

**SCHEME OF EXAMINATION**

**&**

**DETAILED SYLLABUS**

**For**

**B.A. (PUBLIC ADMINISTRATION )**

**FACULTY OF ARTS**

## B.A (PUBLIC ADMINISTRATION) (3 yrs Programme)

<b>First Year</b>				
<b>Code No.</b>	<b>Subject</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Total</b>
BAPA101	Administrative Theory	30	70	100
BAPA102	Rural- Urban Administration	30	70	100
BAPA103	Indian Administration	30	70	100
BAPA104	Fundamentals of IT	30	70	100
BAPA105	English-I	30	70	100
BAPA106	Hindi-I	30	70	100
BAPA104-P	Fundamentals of IT Lab	20	30	50
	<b>Total</b>	<b>200</b>	<b>450</b>	<b>650</b>

<b>Second Year</b>				
<b>Code No.</b>	<b>Subject</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Total</b>
BAPA201	Central Administration	30	70	100
BAPA202	Development Administration	30	70	100
BAPA203	Politics and Administration	30	70	100
BAPA204	Environmental Science	30	70	100
BAPA205	English –II	30	70	100
BAPA206	Hindi-II	30	70	100
	<b>Total</b>	<b>180</b>	<b>420</b>	<b>600</b>

<b>Third Year</b>				
<b>Code No.</b>	<b>Subject</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Total</b>
BAPA301	State and District Administration	30	70	100
BAPA302	Citizens and Administration	30	70	100
BAPA303	Elements of Financial Administration	30	70	100
BAPA304	Public Administration and Administration Theory	30	70	100
BAPA305	Issues in Public Administration	30	70	100
BAPA306	English-III	30	70	100
BAPA307	Hindi-III	30	70	100
	<b>Total</b>	<b>210</b>	<b>490</b>	<b>700</b>

**Year-1**

## **Administrative Theory**

### **Unit-1.Introduction:**

Meaning, scope and significance of Public Administration; Wilson's vision of Public Administration; Evolution of the discipline and its present status; New Public Administration; Public Choice approach; Challenges of liberalization, Privatisation , Administration POSDCORB plan.

### **Unit-2.AdministrativeThought:**

Scientific Management and Scientific Management movement; Classical Theory; Weber's bureaucratic model – its critique and post-Weberian Developments; Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others); Functions of the Executive (C.I. Barnard); Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor).

### **Unit-3.AdministrativeBehaviour:**

Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.

### **Unit-4.Organisations:**

Theories – systems, contingency; Structure and forms: Ministries and Departments, Corporations, Companies, Boards and Commissions; Ad hoc and advisory bodies; Headquarters and Field relationships; Regulatory Authorities; Public - Private Partnerships.

### **Unit-5. Accountability and control:Concepts of accountability and control;**

Legislative, Executive and Judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations ; Civil society; Citizen's Charters; Right to Information; Social audit.

### **Local Government 73 and 74 Constitution :**

Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.

### **Books Recommended:**

1. Dr. K.K. Puri : Elements of Public Administration, Bharat Prakashan, Jalandhar (Punjab)
2. Dr.V.K . Puri Modern's Elements of Public Administration, Modern Publishers, Railway Road, Jalandhar
3. Dr. Pundik Ojha & Kiran Sharma Public Administration: Theory & Practice, Raj Publishers, Adda Tanda, Jalandhar
4. Awasthi & Maheshwari Public Administration, Laximinarayan Agrawal, Agra, 1997
5. Goel S.L. Advanced Public Administration, Sterling, New Delhi
6. Felix Nigro & Liyod NigroModern Public Administration-Harper and Row Publication, New York

BAPA102

External Marks: 70

Internal Marks: 30

## **Rural- Urban Administration**

### **Unit-I**

Local Government: Evolution, Meaning, Features and Significance. 73rd and 74th Constitution Amendment Acts.

### **Unit-II**

Urban Local Bodies: Municipal Corporation, Municipal Council and Municipal Committee their Meaning Features, Role and Significance.

### **Unit-III**

Panchayati Raj Institutions: Composition, Functions, Sources of Income of Gram Panchayats, Panchayat Samities and Zila Parishads. District Planning Committee: Composition, Functions and Significance.

### **Unit-IV**

State Finance Commission. State Election Commission. Urban-Rural Relationship and Problems. Local Leadership.

### **Books Recommended:**

Avasthi A. (Ed.)1972. Municipal Administration in India; Lakshmi Narayan Aggarwal: Agra.  
Battacharya, B., 1979. Urban Development in India; Shree Publishing House: Delhi.  
Gandhi, M.K. 1959. Panchayati Raj, Navjeevan Publishing House, Ahmedabad.  
Jackson, R.M. The Machinery of Local Government, 1967, Macmillan, London.  
Jain, S.P. (ed.), 1995, Panchayati Raj Institutions in India: An Appraisal. Hyderabad. NIRD, 1995.  
Puri, K.K. 1985, Local Government in India, Bharat Prakashan, Jalandhar.  
Puri, V.K. 2005. Local Government and Administration, Modern Publishers, Jalandhar.  
Singh Sahab and Singh Swinder 1992, Public Administration Development and Local Administration, New Academic Publishing Company, Jalandhar.  
Sachdeva, Pradeep. 1993. Urban Local Government and Administration in India, Kitab Mahal, New Delhi.

## **Indian Administration**

### **Unit-I**

#### **Evolution of Indian Administration**

- i) Evolution : (i) Administration in Ancient India
  - (ii) Administration in Medieval India
  - (iii) Administration in Modern India
- ii) Features: Salient features of India Administration; its role in the context of democratic system and socio-economic Development.

### **Unit-2**

#### **Union Government and Administration:**

- i) President - Powers, function & position
- ii) Prime Minister - Powers, functions and position
- iii) Council of Ministers - Structure and functions
- iv) Cabinet secretariat - Structure and functions.
- v) Centre-State Administrative Relationship
- vi) Centre-State Financial Relationship

### **Unit-3**

#### **Ministries:**

- i) Union Ministry of Home, its organization & functions
- ii) Union Ministry of Finance, its organization & functions
- iii) Union Ministry of Rural development, its organization & functions.

### **Unit-4**

#### **Judiciary & Quasi Judicial bodies:**

- i) Supreme Court – Structure, powers and functions.
- ii) The High Court of a State, structure, Powers & Functions
- iii) Appointments of Supreme Court & High Court Judges
- iv) Administrative Tribunals,
- v) LokPal & Lokayukta

#### **Books Recommended:**

- 1) National Council of Educational Research & Training (NCERT) Books: Evolution of Indian Administration, History of Indian Administration
- 2) Dr. K.K. Puri : Indian Administration, Bharat Prakashan, Jalandhar (Punjab)
- 3) Dr. V.K. Puri : Indian Administration, Modern Publishers, Railway Road, Jalandhar Continued.....
- 4) D.D. Basu : Introduction to the Constitution of India, 18th Edition, Wadhwa and Company, Nagpur, Agra, New Delhi (India)
- 5) Agrawal : Our Judiciary – National Book Trust, New Delhi, 1995
- 6) Awasthi : A Central Administration
- 7) B.P. Puri : History of Indian Administration
- 8) C.P. Berthwal : Public Administration in India.
- 9) Hoshiar Singh : Indian Administration –Kitab Mahal Distributors, New Delhi



## Fundamentals of IT

Objectives: **This is a basic paper for Commerce students to familiarize with computer and its applications in the relevant fields and exposes them to other related papers of IT.**

### UNIT – I

#### **Introduction to Computers:**

The evolution of computers - Computer Generation from First Generation to Fifth Generation, Classifications of Computers - Micro, Mini, Mainframe and Super Computers, Distributed Computer System, Parallel Computers.

Computer Hardware – Major Components of a Digital Computer, Block Diagram of Computer, Input-Output devices, Description of Computer Input Units, Output Units, CPU

Computer Memory - Memory Cell, Memory Organization, Read Only Memory, Serial Access Memory, Physical Devices Used to construct Memories, Magnetic Hard disk, floppy Disk Drives, Compact Disk Read Only Memory, Magnetic Tape Drives.

### UNIT – II

#### **Number System:**

Decimal, Binary, Octal, Hexa-decimal. Conversion - Decimal to all other number systems, Binary to octal and Hexa Decimal, Addition of binary numbers, Binary subtraction, Use of complements to represent negative numbers, Conversion of a binary fraction to a decimal fraction and decimal to binary fraction, Binary Coded Decimal(BCD), ASCII Codes, EBCDIC codes, Gray codes, Unicodes.

#### **Algorithm and Flowcharts:**

Algorithm: Definition, Characteristics, Advantages and disadvantages, Examples

Flowchart: Definition, Define symbols of flowchart, Advantages and disadvantages, Examples

### UNIT – III

#### **Computer Software:**

System software, assemblers, compilers, interpreters, linkers Elementary , Operating System concepts, different types of operating systems, Application Software.

Introduction to MS Office (MS-Word, MS PowerPoint, MS-Excel)

Computer Programming and Languages: Algorithms, flow chart, decision tables, pseudo code, Low level languages and introduction to high level languages.

### UNIT – IV

#### **Data Communication and Computer Networks:**

Data Transmission mode, Data transmission media, Digital and Analog Transmission

What is computer Network? Network types, Network Topologies, Communication Protocol, OSI Model

### UNIT - V

#### **The Internet:**

Definition, Brief History, Network Types (LAN, WAN and MAN), Client and Servers, Intranet, Extranet. Basic Services, Email, File Transfer Protocol, Telnet, Usenet News, Terminologies related to Internet: Protocol, Domain name, IP address, URL, World Wide Web.

Overview of various services on Internet: E-mail, FTP, Telnet, Chat, Instant Messaging

Internet Search Tools: Gopher, Archie, World Wide Web.

WWW Browsers: Line Browsers, Graphical Browsers, Java Enabled Browsers.

Uses of the Internet: Internet Service Providers and Types of Internet Connection: Direct/Leased line Connection, Remote Dial up Connection, SLIP/PPP Connection

**Text Books:**

1. Alex Leon & Mathews Leon, "Fundamentals of Information Technology", LeonTechworld, 1999.
2. Vikas Gupta, "Comdex Computer Kit", Wiley Dreamtech, Delhi, 2004
3. P. K. Sinha & Priti Sinha , "Computer Fundamentals", BPB Publications, 1992.

**Reference Books:**

1. V. Raja Raman, "Introduction to Computers", PHI, 1998.
  2. Alex Leon & Mathews Leon, "Introduction to Computers", Vikas Publishing House, 1999.
- Norton Peter, "Introduction to computers", 4<sup>th</sup> Ed., TMH, 2001.

## English-I

**Objective:** The objective of this course is to familiarize students about the dynamics of business language and discourse.

### Unit -I

#### Texts: (Any Five)

1. Nirendranath Chakrabarti, "Amalkanti". (From oxford Anthology of Modern Indian Poetry, eds. Dharwadkar and Ramanujan).
2. Toru Dutt, "Sita"
3. Jawaharlal Nehru, "Tryst with Destiny".
4. Mirza Ghalib, "Delhi in 1857".
5. C. Rajagopalachari, Preface to the Mahabharata.
6. Nibir K. Ghosh, "Spiritual Nationalism of Sri Aurobindo".
7. Madhumalati Adhikari, "The Heritage of Indian Culture".
8. Rabindranath Tagore, "Where the Mind is Without Fear".
9. Kabir, one song translated by Tagore.
- 10.M.K. Gandhi, extract from "Satyagraha".
- 11.R.K. Narayan, "Toasted English".
- 12.Ruskin Bond," The Old Lama".
- 13.Khushwant Singh, " The Portrait of a Lady".
- 14.Ashok Mahadevan and Sushan Shetty,"Discovering Babasaheb", Section on "Clash of Titans" (Reader's Digest, December 2006).

### Unit -II

#### Comprehension of an unseen passage:

Questions should be objective/multiple choice, and should test (a) an understanding of the passage in question, and (b) a grasp of general language skills and issues with reference words and usage within the passage.

### Unit -III Paragraph

#### Writing:

Based on expansion of an idea. Word Limit :100-150 words. Candidates to attempt any one of three alternative topics provided

### Unit -IV

#### Basic language skills-Vocabulary:

Synonyms, antonyms, one- word substitution for phrases, prefixes, suffixes and word -derivation. Making sentences with idioms and phrases, corrections of sentences with words likely to be confused. Questions should not repeat examples or exercises given in the textbook.

## **Unit -V**

### **Basic language skills - Grammar and Usage:**

Modals, linking device, tenses and prepositions. Verb forms and structures, gerunds, participles and infinitives, verbs followed by a preposition and phrasal verbs, articles and determiners, countable and uncountable nouns, adjectives and articles. Questions should not repeat the examples or exercises given in the textbooks.

**Hindi-I****आधार पाठ्यक्रम**

प्रश्न पत्र - प्रथम

**पाठ्य विषय**

**इकाई-1** पल्लवन, पत्राचार तथा अनुवाद एवं पारिभाषिक शब्दावली ।

**इकाई-2** मुहावरे-लोकोक्तियाँ, शब्दशुद्धि, वाक्य शुद्धि, शब्द ज्ञान-पर्यायवाची, विलोम, अनेकार्थी, समश्रुत (समानोचरित) अनेक शब्दों के लिए एक शब्द ।

**इकाई-3** देवनागरी लिपि की विशेषता, देवनागरी लिपि एवं वर्तनी का मानक रूप ।

**इकाई-4** कम्प्यूटर में हिन्दी का अनुप्रयोग, हिन्दी में पदनाम ।

**इकाई-5** हिन्दी अपठित, संक्षेपण, हिन्दी में संक्षिप्तीकरण ।

**पाठ्य क्रम के लिए पुस्तकें -**

- |                                      |   |                                      |
|--------------------------------------|---|--------------------------------------|
| 1. भारतीयता के स्वर साधन धनंजय वर्मा | - | म. प्र. ग्रंथ अकादमी ।               |
| 2. नागरी लिपि और हिन्दी              | - | अनंत चौधरी - ग्रंथ अकादमी पटना ।     |
| 3. कम्प्यूटर और हिन्दी               | - | हरिमोहन - तक्षशिला प्रकाशन, दिल्ली । |

## **Fundamentals of IT LAB**

1. Text Manipulations
2. Usage of Numbering, Bullets, Tools and Headers
3. Usage of Spell Check and Find and Replace
4. Text Formatting
5. Picture Insertion and Alignment
6. Creation of Documents Using Templates`
7. Creation of Templates
8. Mail Merge Concept
9. Copying Text and Picture From Excel
10. Creation of Tables, Formatting Tables
11. Splitting the Screen
12. Opening Multiple Document, Inserting Symbols in Documents

### **MS-EXCEL**

1. Creation of Worksheet and Entering Information
2. Aligning, Editing Data in Cell
3. Excel Function (Date, Time, Statistical, Mathematical, Financial Functions)
4. Changing of Column Width and Row Height (Column and Range of Column)
5. Moving, copying, Inserting and Deleting Rows and Columns
6. Formatting Numbers and Other Numeric Formats
7. Drawing Borders Around Cells
8. Creation of Charts Raising Moving
9. Changing Chart Type
10. Controlling the Appearance of a Chart

### **MS -POWER POINT**

#### Working With Slides

1. Creating, saving, closing presentation
2. Adding Headers and footers
3. Changing slide layout
4. Working fonts and bullets
5. Inserting Clip art: working with clipart,
6. Applying Transition and animation effects
7. Run and Slide Show

### **DOS**

1. Basics of DOS
2. DOS (Internal & External Commands)
3. Use of Wild Card Character

**Year-2**

## Central Administration

### Unit-1

British Legacies over Indian Administration, Features of Indian Administration. Role of Indian Administration in Socio-Economic Development, Fundamental Rights and Duties, welfare state.

### Unit-2

President: Election, Impeachment, Powers and Position. Prime Minister & Council of Ministers: Appointment, Powers and Role. Central Secretariat and Cabinet Secretariat: Organisation, Role and Functions National Development Council, Federal Political Parties.

### Unit-3

Ministry of Home Affairs: Organisation and Role, Ministry of Finance: Organisation and Functions, Finance Commission and Comptroller & Auditor General.

### Unit-4

Civil Service in India: Role and Significance. Union Public Service Commission: Composition and Functions. Recruitment and Training of All India and Central Services, Pressure Groups, Bureaucracy, Ombudsman (Lokpal).

### Books Recommended:

Avasthi A. 1980. Central Administration: Tata Mc Graw Hill: New Delhi.

Chanda Ashok: 1967. Indian Administration: Allen and Unwin: London.

Jain, R. B., 1976. Contemporary Issues in Indian Administration, Vishal Publications: New Delhi.

Johari, J.C., 1977. Indian Government and Politics : Vishal Publications: Delhi.

Khera, S.S. 1975. The Central Executive: Orient Longman: New Delhi.

Maheshwari, S.R., 1984. Indian Administration.

Misra B.B., 1970. The Administrative History of India; Oxford University Press: London.

Muttalib, M.A. 1967. Union Public Service Commission, I.I.P.A.: New Delhi.

Prasad, Bishwanath 1968. The Indian Administrative Service; S. Chand and Company: Delhi.

Puri, K.K., 2006, Indian Administration, Bharat Prakashan, Jalandhar.

Singh Hoshiar and Singh Mohinder, 1989. Public Administration in India: Theory and Practice; Sterling Publishers Private Ltd., New Delhi.



## **Development Administration**

### **Unit-I**

Meaning and Scope of Development Administration. Welfare State; Meaning and Objectives, Concepts of Welfare State and the Directive Principles of State Policy.

### **Unit-II**

Organisation of Planning Agencies: Planning Commission, National Development Council, State Planning Board and Department, Preparation of Five Years Plans.

### **Unit-III**

Social Welfare Administration in India: Institutional Framework and Programmes of Centre and State Governments for the Welfare of Scheduled Castes, Women and Children.

### **Unit-IV**

Agriculture Development Problems and causes for the Backwardness of Agriculture development. Programme and aims of the Centre and State Government for Agriculture Development.

### **Books Recommended:**

- Chaturvedi, T.N. 1988 Politics, Bureaucracy and Development, Uppal Publishing House, New Delhi.  
Dey, Bata K. 1978, Bureaucracy, Development and Public Management in India, Uppal Publishing House, New Delhi.  
Dubashi, P.R. 1976, Economics, Planning and Public Administration: Somaiya Publications Pvt. Ltd., Bombay.  
Fadia, B.L., 2010, Public Administration, Sahitaya Bhawan Publication, Agra.  
Goel, S.L..., 2009, Development Administration – Potentialities and Prospects, Deep & Deep Publications Pvt. Ltd., New Delhi.  
Heady, Ferral, 2001. Public Administration: A Comparatived Perspective, Marcel Dekker, New York.

## **Politics and Administration**

### **Unit 1 –**

Relationship between Politics and Administration, Politics- Administration Dichotomy, Political Ideologies; Capitalist, Communist, Socialist and Democratic.

### **Unit 2 –**

Types of Government; Dictatorship & Democracy, Parliamentary and Presidential, Unitary & Federal. Political Parties & Pressure Groups.

### **Unit 3 –**

Sovereignty, Citizenship; types of Indian Citizenship. Indian Constitution; Preamble and Salient Features.

### **Unit 4 –**

Fundamental Rights, Directive Principles of State Policy (DPSP), Fundamental Duties. Constitutional Amendment Procedure.

### **Unit 5 –**

Indian Parliament ; President , Lok Sabha , Rajya Sabha. State Legislature;Governor , Vidhan Sabha , Vidhan Parishad.

### **Reference Books :**

1. Surendra Katariya, Prashasnik Siddhant Evam Prabandha.
2. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.
3. Surendra Katariya, Bhartiya Prashashan.
4. Brij Kishor Sharma, Bhartiya Sanvidhan.
5. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw- Hill Publishing Ltd.
6. S. R. Maheshwari, Bhartiya Prashashan, Lakshmi Narayan Agrawal.
7. Subhash Kashyap, Hamari Sansad, National Book Trust.
8. Chandra Prakash Bhambhri, Public Administration.

## Environmental Science

### Unit-1

Diversities of lifeforms- Concept of taxonomy, systematic and classification with respect to plant kingdom, animal kingdom and microbial world.

### Unit-2

Fundamental of chemical equilibrium and reaction kinetics -Stoichiometry, chemical equilibrium, thermodynamics application in reaction process (both chemical and biological process), acid base reaction, solubility products, bioinorganic complexes and their importance.

### Unit-3

Radiation Physics-Electromagnetic radiation characteristics and its biological effects, radioactivity-source, characteristics, and impacts, radiation in diagnosis and therapy of diseases, radioisotopes and radionuclide in biological systems

### Unit-4

Tropical monsoon-causes, and impacts, impacts of climate change on tropical monsoon

### Unit-5

Noise Pollution- source of noise, distinction between sound and noise, noise impacts, noise monitoring and control strategies

### REFERENCE

- a) Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner.
- b) Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad – 380 013, India, Email:mapin@icenet.net (R)
- c) Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
- d) Clark R.S., Marine Pollution, Clanderson Press Oxford (TB)
- e) Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumabai, 1196p
- f) De A.K., Environmental Chemistry, Wiley Eastern Ltd.
- g) Down to Earth, Centre for Science and Environment (R)
- i) Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R)
- .k) Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p.
- l) Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition. 639p.

## English -II

### Unit-I (Any Five)

1. Walt Whitman – O Captain! My Captain!
2. George Orwell – What is Science
3. J. Bronowski - The Dilemma of The Scientist
4. Will Durant – The Origin of Science
5. Somerset Maugham – The Luncheon
  - Henry The Last Leaf
6. Major Ancient Indian Scientist Adopted
7. C.P Snow- Ramanujan
8. Aldous Huxley – J.C.Bose
9. Human Rights
10. R.K Narayan – The Axe
11. Dr. C.V Raman - Water
12. Robert Frost – stopping by Woods on a Snow evening
13. Dr. Yashodhara Mishra – Understanding Gender issues.

### Unit-II

Comprehension of an unseen passage question should be objective/Multiple - choice and should test (a) an understanding of the passage in question, and (b) a group of general language skills and issues with Reference Word and usage Within the passage.

### Unit-III

Paragraph Writing: - Based on expansion word limit 100-150 words. Candidates to attempt any one of three alternative topics provided.

### Unit-IV

Basic language Skill-Vocabulary Synonyms Antonyms one word Substitution of Phrases, Prefixes, Suffixes and word Derivation making Sentence With Idioms and Phrases Corrections of Sentence With Words Likely to be Confused Question Should not repeat the Examples Or exercises given in the text book

### Unit-V

Basic language Skill- Grammar and Usage modals linking devices, tenses, and preposition verb forms Structures Gerunds Participles and infinitive, verbs followed by a preposition and phrasal verbs, articles and determines Countable and uncountable nouns adjectives, and adverbs. Questions Should not repeat the example exercise given in the text book

**Hindi -II****भाग - दो, आधार पाठ्यक्रम  
( हिन्दी भाषा )**

**खण्ड-क** निम्नलिखित 5 लेखकों के एक-एक निबंध पाठ्यक्रम में सम्मिलित होंगे -

1. महात्मा गांधी - सत्य और अहिंसा
2. विनोबा भावे - ग्राम सेवा
3. आचार्य नरेन्द्र देव - युवकों का समाज में स्थान
4. वासुदेव शरण अग्रवाल - मातृ-भूमि
5. भगवतशरण उपाध्याय - हिमालय की व्युत्पत्ति
6. हरि ठाकुर - डॉ. खूबचंद बघेल

**खण्ड-ख** हिन्दी भाषा और उसके विविध रूप

- कार्यालयीन भाषा
- मीडिया की भाषा
- वित्त एवं वाणिज्य की भाषा
- मशीनी भाषा

**खण्ड-ग** अनुवाद व्यवहार : अंग्रेजी से हिन्दी में अनुवाद

हिन्दी की व्यवहारिक कोटियाँ-

रचनागत प्रयोगगत उदाहरण, संज्ञा, सर्वनाम, विशेषण, क्रिया विशेषण, समास, संधि एवं संक्षिप्तियाँ, रचना एवं प्रयोगगत विवेचन ।

**Year-3**

## State and District Administration

### UNIT-1

#### Introduction:

Meaning, scope and significance of Public Administration; Wilson's vision of Public Administration; Evolution of the discipline and its present status; New Public Administration; Public Choice approach; Challenges of liberalization, Privatization, Globalization; Good Governance: concept and application; New Public Management.

### UNIT-2

#### Administrative Thought:

Scientific Management and Scientific Management movement; Classical Theory; Weber's bureaucratic model – its critique and post-Weberian Developments; Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others); Functions of the Executive (C.I. Barnard); Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor)

### UNIT-3

#### Administrative Behaviour:

Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.

### UNIT-4

#### Organisations:

Theories – systems, contingency; Structure and forms: Ministries and Departments, Corporations, Companies, Boards and Commissions; Ad hoc and advisory bodies; Headquarters and Field relationships; Regulatory Authorities; Public - Private Partnerships.

### UNIT-5

#### Accountability and control: Concepts of accountability and control;

Legislative, Executive and Judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society; Citizen's Charters; Right to Information; Social audit.

### UNIT-6

#### Administrative Law:

Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.

#### Books Recommended:

Avasthi A. 1980. Central Administration: Tata Mc graw Hill: New Delhi.

Basu, D. D. 2004. Introduction to the Constitution of India; Prentice Hall: New Delhi.

Dayal, Ishwar, Muthur Kuldeep and Battacharya M, 1976. District Administration: Mc Millan: Delhi.

Jain, R.B. 1980. District Administration: Indian Institute of Public Administration.

## **Citizens and Administration**

### **Unit-I**

Concept of Citizen Centric Administration: Evolution, Concept, Features and Significance. Functions of Government: Regulatory functions, Service providing functions and Developmental functions.

### **Unit-II**

Citizens' Charters: Evolution, Features and Applications. Citizens' Participation in Administration: Concept, Agencies, Significance and Limitations

### **Unit-III**

Decentralization and Delegation: Concept and Benefits. Grievance Redressal Mechanism: Grievance-Meaning and Agencies for Redressal of Grievances at centre and state levels

### **Unit-IV**

Consumer Protection: Consumer Protection Act and Working of the Consumer Courts in India. National Consumer Disputes Redressal Commission

### **Books Recommended:**

Arora, K., 2006, Public Administration in India – Tradition, Trends and transformation, Paragon International Publishers, New Delhi.

Arora. K. Ramesh, 2001. People Centred Administration, Aalekh Publishers, Jaipur.

Baghel, C.L. & Kumar Yogendra, 2005, Public Administration – Functional Structure and Administrative Reforms, Vol-2, Kanishka Publishers Distributors, New Delhi.

Bhattacharya, Mohit, 1979, Bureaucracy and Development Administration, Uppal Publishing House, New Delhi.

Sharma, A. Ram, 2005, Public Administration Today, Shree Publishers & Distributors, New Delhi.

Verma, V.P. 2008, Modern Administrative Theory, Alfa Publications, New Delhi.



## **Elements of Financial Administration**

### **Unit 1-**

Financial Administration; Meaning and Definition, Principles of Financial Administration. Features, Merits and Demerits of Capitalist economy and Socialist economy.

### **Unit 2 -**

Features, Merits and Demerits of Mixed Economy. Salient Features of Indian Economy. Challenges before Indian Economy. Capital Market.

### **Unit 3 –**

Features, Merits and Demerits of Public Sector & Private Sector. Monetary Policy & Fiscal Policy – Features & Importance.

### **Unit 4-**

Budget ; Meaning & Definition , Principles of Budget , Types of Budget. Agencies involved in Budgetary Process in India.

### **Unit 5-**

Resource Mobilisation ; Tax & Non- tax Revenue. Features of Ideal Tax system. Characteristics, Elements, Types, Merits and Demerits of Indian Tax System.

### **Reference Books :**

1. J.C. Pant, Lok Arthshashtra, Lakshmi Narayan Agrawal.
2. Surendra Katariya, Arthik Niti evam Prashashan.
3. A.P. Awasthi, Vitta Prashashan, Lakshmi Narayan Agrawal.
4. MJK Thavraj, Financial Administration in India, Sultan Chand and Sons.
5. Dutt and Sundaram, Bhartiya Arthvyavastha.
6. Agrawal, Bhartiya Arthvyavastha.
7. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
8. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.
9. Chandra Prakash Bhambhri, Public Administration.
10. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, Kitab Mahal Publication.
11. Mishra and Puri, Bhartiya Arthvyavastha.

## **PUBLIC ADMINISTRATION AND ADMINISTRATION THEORY**

### **UNIT-1**

Constitutional Frame work of States in India, Governor: Appointment Powers & Functions. Chief Minister: Powers, Role and Position. Council of Ministers and State Legislature, Organisation and Structure of State Administration,

### **UNIT-2**

State Secretariat and Directorate: Organisation and Functions. Chief Secretary: Role and Position in State Administration. State Planning Department and Board Divisional Commissioner: Powers, Functions and Position, Features merits and Demerits of Public or Private sector.

### **UNIT-3**

District Administration: Evolution, Features and Functions. District Collector: Evolution, Appointment. Functions and Position

### **UNIT-4**

Police Administration at District Level: Organisation and Functions. Role and Functions of Superintendent of Police, Other Functionaries and Sub-District Level: Sub-Divisional Magistrate, Block Development and Panchayat Officer, Tehsildar.

### **UNIT-5**

**Budget:-** Meaning of Definition , Principles of Budget, Types of Budget, Agencies involed in Budgetary Process in India .

### **Reference Books :**

1. A.Awasthi & S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal.
2. Surendra Katariya, Prashasnik Siddhant Evam Prabandha.
3. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw- Hill Publishing Company Ltd.
4. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
5. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.
6. Chandra Prakash Bhambhri, Public Administration.
7. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, Kitab Mahal Publication.
8. A.R. Thyagi, Principles and Practice of Public Administration.
9. H.Singh and M. Singh, Public Administration in India Theory and Practice, Sterling Publication.

## **Issues in Public Administration**

### **Unit-I**

Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration. Lok Pal and Lok Ayukta.

### **Unit-II**

Integrity in Administration: Means and Agencies for checking Corruption at Union and State Level.

### **Unit-III**

Emerging Issues: Good Governance, Right to Information. Consumer Protection Act, 2005.

### **Unit-IV**

Political and Permanent Executive. Generalists and Specialist Relationship. Administrative Reforms.

### **Books Recommended:**

Administrative Reforms Commission, 1968. Report on the Machinery Government of India and its procedures of work.

Basu, Durga Das, 2004, Introduction to the Constitution of India, Twelfth Edition; Prentice Hall of India: New Delhi.

Battacharya Mohit, 1987, Public Administration: Structure, Process and Behaviour, The World Press Pvt. Ltd., Calcutta.

Bhambri C.P. 1985. Public Administration, Educational Publishers: Meerut.

Chanda, Ashok. 1968. Indian Administration; G. Allen and Unwin: London.

Chaturvedi, T.N. 1980. Secrecy in Government, IIPA, New Delhi.

## English -III

**Unit-1** Essay type answers in about 200 words. Four essay types question to be asked and two be attempted.

**Unit-2** Writing skills for composition- Essay writing.

**Unit-3** Précis writing.

**Unit-4** (a) reading comprehension of an unseen passages.

(b) Vocabulary based on text.

**Unit-5** Grammar: Advanced Exercises.

Note- Question on unit I and IV (b) shall be asked from the prescribed text. Which will comprise of popular creative writings and the following items.

Minimum needs: Housing and transport, Geo-economic profile of C.G. of education and culture, Women empowerment , Management of change (Physical quality of life) . War and human survival. The question of human social value, new Economic philosophy recent liberalization methods democratic decentralization (with reference to 73, 74 constitutional amendment.)

## Hindi -III

### हिन्दी भाषा

।। सम्प्रेषण कौशल, हिन्दी भाषा और सामान्य ज्ञान ।।

- इकाई - 1 (क) भारत माता : सुमित्रानंदन पंत, परशुराम की प्रतीज्ञा : रामधारी सिंह दिनकर, बहुत बड़ा सवाल : मोहन राकेश, संस्कृति और राष्ट्रीय एकीकरण : योगेश अटल ।  
(ख) कथन की शैलियाँ : रचनागत उदाहरण और प्रयोग ।
- इकाई -2 (क) विकासशील देशों की समस्यायें, विकासात्मक पुनर्विचार, और प्रौद्योगिकी एवं नगरीकरण ।  
(ख) विभिन्न संरचनाएँ ।
- इकाई - 3 (क) आधुनिक तकनीकी सभ्यता, पर्यावरण प्रदूषण तथा धारणीय विकास ।  
(ख) कार्यालयीन पत्र और आलेख ।
- इकाई - 4 (क) जनसंख्या : भारत के संदर्भ में और गरीबी तथा बेरोजगारी ।  
(ख) अनुवाद ।
- इकाई - 5 (क) ऊर्जा और शक्तिमानता का अर्थशास्त्र ।  
(ख) घटनाओं, समारोहों आदि का प्रतिवेदन और विभिन्न प्रकार के निमंत्रण-पत्र ।

