

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-IV	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD6003T
Title of the Course	State Administration In India
Qualification Level of the Course	NHEQF Level 5
Credit of the course	6 credits
Type of the course	Discipline Centric Compulsory Course (DCC) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	Intermediate Level
Co-requisites	None
Objectives of the course	The students will be able to learn about historical context and present state administration; organisation and functions of various bodies of state government.
Learning outcomes	<ul style="list-style-type: none"> ➤ Students will be able to describe the evolution and constitutional aspects of state administration in India. ➤ Students will be able to assess the roles and responsibilities of state political and administrative executive bodies.
SYLLABUS	
UNIT-I	<p style="text-align: center;">General Background of State Administration in India. Growing importance of State Administration.</p> <p style="text-align: center;">The office of the Governor, Office of Chief Minister, the Council of ministers and their inter-relationship.</p> <p style="text-align: right;">(18h)</p>
UNIT -II	<p style="text-align: center;">Organisation and Function of State Secretariat : Chief Secretary-</p>

	<p>Role & position. Administrative organisation of a Department, organisation & working of the Department of Home, Finance in Rajasthan. Secretariat-Directorate Relationship in Rajasthan.</p> <p style="text-align: right;">(18h)</p>
UNIT-III	<p>Organisation and working of following Boards, Commissions, Directorates in the state of Rajasthan.</p> <ol style="list-style-type: none"> a. Revenue Board b. Rajasthan State Human Rights Commission c. Directorate of College Education d. Directorate of Agriculture <p style="text-align: right;">(18h)</p>
UNIT-IV	<p>Office of Divisional Commissioner — position, power and functions. District Collector : position, Powers and functions.</p> <p style="text-align: right;">(18h)</p>
UNIT-V	<p>Role of the state civil services in State Administration. Recruitment, Training and Promotion of state civil services in Rajasthan, Role of Rajasthan Public Service commission.</p> <p>Removal of Public Grievances, Lokayukta, Administrative Reforms and Innovation in state Administration.</p> <p style="text-align: right;">(18h)</p>
Text Books	<ul style="list-style-type: none"> ➤ A.P. Padhi : State Administration in India (Two Volume) ➤ S.R. Maheshwari : State Government in India ➤ S.S. Khera : District Administration ➤ Mohan Mukherjee (Ed.) Rajasthan : Administrative Innovations in ➤ B. Mehta : Dynamics of state Administration. ➤ G.D. Shukla : State and District Administration ➤ रविन्द्र शर्मा : राज्य प्रशासन ➤ सिंह, शर्मा, गोयल: राजस्थानमें राज्य प्रशासन ➤ सुरेन्द्रकटारिया : राज्य प्रशासन ➤ रमेशअरोड़ा : राज्य प्रशासन गीताचतुर्वेदी

Reference Books	Venkataraman Subha Srinivasan: The Origin Story of India's States (Penguin Ebury Press, 2021) V P Menon: Integration Of The Indian States (Orient Blackswan)
Suggested E-resources	E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-IV	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	SEA6372T
Title of the Course	Social Audit
Qualification Level of the Course	NHEQF Level 5
Credit of the course	2 credits
Type of the course	Skill Enhancement Course (SEC) in Public Administration
Delivery type of the Course	30. (30 lectures for content delivery.)
Prerequisites	Intermediate Level
Co-requisites	None
Objectives of the course	To provide conceptual knowledge about audit and its types and acquaint students about present rules and regulations along with case studies of social audit.
Learning outcomes	<ul style="list-style-type: none"> ➤ Conceptual and theoretical understanding of social audit ➤ Acquiring appropriate skills among students to conduct social audit independently ➤ Assimilating social audit process ➤ Writing a social audit report
SYLLABUS	

UNIT-I	Meaning of Audit and its types. Importance of Audit. Difference between traditional audits and social audits. (6h)
UNIT –II	Meaning, objectives, principles, types, process, advantages and disadvantages of social audit (6h)
UNIT –III	Social Audits Rules 2011; Ecology of social audit; Impediments of Social Audit (6h)
UNIT –IV	Tools and modes of Social Audit; Training Module; Case Studies – National and International – for instance Dungarpur, Rajasthan; Anantpur, Andhra Pradesh and likewise from other countries; Project Report (6h)
UNIT –V	Social Audit in NREGA; Provisions and Processes. Role of NGOs in Social Audit. Community Participation and development process. (6h)
Text Books	➤ Rahim, Mia; Mahmudur, Idowu and Samuel, O (2015) Social Audit Regulation Development, Challenges and Opportunities. Springer: Switzerland Saunders
Recommended Readings	<ul style="list-style-type: none"> ➤ Eavani, Farzad; Nazari, Kamran and Emami, Mostafa (2012) Social Audit: From Theory to Practice. Journal of Applied Sciences Research, 8(2),Pp. 1174-1179 ➤ Peter (1995) Capitalism: A Social Audit (Concept in Social Thought) University of Minnesota Press: Minnesota ➤ Aggarwal, Nomita (Ed.) (2003) Social Auditing of Environmental Laws in India. New Century Publications: New Delhi
Suggested resources	<p>E-</p> <ul style="list-style-type: none"> ➤ E-pgpathashala modules www.inflanet.org ➤ Web Resources: Food and Agricultural Organisation (FAO): Training Module on Social Audit http://www.fao.org/docrep/ ➤ Social Audit Toolkit - Centre for Good Governance https://cgg.gov.in/core/uploads/2017/07/Social-Audit-Toolkit-Final.pdf ➤ UNESCO (2007). Social Audits for Strengthening Accountability: Building Blocks for Human Rights Based Programming; Practice Note http://unesdoc.unesco.org/images ➤ Village Resource Persons Training Manual for Social Audit of ... Nreganrega.nic.in/Netnrega/WriteReaddata/Circulars/VRP_TrainingManual.pdf

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