

B.A. (Liberal Arts)
CORE COURSE (CC): PUBLIC ADMINISTRATION
SEMESTER – II
(BLAB31206T) INDIAN ADMINISTRATION

MAX. MARKS: 100
EXTERNAL: 70
INTERNAL: 30
PASS: 40%
Credits: 6

OBJECTIVE:

This course provides students with the basic knowledge about certain aspects of constitutional government, its institutional mechanisms and democratic system in India.

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions each from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any 10 questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A, and B of the question paper, and any ten short answer questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

SECTION – A

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| UNIT I | Features of Indian Administration, |
| UNIT II | Union Executive: The President, the Prime Minister and the Council of Ministers. |
| UNIT III | The Parliament: Composition and Functions. |
| UNIT IV | Legislative and Administrative Relations between the Union and the States. |

SECTION – B

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| UNIT V | State Executive: The Governor, the Chief Minister, the Chief Secretary. |
| UNIT VI | State Legislature: Composition and Functions, |

UNIT VII Judiciary: Supreme Court of India- Organisation and Functions.

UNIT VIII High Court- Organisation and Functions.

RECOMMENDED READINGS:

- Ramesh, K. Arora and R. Goyal, Indian Public Administration, Vishwa Prakashan, New Delhi, 2002
- Avasthi and Avasthi, Indian Administration, Lakshmi Narain Aggarwal, Agra, New Delhi, 2002
- P.L. Bansal, Administrative Development in India, New Delhi, Sterling, 1974
- C.P. Bhambri, Bureaucracy and Politics in India, Delhi, Vikas Publications, 1971
- M. Bhattacharya, Bureaucracy and Development Administration, New Delhi, Uppal, 1978
- R. Braibhanti and J. Spengler (eds.), Administration and Economic Development in India, Durnham, Duke University Press, 1963
- Chandra, Indian Administration, London, Allen and Unwin, 1968
- P.R. Dubashi, Rural Development Administration in India, Bombay, Popular Prakashan, 1972
- B.L. Fadia and Kuldeep Fadia, Indian Administration, New Delhi, Sahitya Bhawan Publications, 2005
- Hoshiar Singh, Indian Administration, Kitab Mahal, Allahabad, 2000
- R.B. Jain, Contemporary Issues in Indian Administration, New Delhi, Vishal Publications, 1976
- S.R. Maheshwari, Evolution of Indian Administration, Agra, Lakshmi Nrain Aggarwal, 1970
- S.R. Maheshwari, Indian Administration, Orient Blackswan, New Delhi, 2001
- O.P. Motiwal (ed.), Changing Aspects of Public Administration in India, Allahabad, New Delhi, 1971
- K.K. Puri, Public Administration: Indian Spectrum, Kitab Mahal, Allahabad, 1985
- Surinder Kataria, Indian Public Administration, National Publishing House, New