

UNIVERSITY OF KOTA

U.G. SCHEME OF EXAMINATION

AND

COURSES OF STUDY

*Certificate, Diploma, Degree Course in
Public Administration*

First Year (July 2025, June 2026)

Second Year (July 2026, June 2027)

Third Year (July 2027, June 2028)



For Regular and Non Collegiate

UNIVERSITY OF KOTA

MBS Marg, Near Kabir Circle, KOTA (Rajasthan)-324005

INDIA

Choice Based Credit System Syllabus of BA in Public Administration:2025-26 (NEP 2020)

Course Structure with Distribution of Marks

Objectives of the course: Today we live in era of welfare state. Administration and Society which we live in is ever more complex and changing. In a Post-modern, Post-industrial and Post-truth world, Indian society is still squeezing in the intricate and complicated dyad of tradition and modernity while a host of processes of change are affecting the lives of people. It is, therefore, necessary to equip students to go beyond the common sense and perceive and understand the administrative reality in rational and scientific manner so that social vices and problems are contained and growing needs of society are addressed. In such a situation, Public administration has vital role to play as a discipline in order to:

- **Develop and promote rational and scientific understanding of Administration.**
- **Understand and appreciate the complexity and uniqueness of Indian administration.**
- **Differentiate between regenerative and degenerative elements of society and be able to appreciate and understand the inevitability of change.**
- **Identify the growing needs of our Administration and evaluate the effectiveness of means employed to address them.**

Duration of the Course:

The course B.A.(Public Administration) shall consist of three academic years divided into 6 semesters. Certificate course in Public Administration shall consist of First Year (I & II Semesters).

Diploma Course in Public Administration shall be awarded after completion of 2nd Year (I, II, III & IV Semester). Degree Course in Public Administration shall be awarded after completion of 3rd Year (I, II, III, IV, V, VI Semester).

Course structure of undergraduate programme in Public Administration.

The BA in Public Administration programme consists of Core and Skill based courses of theory and field work which are compulsory for all students (Regular and Non-Collegiate).

COURSE CODE –

1. **Course Code of Certificate Course in Public Administration (DCC Papers) - PAD5116T**
2. **Course Code of Diploma in Public Administration (DCC Papers) -PAD5216T**
3. **Course code of Bachelor Degree in Public Administration (DSE Papers)- PAD5316T**

List of Papers for the Degree of B.A.in Public Administration Semester-wise Titles of the papers					
Year	Sem.	Paper	Paper Title	Theory/ Practical	Credits
Course Code of Certificate Course in Public Administration (DCC Papers) - PAD5116T					
First Year	I	BPA-101	Elements of Public Administration	Th	06
	II	BPA-102	Public Administration In India	Th	06
Course Code of Diploma in Public Administration (DCC Papers)-PAD5216T					
Second Year	III	BPA-201	Administrative Institutions in India	Th	06
	IV	BPA-202	State Administration In India	Th	06
Course code of Bachelor Degree in Public Administration (DSE Papers) - PAD5316T					
Third Year	V	BPA-301(A)	Administrative Thinkers	Th	06
		BPA-301(B)	Comparative Public Administration		
	VI	BPA -302(A)	Local Administration In India	Th	06
		BPA-302(B)	Development Administration		

Discipline Centric Core Papers For First Year			
Programme: Certificate Course in Public Administration			
Each paper contains 150 marks for regular and Non-Collegiate students. Continuous assessment of marks 50 are divided into 30 marks for midterm and 20 marks for project report [Assignment] for regular student. While Continuous assessment of marks 50 are divided into 30 marks for report writing and 20 marks for Viv-voce for Non-Collegiate students.			
Semester:-First & Second			
BPA101 Th:-Elements Of Public Administration. BPA 102 Th: Public Administration In India			
Course Objectives:- This course is designed to impart the knowledge of basic Public Administration concepts so that students are able to study administration and its structure at undergraduate level.			
Contact Hours/Week	: 06 Hours	Maximum Marks	: 150 Marks
Teaching Hours	: 15-18 Hours for each unit of the syllabus	Duration of Examination	: 03 Hours
	Annual		: 100 Marks
	Hours	Assessment	
	Minimum Marks:	40 Marks	
		Continuous assessment	: 50 Marks
		Minimum Marks	: 20 Marks
Note: The syllabus is divided into five independent unit and question paper will be divided into two sections: ▪ Section-A will carry 20 marks with 01 compulsory question comprising 10 short answer type question staking two questions from each unit. Each question shall be of two marks. ▪ Section-B will carry 80 marks with the equally divided into five long answer type questions. Paper setter shall be advised to set two questions from each unit and students are instructed to attempt five questions by selecting one question from each unit.			

SEMESTER-I

BPA-101

Elements Of Public Administration

Course/Paper:101

Max.Marks:100

BPA Semester-I

Time:3Hrs.

Unit-I

Meaning, nature and scope of Public Administration; Importance of Public Administration in Modern Society; Public and Private administration; Evolution of the study of Public Administration. Concept of good governance.

Unit–II

Public Administration as a social science; Relationship with other Social Sciences: Political Science, Economics, Sociology, Law and Psychology. Approaches to the study of Public Administration: Classical and Human Relation.

Unit–III

Principles of Organisations: Hierarchy, Unity of command, Span of control, Co-ordination, Centralisation, Decentralisation, Authority and Responsibility; Formal and Informal Organisation.

Unit–IV

Chief Executive, Line and Staff, Supervision, Delegation, Leadership, Communication, Decision making, Morale and Motivation.

Unit–V

Personnel Administration : Meaning and nature of Bureaucracy; Civil Services and their role in a developing society; Classification, Recruitment, Training, Promotion, Disciplinary action, code of conduct.

Books Recommended:

- | | | |
|----|-------------------------------------|--|
| 1. | John Pfiffner and Robert Presthus.: | Public Administration |
| 2. | Dimock & Dimock : | Public Administration |
| 3. | Terry : | Principles of Management |
| 4. | John D. Millet : | Management in Public Services. |
| 5. | E.N. Gladden : | Essentials of Public Administration |
| 6. | M.P. Shrama | |
| 7. | Dr. Manoranjansingh [Ed] : | Principle & Practices of
Pub. Admn., Kitab Mahal,
Allahabad. |

Rajni tikavam Prashashnikchintan ke vidhya

- | | | | |
|-----|---|---|--|
| 8. | D.R.Sachdeva&MeenaSogani | : | PublicAdministration:
Concepts and
Application
(NewDelhiAssociatedPu
blishingHouse,1981) |
| 9. | A.Awasthi&S.R.Maheshwari | : | PublicAdministration
LaxmiNarainAgarwal,Agra |
| 10. | C.P.Bhambhari | : | PublicAdministration
JaiPrakashNath&Co.,Meerut |
| 11. | A.R.Tyagi | : | PublicAdministration |
| 12. | VishnuBhagwan&
AdministrationVidhyaBhushan
(AvailableinHindialso) | : | Public |
| 13. | Avashti&Maheshwari | : | LokPrashashan(in Hindi) |
| 14. | C.P.Bhambhari | : | LokPrashashan(inHindu) |
| 15. | B.L.Fadia | : | LokPrashashan(in Hindu) |
| 16. | VishnuBhagwan&VidhyaBhushan: | : | LokPrashashan(in Hindi) |
| 17. | RavindraSharma | : | LokPrashashankeTatwa(inHindi) |
| 18. | P.D.Sharma | : | LokPrashash
an:SiddhantAwam
Vyavhar
yksdziz"kkLudsrččo |
| 19. | S.K.Kalaria | : | |
| 20. | MohitBhattacharaya | : | |
| | NewDimensionsofPublicAdministration | | |

Suggested Online Link:

<https://ndl.iitkgp.ac.in>
<https://www.india.gov.in/topics/law-justice> •
<http://epgp.inflibnet.ac.in/> •
<https://www.ncertbooks.guru/english-skills/> •
<https://epathshala.nic.in/> • <http://egyankosh.ac.in/> •
<https://www.digitalindia.gov.in> <https://rtionline.gov.in>
[n](#)

Course Learning Outcome : -

Student will develop understanding of the elements and ideas of Public administration by analysing their perspective on issues like principles of administration, organization, state, democracy, nationalism, social justice and governance. Student will be able to recognise their historical and cultural context by critically assessing the relevance of their ideas/theories in today's administrative and political landscape. Student might also enhance their ability to engage informed discussions about Elements of Administration.

SEMESTER-II

BPA-102

Public Administration In India

Course/Paper:102

Max.Marks:100

BPA Semester-II

Time:3 Hrs.

UNIT - I

Historical background of Indian administration with special reference to 1909, 1919 and 1935 Government of India Act.; British legacies of Indian Administration. Salient features of Indian Administration since Independence.

UNIT-II

The Union Executive: President, Prime Minister and Council of Ministers; The Organisation and functions of the Central Secretariat, Cabinet Secretariat; Prime Minister's office; Ministry of Home, Finance and Ministry of Personnel Public Grievances and Pension.

Unit -III

Major Forms of Public Enterprises in India: Department, Corporation, Companies; Recent changes in Public Enterprises: Miniratna, Navratna and Maharatna Parliamentary Committee on Public undertakings; Problems of control and autonomy over public enterprises.

Unit-IV

Financial Administration: Formulation, Approval and Execution of Budget; Comptroller & Auditor General, Parliamentary Committees-Public Accounts Committee, Estimates Committee; Control over administration : Legislative, Executive and Judicial.

Unit-V

Personnel Administration: Classification, Recruitment and Training of All India Services. Problems of Indian Administration; Corruption and Machinery for the Redressal of Public Grievances;

BOOKS RECOMMENDED:

- | | | | |
|-----|----------------------------|---|---|
| 1. | S.R.Maheshwari | : | Indian Administration |
| 2. | C.P.Bhambhari | : | Public Administration in India. |
| 3. | P.Sharan | : | Public Administration in India. |
| 4. | D.D.Basu | : | An introduction to the Constitution of India. |
| 5. | K.V.Rao | : | Parliamentary Democracy in India. |
| 6. | Laxmi Narain | : | Principles and practice of Public Enterprises Management. |
| 7. | B.B.Mishra | : | Administrative History of India. |
| 8. | Ramesh Arora & Rajni Goyal | : | Indian Public Administration |
| 9. | V.M.Sinha | : | Personnel Administration (In Hindi) |
| 10. | P.D.Sharma & B.M.Sharma | : | Bhartiya Prashashan (In Hindi) |
| 11. | Saroj Chopra | : | Bharat Main Lok Prashashan (In Hindi) |
| 12. | R.S.Darda | : | Bharat Main Lok Prashashan (In Hindi) |

- | | | | |
|-----|-----------------|---|----------------------------------|
| 13. | B.L.Fadia | : | BharatMainLokPrashashan(InHindi) |
| 14. | RavindraSharma | : | BharatMainLokPrashashan(InHindi) |
| 15. | Awasthi&Awasthi | : | BhartiyaPrashashan(InHindi) |
| 16. | SurendraKataria | : | BharatMainLokPrashashan |

Online link –

iitkgp.ac.in **https://www.india.gov.in/topics/law-justice** • **http://epgp.inflibnet.ac.in/** • **https://epathshala.nic.in/** • **http://egyankosh.ac.in/** • **https://www.ncertbooks.guru/english-skills/** • **https://www.digitalindia.gov.in** **https://rtionline.gov.in**

Course Learning Outcome : -

Student will develop understanding of the ideas of Indian Public administration by analysing their perspective on issues like, Issues of Indian administration, principals of administration, organization, state, democracy, nationalism social justice and governance, system of govt. in India. Student will be able to recognize their historical and cultural context by critically assessing the relevance of their ideas/theories in today's administrative and political landscape. Student might also enhance their ability to engage informed discussions about Indian Administration.

SEMESTER-I

BPA-101

Elements of Public Administration

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Course/Paper:101

Max.Marks:100

BPA Semester-I

Time: 3Hrs.

इकाई –1

लोक प्रशासन का अर्थ, प्रकृति तथा क्षेत्रय आधुनिक समाज में लोक प्रशासन का महत्वय लोक प्रशासन तथा निजी प्रशासनय लोक प्रशासन के अध्ययन का विकासय सुशासन की अवधारणा ।

इकाई –2

लोक प्रशासन एक सामाजिक विज्ञान के रूप में इसका अन्य सामाजिक विज्ञानों से सम्बंध : राजनीति विज्ञान, अर्थशास्त्र, समाजशास्त्र, विधि तथा मनोविज्ञानय लोक प्रशासन के अध्ययन के उपागमय शास्त्रीय एवं मानव सम्बन्ध ।

इकाई –3

संगठन के सिद्धांत: पदसोपान, आदेश की एकता, नियंत्रण का क्षेत्र, समन्वय, केन्द्रीयकरण, विकेन्द्रीयकरण, सत्ता एवं उत्तरदायित्वय औपचारिक तथा अनौपचारिक संगठन ।

इकाई—4

मुख्य कार्यपालिका, सूत्र एवं स्टाफ अभिकरण, पर्यवेक्षण, प्रत्यायोजन, नेतृत्व, संचार, निर्णय, निर्माण, मनोबल एवं अभिप्रेरणा ।

इकाई—5

कार्मिक प्रशासन: नौकरशाही का अर्थ व प्रकृति, लोक सेवाएं एवं विकासशील समाज में उनकी भूमिका, वर्गीकरण, भर्ती, प्रशिक्षण, पदोन्नति एवं अनुशासनात्मक कार्यवाही ।

नोट – पुस्तकों के नाम अंग्रेजी में छपे पाठ्यक्रम के साथ संलग्न है ।

SEMESTER-II

BPA-102

Public Administration in India

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Course/Paper:102

BPA Semester-II

Max.Marks:100

Time: 3Hrs.

इकाई – 1

भारतीय प्रशासन की ऐतिहासिक पृष्ठभूमि, भारत सरकार अधिनियम 1909, 1919 एवं 1935 के विशेष संदर्भ में, स्वतंत्रता के पश्चात् भारतीय प्रशासन की प्रमुख विशेषताएं।

इकाई – 2

संघीय कार्यपालिका—राष्ट्रापति, प्रधानमंत्री एवं मंत्री परिषद् केन्द्रीय सचिवालय तथा मंत्रीमण्डल सचिवालय का संगठन व कार्य, प्रधानमंत्री कार्यालय गृह मंत्रालय, वित्त मंत्रालय, कार्मिक, पेंशन तथा लोक शिकायत मंत्रालय।

इकाई – 3

भारत में लोक उद्योगों के प्रमुख प्रकार: विभाग, निगम एवं कम्पनीय लोक उपक्रमों पर संसदीय समिति, लोक उपक्रमों पर नियंत्रण तथा स्वायत्तता की समस्याएं।

इकाई – 4

वित्तीय प्रशासन: बजट निर्माण, बजट का अनुमोदन एवं क्रियान्वयन भारत का नियंत्रक एवं महा लेखा परीक्षक संसदीय समितियां: लोक लेखा समिति तथा प्राक्कलन समिति, प्रशासन पर विधायिका, कार्यपालिका तथा न्यायपालिका का नियंत्रण।

इकाई – 5

कार्मिक प्रशासन: अखिल भारतीय सेवाओं का वर्गीकरण, भर्ती एवं प्रशिक्षण, भारतीय प्रशासन की समस्याएं भ्रष्टाचार तथा लोक शिकायत निवारण हेतु तंत्र।

नोट— पुस्तकों के नाम अंग्रेजी में छपे पाठ्यक्रम के साथ संलग्न हैं।

Discipline Centric Core Papers For Second Year			
Programme: Diploma Course in Public Administration			
Each paper contains 150 marks for regular and Non-Collegiate students. Continuous assessment of marks 50 are divided into 30 marks for midterm and 20 marks for project report [Assignment] for regular student. While Continuous assessment of marks 50 are divided into 30 marks for report writing and 20 marks for Viv-voce for Non-Collegiate students.			
Semester:- Third and Fourth			
BPA201Th:-Administrative Institutions In India			
BPA202Th:-State Administration India			
Course Objectives:-			
This course is designed to impart the knowledge of Administrative Institution and their problems and knowledge of Indian states administrative system, Cultural and their problem.			
Contact Hours/Week	: 06	Maximum Marks	: 150 Marks
Teaching Hours	: 15-18	Hours	
Hours for each unit of the syllabus		Duration of Examination	: 03
Annual Hours	:	Assessment	100 Marks
		Minimum Marks	: 40 Marks
		Continuous assessment	: 50 Marks
		Minimum Marks	: 20 Marks
Note: The syllabus is divided into five independent unit and question paper will be divided into two sections:			
Section-A will carry 20 marks with 01 compulsory question comprising 10 short answer type questions taking two questions from each unit. Each question shall be of two marks. Section-B will carry 80 marks with equally divided in to five long answer type questions. Paper setter shall be advised to set two questions from each unit and students are instructed to attempt five questions by selecting one question from each unit.			

SEMESTER-III

BPA-201

Administrative Institutions In India

Course/Paper: 201

Max.Marks:100

BPA Semester-III

Time: 3Hrs.

Unit-I

Administrative Institution in a Democratic and Socialist Society; The concept of laissez faire state, Welfare State and Administrative State.

Unit-II

Organisation of Government: Legislature-its role and decline in modern times, Executive-Types and relationship with legislature, Judiciary-Functions and role with special reference to the power of judicial review.

Unit-III

Democracy and Administration; Features of Democratic Administration; Role of Bureaucracy in a Democratic country; Political parties and Pressure Groups and their interaction with each other.

Unit-IV

Organisation and administrative working of Finance Commission; NITI Aayog of India and the National Development Council; University Grants Commission; Union Public Service Commission.

Unit-V

Election Commission and the administration of elections in India. Organisation & Working of:

- (i) Central Social Welfare Board.
- (ii) Railway Board.
- (iii) National Human Rights Commission

Books Recommended:

1. Waldo : Administrative State
2. Field : Government in Modern Society.
3. H.C. Sharma : Prashasnik Sanstha
4. Report of Finance Commission of India.
5. M.G. Gupta : Modern Government
6. Ashok Sharma : Prashasnik Sanstha (Hindi)
7. Ziauddin Khan & : Prashasnik Sanstha (Hindi) Anant Singh
8. B.L. Phadia : Prashasnik Sanstha (Hindi)
9. J.C. Johri : Indian Government and Politics (I&II) (Hindi)
10. Paranjape : Planning Commission

Online link –

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Course Learning Outcome : -

analysing their perspective on issues like, various institution, their organization, functions, problems etc. Issues of Indian administration, principals of administration, organization, state, democracy, nationalism social justice and governance, system of govt. in India. Student will be able to recognize their historical and cultural context by critically assessing the relevance of their ideas/theories in today's administrative and political landscape. Student might also enhance their ability to engage informed discussions about Administration Institutions.

SEMESTER-IV

BPA-202

State Administration in India

Course/Paper:202

Max.Marks:100

BPA Semester-IV

Time: 3Hrs.

Unit-I

State Administration in India: Its growing importance, General background of the State Administration in India with special reference to the State of Rajasthan; Office of the Governor: Powers, Functions and role in State Administration, relationship with Council of Ministers.

Unit-II

Office of the Chief Minister: Powers, Functions, Role, Importance and Relationship with Council of Ministers; Organisation and role of the State Secretariat; Chief Secretary: His role and significance in State Administration.

Unit-III

Organisation and working of the Department of Home, Finance and Agriculture in Rajasthan; Organisation and working of the following in the State of Rajasthan: (a) Revenue Board (b) Rajasthan State Electricity Companies (c) Directorate of Agriculture and (d) Commission rate of Higher Education.

Unit-IV

Personnel Administration: Role of the State Civil Services in Rajasthan. Organisation and working of the Rajasthan Public Service Commission. Recruitment and Training of State Civil Services. Organisation and functions of Rajasthan State Training Institute:

H.C.M.RIPA, Institution of Lokayukta.

Unit-V

District Administration: Organisation of District Administration, Collector, his functions and position. Powers and position of Divisional Commissioner, Revenue administration at the district level, S.D.O., Tehsildar and Patwaris.

Books Recommended:

- 1- S.R.Maheshwari : State Government in India.
- 2- S.S.Khera : District Administration in India.
3. M.V.Pylee : Indian Constitution (Hindi Ed. also)
- 4- A.R.C. : Report on State Administration.
- 5- A.Zabier & Gupta : Organisation of Govt. of Uttar Pradesh.
- 6- H.C.Sharma : Bharat Main Rajya Prashashan (Hindi)
- 7- C.M.Singh and others : Rajasthan Main Rajya Prashashan (Hindi Ed)
- 8- Dr.Surendera Kataria : Rajya Prashashan (Hindi)
- 9- Dr.Ravindra Sharma : Rajya Prashashan (Hindi)
- 10- Dr.Ramesh K.Arora & Dr.Geeta Chaturvedi : Bharat Main Rajya Prashashan. (Hindi)

Reference Books:

- 1- D.P.Singh : Readings in Indian Administration
- 2- S.L.Verma : Revenue Board in Rajasthan.
- 3- I.I.P.A. : Revenue Board.
- 4- Rajasthan Government : Secretariat Manual.
- 5- Rajasthan Government : Report of Administrative Reform Committee (Mathur Committee Report-1963).
- 6- Rajasthan Government : Report of the Committee on Training 1963.
- 7- H.C.MRIPA : Management of Higher Personnel of Public Administration.
- 8- I.I.P.A. : Indian Journal of Public Administration (State Administration Special Number-July-Sept.1976)
- 9- J.P.Shukla : State and District Administration in India.

Online link –

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<https://www.ncertbooks.guru/english-skills/> •
<https://www.digitalindia.gov.in>
<https://rtionline.gov.in>**

Course Learning Outcome : -

Student will develop understanding of the ideas of State administration by analysing their perspective on issues like – Background of state administration, various departments of state govt, Issues of Indian administration, context by critically assessing the relevance of their ideas/theories in today's administrative and political landscape. Student might also enhance their ability to engage informed discussions about State Administration.

SEMESTER-V
BPA-301(A)
ADMINISTRATIVE- THINKERS

Course/Paper: 301(A)

Max.Marks:100

BPA Semester-V

Time: 3Hrs.

UNIT- I

Administrative ideas of Kautilya and Henry Fayol with particular reference to :

1.Kautilya:

- (a) Saptang Theory and Principles of public Administration
- (b) Machinery of Government
- (c) Relevance of Kautilya's Arthashastra in contemporary Public- Administration

2. Henry Fayol

- (a) Terminology- Administration and Management
- (b) Administrative Theory and Elements of Management
- (c) Principles of Administration
- (c) Attributes of Manager/Administrator, Need for Administrative Training and Gangplank

UNIT -II

Administrative Ideas of F.W. Taylor and Max Weber

1. F.W. Taylor

- (a) Taylor's Concept of Management
- (b) Principles of Scientific Management
- (c) Philosophy of Scientific Management
- (d) Techniques of scientific Management
- (e) Mental Revolution

2. Max Weber

- (a) Theory of Authority
- (b) Bureaucratic Theory and Characteristics of Bureaucracy
- (c) Control Over Bureaucracy

UNIT-III

Administrative Ideas of Mary Parker Follett and Alton Mayo:

1. Mary Parker Follett

- (a) Conflict and Integration
- (b) The Giving Orders
- (c) New Concept of Power
- (d) Authority and Responsibility and Leadership
- (e) Planning and Coordination

2. Alton Mayo

- (a) Hawthorne studies
- (b) Human Relation Theory
- (c) Participative Management
- (d) Classical Vs. Human Relations

UNIT -IV

Administrative Ideas of Chester Bernard and Herbert Simon

1. Chester Bernard

- (a) Formal and Informal Organisation
- (b) Theory of Contribution-Satisfaction Equilibrium
- (c) Acceptance Theory of Authority
- (d) Principles of Communication
- (e) Executive Functions
- 2. Herbert Simon
 - (a) Simon's concept of Decision-Making
 - (b) Simon's Stages of Decision- Making
 - (d) Programmed and Non- Programmed Decisions
 - (e) Simon's Bounded Rationality Model

UNIT-V

Administrative Ideas of Abraham Maslow and F.W. Riggs with special references to:

- 1. Abraham Maslow:
 - (a) Maslow's Hierarchy of Need
 - (b) Peak Experiences
- 2. F.W. Riggs
 - (a) Ecological Approach
 - (b) Sala Model in Prismatic Society
 - (c) Concept of Development

CORE BOOKS:

- 1. F.W. Taylor: Principles of Scientific Management
- 2. Prasad & Prasad: Administrative Thinkers
- 3. Chester Bernard: The Functions of the Executive
- 4. Herbert Simon: Administrative Behaviour
- 5. March & Simon: Organisation
- 6. Riggs: Administration in Developing Countries
- 7. Riggs(Ed): Frontiers Of developing countries
- 8. Henry Fayol: General and Industrial Management
- 9. S.R. Maheshwari: Administrative Thinkers
- 10. Dr. Manoranjan Singh (Ed) Rajneetik Avam Prashashanik Vicharakon ke Vividh Aayam (Hindi)

or

SEMESTER-V

BPA-301 (B) Comparative Public Administration

Course/Paper: 301 (B)
BPA Semester-V

Max. Marks : 100
Time : 3 Hrs.

Unit I

Comparative Public Administration: Concept, Nature, Evolution, Scope and Significance:

Unit II

Salient Comparative features of Administrative System of U.K. and U.S.A.

Unit III

Comparative Public Administration and Environment – Social, Economic, Cultural, Political, Problems of Comparative Research, Comparative Administration Group.

Unit IV

Weber's Typology of Authority and Administrative systems with particular reference to the Ideal Type Bureaucratic Model.

Unit V

Rigg's Typology of Societies with particular reference to Prismatic Society and the Sala Model.

Core Reading:

1. Prof. Ravindra Sharma & Dr. Vikrant K Sharma : Tulnatamak Prashasanik Vyavasthayen (Comparative Public Systems), College Book House, Jaipur. : New edition - 2025.
2. Ramesh K. Arora : Comparative Public Administration .
3. William Siffin (ed) : Towards the Comparative Study of Public Administration (1957)
4. Ferrel Heady and Sybil Stocks (ed) : Paper in Comparative Public Administration (1962), Articles by Heady, Riggs and Diamant.
5. Ferrel heady : Public Administration : A Comparative Perspective
6. Fred W. Riggs : Administration in Developing Countries.
7. H.H. Garth and C. Wright Mills, Max Weber: Essays in Sociology (Portions on Bureaucracy).
8. Edward Weidner (ed.) : Development Administration in Asia.
9. Fred W. Riggs (ed) : Frontiers of Development Administration.
10. Prof. SurendraKataria : Comparative Public Administration Malik & comp. Jaipur.

SEMESTER-VI

BPA-302(A)

Local Administration in India

Course/Paper : 302 (A)

BPA Semester-VI

Max.Marks : 100

Time : 3 Hrs.

Unit-I

Meaning, nature and significance of Local-Self government in modern state. Evolution of Local-self Government in India ,Constitutional status to local Government: Salient features of 73rd and 74th Constitutional Amendment Act.

Unit-II

The Organisational structure of Urban Local-Self Government in India with special reference to the 74th Constitutional Amendment Act. Composition, Functions, Powers and role of various kinds of local bodies, Local Administration of the Metropolitan towns, Municipal Corporation and their problems of Autonomy and Accountability. District Planning Committees.

Unit-III

Theory and practice of Democratic Decentralisation in India, Panchayati Raj Institutions- Zila parishad, Panchayat Samiti, Village Panchayats, Gram Sabha, and ward sabha : their organisation and functions in the context of 73rd Constitutional Amendment.

Unit-IV

Personnel Administration in Rural and Urban Local Self Government, Classification, Recruitment, promotion and training. Problems of Local Self Government Employees regarding service conditions.

Unit-V

Financial Administration of Local Bodies in India, strengthening of local resources with special reference to role of State Finance Commission. Mechanism of control over local bodies at state level. The role of Directorate of Local bodies. Rural Development and Panchayati Raj Department of Rajasthan Government.

BOOKS RECOMMENDED:

- | | | | |
|----|----------------|---|---|
| 1- | R. Agarwal | : | Municipal Government in India. |
| 2- | S.R.Maheshwari | : | Local Government in India. |
| 3- | M.V. Mathur | : | Panchayati Raj in Rajasthan. |
| 4- | R.L.Khanna | : | Municipal Government and Adm
in India. |
| 5- | S.K. Bhoglee | : | Local Government in India. |
| 6- | H.C. Sharma | : | Bharat Main Esthaniya Sasan
(in Hindi) |
| 7- | Ashok Sharma | : | Bharat main Sthaniya Prashasan (Hindi) |

SUBSIDIARY READINGS:

- | | | | |
|----|-------------------------|---|---|
| 1- | S.C. Jain | : | Community Development and Panchayati Raj. |
| 2- | Government of Rajasthan | : | Sadik Ali Report : 1964 |

- 3- Government of Rajasthan :Village Panchayat Act, 1953.
- 4- Government of Rajasthan : Panchayat Samities and Zila Parishads Act 1959.
- 5- Government of Rajasthan :Municipalities Act, 1959
- 6- Government of India :Diwakar Committee Report, 1963
- 7- Balwant Rai Mehta : Committee Report, 1957.

JOURNALS:

- 1- Nagarlok, IIPA, Delhi.
- 2- Journal of Local - self Government, Bombay.
- 3- Kurukshetra.
- 4- Yojana
- 5- IIPA, Delhi

Or

SEMESTER-VI

BPA-302(B)

Development Administration

Course/Paper: 302(B)

BPA Semester-VI

Max.Marks : 100

Time : 3 Hrs.

Unit I

The Concept of Development Administration : Nature, Significance and Scope, Development- Non-Development Dichotomy.

Unit II

Ecology of Development Administration- Interaction of the Administrative System with Political, Cultural and Economic System.

Unit III

Role of Bureaucracy in the Socio- Economic Development, Public participation in Development, Administrative Development, Sustainable Development. This unit will focus on Indian experience.

Unit IV

Public Administration in Developing Countries. Administrative Challenges and Problems.
Common Administrative features of Developing Countries Challenges Economic Development and Social Change.

Unit V

Administration in Development meaning and features of Development Administration & Administration their inter relationship Administrative Reforms and Administrative Development.

Core Readings:

1. Faisal Al – Salem: The Ecology of Development Administration
2. Fred W. Riggs (ed) :Frontiers of Development Administration.
3. Edward Weidner (ed)/: Development Administration.
4. John D. Montgomery& William J Siffin: Approaches to Development Politics, Administration and Chance.
5. Irving Swedlow (ed) : Public Administration.
6. Edward Weidner (ed) : Public Administration and Technical Assistance.
7. Priti Joshi –Vikas Prshasan
8. Anil Kumar Pareek–Lokniti Vikash

