

B.A. PART II (PUBLIC ADMINISTRATION SEMESTER SYSTEM)
W.E. From 2011-12

The paper of B.A. II (Public Administration) would be held with effect from the session i.e. 2011-12 in accordance with semester system. The scheme of Examination will be as follows:

NOTE: The students are required to attempt five questions in all while selecting one question from each unit. Question No. '9' is compulsory. All questions carry equal marks.

B.A. (II) Semester—3rd

Paper	Nomenclature	Theory Marks	Internal Assessment marks	Total Marks	Time
Paper-1	Indian Administration	90	10 (5 marks for Attendance and 5 marks for House Test)	100	3-hours

B.A. (II) Semester—4th

Paper	Nomenclature	Theory Marks	Internal Assessment marks	Total Marks	Time
Paper-1I	Indian Administration	90	10 5 marks for Attendance and 5 marks for House Test)	100	3-hours

Syllabus for B.A. Part II (Public Administration) with the nomenclature "Indian Administration" of 3rd & 4th Semester alongwith recommended books to study is attached

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B.A. 2nd Year
(PUBLIC ADMINISTRATION)
Paper Name: Indian Administration
Semester—3rd

Unit-1

- 1) 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

- 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

- 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

- 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

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Books recommended to study

- 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
- 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
- 10) S.R. Maheshwari : Indian Administration, Orient Longman,
New Delhi
- 11) S.S. Khera : District Administration in India, National
Publishing House, New Delhi
- 12) Ramesh K. Arora
& Rajni Goyal : Indian Public Administration, Wishwa
Prakashan, New Delhi

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B.A. II Year
(PUBLIC ADMINISTRATION)
Paper Name: Indian Administration
Semester—4th

Unit-1

- 1) Personnel Administration
All India Services (AIS)
 - i) Indian Administrative Services (IAS),
 - ii) Indian Police Services (IPS)
 - iii) Indian Foreign Services (IFS)
 - vi) Central & State Services in India

- 2) Financial Administration
 - i) Preparation of Indian Budget
 - ii) Enactment of Indian Budget
 - iii) Parliamentary Control over Public Finance in India
 - iv) Role of Comptroller & Auditor General over Financial administration.
 - v) Estimate Committee, Public Accounts Committee

- 3) State Administration
Governor, his appointment, terms of Office, powers & position.
 - ii) Council of Ministers & Chief Minister in State Administration
 - iii) State Secretariat.
 - iv) Chief Secretary of the State.

- 4) District Administration
 - i) District Administration, its features & components
 - ii) Role of Deputy Commissioner in District Administration
 - iii) Superintendent of Police
 - iv) Role of Divisional Commissioner in District Administration
 - v) Administration and Citizens
 - vi) e-Governance, Information Communication Technology (ICT) in Public Administrative Institutions.

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- 2) Dr. K.K. Puri : Indian Administration, Bharat
Prakashan, Jalandhar (Punjab)
- 3) Dr.V.K. Puri : Indian Administration, Modern Publishers,
Railway Road, Jalandhar

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- 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
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