

B.A.
(First Semester)
SCHEME OF PAPER

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 and Private Administration Similarities and Dissimilarities; Public Administration: Art or Science and its Relationship with other Social Sciences (Political Science, Sociology, Law, Economics and Psychology); New Public Administration; New Public Management.

UNIT-II

Approaches to the Study of Public Administration - Classical and Human Relations.

Bases and Types of Organization - Formal and Informal; Principles of Organization - Hierarchy, Unity of Command, Unity of Direction, Span of Control, Centralization and Decentralization.

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UNIT-III

Chief Executive Types, Role and Functions of Chief Executive, Authority and Responsibility, Co-ordination, Delegation, Supervision, Line - Staff and Auxiliary Agencies.

UNIT-IV

Administrative Behavior-Decision Making (Herbert Simon), Communication, Morale, Motivation and Leadership.

SYLLABUS

B.A. (Semester-II): Public Administration : Paper : Indian Government and Administration

Unit - I

Development of Indian Administration during Mauryan, Mughal and British Period; Formation of Constitution Assembly; Philosophy of Indian Constitution and its Basic Features; Union Legislature: Composition, Powers and Functions; Legislative Control over Administration.

Unit - II

Union Executive - President, Prime Minister and Council of Ministers - Powers and Functions; Organization and Functions of Central Secretariat, Cabinet Secretariat and Prime Minister's Office; Role and Importance of Cabinet Secretary; Executive Control over Administration.

Unit - III

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

Unit - IV

Administrative Institutions in India: Organization and Functions of Union Public Service Commission, Finance Commission, Election Commission, Comptroller and Auditor General of India, NITI Aayog, Central Vigilance Commission, Lokpal.

Signature of Dean	Signature of BoS Convener	Signature of DR (Academic I)

Detailed Syllabus
Three/Four Year Bachelor of Arts
Semester III
Public Administration

Paper Code	Title of the Paper	Level	Type	Credit
UG-9101-PAD-61T-201	Administrative Theory	6	Major	6

Administrative Theory

Unit I

Evolution of Administrative Thoughts and Various Stages. Administrative Ideas of Kautilya and Woodrow Wilson. Scientific Management : F.W. Taylor. Administrative Management Theory : Henri Fayol, Luther Gulick and Lyndall Urwick.

Unit II

Bureaucratic Concept of Max Weber ; Ideas of M.P. Follett; Human Relations Theory- Elton Mayo; Behavioural Theory: Chester Barnard and Herbert Simon.

Unit III



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Motivation Theories : Abraham Maslow, Fredrick Herzberg and Douglas McGregor. Participative Management : Chris Argyris and Rensis Likert.

Unit IV

Administrative Techniques : Programme Evaluation and Review Technique ; CPM, Cybernetics, Organization and Methods, Management Information System and SWOT Analysis. Concept of Good Governance, Information and Communication Technology innovations and its Significance.

Suggested Readings

- Prasad Ravindra D. (et al), *Administrative Thinkers*, New Delhi: Sterling Publications, 2017.
- Henry Nicholas, *Public Administration and Public Affairs*, New Delhi: Prentice Hall, 2006.
- Fedrickson George H. (et al), *The Public Administration Theory and Primer*, New York: West view press, 2003.
- Simon Herbert A., *Administrative Behavior: A Study of Decision-Making Processes in Administrative Organization*, New York: Mcmillan, 1947.
- Raadschelders, Jos C.N., *Government: A Public Administration*, Routledge, 2003.
- Anupama Puri Mahajan, *Administrative Thinkers* ;Pearson publication
- Marina Rita Pinto, *Administrative and Management Thinkers* ;New Age International Publishers



development of public administration as a discipline.

2. Exposure to various chronological phases of theory building in public administration.

background of Rajasthan state integration, features administration and institutions associated. The paper v impart overall view of knowledge about the Rajasthan state the Readers and Learners

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Semester IV
Public Administration

Paper Code	Title of the Paper	Level	Type	Credit
UG-9101-PAD-62T-202	State Administration	6	Major	6

State Administration

Unit I

Evolution of States in India Since Independence. Historical Background of Integration of Rajasthan State. Legislative Assembly and Legislative Council- Organisation and Functions; State Executive: Governor, Chief Minister and Council of Ministers- Powers, Functions and Role .

Unit II

Organisation and Functions of State Secretariat; Role of Chief Secretary in State Administration; Directorate - Role and Functions.; Secretariat-Directorate Relationship; Department of Home, Finance and commissionerate of College Education in Rajasthan- Organisation and Functions.

Unit III

Role and Functions of Divisional Commissioner, District Collector, SDM and Tehsildar in State Administration. Organisation and Functions of Revenue Board in Rajasthan. Role of Superintendent of Police in Law and Order. Police Commissionerate System in Rajasthan.

Unit IV

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Rajasthan Public Service Commission- Organisation and Functions. Organisation and working of HCM RIPA and Rajasthan Police Academy. Grievance Redressal Mechanism in Rajasthan- Lokayukt, State Information Commission; The Rajasthan Guaranteed Delivery of Public Services Act ,2011 and The Rajasthan Right to Hearing Act,2012.

Suggested Readings