

# **FACULTY OF ARTS AND SOCIAL SCIENCES**

## **SYLLABUS**

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

**Session 2019-20**



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

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## **SYLLABUS INDEX**

### **B.A. PUBLIC ADMINISTRATION**

<b>Sr. No</b>	<b>Paper</b>	<b>Subject</b>	<b>Marks</b>			<b>Page. No</b>
			<b>Theory</b>	<b>Internal Assessment</b>	<b>Total</b>	
1.	Semester-I	Principles of Public Administration	75	25	100	3,4
2	Semester-II	Indian Administration	75	25	100	5,6
3.	Semester-III	Personnel Administration In India	75	25	100	7,8
4.	Semester-IV	Financial Administration	75	25	100	9,10
5.	Semester-V	Local Government (With Special Reference To Punjab)	80	20	100	11,12
6.	Semester-VI	Development Administration (With Special Reference To India)	80	20	100	13,14

**SESSION: 2019-2020**  
**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 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.

**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,

**SESSION: 2019-2020**  
**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. 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.

**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 Pvt. Ltd., 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*, PHI Learning Pvt. Ltd., 2010.
12. Vishnoo Bhagwan and Vidya Bhushan, *Indian Administration*, New Delhi: S. Chand & Company, 2000.

**SESSION: 2019-2020**  
**B.A. PUBLIC ADMINISTRATION**  
**SEMESTER-III**  
**PAPER: PERSONNEL ADMINISTRATION IN INDIA**

**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. Personnel Administration: Meaning, Nature and 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 and 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.
14. Lok Pal and Lok Ayukta, Central Vigilance Commission (CVC).

**Suggested Readings:-**

1. Glenn O. Stahl, *Public Personnel Administration*, New Delhi: Oxford IBH Publication Co., 1977.
2. Government of India, *Report on Personnel Administration*, New Delhi, 1970.
3. Indian Institute of Public Administration, *Personnel Administration*, New Delhi, 1970.

4. S.L. Goel and Rajneesh Shalini, *Public Personnel Administration: Theory and Practice*, New Delhi: Deep & Deep Publications, 2002.
5. Sahib Singh and Sawinder Singh, *Public Personnel and Financial Administration*, Jalandhar: New Academic Publisher, 2007.
6. V.M Sinha, *Personnel Administration*, Jaipur: RBSA Publisher, 1985.



**SESSION: 2019-2020**  
**B.A. PUBLIC ADMINISTRATION**  
**SEMESTER-IV**  
**PAPER: FINANCIAL 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. Financial Administration: Meaning, Nature and Scope.
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 Functions.
12. Department of Finance in Punjab: Structure and Functions.

**Suggested Readings:**

1. G. S. Lall, *Financial Administration in India*, Delhi: H.P.J. Kapoor, 1976.
2. Goel, S. L. *Financial Management and Administration*, Sterling Publications, New Delhi, 1993.
3. Government of India, *Administrative Reforms Commission*, New Delhi: Report of Financial Account and Audit, 1967.
4. K.K. Puri and G.S. Barara, *Personnel and Financial Administration*, Jalandhar: Bharat Prakashan, 2003.
5. M.J.K. Thavaraj, *Financial Administration in India*, New Delhi: S. Chand & Co. Pvt. Ltd., 1978.

6. Mahajan S and A. Mahajan, *Financial Administration in India*, Delhi: PHI Learning Pvt. Ltd, 2014.
7. S. L Goel, *Financial Administration*, New Delhi: Deep & Deep Publication, 2002.
8. Sahib Singh and Swinder Singh, *Public Personnel and Financial Administration*, Jalandhar: New Academic Publisher, 2007.

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**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. Local Government: Meaning, Nature and Significance.
2. Brief History of Local Government in India.
3. Main Features of 73rd and 74th Constitutional Amendments.

**UNIT-II**

4. Gram Sabha and Village Panchayats: Structure, Functions and Finances.
5. Panchayat Samitis-Structure, Functions and Finances.
6. Zila Parishads-Structure, Functions and Finances.

**UNIT- III**

7. Municipal Corporation: Organisation and Functions, Municipal Commissioner, Mayor.
8. Municipal Council: Organisation and Functions; President, Executive Officer.
9. Nagar Panchayts: Composition and Functions, Other Urban Local Bodies.

**UNIT- IV**

10. Organisation of the Department of Local Government in Punjab.
11. Relationship of Local Government Institutions with District Administration.
12. State control over Local Administration, Role of State Finance Commission.
13. Challenges to Panchayati Raj System.

**Suggested Readings:-**

1. D.R. Sachdeva, *Sathanak Sarkar: Punjab De Sandarbh Vich*, Patiala: Punjabi University, 2003.

2. Government of India, *Second Administration Reforms Commission*, 6<sup>th</sup> Report-Local Governance.
3. Hoshiar Singh, *Theory and Practice of Local Government*, Allahabad: Kitab Mahal, 1999.
4. Pardeep Sachdeva, *Urban Local Government in India*, Allahabad: Kitab Mahal, 2002.
5. Puri, K.K. and Barara, G.S.. *Local Government in India*, Jalandhar: Bihar Prakashan. 2008.
6. S.L Goel. & Ramesh, S. *Panchayati Raj in India*. New Delhi: Deepak & Deep Publishers, 2003.
7. S.L. Goel, *Urban Administration in India*, New Delhi: Deep & Deep Publication Pvt. Ltd., 2003.
8. S.R. Maheshwari , *Local Government in India*, Agra: Lakshmi Narain Aggarwal, 2005.
9. Sahib Singh and Swinder Singh, *Local Government in India*, Jalandhar: New Academic Publishing Co., 2005.
10. Singh, H.B., *Revitalised Urban Administration in India*, Delhi: Kalpaz Publishers, 2003.
11. Singh, S & Singh, S. *Local Government in India*, Jalandhar: New Academic Publishers, 2000.
12. V.P. Dubey, *Urban Development and Administration*, New Delhi: Deep & Deep Publication Pvt. Ltd., 1990.

**SESSION: 2019-2020**  
**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.

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

**Suggested Readings:-**

1. D.R. Sachdeva, *Social Welfare Administration in India*, Allahabad: Kitab Mahal, 2005.
2. D.R. Sachdeva, *Social Welfare Administration in India*, Allahabad: Kitab Mahal, 1993.
3. Dawivedi, O.P. *Development Administration: From Underdevelopment to Sustainable Development*, London: Macmillan, 1994.

4. K.B. Srivastava, *New Perspectives in Development Administration in India*, New Delhi: Concept Publishing, 1994.
5. K.K. Puri and G.S. Brar, *Development Administration*, Jalandhar: Bharat Parkashan, 1993.
6. M. Bhattachary, *Development Administration: Search for Alternative*, New Delhi: Jawahar Publishers and Distributors, 1997.
7. M. Bhattacharya, *Bureaucracy & Development Administration*, Delhi: Uppal Publishing House, 1979.
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. L. Goel and R. K. Jain, *Social Welfare Administration*, Vol. I & II, New Delhi: Deep & Deep, 1988.
11. S.P. Verma and S.K. Sharma, Eds., *Development Administration*, Delhi: IIPA, 1984.
12. S.S. Kapoor, *Women and Welfare: A Study of Voluntary Agencies*, New Delhi: Indus Publishing Company, 1995.
13. S.S. Khera, *Government in Business*, New Delhi: National Publishing House, 1977.
14. Singh, S. & Singh, S. *Public Administration: Development and Local Administration*, Jalandhar: New Academic Publishers, 2010.