

# MATA GUJRI COLLEGE FATEHGARH SAHIB

(An Autonomous College)

## SYLLABUS

### B.A. PART-I PUBLIC ADMINISTRATION (SEMESTER I AND II)

### (SEMESTER SYSTEM)

### 2023-24 SESSION

Max Marks: 100

Theory: 75 Marks

Internal Assessment: 25 Marks

**Note:** Each paper will carry 75 marks and of three hours duration. 25 marks in each paper is for internal assessment.

The Break up of 25 marks for internal assessment is as below:

- |                       |              |
|-----------------------|--------------|
| 1. MST                | : 12.5 Marks |
| 2. Class Attendance   | : 05 Marks   |
| 3. Assignment/Seminar | : 07.5 Marks |

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Total Marks : 25 Marks

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Dr. Satnam Singh

Dr. Ravneet Kaur

Dr. Narinder Kaur

Dr. Gopal Krishan

Sh. Pritam Singh

Jasleen Kaur

**Public Administration**  
**BA-I (SEMESTER-1<sup>ST</sup>)**  
**Paper-Administrative Theory**  
**Paper Code: BA-121**

**Max. Marks: 75**  
**Pass Marks: 26**

**Time Allowed: 3 Hours**

**COURSE OBJECTIVES AND LEARNING OUTCOMES**

The objective of this paper is to acquaint the students with the basic concepts and principles of public administration. In addition, the paper would trace the evolution of public administration and its relationship with other social sciences.

**PEDAGOGY**

This will include lectures, seminars, class discussion, term papers and other writing assignments, presentations, role play, case studies, field visits etc. and will be Information and Communication Technology supported. The use of this method should equip the student with listening, writing and presentation skills along with the capacity for analysis and evaluation. Leadership and team work will be the skills expected to develop and to ready the student for the world of work.

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

The question paper will consist of three Units I, II and III. Unit I & II each will consist of four questions carrying 12 marks. Unit III will consist of 9 short-answer type questions which will cover the entire syllabus. Each short answer type question will carry 3 marks.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from Units I and II of the question paper and the entire unit III. Candidates are required to answer the short questions in 3-4 lines.

**UNIT-I**

1. Meaning, Nature, Scope and Significance of Public Administration
2. Public Administration and Private Administration, Relationship of Public Administration with Political Science, Economics and Sociology
3. Organization : Meaning, Bases and Types
4. Leadership and Chief Executive

**UNIT-II**

5. Line, Staff and Auxiliary Agencies
6. Principles of organization : Hierarchy, Unity of Command,, Span of Control, Centralization and Decentralization, Coordination and Communication
7. Delegated Legislation : Meaning, Merits, Demerits and safeguards
8. Good Governance : Concept, Application and Rationale

**Suggested Readings**

1. Avashi and S.R. Maheswari: Public Administration (Agra: Lakshmi Narain Aggarwal Educational Publishers, 2004).
2. Bidyut Chakarborty and Prakash: Public Administration in a Globalizing World-Theory and Practices (New Delhi: Sage Publications India Pvt Ltd, (2015).

Dr. Satnam Singh

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3. B.L. Fadia and Kuldeep Fadia: Public Administration: Theory and Practice, (Agra: Sahitya Bhawan Publications, (2015).
4. Chander Mohan Mahajan: Elements of Public Administration (Patiala: Publication Bureau, (Punjabi, Punjabi University).
5. Cyril O' Donnell: Principles of Management: An Analysis of Managerial Functions (New York: McGraw Hill, 1975).
6. E.N. Gladden: An Introduction to Public Administration (London: Staples Press, Latest ed.).
7. Feliz A. Nigro and Liyod G. Nigro: Modern Public Administration (New York: Harper and row, Latest ed.).
8. Harbir Singh: Administrative Theory and Indian Administration (Patiala: Deepak Publishing House, 2016).
9. Inderjit Singh Sethi: Public Administration: Theory and Practice (Panjabi) (Jaipur: College Book Depot, 1999).
10. John M. Pfiffner and Drank P. Sherwood: Administrative Organisation (New Delhi: Prentice Hall, Latest ed.).
11. John M. Pfiffner and R. Vance Presthus: Public Administration (New York Ronald Press, Latest ed.).
12. K. K. Puri: Elements of Public Administration (Pbi.) (Jalandhar: Bharat Parkashan, 2004).
13. Mohit Bhattacharaya: Pubic Administration (Kolkata: The World Press Private Limited, 2012).
14. M.P. Sharma, B.L. Sadana and Harpreet Kaur: Pubic Administration in Theory and Practice (New Delhi: Kitab Mahal, 2013).
15. M. Laximkant: Pubic Administration (New Delhi: Tata MacGraw Hill Education Private Limited, 2011)
16. Nicholas Henry: Public Administration and Public Affairs (Delhi: PHI Learning Private Limited, 2014).
17. Noorjahan Bava: Public Administration in the 21<sup>st</sup> Century (New Delhi: Knishka Publishers Distributors, 2010).
18. Owen E. Hughes: Public Management & Administration (UK: Macmillan Publishers Limited, 2012)
19. Peter Self: Administrative Theories and Politics (London : George Allen and Unwin, 1972).
20. R.B. Jain: Public Administration in India (New Delhi: Deep and Deep Publishers Pvt. Ltd., 2001).
21. Robert T. Goleblewski: Public Administration as a Developing Discipline (New York: Marcel Dekker, 1977).
22. Rumki Basu: Introduction to Public Administration (New Delhi: Sterling Publishers, 1990).
23. S.P. Naidu: Public Administration Concepts and Theories (New Delhi: New Age International (P) Limited Publishers, 2014)
24. Sahib Singh & Swinder Singh: Public Administration Theory and Practice (Jalandhar: New Academic Publishing Co., 2009).
25. S.R. Maheshwari: A Dictionary of Public Administration (New Delhi: Orient BlackSwan, 2009).
26. S. L. Goel: Advanced Public Administration Theory and Practice (New Delhi: Deep and Deep Publications Pvt. Ltd., 2008).
27. Surender Katariya: Public Administration Theory and Practice (New Delhi: National Publishing House, 2017).

**Public Administration**  
**BA-I (SEMESTER-2<sup>ND</sup>)**  
**Paper-Indian Administration**  
**Paper Code: BA-221**

**Max. Marks: 75**  
**Pass Marks: 26**

**Time Allowed: 3 Hours**

**COURSE OBJECTIVES AND LEARNING OUTCOMES**

The objective of this paper is to give the student an in-depth understanding of various aspects of Indian administration particularly the functioning of executive, legislature and judiciary at the union and state levels. It would also make them aware of the bureaucratic set up at these levels.

**PEDAGOGY**

This will include lectures, seminars, class discussion, term papers and other writing assignments, presentations, role play, case studies, field visits etc. and will be Information and Communication Technology supported. The use of this method should equip the student with listening, writing and presentation skills along with the capacity for analysis and evaluation. Leadership and team work will be the skills expected to develop and to ready the student for the world of work.

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

The question paper will consist of three Units I, II and III. Unit I & II each will consist of four questions carrying 12 marks. Unit III will consist of 9 short-answer type questions which will cover the entire syllabus. Each short answer type question will carry 3 marks.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from Units I and II of the question paper and the entire unit III. Candidates are required to answer the short questions in 3-4 lines.

**UNIT- I**

1. Features of Indian Administration
2. Union Executive: The President, the Prime Minister. Council of Ministers, Prime Minister's Office and Cabinet Secretariat
3. Supreme Court: Composition and Functions
4. Union Legislature : Lok Sabha and Rajya Sabha: Composition, Functions and Role

**UNIT – II**

5. State Executive: The Governor, State Council of Ministers, Chief Minister, the Cabinet and Chief Secretary
6. District Administration: Structure, Functions and Role of Divisional Commissioner, Changing Role of Deputy Commissioner
7. High Court : Organization and Functions
8. State Legislature : Legislative Assembly and Legislative Council; Composition and Functions

**Suggested Readings**

1. B.L. Fadia and Kuldeep Fadia: Indian Administration (Agra: Sahitya Bhawan Publications, 2018).
2. B.L. Fadia: Indian Government and Politics (Agra: Sahitya Bhawan Publications, 2018).

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3. Brij Kishore Sharma: Introduction to the Constitution of India, 7<sup>th</sup> Edi., (Delhi: PHI Learning Private Limited, 2015).
4. C.P. Bhambri: Bureaucracy and Politics in India (Delhi: Vikas Publications, 1971).
5. Devseh Kapur and Partap Bhanu Mehta: Public Institutions in India, 15<sup>th</sup> Edi., (UK: Oxford University Press, 2016).
6. Hoshiar Singh and Pankaj Singh: Indian Administration, (New Delhi: Pearson, 2011).
7. Harbir Singh: Indian Administration (Patiala: Deepak Publishing House, 2016).
8. K.K.Puri: Public Administration: Indian Spectrum (Allahabad: Kitab Mahal, 1985).
9. M. Bhattacharya: Bureaucracy and Development Administration ( New Delhi:Uppal, 1978).
10. M. Laxmikant: Indian Polity, 6<sup>th</sup> Ed. (New Delhi: McGraw Hill Education (India) Private Limited, 2020)
11. O.P. Motiwal (ed.): Changing Aspects of Public Administration in India, (New Delhi : Allahabad, 1971).
12. P.L. Bansal: Administrative Development in India (New Delhi: Sterling, 1974).
13. P.R. Dubashi: Rural Development Administration in India, Bombay, (New Delhi Popular Prakashan, 1972).
14. R. Braibhanti and J. Spengler(eds.): Administration and Economic Development in India, (Delhi: Durnham, Duke University Press, 1963).
15. R.B. Jain: Contemporary Issues in Indian Administration (New Delhi: Vishal Publications, 1976).
16. Ramesh, K. Arora and R. Goyal: Indian Public Administration: Institutions and Issues, (New Delhi :New Age International (P) Limited Publishers Vishwa Prakashan, 2014).
17. Rumki Basu: Public Administration in India (New Delhi: Sterling, 2015)
18. S.R. Maheshwari: Evolution of Indian Administration, (Agra: Lakshmi Nrain Aggarwal, 1970).
19. S.R. Maheshwari: Indian Administration, (New Delhi: Orient Blackswan Private Limited, 2012).
20. S.R. Maheshwari: Indian Administration, (New Delhi: Orient Blackswan, 2001).
21. Surinder Kataria : Public Administration In India (Hindi), (Jaipur: RBSA Publishers, 2016).
22. S.R. Maheshwari: State Government in India (New Delhi : McMillan,1979)
23. Vishnoo Bhagwan and Vidya Bhushan: Indian Administration (New Delhi: S.Chand & Company Ltd. 2011)