Department of Public Administration
Kurukshetra University Kurukshetra
(Establishment by the State Legislature Act XII of 1956)

Scheme of Examination and Syllabus for
Undergraduate Program
Course: Public Administration (Semester I & II)

Multiple Entry-Exit, Internship and CBCS-LOCF
in accordance to NEP-2022 w.e.f the session2022-23

I. About the Programme:

The UG Programme shall be a four-year degree Programme containing eight semesters. The Programme will provide multiple entry and exit option to the students. The student having studied and passed the Courses of **two Semesters will have option to exit the Programme with Certificate in Arts@48Credits.** The student having studied and passed the Courses of **four Semesters will have option to exit the Programme with Diploma in Arts@92Credits.** The student having studied and passed the Courses of **six Semesters will have option to exit the Programme with Bachelor's Degree in Arts@136Credits.** The student having studied and passed the Courses of six Semesters (with all Bachelor's Degree Courses alongwith the additional **Public Administration (Honors) Courses in Semester-V & Semester-VI) will have option to exit the Programme with Bachelor's Degree in Public Administration (Honors)@152Credits.** The student having studied and passed the Courses of **eight Semesters (with all Bachelor's Degree and Public Administration (Honors) Courses alongwith the additional Research Courses/ Seminars/ Thesis in Semester-VII & Semester-VIII) will be awarded the Bachelor's Degree in Public Administration (Honors & Research)@198 Credits.** All the students, who leave the Programme after having earned Certificate in Arts or Diploma in Arts or Bachelor's Degree in Arts or Bachelor's Degree in Public Administration (Honors) will have the option to re-enter the Programme in a later stage to resume their studies and to exit the Programme with a superior Diploma/Degree or to complete the full four-year degree Programme.

II. Programme Outcomes:

PO 1: Demonstrate a detailed knowledge and understanding of selected fields of study in core disciplines in the humanities, social sciences and languages.

PO 2: Apply critical and analytical skills and methods to the identification and resolution of problems within complex changing social contexts.

PO 3: Demonstrate a general understanding of the concepts and principles of selected areas of study outside core disciplines of the humanities, social sciences and languages.

PO 4: Apply an independent approach to knowledge that uses rigorous methods of inquiry and appropriate theories.

PO 5: Articulate the relationship between diverse forms of knowledge and the social, historical and cultural contexts that produced them.

PO 6: Communicate effectively and show ability to read, write, listen to and speak in a

chosen language/s with fluency.

PO 7: Act as informed and critically discerning participants within the community of scholars, as citizens and in the work force.

PO 8: Work with independence, self-reflection and creativity to meet goals and challenges in the workplace and personal life.

III Programme Specific Outcomes (PSOs):

POS 1: The student would be able to understand the basic concepts, growth and significance of the discipline of Public Administration.

PSO 2: The program would provide the critical reasoning and analysis of key issues alongwith different currents/processes of Public Administration.

POS 3: The student would be able to apply the theoretical interpretations to the different currents/processes of Public Administration as well as they will acquire skill to understand/examine present through the knowledge of past.

PSO 4: The students would be able to understand society, human behaviour and various social problems in the light of historical perspectives.

Scheme of Examination for U.G. Programme under NEP-2020 (CBCS-LOCF)
Course: Public Administration

Semester	Course	Paper	Nomenclature	Credits (5+1)* (4+2)**	Internal Marks	External Marks	Total	Duration of Exam (Hrs.)
1	CC-1 Public Administration	B PAD-N101	Elements of Public Administration	6	75	75	150	3
2	CC-2 Public Administration	B PAD-N201	Public Personnel Administration	6	30	120	150	3

SEMESTER – I
CORE COURSE (CC-I)
Code: B-PADN-101
Elements of Public Administration

Total Marks-150
External Marks (Theory)- 75
Internal Marks- 75
Duration of Exam- 3 hours
Credit: =6

After completion of the course the student will be able to :
Course outcomes (COs):-

B-PAD/101.1 Student will be able to awareness about the evolution and growth of the discipline of Public Administration.
B-PAD/101.2 Students will learn about the basic principles and approaches of Public Administration.
B-PAD/101.3 Students will acquire theoretical clarity of basic concepts and basis principles of organization
B-PAD/101.4 Student will gain knowledge about the forms of Organizations: Formal and Informal

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

Unit-I
Public Administration: Evolution, Meaning, Nature, Scope, Significance and its relations with Political Science, Economics and Law; Public and Private Administration; New Public Administration; and New Public Management.

Unit-II
Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Co-ordination, Supervision and Control, Communication, Decentralization and Delegation.

Unit-III
Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission and Independent Regulatory Commission.

Unit-IV
Chief Executive: Meaning, Types and Role. Line, Staff and Auxiliary Agencies. Decision Making and Policing.

Reference:
- Public Administration Theory and Practice(2011) Dr. Hoshiar Singh & Dr. Pardeep Sachdeva, Pearson Education, New Delhi.
- Basu, Rumki (2008) PublicAdministration: Concepts and Theories. Sterling Publishers: New Delhi
- Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) PublicAdministration. S. Chand: Jalandhar
- Bhambri, C. P. (2010) PublicAdministration Theory and Practice(21stEdition). Educational Publishers: Meerut
- Bhattacharaya, Mohit (2008) New Horizons of PublicAdministration. Jawahar Publishers and Distributors: New Delhi
- Ojha, Pundrik and Sharma Kiran (2020) Public Administration: Theory and Practice, Ray Publishers, Jalandhar
- Puri, V.K. and Puri Sunita (2019) Elements of Public Administration, Modern Publishers, Jalandhar
- Singh, Harbir (2016) Administrative theory, Deepak Publishing House, Patiala

Mapping Matrix of Course B-PAD/101

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

Table 1: Scale of mapping between COs and POs

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/101**) assuming that there are 08 POs and 4COs.

Table 2: CO-PO Matrix for the Course B-PAD/101

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/101.1	3	3	2	3	3	3	2	3
B-AD/101.2	3	3	2	3	3	3	2	3
B-AD/101.3	3	3	2	3	3	3	2	3
B-AD/101.4	3	3	2	3	3	3	2	3
Average	3	3	2	3	3	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/101) assuming that there are 4 PSOs and 4COs.

Table 3: CO-PSO Matrix for the Course M-SOCC-001

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/101.1	3	3	3	2
B-AD/101.2	3	3	3	2
B-AD/101.3	3	3	3	2
B-AD/101.4	3	3	3	2
Average	3	3	3	2

Total Marks-150
External Marks (Theory) - 75
Internal Marks- 75
Duration of Exam- 3 hours
Credit:=6

After completion of the course the student will be able to :

Course outcomes(COs):-

B-PAD/201.1 The students would learn about the evolution and growth theories of Organization

B-PAD/201.2 The students would learn about familiarity with the Personnel Administration framework on which Indian administration is based.

B-PAD/201.3 It will help the students grasping the role of Recruitment, Classification, Training, Promotion, Conduct Rules, Disciplinary Actions of Personnel Administration

B-PAD/201.4 Students will acquire Delineating the constitutional provisions and dynamics of Administrative and Legislative agencies

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

Unit-I
Public Personnel Administration – Concept, Nature, Scope, and Significance.   Bureaucracy: Meaning, Concepts, Types, and Its Role in Modern Society. Public Services and their Importance in Modern Society.

Unit-II
Personnel System in India with reference to: Recruitment, Classification, Training,   Promotion,   Service Conditions and Conduct Rules, Disciplinary Actions and Removal   and Appeals.

Unit-III
Personnel System in UK with reference to Recruitment, Classification, Training,   Promotion,   Conduct Rules, Disciplinary Actions, Removal and Appeals.

Unit-IV
Personnel System in USA with Reference to Recruitment, Classification,   Training,   Promotion, Political Rights and Rights to Strike in USA, U.K. and India .

Reference:

Singh Sahab and Singh Swinder (2020) Personnel Administration, New Academic Publishing Co; Jalandhar

Personnel Administration: Concepts and Copmarative Perspective, V.M. Sinha, RBSA Publishers Jaipur

Indian Administration (2011), Dr Hosiar Singh & Dr. Pankaj Singh, Pearson Education, New Delhi

Bhartiya Prashasan (2012), Dr Hosiar Singh & Dr. Pankaj Singh, Pearson Education, New Delhi

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

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, RamanjitKaur (Eds.) (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries.Aalekh Publishers: Jaipur

Kataria, Surender (2021) Personnel Administration, RBSA Publishers, Jaipur

Ojha, Pundrik and Sharma, Kiran (2020) Personnel Administration, Raj Publishers, Jalandhar

<div align="center">**Mapping Matrix of Course B-PAD/201**</div>

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

<div align="center">**Table 1: Scale of mapping between COs and POs**</div>

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

<div align="center">Same scale may be used to define the correlation between Cos and PSOs</div>

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/201**) assuming that there are 08 POs and 4COs.
<div align="center">**Table 2: CO-PO Matrix for the Course B-PAD/201**</div>

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/201.1	3	3	2	3	3	3	2	3
B-AD/201.2	3	3	2	3	3	3	2	3
B-AD/201.3	3	3	2	3	3	3	2	3
B-AD/201.4	3	3	2	3	3	3	2	3
Average	3	3	2	3	3	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/201) assuming that there are 4 PSOs and 4COs.
<div align="center">**Table 3: CO-PSO Matrix for the Course B-PAD/201**</div>

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/201.1	3	3	3	2
B-AD/201.2	3	3	3	2
B-AD/201.3	3	3	3	2
B-AD/201.4	3	3	3	2
Average	3	3	3	2