

SYLLABUS FOR THE BATCH FROM YEAR 2022 TO YEAR 2025

B.A. / B.Sc.

(12+3 SYSTEM OF EDUCATION)

Public Administration

Examinations: 2022–25



GURU NANAK DEV UNIVERSITY AMRITSAR

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B.A./B.Sc. (Semester System) (12+3 System of Education) (Batch 2022-25)
(Faculty of Arts & Social Sciences)

INDEX

Sr. No.	Public Administration	Page No.
1.	Semester I	1-2
2.	Semester II	3
3.	Semester III	4
4.	Semester IV	5
5.	Semester V	6
6.	Semester VI	7

SEMESTER-I

PUBLIC ADMINISTRATION

ADMINISTRATIVE THEORY

Time: 3 Hours

Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Public Administration– Meaning, nature and scope; Public Administration as an Art and a Science, Distinguish between Public Administration and Private Administration, Relationship of Public Administration with other social sciences–Political Science, Sociology, Economics, and Law.

New Public Management: meaning and features.

SECTION-B

Organization–Meaning, Formal and Informal Organisation. Basic Principles of Organisation–Hierarchy, Span of control, Unity of Command; Centralization and Decentralization. Delegation, Coordination and Supervision.

SECTION-C

Forms of Organization- Department, Public Corporation, Independent Regulatory Commission, Delegated Legislation, Administrative Tribunals.

Chief Executive– Meaning, Types & Functions, Line and Staff Agencies.

SECTION-D

Administrative Behaviour– Leadership, Communication, Decision making.

Control over Administration- Legislative, Executive, Judicial and citizens.

Suggested Readings:-

1. Awasthi, Maheshwari S.R., Public Administration, Lakshmi Narain Aggarwal, Agra, 2004.
2. Basu Rumki, Public Administration: Concept and Theory, Sterling Publishers Pvt. Ltd., New Delhi, 1990.
3. Bhattacharya Mohit, Restructing Public Administration–Essays in Rehabilitation, IInd Edition, Jawahar Publishers and Distributors, New Delhi, 1999.
4. Kapoor Usha, Lok Prashashan–Sidhant Ate Vihar, Publication Bureau, Panjabi University, Patiala.
5. Puri K.K., Elements of Public Administration, (Punjabi). Bharat Prakashan, Jalandhar, 2004.
6. Sharma, M.P. and Sadana B.L., Public Administration, Kitab Mahal, Allahabad, 1993.
7. Sahib Singh and Swinder Singh, Public Administration: Theory and Practice, New Academic Publishers, Jalandhar, 1997.
8. White L.D., Introduction to the Study of Public Administration, Macmillan, New York, 1995.

SEMESTER-II
PUBLIC ADMINISTRATION
INDIAN ADMINISTRATION

Time: 3 Hours

Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Main Features of Indian Administration: Nature of Indian Federalism, Union-State Relations. Legislative, Administrative and Financial.

SECTION-B

Central Administration: President, Prime Minister, PMO, Council of Ministers. Central Secretariat; Organisation and Functions, Cabinet Secretariat.

Parliament: Lok Sabha, Rajya Sabha, Speaker.

Judicial System: Supreme Court and High Court.

SECTION-C

State Administration: Governor, Chief Minister, Council of Ministers, Chief Secretary, State Legislature. State Planning Board.

Divisional and District Administration: Features, Functions and Role of Divisional Commissioner and Deputy Commissioner.

SECTION-D

Issues in Indian Administration: Relationship between permanent and political executive, Generalist versus specialist, Good Governance initiatives.

Suggested Readings:-

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

SEMESTER-III

PUBLIC ADMINISTRATION

PERSONNEL ADMINISTRATION IN INDIA

Time: 3 Hours

Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Introduction:

Meaning, Nature and Scope of Personnel Administration.
Characteristics of Public Personnel Administration in India.
Functions and Significance of Personnel Administration.
Public Services and their role in Administrative System.

SECTION-B

Civil Services in India: Role and rationale of All India Services.
Recruitment: Meaning, Methods
Promotion: Meaning, Principles.
Training: Meaning, Objectives and Types, Training System in India.

SECTION-C

Personnel Agencies:

Functions and Role of Department of Personnel and Public
Grievances, Union Public Service Commission, State Public Service
Commissions & Staff Selection Commissions.

SECTION-D

Employer—Employee Relations and Working Conditions:

Employee's participation in Management.
Rights of Public Servant, Conduct and Discipline.
Integrity in Public Services - Problem of Corruption.
Lok Pal and Lok Ayukta. Central Vigilance Commission.

Suggested Readings:

1. Government of India, Report on Personnel Administration, New Delhi, 1970.
2. Glenn O. Stahl: Public Personnel Administration, 7th Ed., Oxford IBH Publication Compo, New Delhi, 1977.
3. Goel S.L. and Shalini Rajneesh, Public Personnel Administration: Theory and Practice, Deep and Deep Publications, New Delhi, 2002.
4. Indian Institute of Public Administration, Personnel Administration, New Delhi, 1970.
- 5^v Sahib Singh and Sawinder Singh, Public Personnel and Financial Administration, New Academic Publisher, 2002.
6. Sinha V.M., Personnel Administration, R.B.S.A., Publisher, Jaipur, 1985

SEMESTER-IV

PUBLIC ADMINISTRATION

FINANCIAL ADMINISTRATION

Time: 3 Hours

Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Introduction

Nature and Scope of Financial Administration
Objectives and Principles of Financial Administration.
Union-State Financial Relations, Finance Commission, Niti Ayog.

SECTION-B

Budgetary System

Meaning, Purpose and Principles of Budget—Budget as a tool of Administration.
Preparation of Budget.
Enactment of Budget.
Execution of Budget.

SECTION-C

Performance Budgeting.
Zero-Base Budgeting.
Legislative Control over Finance:
Role of Financial Committees: Public Accounts Committee, Estimates Committee; Committee on Public Undertakings.

SECTION-D

Organization of Ministry of Finance; Department of Finance in Punjab; Audit: Meaning and Significance; Comptroller and Auditor General.

Suggested Readings:

1. Goel S.L., Financial Administration, Deep and Deep Publication, New Delhi, 2002.
2. Government of India, Administrative Reforms Commission, Report of Financial Account and Audit, New Delhi, 1967.
3. Government of India, Administrative Reforms Commission, Report of Central State Relations, New Delhi, 1967.
4. Lall G.S., Financial Administration in India, H.P.J. Kapoor Delhi, 1969.
5. Puri K.K. and G.S. Barara, Personnel and Financial Administration, Bharat Prakashan, Jalandhar, 2003.
6. Sahib Singh and Swinder Singh, Public Personnel and Financial Administration, New Academic Publisher, 2002.
7. Thavaraj M.J.K., Financial Administration in India, S.Chand & Co. Pvt. Ltd., New Delhi, 1997.

SEMESTER-V

PUBLIC ADMINISTRATION

LOCAL GOVERNMENT (WITH SPECIAL REFERENCE TO PUNJAB)

Time: 3 Hours

Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

Introduction:

Meaning and Significance of Local Government. History of Local Government in India. Main Features of 73rd and 74th Constitutional Amendments, State-Local Government Relations; Role of State Finance Commission.

SECTION-B

Urban Local Government:

Main features of Urban Local Government in Punjab, Types of Urban Local Bodies, Municipal Corporation, Organisation and Functions, Municipal Commissioner, Mayor, Provincialisation of Municipal Services.

Municipal Council: Organisation and Functions; President, Executive Officer.

SECTION-C

Rural Local Government:

Main features of Panchayati Raj System in Punjab; Gram Sabha. Village Panchayats-Structure, Finance and Functions. Recommendations of Punjab Finance Commission. Panchayat Samitis-Structure, Finance and Functions. Zila Parishads-Structure, Finance and functions.

SECTION-D

State Control:

Organisation of Department of Local Government in Punjab. Relation of Local Government Institutions with District Administration. State control over Panchayati Raj Institutions and Urban Local Government.

Suggested Readings:

1. Dubey V.P., Urban Development and Administration, Deep & Deep Publication Pvt. Ltd., 1990.
2. Goel S.L., 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. Maheshwari S.R., Local Government in India, Agra, Lakshmi Narain Aggarwal, 2005.
5. Sachdeva Pardeep, 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. Sachdeva D.R., Sathanak Sarkar: Punjab De Sandarbh Vich, Publications Bureau, Patiala, 2003.

SEMESTER–VI

PUBLIC ADMINISTRATION

DEVELOPMENT ADMINISTRATION

(With Special Reference to Punjab)

Time: 3 Hours

Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION–A

Introduction:

Development Administration–Meaning, Scope and Significance. Main features of Development Administration in India. Features of Developed and Developing Countries. Mixed Economy Model & its Rationale and Significance.

SECTION–B

Planning Machinery:

Planning Commission and National Development Council. State Planning Commission. District and Block Level Planning Machinery. Formulation and Implementation of Development Programmes and Projects.

SECTION–C

Public Sector and Development:

Evolution and Expansion of Public Sector. Role of Public Sector. Management Boards. Forms and Features of Public Enterprises. Administrative Problems of Public Sector. Parliamentary and Executive control over Public Sector. New Economic Policy. Public and Private Partnership (PPP).

SECTION–D

Social Welfare and Development:

Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes. Welfare Measures for Women and Children, Central Social Welfare Board; Composition and functions. Role of Voluntary Agencies in Social Welfare.

Suggested Readings:

1. Khera S.S., Government in Business, National Publishing House, New Delhi, 1977.
2. Kapoor S.S., Women and Welfare: A Study of Voluntary Agencies, Indus Publishing Company, New Delhi, 1995.
3. Puri K.K. and G.S. Brar, Development Administration, Bharat Parkashan, Jalandhar, 1993.
4. Sachdeva D.R., Social Welfare Administration in India, Kitab Mahal, Allahabad 2005.
5. Sapru R.K., Development Administration, Deep & Deep Publications, New Delhi, 1986.