration                           |
| 6. | M.P. Shrama                         | : Principle & Practices of Pub. Admn., Kitab Mahal, Allahabad . |

## **PAPER II - PUBLIC ADMINISTRATION IN INDIA**

### **Unit - I**

Historical background of Indian administration with special reference to 1909, 1919 and 1935 Government of India Act.; British legacies of Indian Administration. Salient features of Indian Administration since Independence.

### **Unit -II**

The Union Executive: President, Prime Minister and Council of Ministers; The Organisation and functions of the Central Secretariat, Cabinet Secretariat; Prime Minister's office; Ministry of Home, Finance and Ministry of Personnel Public Grievances and Pensions.

### Unit-III

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Major Forms of Public Enterprises in India: Department, Corporation, Companies; Recent changes in Public Enterprises: Miniratna, Navratna and Maharatna Parliamentary Committee on Public undertakings; Problems of control and autonomy over public enterprises.

#### Unit -IV

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

#### Unit - V

Personnel Administration : Classification, Recruitment and Training of All India Services. Problems of Indian Administration; Corruption and Machinery for the Redressal of Public Grievances;

#### BOOKS RECOMMENDED:

- |     |                            |                 |   |   |
|-----|----------------------------|-----------------|---|---|
| 1.  |                            | S.R. Maheshwari | :   | Indian Administration                         |
| 2.  | C.P. Bhambhari             | :               | 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 Management. |   |
| 7.  | B.B Mishra                 | :               | Administrative History of India.                          |   |
| 8.  | Ramesh Arora & Rajni Goyal | :               | Indian Public Administration                              |   |
| 9.  | V.M. Sinha                 | :               | Personnel Administration (In Hindi)                       |   |
| 10. | P.D. Sharma & B.M. Sharma  | :               | Bhartiya Prashashan (In Hindi)                            |   |
| 11. | Saroj Chopra               | :               | Bharat Main Lok Prashashan (In Hindi)                     |   |
| 12. | R.S. Darda                 | :               | Bharat Main Lok Prashashan (In Hindi)                     |   |
| 13. | B.L. Fadia                 | :               | Bharat Main Lok Prashashan (In Hindi)                     |   |
| 14. | Ravindra Sharma            | :               | Bharat Main Lok Prashashan (In Hindi)                     |   |
| 15. | Awasthi & Awasthi          | :               | Bhartiya Prashashan (In Hindi)                            |   |
| 16. | Surendra Kataria           | :               | Bharat Main Lok Prashashan (In Hindi)                     |   |

### B.A. (Pt-II)- PUBLIC ADMINISTRATION

#### PAPER I - ADMINISTRATIVE INSTITUTIONS IN INDIA

##### Unit - I

Administrative Institution in a Democratic and Socialist Society; The concept of laissez faire state, Welfare State and Administrative State.

##### Unit-II

Organisation of Government: Legislature-its role and decline in modern times, Executive-Types and relationship with legislature, Judiciary-Functions and role with special reference to the power of 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 interaction with each other.

#### **Unit-IV**

Organisation and administrative working of Finance Commission; NITI Aayog of India and the National Development Council; University Grants Commission; Union Public Service Commission.

#### **Unit-V**

Election Commission and the administration of elections in India. Organisation & working of:

- (i) Central Social Welfare Board.
- (ii) Railway Board.
- (iii) National Human Rights Commission

#### **Books Recommended:**

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|-----|--|--|
| 1.  | Waldo :                                | Administrative State                           |
| 2.  | Field :                                | Government in Modern Society.                  |
| 3.  | Paranjape :                            | Planning Commission                            |
| 4.  | I.I.P.A. :                             | Organisation of the Government of India.       |
| 5.  | H.C. Sharma :                          | Prashasnik Sansthayen                          |
| 6.  | Report of Finance Commission of India. |  |
| 7.  | M.G. Gupta :                           | Modern Government                              |
| 8.  | Ashok Sharma :                         | Prashasnik Sanstheyen (Hindi)                  |
| 9.  | Ziauddin Khan & :                      | Prashasnik Sanstheyen (Hindi) Anter Singh      |
| 10. | B.L. Phadia :                          | Prashasnik Sanstheyen (Hindi)                  |
| 11. | J.C. Johri :                           | Indian Government and Politics (I & II)(Hindi) |

### **PAPER II - STATE ADMINISTRATION IN INDIA**

#### **Unit-I**

State Administration in India: Its growing importance, General background of the State Administration in India with special reference to the State of Rajasthan; Office of the Governor: Powers, Functions and role in State Administration, relationship with Council of Ministers.

#### **Unit-II**

Office of the Chief Minister: Powers, Functions, Role, Importance and Relationship with Council of Ministers; Organisation and role of the State Secretariat; Chief Secretary: His role and significance in State Administration.

#### **Unit-III**

Organisation and working of the Department of Home, Finance and Agriculture in Rajasthan; Organisation and working of the following in the State of Rajasthan: (a) Revenue Board (b) Rajasthan State Electricity Companies (c) Directorate of Agriculture and (d) Commissionerate of Higher Education.

#### **Unit-IV**

Personnel Administration: Role of the State Civil Services in Rajasthan. Organisation and working

of the Rajasthan Public Service Commission. Recruitment and Training of State Civil Services. Organisation and functions of Rajasthan State Training Institute:

H.C.M. RIPA, Institution of Lokayukta. **Concept of RTI**

## **Unit-V**

District Administration: Organisation of District Administration, Collector, his functions and position. Powers and position of Divisional Commissioner, Revenue administration at the district level, S.D.O., Tehsildar and Patwaris.

### **Books Recommended:**

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|-----|--|---|--|
| 1-  | S.R. Maheshwari                              | : | State Government in India.                 |
| 2-  | S.S. Khera                                   | : | District Administration in India.          |
| 3.  | M.V. Pylee                                   | : | Indian Constitution (Hindi Ed. also)       |
| 4-  | A.R.C.                                       | : | Report on State Administration.            |
| 5-  | A.Zabier & Gupta                             | : | Orgainisation of Govt. of Uttar Pradesh.   |
| 6-  | H.C. Sharma                                  | : | Bharat Main Rajya Prashashan (Hindi)       |
| 7-  | C.M. Singh and others                        | : | Rajasthan Main Rajya Prashashan (Hindi Ed) |
| 8-  | Dr. Surendera Kataria                        | : | Rajya Prashashan (Hindi)                   |
| 9-  | Dr. Ravindra Sharma                          | : | Rajya Prashashan (Hindi)                   |
| 10- | Dr. Ramesh K.Arora &<br>Dr. Geeta Chaturvedi | : | Bharat Main Rajya Prashashan. (Hindi)      |

### **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 Reform Committee (Mathur Committee Report-1963).                                     |
| 6-  | Rajasthan Government<br>H.C.M RIPA | : | Report of the Committee on Training 1963. 7-<br>Management of Higher Personnel of Public<br>Administration.   |
| 8-  |                                    |   | I.I.P.A. : Indian Journal of Public<br>Administration(State Administration Special<br>Number-July- Sept.1976) |
| 9-  | J.P. Shukla                        | : | State and District Administration in India.   |
| 10- | B.Mehta                            | : | Dynamics of State Administration(Chugh<br>Publication)  |

**Journals and Reports** : Annual Reports of the Different Departments of the Government of Rajasthan, Jaipur.

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

**B.A. Part – III (Public Administration) Exam**  
**Paper – I – Administrative Thinkers**  
**Unit – I**

Administrative Ideas of Kautilya, Henri Fayol and F.W. Taylor with particular reference to:

1. Kautilya :
  - (i) The Machinery of Government
  - (ii) Principle of Authority and Obedience
2. Henri Fayol
  - (i) Managerial Activities
  - (ii) Principles of Organization
3. F.W. Taylor
  - (i) The Scientific Management Movement
  - (ii) Impact of Taylorism on organization Theory

**Unit – II**

Administrative Ideas of Elton Mayo, Chester Barnard and Herbert Simon with special reference to :

1. Elton Mayo:
  - (i) Hawthorne Experiments
  - (ii) Human Relation Approach
2. Chester Bernard:
  - (i) Organization a Consciously Coordinated Cooperative System.
  - (ii) Authority and Responsibility
3. Herbert Simon:
  - (i) Decision making as heart of Administration
  - (ii) Stages in Decision Making Process
  - (iii) Rationality in Decision Making

**Unit – III**

Administrative Ideas of Mc Gregor, Frederic Herzberg and Maslow with special reference to :

1. Mc Gregor:
  - (i) Theory ‘X’ and Theory ‘Y’
  - (ii) Conflict Management
2. Frederick Herzberg:
  - (i) Two factor Theory
  - (ii) Job Enrichment
3. Abraham Maslow:
  - (i) Need – Hierarchy Theory

**Unit – IV**

Administrative Ideas of F.W. Riggs, Max Weber and Chris Argyris with special reference to:

1. F.W. Riggs:
  - (i) Sala Model in Prismatic Society
  - (ii) Concept of Development
2. Max Weber:

- (i) Ideal type Model of Bureaucracy

- (ii) Authority and Legitimacy

### 3. Chris Argyris

- (i) Organizational Theory: Fusion Model

- (ii) Organizational Changes

## Unit – V

Administrative Ideas of Rensis Likert, Peter Drucker and Yehezkel Dror with special reference to:

1. Rensis Likert:
  - (i) Supervisory Style
  - (ii) Management Systems 1-4
2. Peter Drucker:
  - (i) Management by objectives
  - (ii) Concept of Effective Executive
3. Yehezkel Dror
  - (i) Policy Science

### Core Books & References:

1. F.W. Taylor: Scientific Management
2. Chester Barnard: The functions of the executive
3. Lippitt, Lippitt and Mills: Management Thinkers
4. Herbert Simon: Administrative Behaviour
5. Simon: The new science of Management Decision
6. March and Simon: Organization
7. Riggs: Administration in Developing Countries
8. Riggs (Ed.): Frontiers of Developing Countries
9. Weidner (Ed.) : Development Administration in Asia (In items numbers and 9 only the articles of Riggs have to be studied)
10. Chandra Hirawat : Prashasanik Vicharak (Hindi)
11. S.S. Ali: Eminent Administrative Thinkers
12. S.R. Maheshwari : Administrative Thinkers
13. Henry Fayol : General & Industrial Management
14. Gullick & Urwick : Papers on the Science of Administration
15. Narendra Thori : Prashasnik Vicharak (In Hindi).
16. Prasad, Prasad & Pardha Sardi : Administrative Thinkers
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### Subsidiary Readings :

1. Nicolos P. Mauzelis : Organization and Bureaucracy
2. Fermont E. East and James E. Rosenzlew : Organization and Management
3. James March and Herbert Simon : Organization
4. Katz and Kahu : The Social Psychology of Organization
5. William G. Scott : Organization Theory – A Behavioural Analysis
6. Billy Hodge and Herbert Johnson : Management of Organization Behaviour
7. Ziggs : The Ecology of Public Administration
8. Riggs : Thailand : Modernization of Bureaucratic Policy



## **PAPER II - LOCAL ADMINISTRATION IN INDIA**

### **Unit-I**

Meaning, nature and significance of Local-Self-government in modern state. Evolution of Local-self Government in India, Constitutional status to local Government: Salient features of 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendment Act.

### **Unit-II**

The Organisational structure of Urban Local-Self Government in India with special reference to the 74<sup>th</sup> Constitutional Amendment Act. Composition, Functions, Powers and role of various kinds of local bodies, Local Administration of the Metropolitan towns, Municipal Corporation and their problems of Autonomy and Accountability. District Planning Committees.

### **Unit-III**

Theory and practice of Democratic Decentralisation in India, Panchayati Raj Institutions-Zila parishad, Panchayat Samiti, Village Panchayats, Gram Sabha, and ward sabha : their organisation and functions in the context of 73<sup>rd</sup> Constitutional Amendment. Concept of MNERGA

### **Unit-IV**

Personnel Administration in Rural and Urban Local Self Government, Classification, Recruitment, 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 with special reference to role of State Finance Commission. Mechanism of control over local bodies at state level. The role of Directorate of Local bodies and Panchayat and Development Department of State.

### **BOOKS RECOMMENDED:**

- |    |                 |   |   |    |
|----|-----------------|---|---|----|
| 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 Adm<br>in India. |    |
| 5- | S.K. Bhoglee    | : | Local Government in India.                | 6- |
|    | H.C. Sharma     | : | Bharat Main Esthaniya Sasan<br>(in Hindi) |    |
| 7- | Ashok Sharma    | : | Bharat main Sthaniya Prashasan (Hindi)    |    |

### **SUBSIDIARY READINGS:**

- 1- S.C. Jain : Community Development and PanchayatiRaj. 2-  
Government of Rajasthan : Sadik Ali Report: 1964
- 3- Government of Rajasthan : Village Panchayat Act, 1953.
- 4- Government of Rajasthan : Panchayat Samities and Zila Parishads Act 1959. 5-  
Government of Rajasthan : Municipalities Act, 1959
- 6- Government of India : Diwakar Committee Report, 1963
- 7- Balwant Rai Mehta : Committee Report, 1957.

### **JOURNALS:**

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