



JAI NARAIN VYAS UNIVERSITY
JODHPUR

SYLLABUS

Year: 2025-26

Name of the Degree Program: BACHELOR OF ARTS

Discipline Centric Core (DCC): Public Administration

B.A. Semester IV

Type – DCC (Level – 6)

Course code : PUB6002T

Paper Name - State Administration in India

Public Administration
 B.A. IVth Semester
 PUB6002T - State Administration in India

Credit -06
 Max Marks-100
 Seasonal Marks -20
 End Semester Exam marks -80
 Time 3.00hrs

Learning Objectives of the Course :- The Course of the State Administration in India is running with the objective of providing deep knowledge of State administration setup, its importance and various institutions associated with it for smooth running of administration at State Level.

Expected Learning Outcomes:- The Students will be able to understand the working and composition of State administration, role of various organisation for recruitment & training of State Public Services, revenue administration along with working of various departments of Government of Rajasthan.

- Unit- I State Administration in India: Its characteristics and growing importance; General background of State Administration in Indian States with special reference to the State of Rajasthan.
- Unit-II The Office of the Governor: Powers, Functions and Role in State Administration, Relationship with Council of Ministers.
 The Office of the Chief Minister: Powers, Functions, Role and Importance .
- Unit-III Rajasthan Board of Secondary Education, Organisation of the State Secretariat: Organisation and working of the Department of Home, Finance and Agriculture in Rajasthan. Chief Secretary: His Role and Significance in State Administration; Organisation and working of the following: Boards and Directorates in the State of Rajasthan:
 a) Revenue Board;
 b) Directorate of Agriculture and
 c) Directorate of Education
- Unit-IV Personnel Administration : Role of the State Civil Services; Recruitment of Higher Civil Services in Rajasthan (R.A.S., R.P.S., R.Ac.S.): Organization and working of the Rajasthan Public Service Commission: Training of State Civil Services; Organization and Functions of State Training Institutes in Rajasthan. HCMRIPA
- Unit-V District Administration: Organisation of District Administration, Collector: Functions and Position; Revenue administration at the district level, The S.D.O., Tehsildar and Patwari.

लोकप्रशासन विभाग
बी.ए. चतुर्थ सेमेस्टर
भारत में राज्य प्रशासन

इकाई प्रथम भारत में राज्य प्रशासन : इसकी विशेषताएं एवं बढ़ता हुआ महत्व, राजस्थान राज्य के विशेष सन्दर्भ में भारतीय राज्यों में राज्य प्रशासन की सामान्य पृष्ठभूमि

इकाई द्वितीय राज्यपाल का पद: शक्तियां, कार्य एवं राज्य प्रशासन में भूमिका, मंत्री परिषद् से सम्बन्ध: मुख्यमंत्री का पद: शक्तियां, कार्य, भूमिका एवं महत्व,
इकाई तृतीय राजस्थान माध्यमिक शिक्षा बोर्ड, राज्य सचिवालय का संगठन, राजस्थान में गृह, वित्त एवं कृषि विभागों का संगठन एवं कार्यप्रणाली, मुख्य सचिव: राज्य प्रशासन में उसकी भूमिका एवं महत्व, राजस्थान के निम्नलिखित बोर्डों एवं निदेशालयों का संगठन एवं कार्य प्रणाली :

(अ) राजस्व बोर्ड (ब) कृषि निदेशालय (स) शिक्षा निदेशालय

इकाई चतुर्थ कार्मिक प्रशासन : राज्य लोक सेवाओं की भूमिका, राजस्थान में उच्च लोक सेवाओं (आर.ए. एस., आर.पी.एस., आर.एसी.एस.) में भर्ती, राजस्थान लोक सेवा आयोग का संगठन एवं कार्यप्रणाली, राज्य लोक सेवाओं का प्रशिक्षण, राजस्थान में राज्य प्रशिक्षण संस्थाओं का संगठन एवं कार्यप्रणाली, एचसीएमरीपा

इकाई पंचम जिला प्रशासन : जिला प्रशासन का संगठन, जिलाधीश : कार्य एवं शक्तियां, जिला स्तर पर राजस्व प्रशासन, उपखण्ड अधिकारी (एस.डी.ओ.), तहसीलदार और पटवारी

BOOKS RECOMMENDED

1. Maheshwari, S.R.: Indian Administration
2. Khera, S.S.: District Administration in India
3. Pylee, M.V.: Indian Constitution(Hindi ed.)
4. A.R.C.: Report on State Administration
5. Singh, D.P.: Readings in Indian Administration
6. Verma, S.L.: Revenue Board in Rajasthan
7. I.P.A.: Revenue Board
8. Rajasthan Govt.: Secretariate Manual
9. Rajasthan Govt.: Report of Administrative Reform Committee (Mathur Committee Report,1983).
- 10.Rajasthan Govt.: Report of the Committee on Training, 1963.
- 11.H.C.M. Institute: Management of Higher Personnel of Public Administration.
- 12.Maheshwari, S.R.: Evolution of Administration in India.
- 13.I.I.P.A. : Indian Journal of Public Administration (State Administration Speical Number, July-Sep. 1976)
14. Shukla, J.D.: State and District Administration in India (National)
15. Mehta, B: Dynamics of State Administration