

R.A - I
ADMINISTRATION THEORY

1. Meaning , Nature scope and significance of Public Administration Evolution of Public Administration.
2. Public and Private Administration . Public Administration as an art or Science New Public Administration, New Public Management.
3. Principles of Organization :- Hierarchy , Unity of Command, Span of control, Authority and Responsibility , Coordination , Supervision , Centralization and Decentralization, Delegation .
4. Theories of Organization :- Scientific Management Theory, Human Relations Theory , Bureaucratic Theory
5. Structure of Public Organization :- Chief Executives :- Types of Chief executives & their functions . Line & staff agencies.
6. Management : Meaning , nature & functions of Management. Principles of Management :- Policy formulation , Planning, Leadership , Decision making , Communication and Motivation.
7. Delegated Legislation : Meaning , growth , Merits and demerits of delegated legislation control over delegated legislation .
8. Citizen & Administration , Redressal of citizen's grievances :- Lokpal , Lokvukta and Right to Information.
9. Corruption in Public Administration :- Reasons of corruption Remedial measure for curbing corruption.

SELECTED READINGS:

1. Awasthi & Maheshwari: Public Administration, Laxmi Naryan Aggarwal, Agra.
2. B.L. Fadia & Kuldeep Fadia . Public Administration – Administrative Theories and Concepts Sahitya Bhawan Publications, Agra.
3. C.P. Bhambri: Public Administration Theory and Practice,
4. R.K. Saprú: Theory of Administration, S. Chand, New Delhi.
5. S.R. Maheshwari : Administrative Theory , Mc.Millan, New Delhi.
6. Surender Kataria: Administrative Theories and Management (Hindi Medium), National Publishing House , New Delhi.
7. Vishnoo Bhagwan & Vidya Bhushan : Public Administration, S. Chand and Co. New Delhi.
8. Vishnoo Bhagwan & Vidya Bhushan : Principles of Public Administration (Hindi Medium) , S. Chand and Co, New Delhi.

INDIAN ADMINISTRATION - B.A. -II

1. Features of Indian Administration. Evolution of Indian Administration, Role of Indian Administration in socio, economic development.
2. Federal and Unitary aspects of Indian Administration.
3. Political Executive : President : Election, Powers and Functions, Positions of the President, Council of Ministers, Functions of the Cabinet, Cabinet Committee, Prime Minister as Chief Executive, Powers of Prime Minister, Prime Minister as Real Executive.
4. The Central Secretariat: Background, Evolution, Nature, functions and Role Structure.
5. The Cabinet Secretariat: Evolution, Structure, functions, Role, The Cabinet Secretary.
6. Public Services. Structure of Civil Services, Recruitment Agencies- Union Public Service Commission, Staff selection Commission, All India Services.
7. Accountability of Public Administration : Legislative, Executive and Judicial Control, Employer - Employee, Relationship.
8. Issues Areas in Indian Administration : Relationship between Political and Permanent Executive, Indian Administration and Globalization.
9. State Administration : The Governor, The Council of Ministers, Chief Minister.
10. State Secretariat : Functions, Internal organization of State Secretariat, functions and Role of Chief Secretary.
11. District Administration : Duties, functions and Role of District Administration, Concept and features of Disaster Administration, Role of District Administration in Disaster Administration.
12. Agencies of State Government : Advocate General, State Public Service Commission
13. Rural and Urban Local Self-Government: Evolution of Local Self Government, Panchayati Raj, Urban Local Self Government, Municipal Corporation, Municipal Councils, Notified Area Committees, Control by the State Government.

SELECTED READINGS:

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| 1. Avasthi & Avasthi: | Indian Administration, Lakshmi Narain Aggarwal Agra. |
| 2. C.P. Bhambri: | Public Administration in India. |
| 3. Harish Chandra Sharma: | Bharat mein Lok Prashashan, Prashashak College Book Depot, Jaipur. |
| 4. M.P. Sharma: | Public Administration in Theory and Practice |
| 5. D.S. Jain: | Contemporary Issues in Indian Administration |
| 6. S.R. Maheshwari: | Indian Administration, Orient Longman Narian Aggarwal |

1. Development - Meaning, nature, Dimensions, Problems.
2. Development Administration - Definition, need, Nature, Scope, problems & Suggestions.
3. Good Governance - Concept, features, Characteristics.
4. E- Governance - application, advantages, conditions of effective E-governance, Challenges and impact.
5. Planning - Planning Commission, National Development Council, State Planning Board, State Planning Department, District Planning Committee.
6. Plan formulation Implementation and Evaluation in India, Decentralized planning process in Himachal Pradesh.
7. Public Sector and Development, Form of Public sector, Role of Public Sector in Economic Development, Control over Public Sectors, Relevance of Public Enterprises under liberalization privatization and Globalization.
8. Rural Development Administration : Concept and features of Rural Development, Rural Development Agencies at the State, District and Block level.
9. Health Administration : Provisions regarding Health in Constitution of India, Administrative Machinery relating to Health in India, Health Administration in Himachal Pradesh, Problems & suggestions.
10. Education Administration: Provisions regarding Education in constitution of India Administrative Machinery relating to Education in India, Education Administration in Himachal Pradesh, Problems & suggestions.
11. Welfare Administration : Welfare policies, Programmes & Machinery for SC, ST, Women & Children.
12. Environment Problems & Administration :- Role of Administration in Environment protection in India, Concept of Sustainable Development and its features.

SELECTED READINGS:

1. Anupama Singh: Bureaucracy at the Grass Root level in India, Kanishka Publisher 12006.
2. Bhaierao: Administration Politics and Development, Lalvani.
3. Govt. of India: Govt. of India, Five Year Plan Documents.
4. Jai kant Tiwary: Rural Development Administration : Perspectives and Prospects, Chugh Publications, New Delhi.
5. Mamta Kaushal Mokta: Development Administration in India, Student, Publication, Shimla, 2004.
6. Panneervel P., E-Governance : A Change Management Tool.
7. P. B. Rathod, Development Administration
8. P. K. Rao: Sustainable Development, Blackwell Publishers, Delhi.
9. Reddy & Singh, Good Governance.
10. R. K. Sapru, Development Administration, Sterling Publication, Delhi.
11. R. D. Sharma: Development Administration Theory and Practice, Deep and Deep Publications, N. Delhi.
12. S. Weidner : Development Administration in Asia Durham.
13. S. L. Goel: Social Welfare Administration, (2 Vol. Set) Deep & Deep Publisher, N. Delhi.
14. Shiv Raj Singh: Bureaucracy and Rural Development, Mittal Publication Delhi.
15. S. N. Mishra: New Horizons in Rural Development Administration, Mittal Publications, New Delhi.