



# University of Rajasthan Jaipur

## SYLLABUS

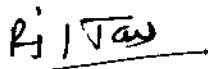

(Three/Four Year Under Graduate Programme)

B.A.- Public Administration

**I & II Semester**

**Examination-2024-25**

As per NEP – 2020

  
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## SEMESTER-WISE PAPER TITLES WITH DETAILS

Syllabus: B.A.

Public Administration

(2023-24)

Semester- I

Paper Code	Title of the Paper	Level	Type	Credit
UG-9101-PAD- 53T-103	Foundations of Public Administration	5	Major	6
UG-9101-PAD-54T-104	Introduction to Indian Administration	5	Major	6

Semester - 1

UG-9101-PAD- 53T-103

### Paper – I - Foundations of Public Administration

**Objectives:** The paper highlights the foundations of the public administration as a discipline that explores the fundamentals, historical underpinnings and conceptual dimensions of the subject. Besides, it imparts the approaches to its study and principles executed in an organization. The student who studies this paper will be able to understand the underlying conceptual dimensions of Public Administration

#### Unit – I

Public Administration – Meaning, Nature, Scope and Significance; Evolution of Public Administration as a Discipline; Public v/s Private Administration; Public Administration: Art or Science and its Relationship with other Social Sciences (Political Science, Sociology, Law, Economics and Psychology); New Public Administration and New Public Management.

#### Unit – II

Approaches to the Study of Public Administration - Classical, Human Relations, Behavioral, Systems and Ecological Approach.

Post NPM Thought – New Public Service, Neo-Weberian State, Concept of Good Governance.

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### Unit - III

Bases and Types of Organization – Formal and Informal; Principles of Organization – Hierarchy, Unity of command, Span of Control, Centralization and Decentralization, Line-Staff and Auxiliary Agencies.

### Unit – IV

Chief Executive – Types, Role and Functions; Concept of Power, Authority and Responsibility, Co-ordination, Delegation, Supervision, Decision Making, Communication, Morale and Motivation.

#### Learning Outcome

The student will be able to understand:

- The development of Public Administration as a discipline and its significance.
- Various approaches to the study of the discipline.
- Principles and concepts executed in organizations.

#### References: -

- Avasthi. A & Maheshwari. S, Public Administration, Agra: Lakshminarain Agrawal.
- अवस्थी ए. एवं माहेश्वरी एस., लोक प्रशासन आगरा, लक्ष्मीनारयण अग्रवाल।
- Fadia. B.L. & Fadia, Kuldeep. Public Administration: Administrative Theories and concept, Agra: Sahitya Bhawan Publication.
- सुरेन्द्र कटारिया, लोक प्रशासन के तत्व, जयपुर मलिक एण्ड कम्पनी।
- M.P. Sharma and B.L. Sadana, Public Administration in Theory and Practice, New Delhi: Kitab Mahal.
- एम. पी. शर्मा और बी. एल. सडाना, लोक प्रशासन: सिद्धांत एवं व्यवहार, न्यू देहली, किताब महल।
- S.P. Naidu, Public Administration: Concepts and Theories: New Delhi, New Age International.
- Mohit Battacharya, New Horizons of Public Administration, Jawahar Publisher & distributors.

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सेमेस्टर - I

प्रश्न पत्र - I

लोक प्रशासन के आधार

इकाई - I

लोक प्रशासन - अर्थ, प्रकृति, क्षेत्र तथा महत्व; विषय के रूप में लोक प्रशासन का विकास; लोक v/s निजी प्रशासन।

लोक प्रशासन : कला या विज्ञान तथा इसका अन्य सामाजिक विज्ञानों (राजनीति विज्ञान, समाज शास्त्र, कानून, अर्थशास्त्र तथा मनोविज्ञान) के साथ सम्बन्ध; नवीन लोक प्रशासन; नवीन लोक प्रबंधन।

इकाई - II

लोकप्रशासन के अध्ययन के उपागम - शास्त्रीय, मानव संबंध, व्यवहारवाद, व्यवस्था तथा पारिस्थितिकीय उपागम; उत्तर नव लोक प्रबंधन अवधारणें - नव लोक सेवा, नव वेबेरियन राज्य तथा सुशासन की अवधारणा।

इकाई - III

संगठन के आधार तथा प्रकार - औपचारिक तथा अनौपचारिक; संगठन के सिद्धान्त - पदसोपान, आदेश की एकता, नियंत्रण का क्षेत्र, केन्द्रीकरण तथा विकेन्द्रीकरण, रेखा-स्टाफ तथा सहायक अभिकरण।

इकाई - IV

मुख्य कार्यपालिका - प्रकार, भूमिका तथा कार्य; शक्ति, प्राधिकार तथा उत्तरदायित्व की अवधारणा, समन्वय, प्रत्यायोजन, पर्यवेक्षण, निर्णय-निर्माण, संचार, मनोबल तथा अभिप्रेरणा।

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**References:-**

- Avasthi. A & Maheshwari. S, Public Administration, Agra: Lakshminarain Agrawal.
- अवस्थी ए. एवं माहेश्वरी एस., लोक प्रशासन आगरा, लक्ष्मीनारायण अग्रवाल।
- Fadia. B.L. & Fadia, Kuldeep. Public Administration: Administrative Theories and concept, Agra: Sahitya Bhawan Publication.
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- M.P. Sharma and B.L. Sadana, Public Administration in Theory and Practice, New Delhi: Kitab Mahal.
- एम. पी. शर्मा और बी. एल. सडाना, लोक प्रशासन: सिद्धांत एवं व्यवहार, न्यू देहली, किताब महल।
- S.P. Naidu, Public Administration: Concepts and Theories: New Delhi, New Age International.
- Mohit Battacharya, New Horizons of Public Administration, Jawahar Publisher & distributors. (Hindi & English)

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**Semester - I****UG-9101-PAD-54T-104****Paper – II - Introduction to Indian Administration**

**Objectives:** The course delineates the development of Indian administration since ancient period and traces the significance of constitutional dynamics. It analyses the administrative structure at the federal level that spreads across the three pillars of democracy and throws light on the constitutional institutions. The student who studies this paper will be able to understand the overall administrative setup in Indian context.

**Unit – I**

Evolution of Indian Administration – Mauryan, Mughal and British Period; Administration legacy of British Rule; Salient Features of Indian Administration; Formation of Constituent Assembly; Sources of Indian Constitution; Philosophy of Indian Constitution and its Basic Features.

**Unit – II**

Union Executive – President, Prime minister and Council of Ministers; Organization and Functions of Central Secretariat, Cabinet Secretariat and Prime Minister's Office; Role and Functions of Cabinet Secretary; Executive Control Over Administration.

**Unit – III**

Organization and Functions: Ministry of Home Affairs, Ministry of Finance, Ministry of Personnel, Public Grievances and Pensions; Composition and Functions of Constitutional Bodies - Union Public Service Commission, Finance Commission, Election Commission, Comptroller and Auditor General of India.

**Unit – IV**

Grievance Redressal Mechanism: RTI and Central Information Commission, Citizens Charter, Central Vigilance Commission, National Human Rights Commission, Lokpal and Central Administrative Tribunal.

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### Learning Outcome

- After studying the course, the student will be able to:
- Analyse the historical developments of Indian constitution since colonial period.
- Explain the powers and functions of Union executive.
- Elaborate the administration of Ministries at the Centre.
- Examine the available grievance mechanism in India.

### References: -

- Basu D.D, Introduction to the Constitution of India, New Delhi: Wadhwa and Company.
- Arora Ramesh K. & Goyal Rajni, Indian Public Administration: Institutions and Issues, New Delhi: Ne Age International.
- A. Avasthi & A.P. Avasthi, Indian Administration, Agra: Laxmi Narain Agarwal.
- Fadia B.L. & Fadia K., Indian Administration, Agra: Sahitya Bhavan Publication.
- सुरेन्द्र कटारिया, भारत में लोक प्रशासन, नेशनल पब्लिशिंग हाउस, जयपुर।
- Avasthi and Avasthi, Indian Constitution, Agra: Laxmi Narain Agrawal.
- R.K. Sapru, Indian Administration, New Delhi: Sage Publication.
- P.M. Bakshi, The Constitution of India, New Delhi: Lexis Nexis.

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सेमेस्टर – I

प्रश्न पत्र – II

भारतीय प्रशासन का परिचय

इकाई – I

भारतीय प्रशासन का उद्भव – मौर्य काल, मुगल काल तथा ब्रिटिश काल के दौरान; ब्रिटिश कालीन प्रशासनिक विरासत; भारतीय प्रशासन की प्रमुख विशेषतायें; संविधान सभा का निर्माण; भारतीय संविधान के स्रोत; भारतीय संविधान का दर्शन तथा इसकी प्रमुख विशेषतायें।

इकाई – II

संघीय कार्यपालिका – राष्ट्रपति, प्रधानमंत्री तथा मंत्रीपरिषद; केन्द्रीय सचिवालय, मंत्रीमण्डल सचिवालय तथा प्रधानमंत्री कार्यालय का संगठन एवं कार्य; मंत्रीमण्डल सचिव की भूमिका एवं कार्य; प्रशासन पर कार्यपालिका नियंत्रण।

इकाई – III

गृह मामलों का मंत्रालय, वित्त मंत्रालय तथा कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय का संगठन तथा कार्य।  
संवैधानिक संस्थाओं का संगठन तथा कार्य : संघ लोक सेवा आयोग, वित्त आयोग, निर्वाचन आयोग, भारत का नियंत्रक एवं महालेखा परीक्षक।

इकाई – IV

शिकायत निवारण तंत्र : सूचना का अधिकार एवं केन्द्रीय सूचना आयोग, नागरिक चार्टर, केन्द्रीय सतर्कता आयोग, राष्ट्रीय मानवाधिकार आयोग, लोकपाल, केन्द्रीय प्रशासनिक अधिकरण।

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**References: -**

- Basu D.D, Introduction to the Constitution of India, New Delhi: Wadhwa and Company.
- Arora Ramesh K. & Goyal Rajni, Indian Public Administration: Institutions and Issues, New Delhi: Ne Age International.
- A. Avasthi & A.P. Avasthi, Indian Administration, Agra: Laxmi Narain Agarwal.
- Fadia B.L. & Fadia K., Indian Administration, Agra: Sahitya Bhavan Publication.
- सुरेन्द्र कटारिया, भारत में लोक प्रशासन नेशनल पब्लिशिंग हाउस, जयपुर।
- Avasthi and Avasthi, Indian Constitution, Agra: Laxmi Narain Agrawal.
- R.K. Sapru, Indian Administration, New Delhi: Sage Publication.
- P.M. Bakshi, The Constitution of India, New Delhi: Lexis Nexis.

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## Semester- II

Paper Code	Title of the Paper	Level	Type	Credit
UG-9110-PAD-55T-105-	Politics and Administration	5	Major	6
UG-9110-PAD-56T-106	Economic Policy and Administration	5	Major	6

### Semester - II

UG-9110-PAD-55T-105

### Paper – III - Politics and Administration

**Objectives:** The course introduces concept of state and its types existing across the globe. Besides, it elaborates on the constitutional principles and philosophy in the Indian Context. It explores the federal legislature and judicial system in India and examines their control over administration. The student will be able to understand the framework of existing political structure and their institution in India.

#### Unit – I

State: Nature and Concept; Forms of State - Laissez-faire, Welfare state, Socialist and Administrative State.

Types of Government: Democratic and Dictatorship. Unitary and Federal, Parliamentary and Presidential; Bureaucracy: Meaning, Concept and Features.

#### Unit – II

Union Legislature: Composition, Powers and Functions of Lok Sabha and Rajya Sabha; Powers and Functions of Speaker of Lok Sabha and Rajya Sabha; Delegated Legislation and Reasons of decline in the Role of Indian Parliament.

#### Unit – III

Parliamentary Committees – Composition, Role and Functions of Public Account Committee, Estimates Committee, Committee on Public Undertaking; Legislative Control over Administration.

Political Parties and Pressure Groups: Formation, Types and Role in Policy Formulation; Media and Public Opinion.

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#### Unit – IV

Indian Judicial System: Composition and Functions of Supreme Court and High Court; Judicial Review and Judicial Activism; Public Interest Litigation; Judicial Appointment System; Judicial Control over Administration.

#### Learning Outcome:

The student will be able to understand:

- The different types of state and the government.
- Analyse the role of legislature and political parties.
- Explain the parliamentary committees.
- Examine the Indian Judiciary.

#### References: -

- Basu D.D, Introduction to the Constitution of India, New Delhi: Wadhwa and Company.
- Arora Ramesh K. & Goyal Rajni, Indian Public Administration: Institutions and Issues, New Delhi: New Age International.
- A. Avasthi & A.P. Avasthi, Indian Administration, Agra: Laxmi Narain Agarwal.
- Fadia B.L. & Fadia K., Indian Administration, Agra: Sahitya Bhavan Publication.
- सुरेन्द्र कटारिया, भारत में लोक प्रशासन, नेशनल पब्लिशिंग हाउस, जयपुर।
- Avasthi and Avasthi, Indian Constitution, Agra: Laxmi Narain Agrawal.
- R.K. Sapru, Indian Administration, New Delhi: Sage Publication.
- P.M. Bakshi, The Constitution of India, New Delhi: Lexis Nexi.
- M. Laxmikanth, Governance in India, Noida: McGraw Hill, (Hindi & English)

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सेमेस्टर – II

प्रश्न पत्र – III

राजनीति और प्रशासन

इकाई – I

राज्य : प्रकृति तथा अवधारणा; राज्य के प्रकार – अहस्तक्षेपवादी राज्य, कल्याणकारी राज्य, समाजवादी राज्य तथा प्रशासनिक राज्य।

सरकार के प्रकार : लोकतांत्रिक तथा अधिनायकवाद, एकात्मक और संघात्मक, संसदीय तथा अध्यक्षीय; नौकरशाही: अर्थ, अवधारणा एवं विशेषताएँ।

इकाई – II

संघीय विधायिका: लोक सभा एवं राज्य सभा का संगठन, शक्तियाँ एवं कार्य; लोक सभा एवं राज्य सभा के अध्यक्ष की शक्तियाँ एवं कार्य; प्रत्यायोजित विधायन; वर्तमान समय में भारतीय संसद की भूमिका में हास के कारण।

इकाई – III

संसदीय समितियाँ: लोक लेखा समिति, प्रायकलन समिति तथा लोक उद्यम समिति का संगठन, भूमिका तथा कार्य; प्रशासन पर विधायी नियंत्रण; राजनीतिक दल तथा दबाव समूह : निर्माण, प्रकार तथा नीति निर्धारण में भूमिका; मीडिया एवं लोक मत।

इकाई – IV

भारतीय न्यायिक व्यवस्था : उच्चतम न्यायालय तथा उच्च न्यायालय के संगठन एवं कार्य; न्यायिक नियुक्ति प्रक्रिया; न्यायिक समीक्षा तथा न्यायिक सक्रियता; लोक हित याचिका; प्रशासन पर न्यायिक नियंत्रण।

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**References: -**

- Basu D.D, Introduction to the Constitution of India, New Delhi: Wadhwa and Company.
- Arora Ramesh K. & Goyal Rajni, Indian Public Administration: Institutions and Issues, New Delhi: New Age International.
- A. Avasthi & A.P. Avasthi, Indian Administration, Agra: Laxmi Narain Agarwal.
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- Avasthi and Avasthi, Indian Constitution, Agra: Laxmi Narain Agrawal.
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**Semester -II**  
**UG-9110-PAD-56T-106**  
**Paper – IV**  
**Economic Policy and Administration**

**Objectives:** The progress of a nation depends on how well its economy is being managed. The course throws light on the initiatives taken in planning since independence, organizations established, policies formulated and impact of contemporary developments on Indian economy. It examines the concept of budget and explores concepts related to economic administration in India.

**Unit – I**

Planning Machinery in India: Origin of Indian Planning; Planning Mechanism (Planning Commission, National development Council & NITI Aayog); Planning Process-Formulation, Implementation and Challenges; New Economic Policy (1991) - Achievement and Failures; Impact of LPG on Indian Economy; Public-Private Partnership.

**Unit – II**

Budget – Meaning & Principles of Budgeting; Types of Budget-Performance, Zero Based and Gender Budgeting; Budget as a tool of Socio-Economic Development; Union Budget-Formation, Enactment & Execution; Reserve Bank of India – Organization, Functions & Role in Monetary Policy; Financial Inclusion.

**Unit – III**

Fiscal Policy : Meaning and Role in Development; Economic Advisory Council: Organization, Functions and Role; Taxation – Meaning and Types of Taxes (Direct and Indirect); Deficit Financing & Goods and Services Tax; Regulatory Bodies: Organization, Role and Significance of SEBI & Competition Commission of India.

**Unit – IV**

Public Enterprises in India: Concept, forms (Departmental undertakings, Public Corporation, Government Company), Significance, Challenges and Reforms; Disinvestment Policy in India; Companies Act 2013 & Corporate Social Responsibility.

## Learning Outcome

After Studying the course, the student will be able to:

- Explain the origin of planning machinery and the institutions established.
- Elaborate the meaning and the enactment of budget in India.
- Analyse the taxation and related organizations.
- Examine the present status of public enterprises in India.

## References: -

- Mathur, B.L., Towards Economic Development. New Delhi: Discovery Publishing House.
- Mathur, B.L., Economic Policy and Administration. Jaipur: RBSA Publications, (Hindi & English).
- Gaurav Datt & Ashwani Mahajan, Indian Economy, New Delhi: S. Chand.
- S.L. Goel, Public Financial Administration, New Delhi: Deep & Deep Publication.
- Ramesh Singh, Indian Economy, New Delhi: Tata Mc Graw Hill. (Hindi & English)
- Sanjeev Mahajan & Anupama Mahajan, Financial Administration in India, PHI Learning: New Delhi.

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सेमेस्टर – II  
प्रश्न पत्र – IV  
आर्थिक नीति तथा प्रशासन  
इकाई – I

भारत में नियोजन तंत्र : भारतीय नियोजन का उद्भव; नियोजन तंत्र (योजना आयोग, राष्ट्रीय विकास परिषद तथा नीति आयोग); नियोजन प्रक्रिया – निर्माण, क्रियान्वयन एवं चुनौतियाँ ; नयी आर्थिक नीति (1991) – उपलब्धियाँ तथा विफलताएँ; भारतीय अर्थव्यवस्था पर उदारीकरण, निजीकरण तथा वैश्वीकरण का प्रभाव; लोक निजी भागीदारिता।

इकाई – II

बजट : अर्थ तथा बजट के सिद्धान्त; बजट के प्रकार – निष्पादन, शून्य आधारित तथा लैंगिक बजट; सामाजिक – आर्थिक विकास के उपकरण के रूप में बजट; संघीय बजट : निर्माण, अनुमोदन तथा क्रियान्वयन; भारतीय निजर्व बैंक – संगठन, कार्य तथा मोद्रिक नीति में भूमिका; वित्तीय समावेशन।

इकाई – III

राजकोषीय नीति – अर्थ तथा विकास में भूमिका; आर्थिक सलाहकार परिषद : संगठन, कार्य तथा भूमिका।

कराधान : अर्थ तथा प्रकार (प्रत्यक्ष तथा अप्रत्यक्ष); घाटे की वित्तीय व्यवस्था; वस्तु एवं सेवा कर; विनियमक निकाय : सेबी तथा भारतीय प्रतिस्पर्धा आयोग के संगठन, कार्य तथा महत्व।

इकाई – IV

भारत में लोक उद्यम : अवधारणा, प्रकार (विभागीय उपक्रम, लोक निगम तथा सरकारी कंपनी), महत्व, चुनौतियाँ तथा सुधार; भारतीय विनिवेश नीति; कंपनी अधिनियम 2013 तथा निगमित सामाजिक उत्तरदायित्व (सीएसआर)।

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