

MATA GUJRI COLLEGE FATEHGARH SAHIB

(An Autonomous College)

SYLLABUS

B.A. PART-II PUBLIC ADMINISTRATION (SEMESTER III AND IV)

(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 |

Total Marks : 25 Marks

Dr. Satnam Singh

Dr. Ravneet Kaur

Dr. Narinder Kaur

Dr. Gopal Krishan

Sh. Pritam Singh

Jasleen Kaur

Public Administration
BA-II (SEMESTER-III)
Paper- Personnel Administration in India
Paper Code: BA-321

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 public personnel administration particularly recruitment, training and promotion. Contemporary issues like grievance redressal machinery, corruption, morale etc. concerning administration of human resources in government will also be examined

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. Personnel Administration: Meaning, Nature and Scope
2. Civil Services in India: Meaning, Features & Role
3. Position and Rank Classification Systems : Significance and features, Classification system in India
4. Recruitment: Meaning, Methods; Merits & demerits, Recruitment of Civil Services in India

UNIT-II

5. Union & State Public Service: Composition and Functions
6. Training: Meaning, Types; Training System in India
7. Promotion: Meaning and Principles
8. Corruption: Meaning, Causes and Remedies

Suggested Readings

1. B.B. Peters: The Politics of Bureaucracy: A Comparative Perspective, New York, Longman, 1978.
2. B. L. Fadia and Kuldeep Fadia: Indian Administration, New Delhi, Sahitya Bhawan, Publications, 2012.
3. D.N. Brothe:, Wage and Salary Administration, 2nd Edition, Englewood Cliffs, New Jersey, Prentice Hall, 1962.
4. Daiv E. Klainger: Public Personnel Management, IPMA, Englewood Cliffs, New Jersey, Prentice Hall, 1986.
5. Edwin, B. Fllipo: Principles of Personnel Management, 6th edition, McGraw Hill, Singapore, 1984.

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6. Farasmand: Handbook of Comparative and Development Public Administration, New York, Marcel Dekker, 1991.
7. Geetinder Kaur : Comprative Personnel Administration, Mohindra Publishing House, Chandigarh, 2011
8. Glenn Stahl: Public Personnel Administration, 7th Ed., Oxford IBH Publication Compo, New Delhi, 1977.
9. Goel and Shalini Rajneesh, Public Personnel Administration: Theory and Practice, New Delhi, Deep and Deep Publications, 2002.
10. Gosh: Personnel Administration, New Delhi: Sudha Publication, 1975.
11. Harbir Singh: Public Personnel and Financial Administration (3 Mediums), Latest Edition.
12. Hirschmann, "Development Management versus Third World Bureaucracies:A Brief History of Conflicting Interests", Development & Change, 30, 2 April, 1999.
13. K.K. Puri: Personnel Administration and Financial Administration in India, (Punjabi) Jalandhar, Bharat Publishers, 2005.
14. K.R. Hope, "Politics, Bureaucratic Corruption and Mal-Administration in the Third World, International Review of Administrative Sciences, 51 (I), 1985.
15. M.S. Haque: "The Contextless, Nature of Public Adminsitration in Third World Countries", International Review of Administrative Sucfcess, 62(3), September 1996.
16. Pierre (ed.), Bureaucracy in the Modern State, Aldershot, Edward Elgar, 1995.
17. Pundrik Ojha & Kiran Sharma: Public Personnel & Financial Admin., Raj Publications, Jalndhar, 2005
18. Ramesh K. Arora & Rajni Goyal: Indian Public Administration Institutions & Issues, New Delhi, Wishwa Prakashan, 2006.
19. S.P. Verma and S.K. Sharma: Comparative Public Administration, New Delhi, IIPA, 1985.
20. S.R. Maheshwari: Indian Administration, Reprint Edition, New Delhi, Orient Longman Private Limited, 2001.
21. Sahib Singh and Swinder Singh: Public Personnel and Financial Administration, Jalandhar, New Academic Publishers, 2013.
22. Surendra Kataria: Personnel Administration(Hindi), R.B.S.A. Publishers, Jaipur, 2005.
23. V. Sudramaniam: Public Administration in the Third World, New York, Greenwood Press, 1990.
24. V.M. Sinha: Personnel Administration, Jaipur, R.B.S.A. Publishers, 1985.
25. V.N. Viswanathan: Comparative Administration, New Delhi, Sterling, 1995.
26. W. Cunning Mourice: Theory and Practice of Personnel Management, London, Heinemann, 1968.

Public Administration
BA-II (SEMESTER-IV)
Paper- Financial Administration in India
Paper Code: BA-421

Max. Marks: 75

Time Allowed: 3 Hours

Pass Marks: 26

COURSE OBJECTIVES AND LEARNING OUTCOMES

The objective of this paper is to give the student an in-depth understanding of various aspects of financial administration like budgeting, auditing, centre-state financial relations etc. It would also make them aware of: institutions like ministry of finance, union finance commission, parliamentary committees; and concepts like direct taxes, indirect taxes, deficit financing, public debt.

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 and Significance of Financial Administration
2. Budget: Meaning, Types, Principles and Budget as Tool of Administration
3. Performance Budgeting and Zero Base Budgeting
4. Preparation, Enactment and Execution of the Budget

UNIT-II

5. Union Ministry of Finance: Organization and Functions
6. Finance Commission: Composition & Functions; Main Recommendations of latest Finance Commission
7. Financial Relations between the Union and the State
8. Parliamentary Control over Finance

Suggested Readings

1. Ajit Singh: New Economic Policy in India, New Delhi, Deep and Deep Publications, 1994.
2. B.P. Tyagi: Public Finance, Meerut, Jai Prakash Nath, 1997.
3. B.P.R. Vithal and M. Shashri: Fiscal Federalism in India, New Delhi, Oxford University Press, 2004.
4. G.S. Lall: Public Finance and Financial Administration in India: New Delhi, Kapoor Publishers, 1976.

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Syllabus BA-II, (Semester 3rd & 4th) Public Administration, Session 2023-24

5. Harbir Singh: Public Personnel and Financial Administration (3 Mediums), Latest Edition.
6. K.N. Basiya: Financial Administration in India, Bombay, Himalya Publishing House, 1986.
7. M.J.K. Thavraj: Financial Administration in India, New Delhi, Sultan Chand and Sons, 1996.
8. M.M. Suri: Government Budgeting in India, New Delhi, Commonwealth Publishers, 1990.
9. Manjusha Sharma and OP Bohra: Financial Administration in India, New Delhi, Kitab 2015.
10. P.L. Joshi, and V.P. Raja: Techniques of Zero-Base Budgeting, Bombay, Himalaya Publishing House, 1988.
11. Padam Nath Guatam: Financial Administration in India, Vitt Prashan, Haryana Sahitya Academy, Chandigarh, 1993.
12. Peter, A. Pyhrr: Zero Base Budgeting, New York, John Wiley and Sons, 1973.
13. R.K. Sinha: Fiscal Federalism in India, New Delhi, Sterling Publishers, 1987.
14. R.N. Srivastave: Management of Financial Institutions, Mumbai, Himalaya.
15. S. Panda: Financial Administration and Personnel Management in Public Enterprises, New Delhi, 1989.
16. S.L. Goel: Public Financial Administration, New Delhi, Deep and Deep Publication, Second Edition 2008.
17. S.S. Janjua: Centre-State Financial Relations in India and Finance Commission, New Delhi, Deep and Deep Publications, 1999.
18. S.S. Tiwana, "Centre-State Relations in India: Recent Trends, ISDA Journal, Vol. 3, Nos. 3&4, Thiruvananthapuram, July-September and October-December, 1993.
19. Sahib Singh and Swinder Singh: Public Personnel and Financial Administration, Jalandhar, New Academic Publishers, 2013.
20. Sanjiv Kumar Mahajan & Anupama Puri Mahajan: Financial Administration in India, Delhi, PHI Learning, Pvt.Ltd, 2014.