

SRI VENKATESWARA UNIVERSITY – TIRUPATI

B.A. PUBLIC ADMINISTRATION

(Under CBCS w.e.f 2021-22)

SEMESTER - III

INDIAN ADMINISTRATION (PA-3)

SYLLABUS

UNIT – I

Evolution & Constitutional Framework: Evolution of Indian Administration during Ancient, Medieval and British period; Constitutional Framework of Indian Administration; and Salient Features of Indian Administration

UNIT – II

Union Government: President; Prime Minister & Council of Ministers; Vice-President; Central Secretariat

UNIT – III

State Government: Governor, Chief Minister and Council of Ministers, State Secretariat.

UNIT – IV

Constitutional Institutions, Union State Relations & Control over Administration: Election Commission of India; Union Public Service Commission; Union State Relations (Legislative, Executive and Financial).

UNIT - V

Citizen and State Interface: Citizens' Grievances Redressal Institutions and Mechanisms; Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission; Lok Pal and Lokayukta;

Learning outcomes

1. Knowledge about the evolution and growth of Indian Administration
2. Familiarity with the constitutional framework on which Indian Administration is based.
3. Grasping the role of Union Executive
4. Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general
5. Delineating the constitutional provisions and dynamics of union -state relationships
6. Awareness about the institutions and mechanism in force for citizen-state interface

Recommended Readings:

Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi

Avasthi, A and Avasthi, A P (2004) Indian Administration. LaksmiNarain Aggarwal: Agra

Balfour, Lady Betty (2015) Lord Lytton's Indian Administration 1876-1880 The Untold History. Gyan Books: New Delhi

Basu, D D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi

Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi

Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra

Ghuman, B S; Monga, Anil and Johal, Ramanjit Kaur (Eds.) (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries. Aalekh Publishers: Jaipur

Kangle R P (1972) The KautilyaArthshastra. Motilal Banarsidass: New Delhi

Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi

Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi

Palmer, N D (1961) Indian Political System. George Allen and Unwin: London

Sarkar, Jadunath Sir (1972) Mughal Administration. M.C. Sarkar: Calcutta

Sharma, Ashok(2016) Administrative Institutions in India. RBSA Publishers: Jaipur

Sharma, M (2007) Indian Administration. Anmol: New Delhi

Sharma, Prabhu Datta and Sharma, B M(2009) Indian Administration: Retrospect and Prospect. Rawat Publications: Jaipur

Singh, M and Singh, H (1989) Public Administration in India. Sterling Publishers: New Delhi.

SRI VENKATESWARA UNIVERSITY - TIRUPATI
MODEL QUESTION PAPER & PATTERN
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Max. Marks: 75

Time: 3 Hrs.

SECTION A (Total: 5x5=25 Marks)

Answer any five questions. Each question carries 5 marks

1. Ancient Indian Administration
2. Mughal period Administration
3. Council of Ministers
4. Vice President of India
5. Cabinet Ministers
6. State Secretariat
7. Union Public Service Commission
8. Union - State financial relations
9. Central Vigilance Commission
10. Lokpal

SECTION B (Total: 5x10 = 50 Marks)

Answer all questions. Each question carries 10 marks.

11. **A.** Write an Essay on Constitutional Framework of Indian Administration.
(Or)
B. Explain Salient Features of Indian Administration.
12. **A.** Examine the powers and functions of President of India.
(Or)
B. Explain the powers and functions of Prime Minister of India.
13. **A.** Elucidate the powers and functions of Governor.
(Or)
B. Write an essay on the powers and functions of Chief Minister.
14. **A.** Explain the composition, powers and functions of Election Commission of India.
(Or)
B. Write an essay on Legislative Relations of Union and State.
15. **A.** What are Citizen's Grievances Redressal Institutions and Mechanisms? Explain.
(Or)
B. Write an essay on the role of Lokayukta in Prevention of Corruption.

Prepared by: Board of Studies (B.O.S.) in Political Science, S.V. University, Tirupati.

Chairman:

Sri. A. NAGESWARA RAO, Department of Political Science, Govt. Degree College,
Karvetinagaram. *A. Nageswara Rao*

Members:

1. Sri. B. NAGAIAH, Department of Political Science, S.V.A. Govt. Degree College,
Srikalahasti (M).
2. Dr. V. M. RAJASEKHAR, Department of Political Science, NTR Govt. Degree College,
Valmikipuram.
3. Smt.Y. VANAJA, Department of Political Science, Govt. Degree College for Women,
Srikalahasti.
4. Dr. T.SREENIVAS, Department of Political Science, Govt. Degree College, Kuppam.
5. Sri. R. ROSHANNA, Department of Political Science, Govt. Degree College, Pakala.