

## **B.A. HONOURS (PUBLIC ADMINISTRATION)**

### **SYLLABUS AND COURSE FOR READING**

|              |  |
|--------------|--|
| Semester-I   | Paper-I Elements of Public Administration<br>Paper-II Personnel Administration   |
| Semester-II  | Paper-III Basics of Public Administration<br>Paper IV Financial Administration   |
| Semester-III | Paper-V Central Administration<br>Paper-VI Social Welfare Administration<br>Paper-VII Theory of Public Administration    |
| Semester-IV  | Paper-VIII State and District Administration<br>Paper-IX Development Administration<br>Paper-X Citizen Administration    |
| Semester-V   | Paper-XI Local Self Governments<br>Paper-XII Comparative Public Administration<br>Paper-XII Public Policy Analysis       |
| Semester-VI  | Paper-XIV Issues in Public Administration<br>Paper-XV Rural Development Administration<br>Paper-XVI Practical/ Viva voce |

### **Scheme of Examination**

The paper will consists of nine questions, one from the unit-I and two each from unit-II to V. The students need to answer one question from each unit. The question in unit-I will be it Multiple Choice Questions (MCQ) type and based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus. In case of other units there will be two questions from each unit and students have to answer one question from each unit. All questions will be of 18 marks each. The Practical / Viva Voce will be based on the total understanding of the subject and will be conducted by a teacher working at university.

**Maximum Marks: 100**

**Theory: 90**

**Internal Marks: 10**

## **Semester-I**

### **Paper-I Elements of Public Administration**

#### **Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

#### **Unit-II**

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

#### **Unit-III**

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

#### **Unit-IV**

Forms of Organizations: Formal and Informal; Department; Board, Corporation and Commission; Independent Regulatory Commission.

#### **Unit-V**

Chief Executive: Meaning, Types and Role; Line, Staff and Auxiliary Agencies. Public Relations: Meaning, Means and Significance.

## **Semester-I**

### **Paper-II Personnel Administration**

#### **Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

#### **Unit-II**

Meaning, Nature, Scope of Public Personnel Administration. Bureaucracy Concept, Types and Significance.

#### **Unit-III**

Indian Personnel System with reference to Classification, Recruitment, Training, Salary and Promotion.

#### **Unit-IV**

Indian Personnel System with reference to Service Conditions and Conduct Rules, Disciplinary Actions, Removal and Appeals.

#### **Unit-V**

Issues relating to Civil Services in India: Pension Reforms, Motivation & Morale, Political Rights, Right to Strike.

#### **Books Recommended:**

1. Kerlinger, E. David: Public Personnel Management, IIPMA, Prentice Hall Inc. Englewood Cliffs, New Jersey, 1986.
2. Government of India: Administrative Reforms Commission, Report on Personnel Administration, 1969.
3. Sinha, V.M.: Personnel Administration, RBSA, Jaipur, 1985.
4. Sinha, V.M.: Karmik Prashashan (Hindi), RBSA, Jaipur, 2985.

**Semester-II**  
**Paper-III Basics of Public Administration**

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II**

Theories of Organization: Scientific Management Theory (F.W.Taylor), Classical (Henry Fayol, Luther Gulick, M.P. Follet, Mooney and Reiley.), Bureaucratic (Max Weber).

**Unit-III**

Personnel Administration: Meaning; Nature and Significance. Elements of personnel Administration: Recruitment; Training; Promotion; and joint Consultative Machinery.

**Unit-IV**

Budget: Principles, Preparation and Enactment of Budget. Public Funds: Accounting and Auditing. Financial Control: Parliamentary (Parliament and its committees) and Executive Control.

**Unit-V**

Meaning and Significance of followings:

- I. Administrative Law.
- II. Delegated Legislation.
- III. Administrative Tribunal.
- IV. Public Policy.

**Semester-II**  
**Paper-IV Financial Administration**

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II**

Meaning, Agencies and Significance of Financial Administration. Budget: Principles, Types.

**Unit-III**

Union Ministry of Finance: Organisation and Functions. Central-State Financial Relations. RBI & IDBI.

**Unit-IV**

Tax Administration: Administration of Direct and Indirect Taxes. Problems of Tax Evasion and Avoidance. Direct Tax Code.

**Unit-V**

Control over Public Finance: Comptroller & Auditor General of India, Legislative Control. Budget as a tool of Socio-Economic Change.

**Books Recommended:**

1. Thavraja, M.J.K.: Financial Administration of India, Sultan Chand & Sons, New Delhi, 1994.
2. Goel, S.L.: Public Financial Administration, Deep & Deep Publications, New Delhi, 2003.
3. Gautam, P.N.: Vit Prashashan, Haryana Sahitya Academy.
4. Tyagi, B.P.: Public Finance, Meerut, 1997.
5. Lal, G.S.: Public Finance: Kalyani Publications, New Delhi-Noida (UP), 1999.
6. Lekhi, R.K.: Public Finance: Kalyani Publications, New Delhi-Noida (UP), 1999.
7. Datt, Ruddar and K.P.M.: Sundharam, Indian Economy, S. Chand & Co., New Delhi, 2004.

## **Semester-III**

### **Paper-V Central Administration**

#### **Unit-I**

There will be one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

#### **Unit-II**

British Legacies over Indian Administration. Features of Indian Administration. Role of Indian Administration in Socio-Economic Development. Fundamental Rights and Duties.

#### **Unit-III**

President: Election, Impeachment, Powers and Position. Prime Minister & Council of Ministers: Appointment, Powers and Role. Central Secretariat and Cabinet Secretariat: Organisation, Role and Functions.

#### **Unit-IV**

Ministry of Home Affairs: Organisation and Role, Ministry of Finance: Organisation and Functions, Finance Commission and Comptroller & Auditor General.

#### **Unit-V**

Civil Service in India: Role and Significance. Union Public Service Commission: Composition and Functions. Recruitment and Training of All India and Central Services.

## **Semester-III**

### **Paper- VI Social Welfare Administration**

#### **Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

#### **Unit-II**

Social Welfare Administration: Meaning, Nature, Scope & Principles. Evolution of Social Welfare Administration.

#### **Unit-III**

Social Welfare Administration at Central Level: Ministry of social, Justice & Empowerment, Department of Women & Child Development, Central Social Welfare Board.

#### **Unit-IV**

Programmes for the Development of SCs, STs, Disabled and Aged.

#### **Unit-V**

Women Empowerment in India: Study of their Social, Economic and Political Aspects. Role of NGOs in women Empowerment.

#### **Books Recommended:**

1. Goel, S.L. & R.K. Jain, Social Welfare Administration, Vol. I & II, Deep & Deep Publications, New Delhi. (latest edition).
2. Mishra, D.K. Social Administration (in Hindi), College Book Depot, Jullundhur. (latest edition).

**Semester-III**  
**Paper-VII Theory of Public Administration**

Max. Marks: 90 +10 (Int. Asst.)

Time: 3 hours

**Unit –I**

**The question will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.**

**Unit-II**

Meaning, Nature and Scope of Public Administration, Evolution of Public Administration as a discipline. Methods and Approaches to the study of Public Administration. New Public Administration.

**Unit-III**

Theories of Organisation: Classical Theory, Scientific Management Theory and Human Relation Theory.

**Unit-IV**

Administrative Behaviour: Decision Making-Herbert Simon, Motivation- Maslow, McGregor and Herzberg.

**Unit-V**

Leadership, Bureaucracy- Max Weber, Robert Michel and Karl Marx.



## **Semester-IV**

### **Paper-VIII State and District Administration**

#### **Unit-I**

There will be one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

#### **Unit-II**

Constitution Frame work of States in India, Governor: Appointment Powers & Functions. Chief Minister: Powers, Role and Position. Council of Ministers. Organisation and Structure of State Administration.

#### **Unit-III**

State Secretariat and Directorate: Organisation and Functions. Chief Secretary: Role and Position in State Administration. State Planning Department and Board.

#### **Unit-IV**

Divisional Commissioner: Powers, Functions and Position. District Administration: Evolution, Features and Functions. District Collector: Evolution, Appointment. Functions and Position.

#### **Unit-V**

Police Administration at District Level: Organisation and Functions. Role and Functions of Superintendent of Police. Other Functionaries and Sub-District Level: Sub-Divisional Magistrate, Block Development and Panchayat Officer and Tehsildar.

## **Semester-IV**

### **Paper-IX Development Administration**

#### **Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

#### **Unit-II**

Meaning and Scope of Development Administration. Welfare State; Meaning and Objectives, Concepts of Welfare State and the Directive Principles of State Policy.

#### **Unit-III**

Organisation of Planning Agencies: Planning Commission, National Development Council, State Planning Board and Department, Preparation of Five Years Plans.

#### **Unit-IV**

Social Welfare Administration in India: Institutional Framework and Programmes of Centre and State Governments for the Welfare of Scheduled Castes, Women and Children.

#### **Unit-V**

Agriculture Development Problems and causes for the Backwardness of Agriculture development. Programme and aims of the Centre and State Government for agriculture development.

**Semester-IV**  
**Paper-X Citizen and Administration**

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II**

Concept of Citizen Centric Administration: Evolution, Concept, Features and Significance. Functions of Government: Regulatory functions, Service providing functions and Developmental functions.

**Unit-III**

Citizens' Charters: Evolution, Features and Applications. Citizens' Participation in Administration: Concept, Agencies, Significance and Limitations

**Unit-IV**

Decentralisation and Delegation: Concept and Benefits. Grievance Redressal Mechanism: Grievance-Meaning and Agencies for Redressal of Grievances at centre and state levels

**Unit-V**

Consumer Protection: Consumer Protection Act and Working of the Consumer Courts in India. National Consumer Disputes Redressal Commission

## **Semester-V**

### **Paper-XI Local Self Government**

#### **Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

#### **Unit-II**

Local Government: Evolution, Meaning, Features and Significance. 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendment Acts.

#### **Unit-III**

Urban Local Bodies: Municipal Corporation, Municipal Council and Municipal Committees: Organisation, Functions and Sources of Income.

#### **Unit-IV**

Panchayati Raj Institutions: Composition, Functions, Sources of Income of Gram Panchayats, Panchayat Samities and Zila Parishads. District Planning Committee: Composition, Functions and Significance.

#### **Unit-V**

State Finance Commission. State election Commission. Urban-Rural Relationship and Problem. Local Leadership.

## **Semester-V**

### **Paper-XII Comparative Public Administration**

#### **Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

#### **Unit-II**

Comparative Public Administration: Concept, Nature, Evolution and Scope.

#### **Unit-III**

Approaches to the Study of Comparative Public Administration-Structural-Functional-Ecological and Behavioural.

#### **Unit-IV**

Features of Central Administrative System in Developed & Developing Countries with Special Reference to India, UK & USA.

#### **Unit-V**

Features of Local Level Administration and Machinery for Redressal of Citizen Grievances in UK, USA & India.

#### **Books Recommended:**

1. Arora, Ramesh K: Comparative Public Administration and Ecological Perspective (1990).
2. Chaturvedi, TN: Tulnatamak Lok Prashashan, 2979.
3. Chaturvedi, TN: Comparative Public Administration, 1980.
4. Avasti, Anand Prakash, Comprative Public Administration (Hindi), Luxmi Narain, Agra, 2002.
5. Riggs, F.W. (Ed.): Frontiers Development Administration, 1970.
6. J.D. Monogometry & W.J. Siffin (Ed.) Approaches to Development, Politics, Administration & Change, McGraw Hill Book Co., New York, 1966.
7. W.J. Siffin, Towards the Comparative Study of Public Administration, Indiana University Press, Bloomington, 1959.
8. F.W. Riggs: Ecology of Public Administration, 1961.
9. Ferrel Heady: Public Administration- A Comparative Perspective, 2001.
10. F.W. Riggs: Administration in Developing Countries, 1964.

## **Semester-V**

### **Paper-XIII Public Policy Analysis**

#### **Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

#### **Unit-II**

Public Policy: Meaning, Nature and Significance. Policy Making: Structures and Process.

#### **Unit-III**

Role of Political Executive, Bureaucracy, Legislature and Judiciary in Policy Making.

#### **Unit-IV**

Problems of Policy Formulation, Execution and Evaluation.

#### **Unit-V**

Education Policy, Health Policy and Environment Policy.

#### **Books Recommended:**

1. Miller, A., The Nature of Politics, Gerald Duckworth, London, 1962.
2. Sapru, R.K. Public Policy, Sterling Publishers, New Delhi. (Latest Edition.)
3. Singh, Swinder: Development Administration in India. New Academic Publishers, Jullundhur. (Latest Edition).
4. Kothari, Rajni, Politics and People, New Delhi, Ajanta, 1989.
5. Montjoy, Robert and J. Lawrence, Towards a Theory of Policy Implementation: An Organisational Perspective, Public Administration Review, No.5, 1979.
6. Dayal, Ishwar, Kuldeep Mathur et. al., Dynamics of Formulating Policy in Government of India, Machinery for Policy Development, Delhi, Concept Publication House, 1976.

**Semester-VI**  
**Paper-XIV Issues in Public Administration**

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II**

Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration. Lok Pal and Lok Ayukta.

**Unit-III**

Integrity in Administration: Means and Agencies for checking Corruption at Union and State Level.

**Unit-IV**

Emerging Issues: Good Governance, Right to Information. Consumer Protection Act, 2005.

**Unit-V**

Political and Permanent Executive. Generalists and Specialist Relationship. Administrative Reforms.

## **Paper-XV Rural Development Administration**

### **Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

### **Unit-II**

Concept of Citizen Centric Administration: Evolution, Concept, Features and Significance. Functions of Government: Regulatory functions, Service providing functions and Developmental functions.

### **Unit-III**

Citizens' Charters: Evolution, Features and Applications. Citizens' Participation in Administration: Concept, Agencies, Significance and Limitations

### **Unit-IV**

Decentralisation and Delegation: Concept and Benefits. Grievance Redressal Mechanism: Grievance-Meaning and Agencies for Redressal of Grievances at centre and state levels

### **Unit-V**

Consumer Protection: Consumer Protection Act and Working of the Consumer Courts in India. National Consumer Disputes Redressal Commission



## **Semester-VI**

**Practical/ Viva Voce**