

Bachelor of Arts
Subject: Public Administration
Semester-1

Paper - I (Elements of Public Administration – I)

Paper Code:

Scheme of Examination

I	9 Questions (very short answer Questions)	9x1 Marks each	=	9 Marks
II	6 Questions (short answer Questions)	6x3 Marks each	=	18 Marks
III	3 Questions (1 question from each unit with internal choice)	3x9 Marks each	=	27 Marks
	Internal assessment			21 Marks
	Max. Marks			75 Marks
	Min. Marks			30 Marks

Credits: 3

Delivery Methods of the Course–Lecture, Power Point Presentation, Discussion.

Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the board will be Applicable irrespective of the category

Objectives:-

In this paper an attempt will be made for Explain to the students the introduction of public administration, its various stages of development, the importance of public administration in modern times, the differences between public administration and private administration as well as the different approaches of administration, various principles of organization and the role of the chief executive in administration, its powers and functions will be explained in detail.

SYLLABUS

Unit-I	Meaning, Nature and Scope of Public Administration, Evolution of the Study of Public Administration. Importance of Public Administration in Modern Society, Public and Private Administration, New Public Administration. Public Administration as a Social Science, Relationship with other Social Sciences- Political Science, Economics, Sociology, Law and Psychology.
Unit-II	Approaches to the Study of Public Administration- Classical and Humanistic. Organization:- Meaning, Formal and Informal Organization. Principles of organization:- Hierarchy, Unity of Command, Span of Control.
Unit-III	Centralization & Decentralization, Authority and Responsibility, Chief Executive

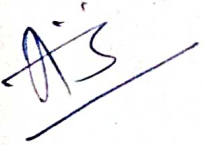
shw

Course Outcomes:-

1. To Input the knowledge of Public Administration.
2. To Develop Understanding About Relationship of Public Administration with Other Social Sciences.
3. To provide Detailed Information About Various Approaches and Principles to the Study of Public Administration.

Books Recommended:-

1. Awasthi & Maheshwari : Public Administration
2. Mohit Bhattacharya : Public Administration
3. M.P. Sharma & B.L. Sadana : Public Administration in Theory and Practice
4. C.P. Bhambhari : Public Administration
5. Rumki Basu : Public Administration
6. Hoshier Singh & Pradeep Sachdeva : Administrative Theory
7. Leonard. D White: Introduction to the Study of Public Administration.
8. Ramesh K Arora & R.M. Khandelwal : Good Governance Initiatives & Impact
9. अवस्थी एवं माहेश्वरी : लोक प्रशासन
10. शर्मा पी.डी. : लोक प्रशासन
11. सुरेन्द्र कटारिया : लोक प्रशासन के तत्व
12. रविन्द्र शर्मा : लोक प्रशासन के तत्व
13. राजेन्द्र प्रसाद मीणा : लोक प्रशासन के तत्व









Bachelor of Arts
Subject: Public Administration

Semester - I

Paper II (Public Administration In India – I)

Paper Code:

Scheme of Examination

I 9 Questions (very short answer Questions)	9x1 Marks each = 9 Marks
II 6 Questions (short answer Questions)	6x3 Marks each = 18 Marks
III 3 Questions (1 question from each unit with internal choice)	3x9 Marks each = 27 Marks
Internal assessment	21 Marks
Max. Marks	75 Marks
Min. Marks	30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course–Lecture, Power Point Presentation, Discussion.

Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:

In this question paper, students will be introduced to the characteristics of the Acts of 1919 and 1935 passed during the time of the British Government, the impact of the British legacy on the Indian Administration and the characteristics of the present Indian Administration as well as the relationship between the President and the Prime Minister and their Cabinet in India. And detailed information will be provided on the major types of public enterprises and the parliamentary committee on them.

SYLLABUS

Unit-I	Historical Background of Indian Administration With Special Reference to Features of 1919 and 1935 Government of India Act. British Legacy to Indian Administration. Salient Features of Indian Administration.
Unit-II	The Union Executive: - President, Prime Minister, Council of Ministers and Cabinet. The Organization and Working of the Central Secretariat, Cabinet Secretariat.
Unit-III	Organization and Working of Ministry of Home and Ministry of Finance. Major Forms of Public Enterprises – Departments, Corporations and Companies, Parliamentary Committees on Public Sectors.

Course Outcomes:-

1. To provide Historical Information About the Development of Indian Administration.
2. To Introduce The Features of Present Indian Administration.
3. To Explore The Role and Functions of President and Prime Minister of India
4. To Providing Information on the Relationship Between the President and the Prime Minister
5. To Develop an Understanding of the Composition and Functioning of the Ministries of Home and Finance.
6. To provide a Comparative Study of Major Types of Public Enterprises.

Books Recommended:-

1. S.R. Maheshwari : Indian Administration
2. Avasthi & Awasthi : Indian Administration
3. Hoshiar Singh & Mohinder Singh : Public Administration in India : Theory and Practice
4. Ramesh Arora & Rajni Goyal : Indian Public Administration.
5. B.B. Mishra : Administrative History of India
6. C.P. Bhambhari : Public Administration in India
7. बी.एल. फडिया : भारत में लोक प्रशासन
8. पी.डी. शर्मा एण्ड बी.एम. शर्मा : भारतीय प्रशासन
9. रविन्द्र शर्मा : भारत में लोक प्रशासन
10. सुरेन्द्र कटारिया : भारत में लोक प्रशासन

AS

[Signature]

[Signature]

[Signature]

Bachelor of Arts
Subject: Public Administration
Semester-II

Paper-I (Elements of Public Administration – II)

Paper Code:

Scheme of Examination

I 9 Questions (very short answer Questions)	9x1 Marks each = 9 Marks
II 6 Questions (short answer Questions)	6x3 Marks each = 18 Marks
III 3 Questions (1 question from each unit with internal choice)	3x9 Marks each = 27 Marks
Internal assessment	21 Marks
Max. Marks	75 Marks
Min. Marks	30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course–Lecture, Power Point Presentation, Discussion.

Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:

This paper is designed to Acquaint the students with the differences between line and the Staff Agencies, techniques of supervision, types of coordination, methods of Communication, Decision Making Process in Administration, By explaining the usefulness of morale and motivation in administration, as well as the concept of bureaucracy, the meaning of personnel administration, its importance and recruitment, training, promotion and Classification in public services, a comprehensive study will be conducted.

SYLLABUS

Unit-I	Line and Staff Agencies, Supervision, Delegation, Coordination.
Unit-II	Communication, Decision-making Process, Leadership, Motivation and Morale in Public Administration.
Unit-III	Personnel Administration-Meaning, Nature and Importance. Concept, Types and Nature of Bureaucracy. Civil Service and its Role in Developing Society, Classification, Recruitment, Training, Promotion of Civil Services.

SL

Course outcomes:-

1. To examine differences between line and Staff Agencies, leadership styles, management techniques, and decision-making processes within government organizations.
2. To explain the importance of motivation and morale in administration.
3. To introduce the concept of personnel administration and the role of public services in administration

Books Recommended:-

1. Awasthi & Maheshwari : Public Administration
2. Mohit Bhattacharya : Public Administration
3. M.P. Sharma & B.L. Sadana : Public Administration in Theory and Practice
4. C.P. Bhambhari : Public Administration
5. Rumki Basu : Public Administration
6. Hoshiar Singh & Pradeep Sachdeva : Administrative Theory
7. Leonard. D White: Introduction to the study of Public Administration.
8. Ramesh K Arora & R.M. Khandelwal : Good Governance Initiatives & Impact
9. अवस्थी एवं माहेश्वरी : लोक प्रशासन
10. शर्मा पी.डी. : लोक प्रशासन
11. सुरेन्द्र कटारिया : लोक प्रशासन के तत्व
12. रविन्द्र शर्मा : लोक प्रशासन के तत्व
13. राजेन्द्र प्रसाद मीणा : लोक प्रशासन के तत्व

AS

Pg

Arora

me

Bachelor of Arts
Subject: Public Administration
Semester-II

Paper-II (Public Administration in India-II)

Paper Code:

Scheme of Examination

I	9 Questions (very short answer Questions)	9x1 Marks each	=	9 Marks
II	6 Questions (short answer Questions)	6x3 Marks each	=	18 Marks
III	3 Questions (1 question from each unit with internal choice)	3x9 Marks each	=	27 Marks
	Internal assessment			21 Marks
	Max. Marks			75 Marks
	Min. Marks			30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course–Lecture, Power Point Presentation, Discussion.

Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:

This paper will enable the students to comprehend and interpret about financial Administration, organization and working of various parliamentary committees like Public Accounts Committee, Estimate Committee, Along with this a comparative study will be conducted on the methods of control of the legislature, executive and judiciary on Administration and the Recommendations of the first and second Administrative Reforms Commission.

SYLLABUS

Unit-I	Financial Administration: Meaning and Types of Budget. Budget Formulation, Budget Enactment and Execution, Comptroller and Auditor General of India, Public Accounts Committee, Estimates Committee.
Unit-II	Personnel Administration: Classification of Indian Civil Services, Recruitment, Training and Promotion of All India Services.
Unit-III	Control over Administration: Legislative, Executive and Judicial. Administrative Corruption, Redressal of Public Grievances. Administrative Reforms, Comparative Study of Administrative Reforms Commission I and Administrative Reforms Commission II with reference of Personnel Administration and Corruption, Right to Information.

sh

Course Outcomes:-

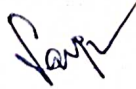
1. Realizing the Concept of Budget
2. Explain the Role of the Comptroller and Auditor General and Parliamentary Committees in Financial Matters.
3. To Clarify the Methods of Control over Administration
4. Explaining the importance of Right to Information
5. To Present a Comparative Study of the Major Recommendations of the First and Second Administrative Reforms Commission.

Books Recommended

1. S.R. Maheshwari : Indian Administration
2. Avasthi & Awasthi : Indian Administration
3. Hoshiar Singh & Mohinder Singh : Public Administration in India : Theory and Practice
4. Ramesh Arora & Rajni Goyal : Indian Public Administration
5. B.B. Mishra : Administrative History of India
6. C.P. Bhambhari : Public Administration in India
7. बी.एल. फडिया : भारत में लोक प्रशासन
8. पी.डी. शर्मा एण्ड बी.एम. शर्मा : भारतीय प्रशासन
9. रविन्द्र शर्मा : भारत में लोक प्रशासन
10. सुरेन्द्र कटारिया : भारत में लोक प्रशासन
11. Various Reports : First Administrative Reforms Commission
12. Various Reports : Second Administrative Reforms Commission

SM





Bachelor of Arts
Subject: Public Administration
Semester-III
Paper-I (Administrative Institutions In India-I)

Paper Code:

Scheme of Examination

I 9 Questions (very short answer Questions)	9x1 Marks each = 9 Marks
II 6 Questions (short answer Questions)	6x3 Marks each = 18 Marks
III 3 Questions (1 question from each unit with internal choice)	3x9 Marks each = 27 Marks
Internal assessment	21 Marks
Max. Marks	75 Marks
Min. Marks	30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course—Lecture, Power Point Presentation, Discussion

Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:-

In this question paper, students will be given a comprehensive introduction to the concepts of welfare state, laissez-faire state and administrative state while explaining the role of administrative institutions in a democratic and socialist society and an attempt will be made to explain in detail the mutual relations and interaction between political parties and pressure groups.

SYLLABUS

Unit-I	Administrative Institutions in a Democratic and Socialist Society. The Concepts of Laissez Faire, Welfare State and Administrative State.
Unit-II	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.
Unit-III	Democracy and Administration, Features of Democratic Administration. Role of Bureaucracy, Political Parties and Pressure Groups and their Interaction.

Course Outcomes:

1. To Understand the Concept of Social Welfare State, Public Welfare State and Laissez Faire State
2. To Provide information about the All three organs of Government and their mutual relations.
3. To Understand the features of Democratic Administration
4. To Develop the Comprehension about Political Parties and Pressure Groups



Books Recommended-

1. H.C. Sharma Prashasnik Sansthayen
2. Reeta Mathur : Administrative Institutions
3. I.S. Sodhi : Administrative Institutions
4. अशोक शर्मा : भारत में प्रशासनिक संस्थाएं
5. बी.एल. फडिया : प्रशासनिक संस्थाएं
6. आई.आई.पी.ए. : आर्गनाइजेशन ऑफ द गवर्नमेंट ऑफ इण्डिया

AS

su

Ray

Bachelor of Arts
Subject: Public Administration
Semester-III

Paper-II (State Administration In India-I)

Paper Code:

Scheme of Examination

I 9 Questions (very short answer Questions)	9x1 Marks each = 9 Marks
II 6 Questions (short answer Questions)	6x3 Marks each = 18 Marks
III 3 Questions (1 question from each unit with internal choice)	3x9 Marks each = 27 Marks
Internal assessment	21 Marks
Max. Marks	75 Marks
Min. Marks	30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course–Lecture, Power Point Presentation, Discussion.

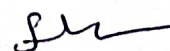
Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:-

In this question paper the students will have to understand the role of the Governor and the Chief Minister in the state administration their mutual relations, the composition and functions of the major departments of the state administration like Agriculture, Home and finance. The major differences between the Commissionerate and Directorate of College Education and the police at the district level. Detailed information about the structure of the administration and its functions will be provided.

SYLLABUS

Unit-I	Present Status, Characteristics and Importance of State Administration in India with particular Reference to 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.
Unit-II	Organization and functions of the State Secretariat. Chief Secretary-Its Role and Significance in State Administration. Organization and working of the Departments of Home, Finance and Agriculture in Rajasthan.
Unit-III	Directorate: Meaning, Features, Functions and Its Relations with Secretariat. Organization, Functions and Role of Commissionerate of Higher Education. Composition and Working of Police Administration of the District Level with Special Reference to Police Commissionerate System. Composition, working and Role of Directorate of Social Justice and Empowerment



Books Recommended:-

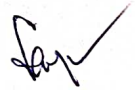
1. S.R. Maheshwari : Indian Administration
2. H.C. Sharma : Bharat Mein Rajya Prashasan
3. Ramesh Arora & Rajni Goyal : Indian Public Administration
4. Meena Sogani & R.M. Khandelwal : State Personnel Administration in Raj.
5. रमेश के अरोड़ा व गीता चतुर्वेदी : राज्य प्रशासन
6. रविन्द्र शर्मा : राज्य प्रशासन
7. सुरेन्द्र कटारिया : राज्य प्रशासन
8. राजेन्द्र प्रसाद मीणा: भारत में राज्य प्रशासन

Course Outcomes:-

1. To Acquaint the knowledge of State Administration
2. To Provide Knowledge of Governor and his relations with Chief Minister and Council of Ministers
3. To Understant the Role of Chief Secretary in Respective State provide information about relationships and Differences between Directorate and Commissionerate



su
A.S.



Bachelor of Arts
Subject: Public Administration
Semester-IV

Paper-I (Administrative Institutions In India-II)

Paper Code:

Scheme of Examination

I 9 Questions (very short answer Questions)	9x1 Marks each = 9 Marks
II 6 Questions (short answer Questions)	6x3 Marks each = 18 Marks
III 3 Questions (1 question from each unit with internal choice)	3x9 Marks each = 27 Marks
Internal assessment	21 Marks
Max. Marks	75 Marks
Min. Marks	30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course–Lecture, Power Point Presentation, Discussion.

Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:-

In this question paper Students will be given a detailed study of the organization and functioning of NITI Aayog, National Women's Commission, Central Vigilance Commission, Election Commission, Union Public Service Commission, Information Commission, University Grants Commission, Reserve Bank of India, Railway Board, Central Social Welfare Board, etc.

SYLLABUS

Unit-I	Organization and Administrative working of Finance Commission, NITI Aayog (National Institution for Transforming India), National Commission for Women, Central Vigilance Commission (CVC).
Unit-II	Election Commission and the Administration of Elections in India. Organization and Functions of Union Public Service Commission (UPSC), Information Commission, University Grants Commission.
Unit-III	Organization and working of following Administrative Institutions: (1) Human Rights Commission in India (2) Railway Board (3) Reserve Bank of India (4) Central Social Welfare Board.

Shu

Books Recommended:-

1. H.C. Sharma : Prashasnik Sansthayen
2. Reeta Mathur : Administrative Institutions
3. I.S. Sodhi : Administrative Institutions
4. बी.एल. फडिया : प्रशासनिक संस्थाएं
5. अशोक शर्मा : भारत में प्रशासनिक संस्थाएं
6. आई.आई.पी.ए. : आर्गनाइजेशन ऑफ द गवर्नमेंट ऑफ इण्डिया
7. Annual Report : National Commission for Women and Other Organizations in India

Course Outcomes:-

1. Comprehend about the Organization and Working of NITI Aayog, National Commission of Human Rights and Central Vigilance Commission
2. To Provide Knowledge about Election Commission, Union Public Service Commission and University Grants Commission
3. To Acquaint the Knowledge about the organization and working of various Institutions like Human Rights Commission, Railway board, Reserve Bank of India and Central Social Welfare Board









Bachelor of Arts
Subject: Public Administration
Semester-IV

Paper- II (State Administration In India-II)

Paper Code:

Scheme of Examination

I 9 Questions (very short answer Questions)	9x1 Marks each = 9 Marks
II 6 Questions (short answer Questions)	6x3 Marks each = 18 Marks
III 3 Questions (1 question from each unit with internal choice)	3x9 Marks each = 27 Marks
Internal assessment	21 Marks
Max. Marks	75 Marks
Min. Marks	30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course—Lecture, Power Point Presentation, Discussion

Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:-

The purpose of this Question Paper is to Educate the Students about the organization and functioning of the Board of Revenue in Rajasthan, the role of Lokayukta and State Human Rights Commission, the organization and functioning of Electricity Distribution Companies in the State, Rajasthan Public Service Commission and Subordinate and Ministerial Services Selection Board, the role and functions of State Level Training Institute, Rajasthan Civil Service Appellate Tribunal and District Collector, Tehsildar, Patwari, etc. in District Administration will be Studied in Depth.

SYLLABUS

Unit-I	Organization and working of the Following Board and Companies in the State of Rajasthan: Revenue Board, Rajasthan State Electricity Companies. Machinery of Public Grievances Redressal –Lokayukta, Rajasthan State Human Rights Commission.
Unit-II	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, Recruitment, Training and Promotion of State Civil Services, Organization and Functions of State Training Institutions in Rajasthan.
Unit-III	Rajasthan Civil Service Appellate Tribunal, Rajasthan Subordinate & Ministerial Service Selection Board. District Administration: Organization of District Administration, District Collector- Functions and Position. Revenue Administration at the District level, the role of S.D.O., Tehsildar and Patwaris.


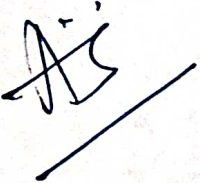
Signature

Books Recommended:-

1. S.R. Maheshwari : Indian Administration
2. H.C. Sharma : Bharat Mein Rajya Prashasan
3. Ramesh Arora & Rajni Goyal : Indian Public Administration
4. Meena Sogani & R.M. Khandelwal : State Personnel Administration in Raj.
5. रमेश के अरोड़ा व गीता चतुर्वेदी : राज्य प्रशासन
6. रविन्द्र शर्मा : राज्य प्रशासन
7. सुरेन्द्र कटारिया : राज्य प्रशासन
8. राजेन्द्र प्रसाद मीणा: भारत में राज्य प्रशासन

Course Outcomes:-

1. Student will be able to get the knowledge of various board and Companies in Rajasthan Revenue Board, Rajasthan State Electricity Companies etc.
2. To Aware about the Machinery of Public Grievances Redressal
3. To provide knowledge about Rajasthan State human Rights Commission
4. To provide in-depth knowledge of subjects related to personnel administration.
5. To introduce the role of District Collector and other officials working in district administration.



Bachelor of Arts
Subject: Public Administration
Semester-V

Paper-I (Comparative Administrative Systems-I)

Paper Code:

Scheme of Examination

I 9 Questions (very short answer Questions)	9x1 Marks each = 9 Marks
II 6 Questions (short answer Questions)	6x3 Marks each = 18 Marks
III 3 Questions (1 question from each unit with internal choice)	3x9 Marks each = 27 Marks
Internal assessment	21 Marks
Max. Marks	75 Marks
Min. Marks	30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course—Lecture, Power Point Presentation, Discussion.

Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:-

The objective of this Question Paper is to Acquaint the Students with the meaning of comparative public administration its nature, scope and importance Also detailed information will be provided about various approaches to the study of comparative public administration like Structural-Functional, Ecological, Developmental etc. the Constitutions of Countries like Britain, United States of America, France, Switzerland etc. and the parliamentary system in Great Britain, the presidential system in the United States of America and France, the plural executive system in Switzerland and so on a depth knowledge will be provided.

SYLLABUS

Unit-I	Meaning, Nature, Scope and Significance of Comparative Public Administration. Structural-Functional, Ecological and Developmental Approaches to the Study of Comparative Administration.
Unit-II	Salient Features of the Constitutions of UK, USA, France and Switzerland.
Unit-III	Parliamentary System in UK, Presidential System in USA and Presidentialist System in France, Plural Executive System in Switzerland.

ju

Books Recommended:-

1. Ramesh k. Arora, Comparative Public Administration
2. T.N Chaturvedi, Comparative Public Administration
3. Vishvanathan, Comparative Public Administration
4. S.S. Dahiya, Comparative Public Administration
5. Kapoor : Constitutions of Various Countries
6. त्रिलोकी नाथ चतुर्वेदी : तुलनात्मक लोक प्रशासन
7. रविन्द्र शर्मा : तुलनात्मक प्रशासनिक व्यवस्थाएं
8. सुरेन्द्र कटारिया : तुलनात्मक प्रशासनिक व्यवस्थाएं
9. राजेन्द्र प्रसाद मीणा: तुलनात्मक प्रशासनिक व्यवस्थाएं

Course Outcomes:-

1. Students will get basic knowledge of Comparative Public Administration
2. To provide detailed information on various Approaches related to Comparative public Administration.
3. To Provide Knowledge about Constitution of Various Countries like UK, USA, France and Switzerland.
4. To Provide detailed information on Parliamentary, Presidential and Plural Executive System of Governance

AS

su





Bachelor of Arts
Subject: Public Administration
Semester-V
Paper-II (Local Administration-I)

Paper Code:

Scheme of Examination

I 9 Questions (very short answer Questions)	9x1 Marks each = 9 Marks
II 6 Questions (short answer Questions)	6x3 Marks each = 18 Marks
III 3 Questions (1 question from each unit with internal choice)	3x9 Marks each = 27 Marks
Internal assessment	21 Marks
Max. Marks	75 Marks
Min. Marks	30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course—Lecture, Power Point Presentation, Discussion.

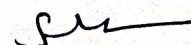
Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:-

The purpose of this Question Paper is to educate the students about the concept of Local Self Government its Evolution, and the salient features of 73rd and 74th Constitutional Amendment Act Along with the organization and working of Urban and Rural Local Self Administration and their problems and Challenges.

SYLLABUS

Unit-I	Meaning, Nature, Role and Significance of Local-Self Government in Modern State, Evolution of Local-self Government during the Modern India. Salient Features of 73 rd and 74 th Constitutional Amendment Act.
Unit-II	The Organizational Structure of Urban Local-self Government in India. Compositions, Functions, Powers and Role of Various kinds of Urban Local-bodies. Local Administration of Metropolitan Cities, Urban Local Institutions their problems and Challenges.
Unit-III	Theory and Practice of Democratic Decentralization in India with Special Reference to 73 rd Constitution Amendment. Panchayati Raj Institution-Zila Parisad, Panchayat Samiti, Gram Panchayats and Gram Sabha: their Organization Functions and Challenges.



Books Recommended:-

1. आर.एल. खन्ना : म्यूनिसिपल गवर्नमेन्ट एण्ड एडमिनिस्ट्रेशन इन इण्डिया
2. एम.बी. माथुर : पंचायती राज इन राजस्थान
3. एच.सी. शर्मा : भारत में स्थानीय प्रशासन
4. एस.आर. माहेश्वरी : भारत में स्थानीय प्रशासन
5. एस.के. भोगले : लोकल गवर्नमेन्ट इन इण्डिया
6. अशोक शर्मा : भारत में स्थानीय प्रशासन
7. सुरेन्द्र कटारिया: पंचायतीराज संस्थाएं

Course Outcomes:

1. Students will be able to get deeper knowledge historical Evolution of Local Self Government of India
2. To Acquaint the Knowledge about the 73rd and 74th Constitutional Amendment Act
3. To provide knowledge about organisational Structure and functions of Rural and Urban Local Self Government
4. Explain Utility of Democratic Decentralisation in Theory and Practice

su

Pg

Ray

Bachelor of Arts
Subject: Public Administration
Semester-V
Paper-III (Indian Constitution)

Paper Code:

Scheme of Examination

I 9 Questions (very short answer Questions)	9x1 Marks each = 9 Marks
II 6 Questions (short answer Questions)	6x3 Marks each = 18 Marks
III 3 Questions (1 question from each unit with internal choice)	3x9 Marks each = 27 Marks
Internal assessment	21 Marks
Max. Marks	75 Marks
Min. Marks	30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course—Lecture, Power Point Presentation, Discussion.


Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:-

In this paper an attempt will be made for Explain to the students the introduction of Indian Constitution its various stages of development, Emergency Provisions of the Indian Constitution as well as the role of President and Prime Minister in Indian Administration their powers and functions, Amendment Procedure of the Constitution. Article 370, Issues and Challenges to Indian Constitution will be explained in detail.

SYLLABUS

Unit-I	Development of Indian Constitution Since 1858 with Special Reference to the Government of India Act 1919 and 1935 (Salient Features). Formulation and Enactment of Indian Constitution, Emergency Provisions of the Indian Constitution-External Emergency, Internal Emergency and Financial Emergency.
Unit-II	Citizen and the State-Fundamental Rights, Directive Principles of State policy, Fundamental Duties. President of India: Position, Election Process, Powers and Relationship with the Prime Minister and the Council of Ministers. Prime Minister of India : Powers, Role and Relationship with President and Council of Ministers.
Unit-III	Parliament – Lok Sabha and Rajya Sabha (Composition, Powers and Mutual Relationship).Judicial System in India-Supreme Court and High Courts (Organization and Power's) Amendment Procedure of the Constitution. Article 370, Issues and Challenges to Indian Constitution.

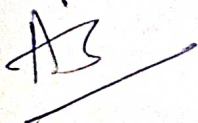


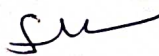
Books Recommended:-

1. M.V. Paylee: Constitutional Government in India
2. A.R. Desai: Social background of national Movement in India
3. G.N. Singh : Landmarks in Constitutional Development in India
4. K.V. Rao: Parliamentary Democracy in India
5. D.D. Basu: An Introduction to the Study of Constitution of India
6. D.K. Sen: A Comparative Study of Indian Constitution
7. N.A. Paranjape : Indian Legal and Constitutional History
8. M.V. Paylee : Constitutional Amendments in India
9. D.N. Gauntam : Fifty Years of Indian Constitution
- 10 D.N. Banerjee: Some Aspects of Indian Constitution

Course Outcomes:-

1. Students will be able to Describe Historical Background of the Constitution Making and its importance for building a Democratic India.
2. Explain the Value of the Fundamental Rights and Duties for becoming Good Citizen of India.
3. To Provide detailed Information about Composition and Powers and Mutual relationship of Lok Sabha and Rajya sabha
4. To Explore Major Challenges and Issues Facing the Indian Constitution









Bachelor of Arts
Subject: Public Administration
Semester-VI
Paper-I (Comparative Administrative Systems-II)

Paper Code:

Scheme of Examination

I 9 Questions (very short answer Questions)	9x1 Marks each = 9 Marks
II 6 Questions (short answer Questions)	6x3 Marks each = 18 Marks
III 3 Questions (1 question from each unit with internal choice)	3x9 Marks each = 27 Marks
Internal assessment	21 Marks
Max. Marks	75 Marks
Min. Marks	30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course—Lecture, Power Point Presentation, Discussion.

Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:-

The objective of this paper is to acquaint the students with the knowledge of Administrative Systems of UK, USA, France and China. It would also deal with the Organization and working of British Home Office, British Treasury, Cabinet Secretariat in Great Britain, The Federal Department of State in USA. Along with the detailed information will be provided about the role of governor and Independent Regulatory Commission in USA, French Council of State and Swedish Ombudsman.

SYLLABUS

Unit-I	Salient Features of Administrative Systems of UK, USA, France and China.
Unit-II	British Home Office, British Treasury, Cabinet Secretariat in Great Britain. The Federal Department of State USA.
Unit-III	Post of Governor in USA. Independent Regulatory Commission in USA. French Council of State, Swedish Ombudsman.

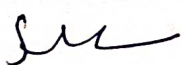
su

Books Recommended:-

1. T.N. Chaturvedi : Comparative Public Administration
2. S.S. Dahiya : Comparative Public Administration
3. Kapoor : Constitutions of Various Countries
4. त्रिलोकी नाथ चतुर्वेदी: तुलनात्मक लोक प्रशासन
5. रविन्द्र शर्मा: तुलनात्मक प्रशासनिक व्यवस्थाएं
6. सुरेन्द्र कटारिया: तुलनात्मक प्रशासनिक व्यवस्थाएं
7. राजेन्द्र प्रसाद मीणा: तुलनात्मक प्रशासनिक व्यवस्थाएं

Course Outcomes:-

1. To Provide Knowledge about Salient features of various Countries like UK, USA, France and China
2. To Acquaint the Knowledge about the organization and working of various Institutions like British Home Office, British Treasury, Cabinet Secretariat in Great Britain. The Federal Department of State in USA.
3. To Understand the Role of Governor in USA and Ombudsman in Sweden, the working of Independent Regulatory Commission in USA and French Council of State,
4. To introduce the role of State Finance Commission



Bachelor of Arts
Subject: Public Administration
Semester-VI
Paper-II (Local Administration-II)

Paper Code:

Scheme of Examination

I	9 Questions (very short answer Questions)	9x1 Marks each	=	9 Marks
II	6 Questions (short answer Questions)	6x3 Marks each	=	18 Marks
III	3 Questions (1 question from each unit with internal choice)	3x9 Marks each	=	27 Marks
	Internal assessment			21 Marks
	Max. Marks			75 Marks
	Min. Marks			30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course—Lecture, Power Point Presentation, Discussion.

Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:-

This paper is aimed to provide deeply knowledge of Personnel Administration of Rural and Urban Local Government with their Problems about Recruitment, Classification, Promotion, Training and other Service Conditions along with to acquaint the students with the knowledge of financial Administration of Local Bodies and the Role of State Finance Commission. The Mechanism of Control over Urban and Rural Local Bodies, Role of Directorate of Local Bodies and GraminVikas and Panchayati Raj Department

SYLLABUS

Unit-I	Personnel Administration for Rural & Urban Local Government. Problems of Recruitment, Classification, Promotion. Training and Service Condition of Local Bodies.
Unit-II	Financial Administration of Local Bodies in India. Financial Resources of PRI'S & ULB'S. Organization, Function, Role, Significance and Recommendations of State Finance Commission.
Unit-III	State Control over Local Bodies, Mechanism of Control over Urban and Rural Local Bodies. The Role of Directorate of Local Bodies and Garmin Vikas & Panchayati Raj Department.

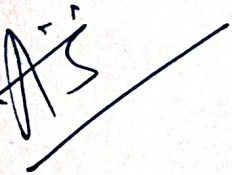
[Signature]

Books Recommended:-

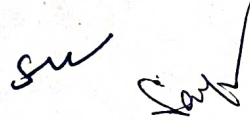
1. आर.एल. खन्ना : म्यूनिसिपल गवर्नमेन्ट एण्ड एडमिनिस्ट्रेशन इन इण्डिया
2. एम.बी. माथुर : पंचायती राज इन राजस्थान
3. एच.सी. शर्मा : भारत में स्थानीय प्रशासन
4. एस.आर.माहेश्वरी : भारत में स्थानीय प्रशासन
5. एस.के.भोगले : लोकल गवर्नमेन्ट इन इण्डिया
6. अशोक शर्मा : भारत में स्थानीय प्रशासन

Course Outcomes:-

1. Students will get a deeper knowledge of Personnel Administration about Rural and Urban Local Government and Financial Resources of Panchayati Raj Institutions and Urban Local Bodies in India
2. To Acquaint the Knowledge about the Organization and working of Gramin Vikas and Panchayati Raj Department and the Role of Directorate of Local Bodies.







Bachelor of Arts
Subject: Public Administration

Semester-VI

Paper-III (Public Policy and Administration)

Paper Code:

Scheme of Examination

I 9 Questions (very short answer Questions)	9x1 Marks each = 9 Marks
II 6 Questions (short answer Questions)	6x3 Marks each = 18 Marks
III 3 Questions (1 question from each unit with internal choice)	3x9 Marks each = 27 Marks
Internal assessment	21 Marks
Max. Marks	75 Marks
Min. Marks	30 Marks

Credits: 3

Contact hours : 45.00

Delivery Methods of the Course—Lecture, Power Point Presentation, Discussion.

Pre-requisite of the Course -A candidate who has secured in XII more than 55% or equivalent in Science, Arts or Commerce shall be eligible for admission to the First Semester of a Bachelor Course. For candidates from outside state of Rajasthan 60% or CGPA of 4.0 in the Board will be applicable irrespective of the category

Objectives:-

This paper aimed is to provide deeply knowledge about the basic concept of public policy, Policy Formation system in India and provide detailed information about various approaches to public policy and explain the role of the legislature, judiciary and NGO's in the formulation and implementation of public policy.

Syllabus

UNIT –I	Public Policy:- Concept, Meaning, Nature and Scope. Types and Significance of Public Policy. Relationship of Public Policy with Planning and Decision Making.
UNIT –II	Models of Policy Analysis:-Institutional Model, Process Model, Rational Model, Mixed-Scanning Model, Incremental Model, Group Model, Elite Model, Public Choice Model and Game Theory
UNIT –III	Role of Legislature and Executive in Policy making and Interaction between them. Policy Making and Bureaucracy. Role of Judiciary in Formulation/Implementation of Effective Policy. Role of NGOs in Public Policy Process-Policy Impact and policy Analysis (An Overview)

SM

Books Recommended:-

1. R.K. Saprú, Public Policy: Art and Craft of Policy Analysis,
2. R.K. Saprú : Public Policy
3. M.C. Gupta, Ramesh Kumar Tiwari: Public Policy in India: Some Emerging Concerns, Indian Institute of Public Administration, 2002
4. Public Policy and Systems, Pearson Education India
5. Pradeep Sahni: Public Policy Conceptual Dimension,

Course Outcomes:-

1. Explain the Role of Various Determinants in Policy Formulation
2. Students will be able to get the knowledge of Policy Making Process and Implementation process.
3. To Input deeply Knowledge about Public Policy and Explain the Role of Public Policy in Planning and Decision Making Process
4. To Provide detailed information about various Models of Policy Analysis
5. Students will be able to know about the Role of All Three Branches of The Government in Policy Formulation or Implementation.

AS

su

Ag

by