

B.A. 2nd Year
(PUBLIC ADMINISTRATION)
Semester—3rd
Paper Name: Indian Administration-I

INSTRUCTIONS FOR PAPER SETTERS:

Theory Paper will carry 80 marks & 20 marks are for internal assessment. The time duration is of 3 hours. The syllabus has been divided into 4 units for every semester comprising 2 questions in each unit. The students are required to attempt 5 questions in all while selecting one question from each unit. All questions will be of 16 marks each. Question No. '9' consisting of eight short answer type questions (having no internal choice) of 2 marks each spread over the whole syllabus is compulsory.

Unit-1

Evolution: Administration in Ancient India
Administration in Medieval India.
Administration in Modern India.
Salient Features of Indian Administration: its role in the context of Democratic System and Socio-Economic Development.

Unit-2

President: Powers, Function & Position.
Prime Minister: Powers, Functions and Position.
Council of Minister: Structure and Functions.
Cabinet Secretariat: Structure and Functions.
Centre-State Relations.

Unit-3

Union Ministry of Home, its Organization and Functions.
Union Ministry of Finance, its Organization and Functions.
Union Ministry of Rural development Organization and Functions.

Unit-4

Supreme Court – Structure, Powers and Functions.
The High Court of a State, Structure, Powers and Functions.
Appointments of Supreme Court and High Court Judges.
LokPal and Lokayukta.

B.A. II Year
(PUBLIC ADMINISTRATION)
Semester—4th
Paper Name: Indian Administration-II

INSTRUCTIONS FOR PAPER SETTERS:

Theory Paper will carry 80 marks & 20 marks are for internal assessment. The time duration is of 3 hours. The syllabus has been divided into 4 units for every semester comprising 2 questions in each unit. The students are required to attempt 5 questions in all while selecting one question from each unit. All questions will be of 16 marks each. Question No. '9' consisting of eight short answer type questions (having no internal choice) of 2 marks each spread over the whole syllabus is compulsory.

Unit-1

All India Services (AIS).
Indian Administrative Services (IAS).
Indian Police Services (IPS).
Indian Foreign Services (IFS)
Central and State Services in India.

Unit-2

Preparation of Indian Budget.
Enactment of Indian Budget.
Parliamentary Control over Public Finance in India.
Role of Comptroller and Auditor General.
Estimate Committee, Public Accounts Committee.

Unit-3

Governor: Appointment, Terms of Office, Powers and Position.
Council of Ministers and Chief Minister in State Administration.
State Secretariat.
Chief Secretary of the State.

Unit-4

District Administration, its Features and Components.
Role of Deputy Commissioner in District Administration.
Superintendent of Police.
E-Governance, Information Communication Technology in Public Administration.

B.A. III Year
(PUBLIC ADMINISTRATION)
Semester—5th
Paper Name: Urban Local Government

INSTRUCTIONS FOR PAPER SETTERS:

Theory Paper will carry 80 marks & 20 marks are for internal assessment. The time duration is of 3 hours. The syllabus has been divided into 4 units for every semester comprising 2 questions in each unit. The students are required to attempt 5 questions in all while selecting one question from each unit. All questions will be of 16 marks each. Question No. '9' consisting of eight short answer type questions (having no internal choice) of 2 marks each spread over the whole syllabus is compulsory.

Unit-1

Meaning and Significance of Local Government in India
Meaning and Significance of Urban Local Government
Urban Local Government in Ancient, Medieval and Modern times
Urban Local Government after Independence

Unit-2

Municipal Corporation, Meaning, Composition and Functions
Financial Resources of Municipal Corporation
State Control over Municipal Corporation
Mayor, Municipal Commissioner

Unit-3

Municipal Council, Functions and Powers of Municipal Councils
Financial resources of Municipal Councils, Financial Difficulties and Suggestions for Improvement.
Municipal Personnel, Suggestions for Reforms in the Condition of Municipal Employees
Municipal Committee, Functions and Powers of Executive Officer

Unit-4

Other Institutions of Local Government working in Urban Areas: Town Area Committee, Notified Area Committee.
Town and Country Planning
74th Constitutional Amendment Act
Urban Government and Good Governance

B.A. III Year
(PUBLIC ADMINISTRATION)

Semester—6th

Paper Name: Rural Local Government

INSTRUCTIONS FOR PAPER SETTERS:

Theory Paper will carry 80 marks & 20 marks are for internal assessment. The time duration is of 3 hours. The syllabus has been divided into 4 units for every semester comprising 2 questions in each unit. The students are required to attempt 5 questions in all while selecting one question from each unit. All questions will be of 16 marks each. Question No. '9' consisting of eight short answer type questions (having no internal choice) of 2 marks each spread over the whole syllabus is compulsory.

Unit-1

Meaning and Concept of Rural Local Government.
Growth of Rural Local Government Institutions in India.
Community Development Programme, National Extension Programme.
Origin and Significance of Panchayati Raj: Balwant Rai Mehta Committee,
Ashok Mehta Committee.

Unit-2

Composition of Zila Parishad, Functions and Powers.
Personnel of Zila Parishad.
Composition of Panchayat Samiti, Functions and Powers of Panchayat Samiti.
Gram Panchayat and Gram Sabha.

Unit-3

Financial Resources of Panchayati Raj Institutions.
State Control over Panchayati Raj Institutions.
Political Parties and People's Participation in Panchayati Raj Institutions.
Various Schemes of Rural Development.

Unit-4

District Rural Development Agency (DRDA).
73rd Constitutional Amendment Act
Mahatma Gandhi National Rural Employment Guarantee Act (MNREGA).
Information Communication Technology (ICT) and Rural Development.

**Books recommended to study for B.A. (Public Administration), FOR THE 3rd, 4th, 5th
AND 6th Semesters**

- Akbar Ali Khan, (1982), *The Theory of Local Government*, Sterling Publishers, New Delhi.
- Arora,Rajani & Ramesh.K.(2022) *Indian Public Administration: Institutions and Issues*, D.D. Basu, (2013) *Introduction to the Constitution of India*, New Delhi .
- Das.Sourav.(2023) *An Introduction to Rural Development Concept and Application* , Asian Humanities Press .New Delhi
- Dr. K.K. Puri, (2005) *Indian Administration*, Bharat Prakashan, Jalandhar.
- Dr.V.K. Puri, (2005) *Indian Administration*, Modern Publishers, Railway, Jalandhar.
- Fadia .B.L & Fadia .Kuldeep (2020) *.Public Administration In India*, Sahitya Bhawan New Delhi.
- Hoshiar Singh (1999), *Theory & Practice of Local Government*, Kitab Mehal, Allahabad.
- Hoshiar Singh, (1979), *Supervision Over Municipal Administration: A Case Study of Rajasthan*, Associated Publishing House, Delhi.
- M.A. Muttalib & Maheshwari S.R., (1970), *Local Government in India*, Laxmi Narain Aggarwal, Agra.
- Malik Shamsher Singh (2002), *The New Panchayati Raj*, Aalekh Publishers, Jaipur.
- Manoj Sharma (2004), *Local Government: Rural and Urban*, Anmol Publication Pvt. Limited, New Delhi.
- New Age International Publication ,New Delhi
- Nigam S.R., (1986), *Local Government*, S.Chand & Company, NewDelhi.
- O.P. Srivastva (1980), *Municipal Government & Administration in India*, Chugh Publications, Allahabad.
- Pardeep Sachdeva, (2002), *Urban Local Government in India*, Kitab Mehal, Allahabad.
- Puri K.K., (2004) *Local Government in India*, Bharat Parkashan, Jalandhar.
- Puri V.K.,(2005), *Local Government and Administration*, ModernPublisher, Jalandhar.
- S.L. Goyal & S.S.Dhaliwal, (2003), *Urban Administration Management*, Deep & Deep Publications, New Delhi.
- S.S. Chahar (2005), *Governance at grassroots level in India*, Kanishka, New Delhi.
- Sharma Harish Chander, (2006), *Local Administration in India (Hindi)*, College Book Depot, Jaipur.
- Sharma K.K.(2002), *Panchayati Raj in India (Hindi)*, College Book Depot, Jaipur.
- Sikligar .P.C.(2020) *Panchayati Raj & Rural Development: Policy, Practice & Implication* .Raj Publishers New Delhi.
- Singh Saheb & Singh Swinder (1992), *Public Administration Development and Local Administration*, New Academic Publishing Company, Jalandhar.
- Soni, Jasprit Kaur,(2005), *Governance of Panchayati Raj*, Authors Press, New Delhi.
- Surat Singh (2004), *Decentralized Governance in India: Myth and Reality*, Deep & Deep, New Delhi.