

PUNJABI UNIVERSITY, PATIALA

SYLLABUS

FOR

B.A. PUBLIC ADMINISTRATION

PART-I

SEMESTER I & II

SESSION 2020-21, 2021-22 & 2022-23

FOR REGULAR/DISTANCE EDUCATION & PRIVATE
STUDENTS



PUNJABI UNIVERSITY, PATIALA
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[Signature]
Professor & Head
Dept. of Public Administration
Punjabi University, Patiala

Syllabus

**B.A. - I PUBLIC ADMINISTRATION (Semester System)
SESSION 2020-21, 2021-22 & 2022-23**

For Regular/Distance Education/Private Students

**PAPER-1: ADMINISTRATIVE THEORY
(SEMESTER I & II)**

1. For Regular Students: Each paper will carry 75 marks and is of 3 hours duration. 25 marks in each paper is for Internal Assessment.

The Break-up of 25 marks for Internal Assessment (Theory Papers) is as below:-

1. Class Attendance	05 Marks
2. Written Assignment etc	10 Marks
3. Two Mid-Semester Tests/ Internal Examinations*	10 Marks
Total Marks	25 Marks

(*Average of both Mid-Semester Tests to be taken.)

2. For Distance Education and Private Students: Each paper will carry 100 marks and is of 3 hours duration. There will be no internal assessment for private students.


THE SCHEME

SEMESTER-I

PAPER I: ADMINISTRATIVE THEORY

SEMESTER-II

PAPER I: INDIAN ADMINISTRATION


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**B.A. Part-I
PUBLIC ADMINISTRATION
SESSION 2020-21, 2021-22 & 2022-23**

For Regular/Distance Education/Private Students

**SEMESTER-I
PAPER : ADMINISTRATIVE THEORY**

For Regular students Six *Periods per week per paper to be delivered.*

For Regular Students Maximum Marks : 100 Theory: : 75 Internal Assessment: 25	For Distance Education and Private Students Maximum Marks: 100
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Time allowed: 3 hours Pass marks : 35% Total Teaching Periods: 75

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular Students): The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.


(For Distance Education and Private Students): The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

Section-A

Meaning, Nature, Scope and Significance of Public Administration; Public Administration and Private Administration; Public Administration as a Science or an Art; Relationship of Public Administration with other Social Sciences - Political Science,


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Economics, History & Sociology, Concepts of New Public Administration & New Public Management. Organization: Meaning, Bases, Formal and Informal Organization.

Section-B

Chief Executive, Line and Staff Agencies. Principles of Organization: Hierarchy, Centralization and Decentralization, Coordination, Communication, Legislative and Judicial Control over Administration. Delegated Legislation: Meaning, Reasons for its growth, Merits, Demerits and Safeguards.

Suggested Readings

1. Nicholas Henry :Public Administration and Public Affairs (New Jersey: Prentice Hall, 1980).
2. Feliz A. Nigro and Liyod G. Nigro : Modern Public Administration(New York:Harper and row, Latest ed.).
3. Peter Self : Administrative Theories and Politics (London : George Allen and Unwin, 1972).
4. Mohit Bhattacharaya: Pubic Administration: Structure, Process and Behaviour.(Calcutta:World Press, 2nd ed. 1980).
5. Rumki Basu: Introduction to Public Administration (New Delhi):Sterling Publishers, 1990).
6. S.R. Maheshwari: State Government in India (New Delhi: McMillan, 1979).
7. Chander Mohan Mahajan: Elements of Public Administration (Patiala:Publication Bureau, (Punjabi) Punjabi University).
8. Robert T. Goleblewski: Public Administration as a Developing Discipline (New York:Marcel Dekker, 1977).
9. John M. Pfiffner and Drank P. Sherwood: Administrative Organisation (New Delhi: Prentice Hall, Latest ed.).
10. Avashi and S.R. Maheswari: Public Administration, Agra, Lakshmi Narain Aggarwal Educational Publishers, 2004.
11. Harbir Singh: Administrative Theory and Indian Administration, Patiala, Deepak Publishing House, 2001(Punjabi).
12. Inderjit Singh Sethi: Public Administration:Theory and Practice(Panjabi)Jaipur, College Book Depot, 1999.
13. R.B. Jain: Public Administration in India (New Delhi:Deep and Deep Publishers Pvt. Ltd., 2001).
14. S.R. Maheshwari: Indian Administration (New Delhi, Longman, 1990).
15. E.N. Gladden: An Introduction to Public Administration (London:Staples Press, Latest ed.).
16. John M. Pfiffner and R. Vance Presthus: Public Administration (New York Ronald Press, Latest ed.).
17. Cyril O' Donnell: Principles of Management: An Analysis of Managerial Functions (New York: McGraw Hill, 1975).


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18. Pardeep Sahni and : *Administrative Theory*, New Delhi, PHI Etakulaya Vayunandan Learning Pvt. Ltd, 2010.
19. K.K.Puri: *Elements of Public Administration (Pbi.)* Jalandhar, Bharat Parkashan, 2004.
20. Sahib Singh & Swinder Singh: *Public Administration Theory and Practice*, New Academic Publishing Co., 2009.



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SEMESTER-II**PAPER: INDIAN ADMINISTRATION**

For Regular students: Six *Periods per week per paper to be delivered.*

For Regular Students Maximum Marks : 100 Theory : 75 Internal Assessment: 25	For Distance Education and Private Students Maximum Marks: 100
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Time allowed: 3 hours Pass marks : 35% Total Teaching Periods: 75
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INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular Students): The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

(For Distance Education and Private Students): The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.



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Section-A

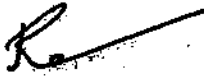
Features of Indian Administration, Union Executive: The President, The Prime Minister and the Council of Ministers. The Parliament: Composition and Functions. Legislative and Administrative Relations Between the Union and the States.

Section-B

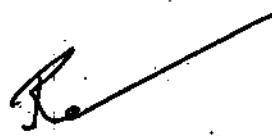
State Executive: The Governor, The Chief Minister, The Chief Secretary. State Legislature: Composition and Functions, Judiciary: Supreme Court of India- Organisation and Functions. High Court- Organisation and Functions.

Suggested Readings

1. Ramesh, K. Arora and R. Goyal: Indian Public Administration, Vishwa Prakashan, New Delhi, 2002.
2. Avasthi and Avasthi: Indian Administration, Lakshmi Narain Aggarwal, Agra, New Delhi, 2002.
3. P.L. Bansal: Administrative Development in India, New Delhi, Sterling, 1974.
4. C.P. Bhambri: Bureaucracy and Politics in India, Delhi, Vikas Publications, 1971.
5. M. Bhattacharya: Bureaucracy and Development Administration, New Delhi, Uppal, 1978.
6. R. Braibhanti and J. Spengler (eds.): Administration and Economic Development in India, Durnham, Duke University Press, 1963.
7. Chandra: Indian Administration, London, Allen and Urwin, 1968.
8. P.R. Dubashi: Rural Development Administration in India, Bombay, Popular Prakashan, 1972.
9. B.L. Fadia and Kuldeep Fadia: Indian Administration, New Delhi, Sahitya Bhawan Publications, 2005.
10. Hoshiar Singh: Indian Administration, Kitab Mahal, Allahabad, 2000.
11. R.B. Jain: Contemporary Issues in Indian Administration, New Delhi, Vishal Publications, 1976.


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12. S.R. Maheshwari: Evolution of Indian Administration, Agra, Lakshmi Nrain Aggarwal, 1970.
13. S.R. Maheshwari: Indian Administration, Orient Blackswan, New Delhi, 2001.
14. O.P. Motiwal(ed.): Changing Aspects of Public Administration in India, Allahabad, New Delhi, 1971.
15. K.K.Puri: Public Administration: Indian Spectrum, Kitab Mahal, Allahabad, 1985.
16. Surinder Kataria : Indian Public Administration, National Publishing House, New Delhi, 2009.



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