

**JYOTI NIVAS COLLEGE AUTONOMOUS
SYLLABUS FOR 2019 BATCH AND THEREAFTER**

Programme: B.A.

Semester: III

**PUBLIC ADMINISTRATION - PAPER III
CENTRAL ADMINISTRATION**

Course Code: 18IIPA3

No. of Hours: 75

COURSE OBJECTIVES

- To understand the evolution of Public Administration and Civil Services in India.
- To understand functioning of the Union Government in India.
- To know public grievances redressal agencies in the Central Government.

LEARNING OUTCOME

- Knowing essentials of Indian administration.
- Understanding functioning of the Central Government.
- Gaining knowledge on All India Services and Central Services examination.

UNIT 1: BRITISH LEGACIES IN INDIAN ADMINISTRATION

15 HRS

- The Regulating Act of 1773
- The Charter Act of 1833
- The Good Government of India 1858
- The Indian Councils Act of 1909 (The Morley-Minto Reforms)
- The Government of India Act of 1919 (The Montague-Chelmsford Reforms)
- The Government of India Act of 1935
- Jurisdiction of the Centre- the Division of Powers

UNIT 2: CABINET SECRETARIAT

15 HRS

- Organization, Role and Functions
- Prime Minister's Office: Composition, Powers and Functions
- Central Secretariat: Organization, Role and Functions
- NITI Aayog: Organization & Role

UNIT 3: MINISTRY OF HOME AFFAIRS

12 HRS

- Organization and Role
- Ministry of Finance: Organization and Functions
- Finance Commission: Appointment and Powers
- Comptroller & Auditor General: Appointment, Duties and Powers

UNIT 4: CIVIL SERVICE IN INDIA

15 HRS

- Kinds, Role, Significance and features
- Union Public Service Commission: Composition and Functions
- Staff Selection Commission: Composition and Functions
- Recruitment and Training of All India and Central Services
- Reservations in recruitment for SC's, ST's, OBC's, Women and Minorities in the Central Government

UNIT 5: RECENT TRENDS IN ADMINISTRATIVE REFORMS IN INDIA**18 HRS**

- Central Administrative Tribunal (CAT)
- Central Vigilance Commission (CVC)
- Citizens and Administration:
- Right to Information Act 2005
- Central Information Commission
- Indian Administration and Socio-Economic Development
Agriculture,
Education, Employment and Health.

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Assignment: Individual assignment on any one topic of the syllabus.

REFERENCES

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2. Chakrabarty, Bidyut and Chand, Prakash. 2016, Indian Administration: Evolution and Practice: Sage Publications: New Delhi.
3. Avasthi A. 1980, Central Administration: Tata Mcgraw Hill: New Delhi.
4. Bhushan, Vidya and Bhagawan, Vishnoo. 2000, Indian Administration: S. Chand and Company: New Delhi
5. Chaturvedi, Archana. 2017, Public Administration. Campus books international, New Delhi.
6. Verma, Ambika Prasad. 2017, Administrative theory and Public Administration. Mangalam Publishers, New Delhi.
7. Avasthi A and Maheshwari S. 2018, Public Administration. Lakshmi Narain Agarwal: Agra
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10. Jain, R. B. 1976. Contemporary Issues in Indian Administration. Vishal Publications: New Delhi.
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