

Public Administration (U.G.)
SYLLABUS

Scheme:

<u>Two Papers</u>	<u>Max. Marks</u>	<u>Mini Pass Marks</u>	<u>Time</u>
Paper-I	100	36	3 Hours
Paper-II	100	36	3 Hours
Total	200	72	6 Hours

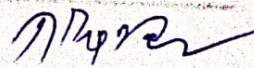
Note: Each paper shall consist of two parts

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


प्रभारी अधिकारी
अकादमिक-प्रथम

B.A. Part III Paper I (Comparative Public Administration)

Section- A

Meaning, Nature, Scope and Significance of comparative Public Administration. Structural Functional Ecological, Developmental, Behavioral, General System, Institutional Approaches to the Study of Comparative Administration. New Trends in comparative Public Administration . Basic Features of the constitution of USA, UK, France and India, Switzerland. Contributions of Fred Riggs, Ferrell Heady and Siffin.

Section-B

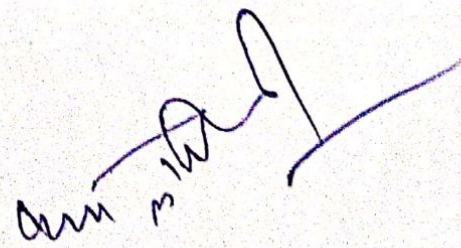
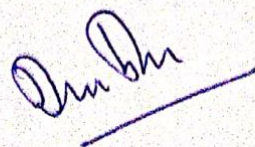
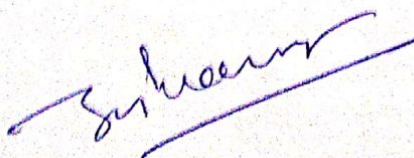
Comparative Study of Parliamentary System in India and UK. Presidential System in USA. Presidentialist System in France. Historical and Sociological factors affecting Administrative System, Context: Education race, gender. Special reference India and UK. Salient features of Administrative System of USA, France, Switzerland, India with particular Reference to Central Administration.

Section- C

Central Vigilance Commission in India, Federal Home Affairs in Switzerland, French Administrative Court. Machinery for the redressal of citizen's Grievances in USA, Switzerland, India, France.

Books Recommended

1. W.J. Siffin, Towards the Comparative Study of Public Administration
2. F.W Riggs, Administration in Developing Countries
3. F.W. Riggs, The Ecology of Administration
4. Ferrel Heady and Sybil L.Stokes (eds.), Papers in Comparative Public Administration
5. Ferrel Heady Public Administration- A Comparative Perspective
6. R.K. Arora: Comparative Public Administration
7. Surendra Katariya – Tulnatmak Prashashnik Vyavasthaye



B.A. Part III Paper II (Local Administration)

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. *74th constitution amendment.*
Composition, Functions, Powers and role of various kind of urban local bodies.
The Organizational Structure of Urban, Local-self Government in India. Composition, Functions, Powers and Role of various kinds of Local-bodies. Local Administration of the Metropolitan *Corporations*, Municipal Corporations and their Problems of Autonomy and Accountability.

Section-B

Theory and Practice of Democratic Decentralization in India with special reference to 73rd Constitution Amendment. Evolution of Panchayati Rajasthan in India, Community Development Programme. Recent Trends in Panchayati Raj Institution, Zila Parishad, Panchayat Samiti, Gram Panchayats and Gram Sabha; their Organization and Functions, Personnel Administration for Rural & Urban Governments. Problem of Recruitment, Classification, Promotion, Training and Service Condition of Local Officials.

Section- C

Financial Administration of Local Bodies in India. Strengthening of Local Resources. 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 Rajasthan Department. Co-operative Administration at state and Local Level. Role of co- operatives in Rural Development.

Books Recommended

1. Puri K.K.: Local Government of India
2. Puri V.K.: Local Government and Administration
3. Hoshier Singh : Theory & Practice of Local Government
4. Harish Chander Sharma: Local Administration in India (Hindi)
5. Manoj Sharma: Local Government: Rural and Urban
6. O.P. Srivastva : Municipal Government & Administration in India
7. S.L.Goyal & S.S. Dhaliwal : Urban Administration Management
8. K.K. Sharma : Panchayati Rajasthan in India