

# **FACULTY OF ARTS & HUMANITIES**

## **SYLLABUS FOR THE BATCH FROM THE YEAR 2023 - 2026**

**Programme Code: BPOL**

**Programme Name: B.A.  
(Semester I-II)**

**Examinations: 2023-2026**



**Department of Political Science & Public Administration**

## **Khalsa College, Amritsar**

**An Autonomous College**

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(b) Subject to change in the syllabi at any time.  
(c) Please visit the College website time to time.

## B.A. Political Science

S. No.	PROGRAMME OBJECTIVES
1.	To impart basic knowledge of Political Science.
2.	To facilitate students' inclusive growth by discussing societal, national and global settings.
3.	To inculcate ethical, social and political values in order to surpass all odds of life.
4.	To provide knowledge about the concepts and theories of political science to develop critical thinking among the students.
5.	To familiarize the students with the concepts of human security and constitutional values.

S. No.	PROGRAMME SPECIFIC OUTCOMES (PSOS)
<b>PSO-1</b>	Apprises the students with the political systems of India and the world and analyze their political problems and issues.
<b>PSO-2</b>	Enables the students to understand and evaluate various national and global political issues.
<b>PSO-3</b>	Develops comprehensive understanding of the subject by teaching political concepts, political theory, Indian politics, comparative politics and international politics.
<b>PSO-4</b>	Provides theoretical knowledge and develops empirical thinking about political ideas among the students.
<b>PSO-5</b>	Enables the students to understand and follow the changes in political behavior public opinion and political culture.
<b>PSO-6</b>	Helps the students in preparing for various competitive examinations and to make them capable for pursuing higher education.

## B.A. Public Administration

S.No.	PROGRAMME OBJECTIVES
1.	To develops the conceptual foundations for better understanding of Public Administration.
2.	To develop a sound theoretical and practical understanding of basic concepts and theories of Administration.
3.	To familiarize the students with the working of Public Administration in diverse settings.
4.	To contribute in the understanding of the role of Public Administration in Socio-Economic development particularly in developing nations.
5.	To create awareness about various issues in Public Administration.

S. No.	PROGRAMME SPECIFIC OUTCOMES (PSOS)
PSO-1	Elucidates basic principles and working of Public Administration
PSO-2	Makes the students aware about the actual working of Public administration along with theoretical underpinnings and practices
PSO-3	Helps in understanding the concepts of administrative responsibility, accountability, efficiency, integrity and team work in government and non-governmental organizations
PSO-4	Contributes in the understanding of different aspects of public policy, human resource management, public budgeting and finance
PSO-5	Students get awareness about the powers and working of local self-government in India.
PSO-6	Foster understanding about the development administration in India and analyze the major issues involved in development process.
PSO-7	Enables the students to grasp knowledge about personnel and financial administration in India. also highlights the major issues involved in financial and personnel administration.
PSO-8	Contributes in preparing the students for Civil Services Career.

## B.A. (Political Science)

COURSE SCHEME										
SEMESTER - I										
Course Code	Course Name	Credits			Total Credits	Max Marks				Page No.
		L	T	P		Th	P	IA	Total	
<b>Major Courses</b>										
BPOL-1113	Basic Concepts of Political Science	4	0	0	4	75	0	25	100	5-6

SEMESTER - II										
Course Code	Course Name	Credits			Total Credits	Max Marks				Page No.
		L	T	P		Th	P	IA	Total	
<b>Major Courses</b>										
BPOL-1213	Political Theory and Ideologies	4	0	0	4	75	0	25	100	7-8

## B.A. (Public Administration)

COURSE SCHEME										
SEMESTER - I										
Course Code	Course Name	Credits			Total Credits	Max Marks				Page No.
		L	T	P		Th	P	IA	Total	
<b>Major Courses</b>										
B PUB-1114	Principles of Public Administration	4	0	0	4	75	0	25	100	9-10

SEMESTER - II										
Course Code	Course Name	Credits			Total Credits	Max Marks				Page No.
		L	T	P		Th	P	IA	Total	
<b>Major Courses</b>										
B PUB-1214	Indian Administration	4	0	0	4	75	0	25	100	11-12

B.A. (12+3 System of Education) (Batch 2023-26)

**B.A. POLITICAL SCIENCE  
SEMESTER-I  
COURSE CODE: BPOL-1113  
BASIC CONCEPTS OF POLITICAL SCIENCE**

**Credits: 4  
L-T-P: 4-0- 0  
Time: 3 Hours**

**Max. Marks: 100  
Theory: 75 Marks  
Internal Assessment: 25 Marks**

**Instructions for the Paper Setter:**

**Medium of Instructions is Punjabi, Hindi and English.**

**Section-A:** The examiner shall set fifteen questions from the entire syllabus. The candidate will attempt any ten questions, of 1½ marks each. Answer to each question shall be in about one to two sentences. The total weightage of this section shall be 15 marks.

**Section-B:** This section will consist of four units. The examiner shall set two questions from each unit of the syllabus. The student shall attempt one question from each unit in about 1000 words. Each question shall carry 15 marks. The total weightage of this section shall be 60 marks.

**Course Objectives:**

The purpose of the course is to develop understanding about the basic political concepts; provide knowledge about the political structures, institutions and the process of government in historical as well as present context; enable the students to become good citizens by enlightening them about rights, liberties and obligations.

**UNIT-I**

1. Political Science: Meaning, Nature and Scope.
2. Relationship of Political Science with Economics, History and Sociology.

**UNIT-II**

3. State: Meaning and Elements.
4. Government: Organs and Forms (Parliamentary, Presidential, Unitary and Federal).
5. Power & Authority: Meaning, Features & Types.

**UNIT-III**

6. Rights: Meaning, Types and Safeguards.
7. Liberty: Meaning, Types and Safeguards.
8. Equality: Meaning and Types, Relationship between Liberty and Equality.

**UNIT-IV**

9. Political System: Meaning, Characteristics and Functions.
10. Political Culture: Meaning, Features, Components and Types.
11. Political Socialisation: Meaning, Features and Agencies.

B.A. (12+3 System of Education) (Batch 2023-26)

B.A. Political Science (Semester-I)

**Suggested readings:**

1. A.C. Kapur, *Principles of Political Science*, New Delhi: S. Chand & Company, 2014.
2. Appadorai, *The Substance of Politics*, New Delhi: Oxford University Press, 2005.
3. Andrew Heywood, *An Introduction to Political Theory*, New Delhi: Palgrave Publications, 2012.
4. Andrew Heywood, *Key Concepts in Politics*, New York: Palgrave Macmillan, 2000.
5. Andrew Heywood, *Politics*, New York: Palgrave. 2002.
6. Eddy. Asirvatham, *Political Theory*, New Delhi: S. Chand & Company, 2015.
7. J. C. Johari, *Principles of Political Science*, New Delhi: Sterling Publishers, 2007.
8. Leftwich, A. *What is Politics: The Activity and Its Study*, Cambridge: Polity Press.
9. M.P. Jain, *Political Theory*, Delhi: Authors Guild Publication, 1989.
10. Mckinnon, C. *Issues in Political Theory*. Oxford/ New York: Oxford University Press. 2014.
11. O. P. Gauba, *An Introduction to Political Theory*, New Delhi: Macmillan India, 2006.
12. S.P. Verma, *Political Theory*, New Delhi: Geetanjali Publishing House, 2015.
13. Sushila Ramaswamy, *Political Theory: Ideas and Concepts*, New Delhi: Macmillan, India, 2003.

**Course Outcomes:**

**CO-1** Makes the students fully conversant with the basic ideas of political science.

**CO-2** Makes them aware about political concepts and political theory.

**CO-3** Helps them in understanding and making distinction between basic political concepts like state and government.

**CO-4** Apprises the students with the basics of the discipline such as democracy, rights, liberty, equality and justice etc.

**CO-5** Enables them to understand new political concepts like political system, political culture and political socialization.

B.A. (12+3 System of Education) (Batch 2023-26)

**B.A. POLITICAL SCIENCE**

**SEMESTER-II**

**COURSE CODE: BPOL-1213**

**POLITICAL THEORY AND IDEOLOGIES**

**Credits: 4**

**L-T-P: 4-0- 0**

**Time: 3 Hours**

**Max. Marks: 100**

**Theory: 75 Marks**

**Internal Assessment: 25 Marks**

**Instructions for the Paper Setter:**

**Medium of Instructions is Punjabi, Hindi and English.**

**Section-A:** The examiner shall set fifteen questions from the entire syllabus. The candidate will attempt any ten questions, of 1½ marks each. Answer to each question shall be in about one to two sentences. The total weightage of this section shall be 15 marks.

**Section-B:** This section will consist of four units. The examiner shall set two questions from each unit of the syllabus. The student shall attempt one question from each unit in about 1000 words. Each question shall carry 15 marks. The total weightage of this section shall be 60 marks.

**Course Objectives:**

The motive of the course is to develop understanding about various contending political theories and their relevance in the contemporary times; make the students aware about the origin and functions of the political institutions; develop critical and rational thinking for comprehending contemporary political problems and ensure students' contribution in good governance.

**UNIT-I**

1. Political Theory: Meaning, Nature and Scope (Traditional & Modern View).
2. Political Ideologies: Liberalism and Marxism; Meaning and Major Ideas.

**UNIT-II**

3. Liberal theories regarding the origin of the State: Social Contract, Historical/ Evolutionary.
4. Liberal theory of the Nature and Functions of the State.

**UNIT-III**

5. Marxian theory of the origin of State.
6. Marxian theory of the Nature and Functions of the State.

**UNIT-IV**

7. Theories of Sovereignty: Monistic and Pluralistic.
8. Theories of Democracy: Liberal, Elitist and Marxist.

## B.A. (12+3 System of Education) (Batch 2023-26)

### B.A. Political Science (Semester-II)

#### Suggested readings:

1. A. C. Kapur, *Principles of Political Science*, New Delhi: S. Chand & Company, 2014.
2. Andrew Heywood, *An Introduction to Political Theory*, New Delhi: Palgrave Publications, 2001
3. B.N. Roy, *Political Theory and Thought*, New Delhi: Kaveri Books, 2011.
4. Bhargava, R. and Acharya, *A Political Theory: An Introduction*. New Delhi: Pearson Longman, 2008.
5. D.C. Bhattacharya, *Political Theory*, Calcutta: Vijay Publishing House.
6. David Easton, *The Political System*, Calcutta: Scientific Book Agency, 1917.
7. E. Ashirvatham, *Political Theory*, New Delhi: S. Chand & Company, 2015.
8. J. C. Johari, *Principles of Political Science*, New Delhi: Sterling Publishers, 2007.
9. John Hoffman and Paul Graham, *Introduction to Political Theory*, New Delhi: Pearsons, 2012.
10. M. P. Jain, *Political Theory*, Delhi: Authors Guild Publication, 1981.
11. O. P. Gauba, *An Introduction to Political Theory*, New Delhi: Macmillan India Ltd., 2006.
12. Rajiv Bhargava and Ashok Acharya, *Political Theory*, New Delhi: Pearson, 2008.
13. S.P. Verma, *Political Theory*, New Delhi: Geetanjali Publishing House, 2015.
14. Satish Kumar Sharma, *Adhunik Rajnitik Vishleshan*, Patiala: Publication Bureau, Punjabi University.
15. Vincent, A. *The Nature of Political Theory*. New York: Oxford University Press. 2004

#### Course Outcomes:

**CO-1** Helps the students in understanding the nature, scope and significance of political theory.

**CO-2** Makes the students conversant with political theories in the light of two contending political ideologies of Liberalism and Marxism.

**CO-3** Acquaints the students with different political ideas in political theory.

**CO-4** Helps in understanding various traditional and modern theories of Political Science.

**CO-5** Explains the concept of Democracy (Liberal, Elitist and Marxist perspective) and Sovereignty (Monistic and Pluralistic perspective)- its types and related theories.



B.A. (12+3 System of Education) (Batch 2023-26)

**B.A. PUBLIC ADMINISTRATION  
SEMESTER-I  
COURSE CODE: BPUB-1114  
PRINCIPLES OF PUBLIC ADMINISTRATION**

**Credits: 4  
L-T-P: 4-0- 0  
Time: 3 Hours**

**Max. Marks: 100  
Theory: 75 Marks  
Internal Assessment: 25 Marks**

**Instructions for the Paper Setter:**

**Medium of Instructions is Punjabi, Hindi and English.**

**Section-A:** The examiner shall set fifteen questions from the entire syllabus. The candidate will attempt any ten questions, of 1½ marks each. Answer to each question shall be in about one to two sentences. The total weightage of this section shall be 15 marks.

**Section-B:** This section will consist of four units. The examiner shall set two questions from each unit of the syllabus. The student shall attempt one question from each unit in about 1000 words. Each question shall carry 15 marks. The total weightage of this section shall be 60 marks.

**Course Objectives:**

The course aims at providing theoretical and conceptual knowledge about Public Administration; making the students aware about the principles of organization and administrative behavior and acquaint the students with the executive, legislative and judicial control over Public Administration.

**UNIT-I**

1. Public Administration: Meaning, Nature and Scope.
2. Distinction between Public and Private Administration.
3. New Public Administration, New Public Management and Good Governance.

**UNIT-II**

4. Organization: Meaning, Basis and Types.
5. Basic Principles of Organisation: Hierarchy, Span of Control, Unity of Command, Centralization and Decentralization, Delegation, Coordination and Supervision.

**UNIT-III**

6. Chief Executive: Meaning, Types and Functions, Line and Staff Agencies.
7. Department, Public Corporation and Independent Regulatory Commission.
8. Delegated Legislation, Administrative Tribunals.

**UNIT-IV**

9. Administrative Behaviour: Leadership, Communication, Decision-Making.
10. Executive, Legislative, Judicial and Citizen's Control over Administration.

## B.A. (12+3 System of Education) (Batch 2023-26)

### B.A. Public Administration (Semester-I)

#### Suggested Readings: -

1. Avasthi A, and S.R. Maheshwari, *Public Administration*, Agra: Laxmi Narian Aggarwal, Educational Publishers, 2004.
2. B. L. Fadia and Kuldip Fadia, *Public Administration: Administrative Theories and Concepts*, Agra: Sahityaa Bhawan Publication, 2011.
3. K.K. Puri, *Elements of Public Administration, (Punjabi)*, Jalandhar: Bharat Prakashan, 2004.
4. L.D. White, *Introduction to the Study of Public Administration*, New York: Macmillan, 1995.
5. M. P. Sharma, and B. L. Sadana, *Public Administration*, Allahabad: Kitab Mahal, 2015.
6. Mohit Bhattacharya, *New Horizons of Public Administration*, New Delhi: Jawahar Publishers & Distributers, 2013.
7. Mohit Bhattacharya, *Restructuring Public Administration–Essays in Rehabilitation*, New Delhi: Jawahar Publishers and Distributors, 1999.
8. Pundrik Ojha and Kiran Sharma, *Public Administration Theory and Practice* Jalandhar: Raj Publishers, 2009.
9. Rumki Basu, *Public Administration: Concept and Theory*, New Delhi: Sterling Publishers. Pvt. Ltd., 2008.
10. S.R. Maheshwari, A. Awasthi, *Public Administration*, Agra: Lakshmi Narain Aggarwal, 2011.
11. Sahib Singh and Swinder Singh, *Public Administration: Theory and Practice*, Jalandhar: New Academic Publishers, 1997.
12. Usha Kapoor, *Lok Prashashan–Sidhant Ate Vihar*, Patiala: Panjabi University,

#### Course Outcomes:

**CO-1** Helps in understanding the nature and Scope of the Public Administration.

**CO-2** Familiarizes the students with the approaches, concepts and principles of Public Administration.

**CO-3** Develops an understanding of the Administrative Behaviour.

**CO-4** Acquaints the students with the working of state administrative machinery.

**CO-5** Upgrades the knowledge of the students about the working of Public Administration as a stabilizing force in society.

B.A. (12+3 System of Education) (Batch 2023-26)

**B.A. PUBLIC ADMINISTRATION  
SEMESTER-II  
COURSE CODE: BPUB-1214  
INDIAN ADMINISTRATION**

**Credits: 4  
L-T-P: 4-0- 0  
Time: 3 Hours**

**Max. Marks: 100  
Theory: 75 Marks  
Internal Assessment: 25 Marks**

**Instructions for the Paper Setter:  
Medium of Instructions is Punjabi, Hindi and English.**

**Section-A:** The examiner shall set fifteen questions from the entire syllabus. The candidate will attempt any ten questions, of 1½ marks each. Answer to each question shall be in about one to two sentences. The total weightage of this section shall be 15 marks.

**Section-B:** This section will consist of four units. The examiner shall set two questions from each unit of the syllabus. The student shall attempt one question from each unit in about 1000 words. Each question shall carry 15 marks. The total weightage of this section shall be 60 marks.

**Course Objectives:**

The purpose of the course is to develop understanding about the nature of the Indian administration from federal point of view; foster knowledge about the role of the Chief Executive at district, state and national level and make the students aware about the contemporary issues in Public Administration like permanent and political executive controversy, generalist vs. specialist controversy etc.

**UNIT-I**

1. Nature of Indian Administration.
2. Nature of Indian Federalism.
3. Centre-State Relations - Legislative, Administrative and Financial.

**UNIT-II**

4. Central Administration: President, Prime Minister and Council of Ministers.
5. PMO, Cabinet Secretary and Cabinet Secretariat.
6. Control over Administration: Legislative, Executive and Judicial.

**UNIT-III**

7. State Administration: Governor, Chief Minister and Council of Ministers.
8. Chief Secretary, State Secretariat.
9. District Administration: Features, Structure and Functions, Changing Role of Deputy Commissioner.

## B.A. (12+3 System of Education) (Batch 2023-26)

### B.A. Public Administration (Semester-II)

#### UNIT-IV

10. Issues in Indian Administration: Relationship between Permanent and Political Executive,
11. Generalist versus Specialist controversy.
12. Administrative Corruption.

#### **Suggested Readings: -**

1. Avasthi and Avasthi, *Indian Administration*, Agra: Lakshmi Narain Aggarwal, Educational Publishers, 2000.
2. B.L. Fadia, Kuldeep Fadia, *Indian Administration*, New Delhi: Sahitya Bhawan Publishers, 2005.
3. Hoshiar Singh, and Pankaj Singh, *Indian Administration*, Delhi: Pearson, 2011.
4. Padma Ramachandran, *Public Administration in India*, New Delhi: National Book Trust, 1995.
5. Pardeep Sachdeva, *Bharti Prashasan*, Patiala: Panjabi University, 2002.
6. Prasad Kamala, *Indian Administration in India*, New Delhi: PHI Learning, 2010.
7. R.B. Jain, *Contemporary Issues in Indian Administration*, New Delhi: Vishal Publications, 1976.
8. Ramesh K. Arora and R. Goyal, *Indian Public Administration: Institutions and Issues*, New Delhi: New age International Publications, 2015.
9. S.R. Maheshwari, *Indian Administration*, New Delhi: Orient Longman, 2000.
10. S.R. Maheshwari, *State Government in India*, New Delhi: McMillan, 1979.
11. Sarkar Siuli, *Public Administration in India*, New Delhi: PHI Learning, 2010.
12. Vishnoo Bhagwan and Vidya Bhushan, *Indian Administration*, New Delhi: S. Chand & Company, 2000.

#### **Course Outcomes:**

**CO-1** Strengthens the basic fundamentals of the students by providing them deep insight into the historical evolution of the Indian Administration.

**CO-2** Helps in understanding the forms and substance of Indian Administration.

**CO-3** Acquaints them with the functioning of Indian Administration at various levels.

**CO-4** Makes the students aware about the administrative machinery working at local, regional and national level.

**CO-5** Creates awareness about burning issues in Indian Administration.

