

**B. A. (PUBLIC ADMINISTRATION)  
SYLLABUS AND COURSE FOR READING**

|              |   |
|--------------|---|
| Semester-I   | Elements of Public Administration   |
| Semester-II  | Basics of Public Administration   |
| Semester-III | Central Administration  |
| Semester-IV  | State and District Administration   |
| Semester-V   | Local Self Governments <i>Option (A)</i><br>Development Administration <i>Option (B)</i><br>Citizens and Administration <i>Option (C)</i> |
| Semester-VI  | Issues in Public Administration <i>Option (A)</i><br>Rural Development Administration <i>Option (B)</i>                                   |

**Scheme of Examination**

**The paper will consists of nine questions, One from the UNIT-I and two each from UNIT-II to UNIT-V. The students need to answer one question from each unit. The question in unit-I will be of Multiple Choice Questions (MCQ) type and based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus. In case of other units there will be two questions from each unit and students have to answer one question from each unit. All questions will be of 18 marks each.**

Maximum Marks: 100  
Theory: 80  
Internal Marks: 20

**Semester-I  
Elements of Public Administration**

Maximum Marks: 100  
Theory: 80  
Internal Marks: 20  
Time 3 Hours

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

### **Unit-II**

Public Administration: Evolution, Meaning, Nature, Scope, Significance and its relations with Political Science, Economics and Law ; Public and Private Administration; New Public Administration; and New Public Management.

### **Unit-III**

Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Co-ordination, Supervision and Control, Communication, Decentralization and Delegation.

### **Unit-IV**

Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission and Independent Regulatory Commission.

### **Unit-V**

Chief Executive: Meaning, Types and Role. Line, Staff and Auxiliary Agencies. Public Relations: Meaning, Means and Significance.

### **Books Recommended**

Avasthi, A & Maheshwari, S. R. 2006. Public Administration. ( Hindi & English) Lakshmi Narain Aggarwal: Agra.

Bhattacharya, Mohit. 1987. Public Administration- Structure, Process and Behaviour. The World Press Private Ltd.: Calcutta.

Bhattacharya, Mohit. 2007. Public Administration. The World Press Private Ltd.: Calcutta.

Marini, Frank. (Ed) 1971. Toward a New Public Administration. Chandler.

Nicholas, Henry. 2006. Public Administration and Public affairs. Prentice Hall: New Jersey.

Nigro, Felix A. and Nigro, Lloyd G. 1980. Modern Public Administration. Harper and Row: New York.

Prasad, D. Ravindra, V.S. Prasad and P. Satyanarayan. 2004. Administrative Thinkers (Eds.). Sterling Publishers: New Delhi.

Pugh, D.S. (Ed). 1985. Organisation Theory Selected Readings. Penguin Books: Middlesex, England.

Puri, K.K. 2006. Elements of Public Administration. Bharat Prakashan: Jalandhar.

Taylor F.W. 1947. Scientific Management. Harper and Row: New York.

Weber, Max. 1969. The Methodology of the Social Sciences. Translated and Edited by Edward A. Shils and Henry A Finch. The Free Press: New York.

White, L.D. 1968. Introduction to the Study of Public Administration. Eurasia Publishing House: New Delhi.

**Semester-II**  
**Basics of Public Administration**

Maximum Marks: 100  
Theory: 80  
Internal Marks: 20  
Time 3 Hours

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II**

Theories of Organization: Scientific Management Theory (F.W.Taylor), Classical (Henry Fayol, Luther Gulick, M.P. Follet, Mooney and Reiley.) and Bureaucratic (Max Weber).

**Unit-III**

Personnel Administration: Meaning; Nature and Significance. Elements of Personnel Administration: Recruitment, Training/ Capacity Building, Promotion, Motivation and Morale.

**Unit-IV**

Budget: Principles, Preparation and Enactment of Budget. Public Funds: Accounting and Auditing. Financial Control: Parliamentary (Parliament and its committees) and Executive Control.

**Unit-V**

Meaning and Significance of followings:

- I. Administrative Law.
- II. Delegated Legislation.
- III. Administrative Tribunal.
- IV. Public Policy.

**Books Recommended**

Avasthi, A. & Maheshwari, S.R. 2006. Public Administration, Lakshmi Narain Aggarwal: Agra.

Babu, M Sathya(2005) Motivating Bureaucracy, McMillan : Delhi

Babu, M Sathya(2008) Prashashan avm Afasarshahi (Hindi), McMillan : Delhi

Dey, Bata K. 1978. Bureaucracy Development and Public Management in India. Uppal Publishing House: New Delhi.

- Dimock, Marshal Edward and Dimock, Gladys Ogden. 1975. Public Administration. Oxford and IBH : New Delhi.
- Goel, S.L. 1984. Public Personnel Administration: Theory and Practice. Deep & Deep: New Delhi.
- Koeing, Louis W. 1986. An Introduction to Public Policy. Prentice Hall: New Jersey.
- Puri, K.K. 2006. Elements of Public Administration. Bharat Prakashan: Jalandhar.
- Ramayyar A.S. 1967, Indian Audit and Account Department. Indian Institute of Public Administration: New Delhi.
- Sahni, Pradeep. 1987. Public Policy: Conceptual Dimensions. Kitab Mahal: Allahabad.
- Sharma, M.P. 1960, Public Administration Theory and Practice. Kitab Mahal: Allahabad.
- Thawraj M.J.K. 1978. Financial Administration of India. Sultan Chand and Sons: New Delhi.
- Wattal, P.K. 1963. Parliamentary Financial Control of India. Minerva Book Shop: Bombay.
- Weber, Max, 1969. The Theory of Social and Economic Organization. Talcott Parsons (Ed). Free Press: New York.

**Semester-III**  
**Central Administration**

Maximum Marks: 100  
Theory: 80  
Internal Marks: 20  
Time 3 Hours

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II**

British Legacies over Indian Administration. Features of Indian Administration. Role of Indian Administration in Socio-Economic Development. Fundamental Rights and Duties.

**Unit-III**

President: Election, Impeachment, Powers and Position. Prime Minister & Council of Ministers: Appointment, Powers and Role. Central Secretariat and Cabinet Secretariat: Organisation, Role and Functions.

**Unit-IV**

Ministry of Home Affairs: Organisation and Role, Ministry of Finance: Organisation and Functions, Finance Commission and Comptroller & Auditor General.

**Unit-V**

Civil Service in India: Role and Significance. Union Public Service Commission: Composition and Functions. Recruitment and Training of All India and Central Services.

**Books Recommended**

Avasthi A. 1980. Central Administration: Tata Mc graw Hill: New Delhi.

Chanda Ashok: 1967. Indian Administration: Allen and Unwin: London.

Jain, R. B., 1976. Contemporary Issues in Indian Administration, Vishal Publications: New Delhi.

Johari, J.C., 1977. Indian Government and Politics : Vishal Publications: Delhi.

Khera, S.S. 1975. The Central Executive. Orient Longman: New Delhi.

Maheshwari, S.R., 2007. Indian Administration (English & Hindi). Orient Longman: New Delhi.

Misra B.B., 1970. The Administrative History of India; Oxford University Press: London.

Muttalib, M.A. 1967. Union Public Service Commission, I.I.P.A.: New Delhi.

Puri, K.K., 1985, Indian Administration, Bharat Prakashan, Jalandhar.

Prasad, Bishwanath 1968. The Indian Administrative Service; S. Chand & Company: Delhi.

Singh Hoshiar and Singh Mohinder, 1989. Public Administration in India: Theory and Practice; Sterling Publishers Private Ltd., New Delhi.

Subramaniam, Malathi, 1987, Management of Public Administration, Deputy Publications: Delhi.

Subramaniam, V. 1971. Social Background of India's Administrators, Publication Division, Government of India: New Delhi.

**Semester-IV**  
**State and District Administration**

Maximum Marks: 100  
Theory: 80  
Internal Marks: 20  
Time 3 Hours

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II**

Constitution Frame work of States in India, Governor: Appointment Powers & Functions. Chief Minister: Powers, Role and Position. Council of Ministers and State Legislature. Organisation and Structure of State Administration.

**Unit-III**

State Secretariat and Directorate: Organisation and Functions. Chief Secretary: Role and Position in State Administration. State Planning Department and Board. Divisional Commissioner: Powers, Functions and Position.

**Unit-IV**

District Administration: Evolution, Features and Functions. District Collector: Evolution, Appointment. Functions and Position.

**Unit-V**

Police Administration at District Level: Organisation and Functions. Role and Functions of Superintendent of Police. Other Functionaries and Sub-District Level: Sub-Divisional Magistrate, Block Development and Panchayat Officer, Tehsildar.

**Books Recommended**

Avasthi A. 1980. Central Administration: Tata McGraw Hill: New Delhi.

Basu, D. D. 1988. Introduction to the Constitution of India; Prentice Hall: New Delhi.

Dayal, Ishwar, Mathur Kuldeep and Battacharya M, 1976. District Administration: McMillan: Delhi.

Jain, R.B. 1980. District Administration: Indian Institute of Public Administration.

Khera, S.S., 1974. District Administration in India: Asia Publishing House: New York.

Misra, S.C., 1972. Police Administration in India: National Police Academy: Mount Abu.

Maheshwari, Shriram. 1979. State Government in India; The Macmillan Company of India limited: Delhi.

Pandey, Lallu Behari, 1984. The State Executives; Amar Prakashan: Delhi

Puri, K.K. 1985, Local Government in India, Bharat Prakashan, Jalandhar.

Pylee, M.V. 1967. India's Constitution; Asia Publishing House: Bombay.

Reddy, Ram. G. and Seshadri K. 1972. Police in a developing society: Osmania University: Hyderabad.

Sharma, P.D. 1971. Indian Police – A Developmental Approach: Research: Delhi.

**Semester-V**  
**Rural- Urban Administration**  
**Option (A)**

Maximum Marks: 100  
Theory: 80  
Internal Marks: 20  
Time 3 Hours

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II**

Local Government: Evolution, Meaning, Features and Significance. 73<sup>rd</sup> and 74<sup>th</sup> Constitution Amendment Acts.

**Unit-III**

Urban Local Bodies: Municipal Corporation, Municipal Council and Municipal Committees-their Meaning Features, Role and Significance.

**Unit-IV**

Panchayati Raj Institutions: Composition, Functions, Sources of Income of Gram Panchayats, Panchayat Samities and Zila Parishads. District Planning Committee: Composition, Functions and Significance.

**Unit-V**

State Finance Commission. State Election Commission. Urban-Rural Relationship and Problems. Local Leadership.

**Books Recommended**

Avasthi A. (Ed.)1972. Municipal Administration in India; Lakshmi Narayan Aggarwal: Agra.

Battacharya, B., 1979. Urban Development in India; Shree Publishing House: Delhi.

Gandhi, M.K. 1959. Panchayati Raj, Navjeevan Publishing House, Ahmadabad.

Jackson, R.M. The Machinery of Local Government, 1967, Macmillan, London.

Jain, S.P. (ed.), 1995, Panchayati Raj Institutions in India: An Appraisal. Hyderabad. NIRD, 1995.

Maheshwari, S.R. 1970, Local Government in India, Laxmi Narain Aggarwal, Agra.

Puri, K.K. 1985, Local Government in India, Bharat Prakashan, Jalandhar.

Puri, V.K. 2005. Local Government and Administration, Modern Publishers, Jalandhar.

Sachdeva, Pradeep. 1993. Urban Local Government and Administration in India, Kitab Mahal, New Delhi.

Singh Sahib and Singh Swinder 1992, Public Administration Development and Local Administration, New Academic Publishing Company, Jalandhar.

**Semester-V**  
**Development Administration**  
**Option (B)**

Maximum Marks: 100  
Theory: 80  
Internal Marks: 20  
Time 3 Hours

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II**

Meaning and Scope of Development Administration. Welfare State; Meaning and Objectives, Concepts of Welfare State and the Directive Principles of State Policy.

**Unit-III**

Organisation of Planning Agencies: Planning Commission, National Development Council, State Planning Board and Department, Preparation of Five Years Plans.

**Unit-IV**

Social Welfare Administration in India: Institutional Framework and Programmes of Centre and State Governments for the Welfare of Scheduled Castes, Women and Children.

**Unit-V**

Agriculture Development Problems and causes for the Backwardness of Agriculture development. Programme and aims of the Centre and State Government for agriculture development.

**Books Recommended**

Chaturvedi, T.N. 1988 Politics, Bureaucracy and Development, Uppal Publishing House, New Delhi.

Dey, Bata K. 1978, Bureaucracy, Development and Public Management in India, Uppal Publishing House, New Delhi.

Dubashi, P.R. 1976, Economics, Planning and Public Administration: Somaiya Publications Pvt. Ltd., Bombay.

Heady, Ferrel, 1979. Public Administration: A Comparative Perspective, Marcel Dekker, New York.

Joshi, Preeta, 1987, Vikas Prashasan, RBSA Publishers, Jaipur.

Krishnamachari, V.T., 1962, Fundamental of Planning in India; Orient Longman: Bombay.

- La Palombara, Joseph (ed), 1963, Bureaucracy and Political Development, Princeton University Press: Princeton.
- Mathur, Kuldeep, 1973. Bureaucratic Response to National Development, Delhi.
- Myrdal, Gunnar 1970. The Challenge of World Poverty Pantheon, New York.
- Pai Panandikar, V.A. (ed.) 1974, Development Administration in India, Mcmillan, New Delhi.
- Paranjape, H.K. 1970. The Reorganized Planning Commission: A Study in the Implementation of Administrative Reforms, I.I.P.A., New Delhi.
- Prakasha Rao, VLS, 1963, Regional Planning: Indian Statistical Institute: Calcutta.
- Pye, Lucian, 1972, Aspects of Political Development, Amerind, Indian edition, New Delhi.
- Riggs, Fred (ed.) 1970. Frontiers of Development Administration, N.C. Duke University Press: Durham
- Sapru, R.K. 1994, Development Administration, Sterling Publishers: New Delhi.
- Swerdlow, Irving, 1968. Development Administration, Context and Problems; Syracuse University Press, Syracuse.
- Verma, S.P. and Sharma S.K. (eds.), 1983. Development Administration; IIPA: New Delhi.
- Weidner Edward, (ed.), 1970, Development Administration in Asia; N.C. Duke University Press: Durham.

**Semester-V**  
**Citizens and Administration**  
*Option (C)*

Maximum Marks: 100  
Theory: 80  
Internal Marks: 20  
Time 3 Hours

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II**

Concept of Citizen Centric Administration: Evolution, Concept, Features and Significance. Functions of Government: Regulatory functions, Service providing functions and Developmental functions.

**Unit-III**

Citizens' Charters: Evolution, Features and Applications. Citizens' Participation in Administration: Concept, Agencies, Significance and Limitations

**Unit-IV**

Decentralisation and Delegation: Concept and Benefits. Grievance Redressal Mechanism: Grievance-Meaning and Agencies for Redressal of Grievances at centre and state levels

**Unit-V**

Consumer Protection: Consumer Protection Act and Working of the Consumer Courts in India. National Consumer Disputes Redressal Commission

**Books Recommended**

Bynoe, Ian (1996) Beyond the Citizen's Charters - New Directions for Social Rights, Institute of Public Policy Research: London

Citizens Charters – A Handbook (2008) Centre for Good Governance: Bangalore

Citizens Charters – A Handbook Government of India Ministry of Personnel Public Grievances and Pension Department of Administrative Reforms and Public Grievances: New Delhi

Government of India Second Administrative Reforms Commission (2008) Refurbishing of Personnel Administration – Scaling New Heights, Tenth Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi.

Government of India Second Administrative Reforms Commission (2009) Promoting e-Governance: The Smart Way Forward, 11<sup>th</sup> Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi.

Government of India Second Administrative Reforms Commission (2009) Citizen Centric Administration - The Heart of Governance, Twelfth Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi.

Great Britain Parliament House of Commons Public Administration Select Committee (2008) From Citizen's Charter to Public Service Guarantees: Entitlements to Public Services Twelfth Report of Session 2007-08 Report, Together with Formal Minutes (House of Commons Papers)

India's Citizen's Charters- A Decade of Experience (2007) Public Affairs Centre : Bangalore

Madsen Pirie (1991) Citizens Charter Smith (Adam) Institute: London

Meenu, Agarwal (2006) Consumer Behaviour and Consumer Protection in India, Eastern Book Corporation.

P.K. Majumdar (2008), Law of Consumer Protection in India, Orient Publishing Company.

P.M. Bakshi (2008): Consumer Protection and Professionals reported in Law India, the ILI Publication.

R.N.P. Chaudhary (2010), Consumer Protection Law: Provisions and Procedure, Deep & Deep Publications Pvt. Ltd., Rajouri Garden, New Delhi – 110027.

Satya Sundaram (2009), Consumer Protection in India, B.R. Publishing Corporation, New Delhi.

The Consumer Protect Act, 1986, Ministry of Consumer Affairs, New Delhi.

**Semester-VI**  
**Issues in Public Administration**  
*Option (A)*

Maximum Marks: 100  
Theory: 80  
Internal Marks: 20  
Time 3 Hours

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II**

Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration. Lok Pal and Lok Ayukta.

**Unit-III**

Integrity in Administration: Means and Agencies for checking Corruption at Union and State Level.

**Unit-IV**

Emerging Issues: Good Governance, Right to Information. Consumer Protection Act, 2005.

**Unit-V**

Political and Permanent Executive. Generalists and Specialist Relationship. Administrative Reforms.

**Books Recommended**

Administrative Reforms Commission (1968) Report on the Machinery Government of India and its Procedures of Work.

Bhambri C.P. 1985. Public Administration, Educational Publishers: Meerut.

Battacharya Mohit, 1987, Public Administration: Structure, Process and Behaviour, The World Press Pvt. Ltd., Calcutta.

Basu, Durga Das, 1987, Introduction to the Constitution of India, Twelfth Edition; Prentice Hall of India: New Delhi.

Chanda, Ashok. 1968. Indian Administration; G. Allen and Unwin: London.

Chaturvedi, T.N. 1980. Secrecy in Government, IIPA, New Delhi.

Jabbara, Joseph G. and Dwivedi, O.P. (ed) 1998, Public Service Accountability, Kumarian Press Inc., Bloonfield CT, U.S.A.

- Jain R.B. 1976, Contemporary Issues in Public Administration; Vishal Publications: New Delhi.
- Kothari, Shanti and Ramashray Roy, 1969, Relations between Politicians and Administrators at the District level; IIPA and the Centre for Applied Politics: New Delhi.
- Maheshwari, Shriram. 1990. Indian Administration: Orient Longman: New Delhi.
- Paul, S, 1994, Strengthening Public Accountability: New Approaches and Mechanisms. Public Affairs Centre, Bangalore.
- Peters, Gay B. and Donald J. Savoie (Eds.), 1995, Governance in a Changing Environment, Mcgnill -Queen's University, Press, Montreal/Kingston.
- Rosen, Barnard, 1998, Holding Government Bureaucracies Accountable, Praeger, New York.
- Shedler, Andreas, Larry Diamond and Marc F. Plattner, 1999, The Self Restraining State: Power and Accountability in New Democracies, Lynne Reinner Publishers, Boulder, Colorado
- Singh Hoshier and Singh Mohinder, 1989. Public Administration in India. Theory and Practice, Sterling Publishers: New Delhi.
- Sahni, Pradeep and Medury Uma (eds.) 2003, Governance for Development Issues and Strategies, Prentice Hall of India, New Delhi.
- Tandon Rajesh and Mohanty Ranjita (Eds.) 2003, Civil Society and Governance Issues and Problems, Sage, New Delhi.
- Turner M. and D. Hulme, 1997, Governance, Administration and Development: Making the State Work. Kumarian Press Ltd., West Hartford.

**Semester-VI**  
**Rural Development Administration**  
**Option (B)**

Maximum Marks: 100  
Theory: 80  
Internal Marks: 20  
Time 3 Hours

**Unit-I**

There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II**

Meaning, Concept and Significance of Rural Development Administration. Growth of Rural Development Institutions in India (since Independence).

**Unit-III**

Institutional Arrangement for Rural Development at National, State, District, Block and Village levels. Ministry of Rural Development and Ministry of Panchayat at Union Level and Department of Panchayat at State Level, DRDA and Zila Parishad and Gram Panchayat.

**Unit-IV**

Rural Development Programmes: National Rural Employment Guarantee Scheme, Indira Awas Yojna, Swarn Jayanti Gram Swa Rojgaar Yojna.

**Unit-V**

Emerging Issues in Rural Development: Information Technology.

**Books Recommended**

Apter, David E. The Politics of Modernization. Chicago: The University of Chicago Press, 1965.

Arya, P.P. and Tondon, B.B. 1998, Human Resource Development, Deep and Deep Publications, New Delhi.

Desai, A.R. 1969, Rural Sociology in India, Popular Prakashan, Bombay.

Dube, S.C. 1971. "Bureaucracy and Nature Building in Transitional Societies", Political Development and Social Change, Jolu Willy and Sons, New York.

Kothari, Rajni. Politics in India, Boston: Little, Brown and Company, 1970.

Mathur, Kuldeep 1982. Bureaucracy and New Agricultural Strategy, Concept Publishers, Delhi.

Maheshwari, S.R., 1951, Rural Development in India, Sage Publications, New Delhi.

Shah, S.M. 1977, Rural Development Planning and Reforms, Abhinav Publications, New Delhi.