

FACULTY OF ARTS AND SOCIAL SCIENCES

SYLLABUS

**B. A.
PUBLIC ADMINISTRATION
(SEMESTER: I–VI)**

Session 2018-19



**KHALSA COLLEGE AMRITSAR
(An Autonomous College)**

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- (ii) Subject to change in the syllabi at any time.**

SESSION: 2018-2019
B.A. PUBLIC ADMINISTRATION
SEMESTER-I
PAPER: PRINCIPLES OF PUBLIC ADMINISTRATION

Time: 3 Hours

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

Instructions for the Paper Setter:

The question paper consists of Five Sections: A, B, C, D and E. Sections A, B, C and D will have two questions each from Unit- I, II, III and IV of the syllabus, each carrying 15 marks. The students are to attempt one question from each section approximately in 1000 words. Section E consists of eight short answer type questions to be set from the entire syllabus. The students are to attempt five questions in 100 words approximately each carrying 3 marks.

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, 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.'

Suggested Readings:-

1. S.R. Maheshwari, A. Awasthi, *Public Administration*, Agra: Lakshmi Narain Aggarwal, 2004.
2. Rumki Basu, *Public Administration: Concept and Theory*, New Delhi: Sterling Publishers.Pvt. Ltd., 1990.

3. Mohit Bhattacharya, *Restructuring Public Administration—Essays in Rehabilitation*, New Delhi: Jawahar Publishers and Distributors, 1999.
4. Usha Kapoor, Lok Prashashan—Sidhant Ate Vihar, Patiala: Panjabi University, K.K. Puri, *Elements of Public Administration, (Punjabi)*, Jalandhar: Bharat Prakashan, 2004.
5. M.P. Sharma, and B.L. Sadana, *Public Administration*, Allahabad: KitabMahal, 1993.
6. Sahib Singh and Swinder Singh, *Public Administration: Theory and Practice*, Jalandhar: New Academic Publishers, 1997.
7. L.D. White, *Introduction to the Study of Public Administration*, New York: Macmillan, 1995.

SESSION: 2018-2019
B.A. PUBLIC ADMINISTRATION
SEMESTER-II
PAPER: INDIAN ADMINISTRATION

Time: 3 Hours

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

Instructions for the Paper Setter:

The question paper consists of Five Sections: A, B, C, D and E. Sections A, B, C and D will have two questions each from Unit- I, II, III and IV of the syllabus, each carrying 15 marks. The students are to attempt one question from each section approximately in 1000 words. Section E consists of eight short answer type questions to be set from the entire syllabus. The students are to attempt five questions in 100 words approximately each carrying 3 marks.

UNIT-I

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

UNIT-II

4. Central Administration: President, Prime Minister, PMO, Council of Ministers, Cabinet Secretariat.
5. Parliament: Lok Sabha, Rajya Sabha, Speaker.
6. Judicial System: Supreme Court and High Court.

UNIT-III

7. State Administration: Governor, Chief Minister, Council of Ministers, Chief Secretary.
8. State Legislature: Composition and Powers.
9. Divisional and District Administration: Features, Functions and Role of Divisional Commissioner and Deputy Commissioner.

UNIT-IV

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

Suggested Readings:-

1. Ramesh K. Arora and R. Goyal, *Indian Public Administration*, New Delhi: Vishwa Prakashan, 2002.
2. Avasthi and Avasthi, *Indian Administration*, Agra: Lakshmi Narain, 2000.
3. Vishnoo Bhagwan and Vidya Bhushan, *Indian Administration*, New Delhi: S. Chand & Company, 2000.
4. B.L. Fadia, Kuldeep Fadia, *Indian Administration*, New Delhi: Sahitya Bhawan Publishers, 2005.
5. Hoshiar Singh, *Indian Administration*, Allahabad: Kitab Mahal, 2000.
6. R.B. Jain, *Contemporary Issues in Indian Administration*, New Delhi: Vishal Publications, 1976.
7. S.R. Maheshwari, *Indian Administration*, New Delhi: Orient Longman, 2000.
8. S.R. Maheshwari, *State Government in India*, New Delhi: McMillan, 1979.
9. Pardeep Sachdeva, *Bharti Prashasan*, Patiala: Panjabi University, 2002.

SESSION: 2018-2019
B.A. PUBLIC ADMINISTRATION
SEMESTER-III
PAPER: PERSONNEL ADMINISTRATION IN INDIA

Time: 3 Hours

Max. Marks: 100
Theory: 80 Marks
Internal Assessment: 20 Marks

Instructions for the Paper Setter:

The question paper consists of Five Sections: A, B, C, D and E. Sections A, B, C and D will have two questions each from Unit- I, II, III and IV of the syllabus, each carrying 15 marks. The students are to attempt one question from each section approximately in 1000 words. Section E consists of 10 short answer type questions to be set from the entire syllabus. The students are to attempt all the questions, in 50 words approximately each carrying 2 marks.

UNIT-I

1. Personnel Administration: Meaning, Nature, Scope
2. Functions and Significance of Personal Administration.
3. Public Services and their role in Administrative System.

UNIT-II

4. Civil Services in India; Role and Rationale of All India Services.
5. Recruitment: Meaning, Kinds and Methods.
6. Training: Meaning, Objectives and Types.
7. Promotion: Meaning, Principles.

UNIT- III

8. Personnel Agencies: Department of Personnel and Public Grievances.
9. Union Public Service Commission.
10. State Public Service Commissions, Staff Selection Commission.

UNIT-IV

11. Employer- Employee Relations in India: Employee's participation in Management.
12. Rights of Public Servants, Conduct and Discipline.
13. Integrity in Public Services; Problem of Corruption.
14. Lok Pal and Lok Ayukta, Central Vigilance Commission (CVC).

Suggested Readings:-

1. Government of India, *Report on Personnel Administration*, New Delhi, 1970.
2. Glenn O. Stahl, *Public Personnel Administration*, New Delhi: Oxford IBH Publication Co., 1977.
3. S.L. Goel and Rajneesh Shalini, *Public Personnel Administration: Theory and Practice*, New Delhi: Deep & Deep Publications, 2002.
4. Indian Institute of Public Administration, *Personnel Administration*, New Delhi, 1970.
5. Sahib Singh and Sawinder Singh, *Public Personnel and Financial Administration*, Jalandhar: New Academic Publisher, 2002.
6. V.M Sinha, *Personnel Administration*, Jaipur: RBSA Publisher, 1985.

SESSION: 2018-2019
B.A. PUBLIC ADMINISTRATION
SEMESTER-IV
PAPER: FINANCIAL ADMINISTRATION

Time: 3 Hours

Max. Marks: 100
Theory: 80 Marks
Internal Assessment: 20 Marks

Instructions for the Paper Setter:-

The question paper consists of Five Sections: A, B, C, D and E. Sections A, B, C and D will have two questions each from Unit- I, II, III and IV of the syllabus, each carrying 15 marks. The students are to attempt one question from each section approximately in 1000 words. Section E consists of 10 short answer type questions to be set from the entire syllabus. The students are to attempt all the questions, in 50 words approximately each carrying 2 marks.

UNIT- I

1. Nature and Scope of Financial Administration.
2. Objectives and Principles of Financial Administration.
3. Union- State Financial Relations.

UNIT- II

4. Meaning, Purpose and Principles of Budget- Budget as a tool of Administration.
5. Preparation, Enactment and Execution of Budget.
6. Performance Budgeting, Zero-Base Budgeting

UNIT- III

7. Legislative Control over Finance.
8. Role of Financial Committees: Public Accounts Committee, Estimates Committee.
9. Accounting and Audit, Comptroller and Auditor General, Composition and Functions.

UNIT-IV

10. Organization of Union Ministry of Finance.
11. Finance Commission: Composition and Function.
12. Department of Finance in Punjab.

Suggested Readings:

1. S.L Goel, *Financial Administration*, New Delhi: Deep & Deep Publication, 2002.
2. Government of India, *Administrative Reforms Commission*, New Delhi: Report of Financial Account And Audit, 1967.
3. G.S. Lall, *Financial Administration in India*, Delhi: H.P.J. Kapoor, 1969.
4. K.K. Puri and G.S. Barara, *Personnel and Financial Administration*, Jalandhar: Bharat Prakashan, 2003.
5. Sahib Singh and Swinder Singh, *Public Personnel and Financial Administration*, New Academic Publisher, 2002.
6. M.J.K. Thavaraj, *Financial Administration in India*, New Delhi: S.Chand & Co. Pvt. Ltd.,

SESSION: 2018-2019
B.A. PUBLIC ADMINISTRATION
SEMESTER- V
PAPER: LOCAL GOVERNMENT
(with special reference to Punjab)

Time: 3 Hours

Max. Marks: 100
Theory: 80 Marks
Internal Assessment: 20 Marks

Instructions for the Paper Setter:-

The question paper consists of Five Sections: A, B, C, D and E. Sections A, B, C and D will have two questions each from Unit- I, II, III and IV of the syllabus, each carrying 15 marks. The students are to attempt one question from each section approximately in 1000 words. Section E consists of 10 short answer type questions to be set from the entire syllabus. The students are to attempt all the questions, in 50 words approximately each carrying 2 marks.

UNIT-I

1. Meaning and Significance of Local Government.
2. Brief History of Local Government in India: Historical Background.
3. Main Features of 73rd and 74th Constitutional Amendments.
4. State- Local Government Relations: Role of State Finance Commission.

UNIT-II

5. Main Features of Urban Local Government in Punjab, Types of Urban Local Bodies.
6. Municipal Corporation: Organisation and Functions, Municipal Commissioner, Mayor.
7. Municipal Council: Organisation and Functions; President, Executive Officer,
8. Nagar Panchayts: Composition and Functions.

UNIT- III

9. Main Features of Panchayati Raj System in Punjab.
10. Gram Sabha and Village Panchayats: Structure, Functions and Finance.
11. Panchayat Samitis-Structure, Functions and Finance.
12. Zila Parishads-Structure, Functions and Finance.

UNIT- IV

13. Organisation of the Department of Local Government in Punjab.
14. Relationship of Local Government Institutions with District Administration.
15. State control over Panchayati Raj Institutions and Urban Local Government.
16. E-Governance: Suvidha Centres.

Suggested Readings:-

1. V.P. Dubey, *Urban Development and Administration*, New Delhi: Deep & Deep Publication Pvt. Ltd., 1990.
2. S.L. Goel, *Urban Administration in India*, New Delhi: Deep & Deep Publication Pvt. Ltd., 2003.
3. Hoshiar Singh, *Theory and Practice of Local Government*, Allahabad: Kitab Mahal, 1999.
4. S.R. Maheshwari, *Local Government in India*, Agra: Lakshmi Narain Aggarwal, 2005.
5. Pardeep Sachdeva, *Urban Local Government in India*, Allahabad: Kitab Mahal, 2002.
6. Sahib Singh and Swinder Singh, *Local Government in India*, Jalandhar: New Academic Publishing Co., 2005.
7. D.R. Sachdeva, *Sathanak - Sarkar: Punjab De Sandarbh Vich*, Patiala: Punjabi University, 2003.

SESSION: 2018-2019
B.A. PUBLIC ADMINISTRATION
SEMESTER-VI
PAPER: DEVELOPMENT ADMINISTRATION
(With Special Reference to India)

Time: 3 Hours

Max. Marks: 100
Theory: 80 Marks
Internal Assessment: 20 Marks

Instructions for the Paper Setter:-

The question paper consists of Five Sections: A, B, C, D and E. Sections A, B, C and D will have two questions each from Unit- I, II, III and IV of the syllabus, each carrying 15 marks. The students are to attempt one question from each section approximately in 1000 words. Section E consists of 10 short answer type questions to be set from the entire syllabus. The students are to attempt all the questions, in 50 words approximately each carrying 2 marks.

UNIT-I

1. Development Administration: Meaning, Scope and Significance.
2. Main features of Development Administration in India.
3. Mixed Economy Model & its Rationale and Significance.

UNIT- II

4. National Institution for Transforming India (NITI Ayog), National Development Council.
5. State Planning Commission, District and Block Level Planning Machinery.
6. Formulation and Implementation of Development Programmes and Projects.

UNIT- III

7. Growth and Role of Public Sector in India, Forms and Features of Public Enterprises.
8. Administrative Problems of Public Sector.
9. Parliamentary and Executive Control over Public Sector.
10. New Economic Policy, Public Sector Reforms and Privatization.

UNIT- IV

11. Welfare of Scheduled Castes, Scheduled Tribes and Other Backward Classes.
12. Welfare Measures for Women and Children.
13. Central Social Welfare Board: Composition and functions.
14. Role of Voluntary Agencies in Social Welfare.

Suggested Readings:-

1. S.S. Khera, *Government in Business*, New Delhi, National Publishing House, 1977.
2. S.S. Kapoor, *Women and Welfare: A Study of Voluntary Agencies*, New Delhi: Indus Publishing Company, 1995.
3. K.K. Puri and G.S. Brar, *Development Administration*, Jalandhar: Bharat Parkashan, 1993.
4. D.R. Sachdeva, *Social Welfare Administration in India*, Allahabad: Kitab Mahal, 2005.
5. K.B. Srivastava, *New Perspectives in Development Administration in India*, New Delhi: Concept Publishing, 1994.
6. M. Bhattacharya, *Bureaucracy & Development Administration*, Delhi: Uppal Publishing House, 1979.
7. M. Bhattachary, *Development Administration: Search for Alternative*, New Delhi: Jawahar Publishers and Distributors, 1997.
8. R.D. Sharma, *Development Administration: Theory and Practice*, Delhi: H.K. Publishers, 1989.
9. R.K. Sapru, *Development Administration*, New Delhi: Sterling Publishers, 2004.
10. S.P. Verma and S.K. Sharma, Eds., *Development Administration*, Delhi: IIPA, 1984.
11. D.R. Sachdeva, *Social Welfare Administration in India*, Allahabad: Kitab Mahal, 1993.
12. S. L. Goel and R. K. Jain, *Social Welfare Administration*, Vol. I & II, New Delhi: Deep & Deep, 1988.