

B.A. PART I  
(PUBLIC ADMINISTRATION) SEMESTER SYSTEM  
W.e. from 2012-13

NOTE/INSTRUCTIONS FOR PAPER SETTERS

The paper of Public Administration can be taken up in each class i.e. B.A. I, II & III. Semester system was introduced for B.A. Part I with effect from the session 2010-11 and for B.A. Part II with effect from 2011-12 respectively. Semester system for B.A. Part III has been introduced with effect from 2012-13. The scheme of Examination has accordingly been revised for all the classes B.A. I, II & II respectively which is to be made effective from the session 2012-13 as follows:

Theory Paper will carry 80 marks & 20 marks are for internal assessment. The time duration is of 3 hours. The syllabus has been divided into 4 units for every semester comprising 2 questions in each unit. The students are required to attempt 5 questions in all while selecting one question from each unit. All questions will be of 16 marks each. Question No. '1' consisting of eight short answer type questions (having no internal choice) of 2 marks each spread over the whole syllabus is compulsory.

B.A. (I) Semester—1<sup>st</sup>

Paper	Nomenclature	Theory Marks	Internal Assessment marks	Total Marks	Time
Paper-1	Elements of Public Administration	80	20  (5 marks for Attendance, 10 marks for un-announced House Test & 5 marks for assignment work	100	3-hours

B.A. (I) Semester—2<sup>nd</sup>

Paper	Nomenclature	Theory Marks	Internal Assessment marks	Total Marks	Time
Paper-1I	Elements of Public Administration	80	20  (5 marks for Attendance, 10marks for un-announced House Test & 5 marks for assignment work	100	3-hours

**B.A. 1<sup>st</sup> Year**  
**(PUBLIC ADMINISTRATION)**

Semester—I  
**Elements of Public Administration**  
**Unit-1**

1.
  - i) Public Administration: Meaning, Nature, Scope and Importance.
  - ii) Public Administration as an art or science
  - iii) Public Administration & Private Administration, Similarities & Differences
  - iv) Relationship of Public Administration with Political Science, History, Sociology, Economics, Psychology, Administrative Law

**Unit-2**

2.
  - i) Organization: Meaning and forms of organization (Formal & Informal), Basis of Organization.
  - ii) Hierarchy, Meaning, Merits & Demerits
  - iii) Span of Control, Dependant Factors,
  - iv) Unity of Command,
  - v) Co-ordination, kinds of co-ordination & Methods of co-ordination

**Unit-3**

3.
  - i) Supervision, its meaning, importance, techniques, Quality of a good supervisor.
  - ii) Communication, its meaning, types of communication & its importance in Public Administration,
  - iii) Centralization & Decentralization.
  - iv) Public Relation, Meaning, Methods & Significance

**Unit-4**

4.
  - i) Chief Executive: Meaning, Types, Functions & Qualities of Chief Executive.
  - ii) Recent Trends in Public Administration
  - iii) e-Administration
  - iv) Good Governance

**B.A. 1<sup>st</sup> Year**  
**(PUBLIC ADMINISTRATION)**  
**Semester—II**  
**Elements of Public Administration**  
**Unit-1**

- 1** Forms of Administrative Organizations:
- i) Department, kinds of Department & Bases of Department
  - ii) Public Corporation, Difference in between Public Corporation & Department
  - iii) Independent Regulatory Commissions, Characteristics & its functions
  - iv) Line & Staff Agencies
  - v) Administrative Tribunal

**Unit-II**

- 2**
- i) Recruitment, kinds of recruitment & problems of recruitment
  - ii) Training, kinds of training, significance of training
  - iii) Promotion, Methods of Promotion
  - iv) Morale, factors of low morale of employees & how to build up morale

**Unit-III**

- 3**
- i) Union Public Service Commission, its composition & functions
  - ii) Haryana Public Service Commission, its composition & functions
  - iii) Whitley Council, Whitleyism in India
  - iv) Comptroller & Auditor General of India

**Unit-IV**

- 4**
- i) Budget, Principles of Budget, Significance of Budget, Preparation enactment of Budget, Execution of Budget & Parliament's control over Budget.
  - ii) Estimate Committee
  - iii) Public Accounts Committee
  - iv) Audit, its significance

Books recommended to study for B.A. I (Public Administration),  
FOR THE 1<sup>st</sup> AND 2<sup>nd</sup> semesters

1. Dr. K.K. Puri : Elements of Public Administration, Bharat Prakashan, Jalandhar (Punjab)
2. Dr.V.K . Puri Modern's Elements of Public Administration, Modern Publishers, Railway Road, Jalandhar
3. Dr. Pundik Ojha & Kiran Sharma Public Administration: Theory & Practice, Raj Publishers, Adda Tanda, Jalandhar
4. Awasthi & Maheshwari Public Administration, Laximinarayan Agrawal, Agra, 1997
5. Goel S.L. Advanced Public Administration, Sterling, New Delhi
6. Felix Nigro & Liyod Nigro Modern Public Administration-Harper and Row Publication, New York

B.A. PART II  
(PUBLIC ADMINISTRATION) SEMESTER SYSTEM  
W.e. from 2012-13

NOTE/INSTRUCTIONS FOR PAPER SETTERS

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Theory Paper will carry 80 marks & 20 marks are for internal assessment. The time duration is of 3 hours. The syllabus has been divided into 4 units for every semester comprising 2 questions in each unit. The students are required to attempt 5 questions in all while selecting one question from each unit. All questions will be of 16 marks each. Question No. '9' consisting of eight short answer type questions (having no internal choice) of 2 marks each spread over the whole syllabus is compulsory.

**B.A. (II) Semester—3<sup>rd</sup>**

Paper	Nomenclature	Theory Marks	Internal Assessment marks	Total Marks	Time
Paper-1	Indian Administration	80	20  (5 marks for Attendance, 10 marks for un-announced House Test & 5 marks for assignment work	100	3-hours

**B.A. (II) Semester—4<sup>th</sup>**

Paper	Nomenclature	Theory Marks	Internal Assessment marks	Total Marks	Time
Paper-1I	Indian Administration	80	20  (5 marks for Attendance, 10 marks for un-announced House Test & 5 marks for assignment work	100	3-hours

B.A. 2<sup>nd</sup> Year  
(PUBLIC ADMINISTRATION)  
Paper Name: Indian Administration  
Semester—3<sup>rd</sup>

Unit-1

- 1) Evolution of Indian Administration
- i) Evolution :
    - (i) Administration in Ancient India
    - (ii) Administration in Medieval India
    - (iii) Administration in Modern India
  - ii) Features: Salient features of India Administration; its role in the context of democratic system and socio-economic Development.

Unit-2

- 2) Union Government and Administration:
- i) President - Powers, function & position
  - ii) Prime Minister - Powers, functions and position
  - iii) Council of Ministers - Structure and functions
  - iv) Cabinet secretariat - Structure and functions.
  - v) Centre-State Administrative Relationship
  - vi) Centre-State Financial Relationship

Unit-3

- 3) Ministries:
- i) Union Ministry of Home, its organization & functions
  - ii) Union Ministry of Finance, its organization & functions
  - iii) Union Ministry of Rural development, its organization & functions.

Unit-4

- 4) Judiciary & Quasi Judicial bodies:
- i) Supreme Court – Structure, powers and functions.
  - ii) The High Court of a State, structure, Powers & Functions
  - iii) Appointments of Supreme Court & High Court Judges
  - iv) Administrative Tribunals,
  - v) LokPal & Lokayukta

B.A. II Year  
(PUBLIC ADMINISTRATION)  
Paper Name: Indian Administration  
Semester—4<sup>th</sup>

Unit-1

- 1) Personnel Administration  
All India Services (AIS)
  - i) Indian Administrative Services (IAS),
  - ii) Indian Police Services (IPS)
  - iii) Indian Foreign Services (IFS)
  - vi) Central & State Services in India
  
- 2) Financial Administration
  - i) Preparation of Indian Budget
  - ii) Enactment of Indian Budget
  - iii) Parliamentary Control over Public Finance in India
  - iv) Role of Comptroller & Auditor General over Financial administration.
  - v) Estimate Committee, Public Accounts Committee
  
- 3) State Administration
  - i) Governor, his appointment, terms of Office, powers & position.
  - ii) Council of Ministers & Chief Minister in State Administration
  - iii) State Secretariat.
  - iv) Chief Secretary of the State
  
- 4) District Administration
  - i) District Administration, its features & components
  - ii) Role of Deputy Commissioner in District Administration
  - iii) Superintendent of Police
  - iv) Role of Divisional Commissioner in District Administration
  - v) Administration and Citizens
  - vi) e-Governance, Information Communication Technology (ICT) in Public Administrative Institutions.

Books recommended to study for B.A. II, FOR THE  
3<sup>RD</sup> AND 4<sup>TH</sup> SEMESTERS

- 1) National Council of Educational Research & Training (NCERT) Books:  
Evolution of Indian Administration, History of Indian Administration
- 2) Dr. K.K. Puri : Indian Administration, Bharat  
Prakashan, Jalandhar (Punjab)
- 3) Dr.V.K. Puri : Indian Administration, Modern Publishers,  
Railway Road, Jalandhar  
Continued.....
- 4) D.D. Basu : Introduction to the Constitution of India,  
18<sup>th</sup> Edition, Wadhwa and Company,  
Nagpur, Agra, New Delhi (India)
- 5) Agrawal : Our Judiciary – National Book Trust,  
New Delhi, 1995
- 6) Awasthi : A Central Administration
- 7) B.P. Puri : History of Indian Administration
- 8) C.P. Berthwal : Public Administration in India.
- 9) Hoshiar Singh : Indian Administration –Kitab Mahal  
Distributors, New Delhi
- 10) S.R. Maheshwari : Indian Administration, Orient Longman,  
New Delhi
- 11) S.S. Khera : District Administration in India, National  
Publishing House, New Delhi
- 12) Ramesh K. Arora  
& Rajni Goyal : Indian Public Administration, Wishwa  
Prakashan, New Delhi

B.A. PART III  
(PUBLIC ADMINISTRATION) SEMESTER SYSTEM  
W.e. from 2012-13

NOTE/INSTRUCTIONS FOR PAPER SETTERS

The paper of Public Administration can be taken up in each class i.e. B.A. I, II & III. Semester system was introduced for B.A. Part I with effect from the session 2010-11 and for B.A. Part II with effect from 2011-12 respectively. Syllabus of Semester system for B.A. Part III for the session 2012-13 & the scheme of Examination is given as below:

NOTE: The students are required to attempt five questions in all while selecting one question from each unit. Question No. 9 is compulsory. This is only for the session 2012-13. The Theory Paper will carry 90 marks & 10 marks are for internal assessment. The time duration is of 3 hours. Question No. '9' consisting of nine objective answer type questions of 2 marks each.

**B.A. (III) Semester—5<sup>th</sup>**

Paper	Nomenclature	Theory Marks	Internal Assessment marks	Total Marks	Time
Paper-1	Local Government: Urban Local Governments	90	10	100	3-hours

**B.A. (II) Semester—6<sup>th</sup>**

Paper	Nomenclature	Theory Marks	Internal Assessment marks	Total Marks	Time
Paper-1I	Local Government: Rural Local Governments	90	10	100	3-hours

B.A. III Year  
(PUBLIC ADMINISTRATION)  
Paper Name: Urban Local Government  
Semester—5<sup>th</sup>

**Unit-1**

1.
  - i) Meaning & significance of Local Government in India
  - ii) Meaning & significance of Urban Local Government
  - iii) Urban Local Government in Ancient, Medieval and Modern times
  - iv) Urban Local Government after Independence

**Unit-2**

2.
  - i) Municipal Corporation, Meaning, composition & functions
  - ii) Financial Resources of Municipal Corporation
  - iii) State's Control upon Municipal Corporation
  - iv) Mayor, Municipal Commissioner

**Unit-3**

3.
  - i) Municipal Council, Functions & Powers of Municipal Councils
  - ii) Financial resources of municipal councils, financial difficulties & suggestions for improvement.
  - iii) Municipal Personnel, suggestions for reforms in the condition of Municipal employees
  - iv) Municipal Committee, Functions & Powers of Executive Officer

**Unit-4**

4.
  - i) Other institutions of Local Government working in urban areas:  
Town Area Committee, Notified Area Committee, Cantonment Board  
Improvement Trust and Port Trust
  - ii) Town & Country Planning
  - iii) 74<sup>th</sup> Constitutional Amendment
  - iv) Urban Government and Good Governance

B.A. III Year  
(PUBLIC ADMINISTRATION)  
Paper Name: Rural Local Government  
Semester—6<sup>th</sup>

**Unit-1**

1.
  - i) Meaning & Concept of Rural Local Government
  - ii) Growth of Rural Local Government Institutions in India
  - iii) Community Development Programme, National Extension Programme
  - iv) Origin and significance of Panchayati Raj: Balwant Rai Mehta Committee, Ashok Mehta Committee

**Unit-2**

2.
  - i) Composition of Zila Parishad, Functions & Powers
  - ii) Personnel of Zila Parishad
  - iii) Composition of Panchayat Simiti, Functions & Powers of Panchayat Simiti
  - iv) Gram Panchayat and Gram Sabha

**Unit-3**

3.
  - i) Financial Resources of Panchayati Raj Institutions
  - ii) State Control over Panchayati Raj Institutions
  - iii) Political Parties and People's Participation in Panchayati Raj Institutions
  - iv) Integrated Rural Development

**Unit-4**

4.
  - i) District Rural Development Agency (DRDA)
  - ii) 73<sup>rd</sup> Constitutional Amendment
  - iii) Mahatma Gandhi National Rural Employment Guarantee Act (MANREGA)
  - iv) Information Communication Technology (ICT) and Rural Development

Books recommended to study for B.A. III (Public Administration),  
FOR THE 5<sup>th</sup> AND 6<sup>th</sup> semesters

1	Puri K.K.	Local Government in India, Bharat Parkashan, Jalandhar
2	Puri V.K.	2005, Local Government and Administration, Modern Publisher, Jalandhar
3	Hoshiar Singh	1999, Theory & Practice of Local Government, Kitab Mehal, Allahabad
4	Sharma Harish Chander	2006, Local Administration in India (Hindi), College Book Depot, Jaipur
5	Singh Saheb & Singh Swinder	1992, Public Administration Development and Local Administration, New Academic Publishing Company, Jalandhar
6	Maheshwari S.R.	1970, Local Government in India, Laxmi Narain Aggarwal, Agra
7	Nigam S.R.	1986, Local Government, S.Chand & Company, New Delhi
8	Donald C. Rowat	1981, International Handbook on Local Government Reorganization, London, Green Wood Press
9	M.A. Muttalib & Akbar Ali Khan	1982, The Theory of Local Government, Sterling Publishers, New Delhi
10	Manoj Sharma	2004, Local Government: Rural and Urban, Anmol Publication Pvt. Limited, New Delhi
11	O.P. Srivastva	1980, Municipal Government & Administration in India, Chugh Publications, Allahabad
12	S.L. Goyal & S.S. Dhaliwal	2003, Urban Administration Management, Deep & Deep Publications, New Delhi
13	Pardeep Sachdeva	2002, Urban Local Government in India, Kitab Mehal, Allahabad
14	Hoshiar Singh	1979, Supervision Over Municipal Administration: A Case Study of Rajasthan, Associated Publishing House, Delhi
15	S.S. Chahar	2005, Governance at grassroots level in India, Kanishka, New Delhi
16	Sharma K.K.	2002, Panchayati Raj in India (Hindi), College Book Depot, Jaipur,
17	Soni, Jasprit Kaur	2005, Governance of Panchayati Raj, Authors Press Publishers of Scholarly Books, New Delhi
18	Malik Shamsheer Singh	2002, The New Panchayati Raj, Aalekh Publishers, Jaipur
19	Chaturvedi T.N.	1981, Indian Institute of Public Administration, New Delhi
20	Surat Singh	2004, Decentralized Governance in India: Myth and Reality, Deep & Deep, New Delhi

B.A. PART III  
(PUBLIC ADMINISTRATION) SEMESTER SYSTEM  
W.e. from 2013-14

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**B.A. (III) Semester—5<sup>th</sup>**

Paper	Nomenclature	Theory Marks	Internal Assessment marks	Total Marks	Time
Paper-1	Local Government: Urban Local Governments	80	20  (5 marks for Attendance, 10 marks for un-announced House Test & 5 marks for assignment work	100	3-hours

**B.A. (II) Semester—6<sup>th</sup>**

Paper	Nomenclature	Theory Marks	Internal Assessment marks	Total Marks	Time
Paper-1I	Local Government: Rural Local Governments	80	20  (5 marks for Attendance, 10 marks for un-announced House Test & 5 marks for assignment work	100	3-hours

B.A. III Year  
(PUBLIC ADMINISTRATION)  
Paper Name: Urban Local Government  
Semester—5<sup>th</sup>

**Unit-1**

1.
  - i) Meaning & significance of Local Government in India
  - ii) Meaning & significance of Urban Local Government
  - iii) Urban Local Government in Ancient, Medieval and Modern times
  - iv) Urban Local Government after Independence

**Unit-2**

2.
  - i) Municipal Corporation, Meaning, composition & functions
  - ii) Financial Resources of Municipal Corporation
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  - i) Other institutions of Local Government working in urban areas:  
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  - iv) Urban Government and Good Governance

B.A. III Year  
(PUBLIC ADMINISTRATION)  
Paper Name: Rural Local Government  
Semester—6<sup>th</sup>

**Unit-1**

1.
  - i) Meaning & Concept of Rural Local Government
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  - ii) State Control over Panchayati Raj Institutions
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  - iv) Integrated Rural Development

**Unit-4**

4.
  - i) District Rural Development Agency (DRDA)
  - ii) 73<sup>rd</sup> Constitutional Amendment
  - iii) Mahatma Gandhi National Rural Employment Guarantee Act (MANREGA)
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FOR THE 5<sup>th</sup> AND 6<sup>th</sup> semesters

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14	Hoshiar Singh	1979, Supervision Over Municipal Administration: A Case Study of Rajasthan, Associated Publishing House, Delhi
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