

# **B A First Year**

Semester I

Course I

## **Basic Public Administration**

No of periods per week: 04

Max marks: 50

Credits: 2

Course Code: U-PUA-123

This is a new subject for the students as it is not introduced at junior college level. Accordingly, the course is introduced to B. A. first year students as it is a latest one. An essence of the course is to cultivate a conversation between theory and practice. It provides a sound theoretical background relating to the concept of Public Administration. It is important to the emerging administrative theories and practices.

Learning Objectives:

After studying the course students will have a capacity to understand:

LO1 The meaning, nature and scope of Public Administration.

LO2 Development of Public Administration as a discipline.

LO3 How Public Administration is different than Public Management, Corporate Governance and Bureaucracy.

LO4 The meaning, nature and scope of Public Service.

LO5 The meaning, importance and types of Organization.

Course Outcomes:

CO1 The course will help to the students learn about the basic concept of Public Administration.

CO2 The students are aware of the theoretical and conceptual framework of the subject such as its meaning, nature, scope and importance.

CO3 It will help to compare Public Administration with other disciplines and systems such as Public Management, Corporate Governance and Bureaucracy.

CO4 It will provide a knowledge of basic framework of administrative system.

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1) Public Administration: (08 Periods)

Meaning, Nature, Scope and Importance

2) Evolution of Public Administration as a Discipline (10 Periods)

a) 1887 - 1911 : Period of Inception

b) 1912 - 1926 : Scientific Management Theory

c) 1927 - 1935 : Theory Building in Public Administration

d) 1936 - 1947 : Behavioral Movement

e) 1948 - 1960 : Post World War Phase

f) 1961 - 1990 : Period of Turbulence

3) Similarities & Dissimilarities (08 Periods)

a) Administration and Management

b) Public Management and Corporate Governance

c) Bureaucracy & Administration.

4) Public Service : Meaning, Nature, Scope, Bureaucracy and(12 Periods)

Administrative Reforms.

5) Organization (10 Periods)

a) Meaning and Importance

b) Forms of Organization: Formal & Informal

c) Types of Organization: Department, Public Corporation, Board, Commission.

#### Reference List:

1) Fadia & Fadia, (2009), Public Administration

2) Laxmikant M., (New Ed. 2015), Tata MagCraw Hill Pub. Pvt. Ltd.

3) Bhattacharya Mohit, (1999), New Horizons of Public Administration

4) Awasthi & Maheshwari, (1977), Public Administration, Laxminarayan Agrawal, Agra

5) Nigro Felix & Nigro Liyod, Modern Public Administration, Harper & Row Publications, New York

6) Bhandari Anant, (1998) Public Administration & Responsible Governance, Lahishka Ref. Dist., New Delhi

7) [REDACTED] (REDACTED), [REDACTED], [REDACTED]

8) [REDACTED] (REDACTED), [REDACTED], [REDACTED]

9) [REDACTED] (REDACTED), [REDACTED]

10) [REDACTED]. [REDACTED]. (REDACTED), [REDACTED],

11) [REDACTED]

## Course II

# Indian Administration

No of periods per week: 04

Max marks: 50

Credits: 2

Course Code: U-PUA-124

This course is introduced to B. A. first year students at first semester. It provides a reverbal background of administrative system in India. It is important to know the steel frame of Indian administration.

Learning Objectives:

After studying the course students will have a capacity to understand:

LO1 The ecological-socio-economic, political, cultural and global context of Indian Administration.

LO2 How our Administrative system is based on Indian Constitution.

LO3 The powers, functions and role of key position; i.e., President, Prime Minister, Secretary.

LO4 Judiciary system in India.

Course Outcomes:

CO1 It will provide a knowledge of basic administrative system in India.

CO2 The students are aware of administrative machineries.

CO3 It will provide an information of Parliamentary system as well as how the Legislature, Judiciary and Executive works.

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1) Ecology of Indian Administration (12 Periods)

a) Context of Indian Administration: Social, Political & Economic

b) Indian Constitution and Administration

c) Salient Features of Indian Administration

2) Constitutional Framework (12 Periods)

a) Preamble

b) Fundamental Rights

c) Fundamental Duties

d) Directive Principles of State Policy

3) Indian Parliament: Structure & Functions (08 Periods)

a) President

b) Rajya Sabha

c) Lok Sabha

4) Union Government and Administration (10 Periods)

a) Prime Minister & Council of Minister's

b) Prime Minister's Office

c) Cabinet Secretariat

5) Supreme Court of India (06 Periods)

Reference List:

1) Basu D. D., (1994), An Introduction to Indian Constitution, Prentice Hall, New Delhi

2) Singh Hoshiyar, Indian Administration, Kitsan Mahal, New Delhi

3) Ramchandran Padma (1995), Public Administration in India, National Book Trust of India, New Delhi

4) Arora Ramesh, Indian Administration, Vishwas Prakashan, New Delhi

5) Maheshwari Shriram, Indian Administration, Orient Longman, New Delhi

6) [REDACTED], ([REDACTED]), [REDACTED]: [REDACTED], [REDACTED]

7) [REDACTED],([REDACTED]), [REDACTED], [REDACTED], [REDACTED]

8) [REDACTED], ([REDACTED]), [REDACTED]



## Course III

# Principles of Public Administration

(Effective from 2013-14 to 2016-17)

No of periods per week: 04

Max marks: 50

Credits: 2

Course Code: U-PUA-223

This course is introduced to B. A. first year students for second semester. It provides information of administrative theories of Public Administration. It is important to know the administrative principles and controlling system over administration.

Learning Objectives:

By the time the students finish the course, they should be able to:

LO1 Understand the basic principles of administration.

LO2 Understand the role of Line and Staff agency in functioning.

LO3 Develop a knowledge of controlling administrative machineries.

LO4 Acquaint with the theories, approaches, concepts and principles of Public Administration.

LO5 Understand the administrative theories and concepts to make sense of administrative practices.

Course Outcomes:

Students are able to work effectively on any administrative post; right from Class I to Class IV. They are able to apply the theory in practice. They possess a sufficient knowledge of organizational structure, system, principles and types of organization. They are able to know the meaning, types and functions of line and staff agencies.

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1) Principles of Organization - I (12 Periods)

a) Hierarchy: Meaning, Merits & Demerits

b) Span of Control : Meaning, Merits & Demerits

c) Unity of Command : Meaning, Merits & Demerits

2) Principles of Organization - II (12 Periods)

a) Centralization and Decentralization : Meaning, Merits & Demerits



# Indian Administration

No of periods per week: 04

Max marks: 50

Credits: 2

Course Code: U-PUA-224

This course is introduced to B. A. first year students for second semester. It provides a basic background of administrative system in India. It is important to know the steel frame of Indian administration.

Learning Objectives:

After studying the course students will have a capacity to understand:

LO1 Critically evaluate theories of public administration and place them in the context of societal values.

LO2 Locate the role of public administration within the Indian political system.

LO3 Describe and critique the politics/administration dichotomy.

LO4 Connect present day governmental and nonprofit service delivery dynamics with the historical evolution of democratic system and intergovernmental relations.

LO5 Trace the measures taken for reforming our administration.

Course Outcomes:

CO1 Identify of the transformative role of Indian Administration.

CO2 Find out the multi-dimensionality of problems and processes of Indian Administration;

CO3 Exhibit the knowledge of administrative system in the various periods. What were the notable things in the various periods is understood.

CO4 The students are aware of the administrative machineries.

CO5 Develop knowledge of Parliamentary system as well as how the Legislature, Judiciary and Executive works.

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1) Evolution of Indian Administration

(10 Periods)

a) Sindhu Culture : Urban Governance

- b) Vedic Period: Gram
- c) Maurya Period : Council of Minister
- d) Mughal Period : Revenue System
- e) British Period : Administrative Set up on India / Local Governance

2) Post Independent Administrative System (10 Periods)

- a) Home Affairs Ministry.
- b) Ministry of Human Resource Development.
- c) Ministry of Personal Public Grievance and Pension.
- d) Public Policy: Meaning, Importance

3) Administrative Agencies (10 Periods)

- a) Union Public Service Commission
- b) Election Commission
- c) NITI Ayog
- d) National Human Rights Commission

4) Problems of Indian Administration (10 Periods)

- a) Corruption
- b) Political Interference
- c) Generalist Vs. Specialties

5) Administrative Reforms: Meaning & Significance (08 Periods)

- a) Study Groups & Committees
- b) Administrative Reforms Commission-I
- c) Administrative Reforms Commission-II

Reference List:

- 1) Basu D. D., (1994), An Introduction to Indian Constitution, Prentice Hall, New Delhi
- 2) Singh Hoshiyar, Indian Administration, Kitsan Mahal, New Delhi
- 3) Ramchandran Padma (1995), Public Administration in India, National Book Trust of India, New Delhi
- 4) Arora Ramesh, Indian Administration, Vishwas Prakashan, New Delhi
- 5) Maheshwari Shriram, Indian Administration, Orient Longman, New Delhi
- 6) [REDACTED], ([REDACTED]), [REDACTED]: [REDACTED], [REDACTED]
- 7) [REDACTED],([REDACTED]), [REDACTED], [REDACTED], [REDACTED]
- 8) [REDACTED], ([REDACTED]), [REDACTED]
- 9) [REDACTED], [REDACTED], [REDACTED], [REDACTED]
- 10) [REDACTED], ([REDACTED]), [REDACTED], [REDACTED], [REDACTED]
- 11) [www.centralgovernment.com](http://www.centralgovernment.com)
- 12) All Daily Newspapers