BA 1st Year (Public Administration)

BPAD~101 : Elements of Public Administration

Section A

Section B
Chief Executive, Line and Staff Agencies, Supervision, Delegation, Leadership, Communication, Decision-making, Public Relations.

Section C

Books Recommended:

2. Rumki Basu: Public Administration.
4. C.P. Bhambhari : Public Administration
BPAD~102 : Public Administration in India

Section A

Historical Background of Indian Administration with special reference in influence of British period, salient feature of Indian Administration. The Union Executive President, Prime Minister and council of Ministers. The organization and working of the Central Secretary status & role.

Section B


Section C


Books Recommended:

1. Avasthi & Avasthi: Indian Administration.
2. S.R. Maheshwari : Indian Administration.
3. Ravindra Sharma : Public Administration in India
4. Surendra Kataria : Public Administration in India
BA 2\textsuperscript{nd} Year (Public Administration)
BPAD~201 : Administrative Institutions in India

Section A
Organization of Government : Legislature – its Role and reasons decline in modern times;
Executive : Types and & Relationship with Legislature.

Section B
Democracy and Administration, Features of Democratic Administration. Role of Bureaucracy, Political Parties and Pressure Groups and their interaction with each other.

Section C
Organization and working of following Administrative Institutions:

Books Recommended:

1. Dr. H.C. Sharma: Prashasnik Sansthayen.
BPAD~202 : State Administration in India

Section A

Present Status of State Administration in India. General background of State Administration in India. States with special reference to the state of Rajasthan.
The Office of the Governor-Powers, Functions and Role in state Administration, Relationship with Council of Ministers.
The Office of the chief Minister--Powers, Functions, 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 anti Agriculture in Rajasthan.
Chief Secretary--its Role and Significance in State Administration.

Section B

Organization and working of the following bards Companies and Directorates in the State of Rajasthan:
(a) Revenue Board
(b) Rajasthan State Electricity: Companies
(c) Directorate of Agriculture
(d) 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, Rajasthan Civil Service, Appellate Tribunal.
District Administration: Organization of District Administration.
District Collector: Functions and position.

Books Recommended:

1. S S Khera : District Administration in India
2. Dr H.C. Sharma: Bharat Mein Rajya Prashasan.
3. A R C Report on State Administration
4. J.D. Shukla: State and District Administration in India.
5. B. Mehta: Dynamics of State Administration.
BA 3rd Year (Public Administration)
BPAD~301 : Comparative Administrative System

Section A
Meaning, Nature, Scope and Significance of Comparative Public Administration
Structural, Functional, Ecological and Development Approaches to the study of
Comparative Administration.
Silent features of the Constitution of U.K., USA, Sidney, France and China.

Section B
Parliamentary System in UK, Presidential System in USA and Presidentialist System in
France. Salient Features of Administrative Systems of UK, IJSA, 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.

Books Recommended:

1. Ogg & Zink: Modern Foreign Government
2. Vishnu Bahgwan & Vidhya Bhusan: World Constitutions
3. Gavin Drewry and Tony Butchiler: The Civil Service of Today
5. S R Maheshwari: Higher Civil Service in France
6. Ferrel Heady: Public Administration : A Comparative Perspective
BPAD~302 : Local Administration

Section A

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 Cities.

Section B


Section C

Financial Administration of Local Bodies in India Strengthening of Local Resources.
State control over local bodies at State Level, The Role of Directorate of Local Bodies and Gramin Vikas & Panchayati Raj Department.

Books Recommended:

1. S R Maheshwari: Local Government in India
2. S K Bhogle: Local Government in India
3. M.V. Mathur: Panchayati Raj in Rajasthan
4. R. L. Khanna: Municipal Government and Administration in India
5. Govt. of Rajasthan: Rajasthan Municipalities Act 1964
7. Journal of Local Self Government, Bombay
8. Nagarlok, Delhi