

Note : Internal Assessment is not Applicable for the B.A. courses offered by Department of Distance Education, Punjabi University, Patiala.

Syllabus

**B.A. - III PUBLIC ADMINISTRATION (Semester System)
(2019-20, 2020-21 & 2021-22 Sessions)**

(SEMESTER V & VI)

For Regular/Distance Education/Private Students

1. For Regular and Distance Education 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	<u>25 Marks</u>

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

2. For 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-V

PAPER : Local Government in India (With Special Reference to Punjab)

SEMESTER-VI

PAPER : Development Administration in India (With special Reference to Punjab)

B.A. III (PUBLIC ADMINISTRATION) SEM.-V
(2019-20,2020-21 & 2021-22 Sessions)

**PAPER-I :LOCAL GOVERNMENT IN INDIA(WITH SPECIAL REFERENCE
TO PUNJAB)**

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

For Regular/Distance Education Students	For Private Students
Maximum Marks : 100	Maximum Marks: 100
Theory: : 75	
Internal Assessment: 25	

Time allowed: 3 hours Pass marks : 35% Total Teaching Periods: 75

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education 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 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

Local Government: Meaning and Significance.
 Evolution of Local Government in India Since 1882.
 Deputy Commissioner :Appointment, Functions and Role in Local Government.
 Panchayati Raj: Concept and Significance.The 73rd Constitutional Amendment Act.
 Gram Sabha ; Composition and functions.
 Gram Panchayat, Panchayat Samiti and Zila Parishad-their
 Composition,Functions, source of Finance, Panchayat Secretary,
 Block &Development Panchayat Officer(B.D.P.O),

Section-B

Urbanisation- Meaning and Concept; Problems of Urbanisation in Punjab.
 The 74th Constitutional Amendment.
 Types of Municipalities; Municipal council; Structure, Functions, Sources of Finance, President and Executive Officer.
 Municipal Corporation: Structure, Functions, Sources of Finance, Mayor and Commissioner.
 State Control over local bodies.
 State Finance Commission: Composition and Functions.
 District Planning Committee.

Suggested Readings

1. B.S. Khanna: Rural Developments in South Asia (New Delhi: Deep & Deep Publications, 1992).
2. S.R. Maheshwari: Local Government in India (Agra:L.N. Aggarwal, 1987, Latest Edition).
3. V.P. Dubey: Urban Development & Administration (New Delhi:Deep & Deep Publications, 1990).
4. Iltija H. Khan: Urban Development & Administration (Bombay:Asia, 1969).
5. Mohit Bhattacharya: Management of Urban Government in India (New Delhi:Uppal Book Store, 1976).
6. Sahib Singh & Swinder Singh:Local Government in India (Jalandhar: Bharat Prakashan, latest ed.).
7. K.K. Puri and G.S. Brara: Local Government in India(Jalandhar:Bharat Prakashan, latest ed.).
8. Sahib Singh & Swinder Singh:Public Administration:Development and Local Administration(Jalandhar:New Academic Publishers, latest ed.).
9. Inderjit Singh Sethi: Local Self Govt. in India (Punjabi)(New Delhi, Gold Publishers, 2002).
10. Harbir Singh: Local Government in India, (Deepak Publishing House, 2002).

B.A. III (PUBLIC ADMINISTRATION) SEM.-VI
(2019-20, 2020-21 & 2021-22 Sessions)

PAPER-II: DEVELOPMENT ADMINISTRATION IN INDIA
(WITH SPECIAL REFERENCE TO PUNJAB)

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

For Regular/Distance Education Students	For Private Students
Maximum Marks : 100	Maximum Marks: 100
Theory: : 75	
Internal Assessment: 25	

Time allowed: 3 hours Pass marks : 35% Total Teaching Periods: 75

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education 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 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

Development Administration: Meaning, Nature, Scope & Significance.
 Features of Developed & Developing Countries.
 Comparative Public Administration: Meaning, Nature and Scope.
 Planning in India : Meaning & Objectives.
 Planning Machinery:
 Niti Ayog, National Development Council, State Planning Board,

Section-B

Public Enterprise: Meaning & Forms (Department, Corporation & Company).

Parliamentary Control over Public Enterprises.

India as a Welfare and Socialist State.

Welfare of Scheduled Castes, Backward Classes in Punjab.

Central Social Advisory Welfare Board and State Social Welfare Advisory Board of Punjab,

Punjab State Women Commission :Composition and Functions.

Suggested Readings

1. S.S. Khera: Government in Business(New Delhi:National Publishing House, 1977).
2. G.F. Gant: Development Administration: Concepts, Goals and Methods (Madison: University of Wisconsin Press, 1979).
3. Sahib Singh & Swinder Singh: Public Administration: Development and Local Administration(Jalandhar:New Academic Publishers, 1993).
4. Laxmi Narain:Principles and Practice of Public Enterprise Management(New Delhi: S. Chand, latest Ed.).
5. Harbir Singh: Development Administration in India, (Deepak Publishing House, 2002).
6. R.K. Sapru: Development Administration(New Delhi: Deep & Deep Publications, 1986).
7. Hari Mohan Mathur: Administering Development in the Third World, Constraints and Choices(New Delhi:Sage Publications, 1986).
8. V.A. Pai Panadikar (ed.):Development Administration in India (New Delhi:McMillan, 1974).
9. S.L. Goel and R.K. Jain: Social Welfare Administration(New Delhi:Deep and Deep Publications, 1988).
10. Anirudh Prasad: Reservation Policy and Practice in India (New Delhi: Deep & Deep Publications, 1991).
11. Fred W. Riggs(ed.): Principles of Development Administration (Durham Duke University Press, 1970).
12. Edward W. Weidner: Development Administration in Asia (Durham Duke University Press, 1970).
13. K.K. Puri and G.S. Brar: Development Administration (Jalandhar:Bharat Prakashan, latest ed.).

14. Govt. of India, Research, Reference & Training Division: India 2001 A Reference Annual (New Delhi: Publication Division, 2001).
15. K.K. Puri and Inderjit Singh Sethi: Management of Public Enterprises, Publication Bureau, Punjabi University, Patiala, 1985.

B.A.-III (SEM-V)
PUBLIC ADMINISTRATION (HONOURS)
((2019-20, 2020-21 & 2021-22 Sessions))

PAPER I : ENVIRONMENTAL POLICY AND ADMINISTRATION

Max. Marks: 100 (Theory 75 Marks & 25 Marks Internal Assessment)
 (Six *Periods per week per paper*)

Pass Marks: 35 % in the subject
Total Teaching Periods: 75

Time allowed: 3 Hours

INSTRUCTIONS FOR THE PAPER-SETTER

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

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. Each short answer type question will carry 3 marks.

Section-A

Environment- Meaning, Components and Significance.
 Environment Policy: Its Formulation and Implementation.
 Environment Pollution-Meaning, types, causes, effects and remedies.
 Environmental Control Administrative Machinery at the National, State and District Levels.
 Environment Legislations and its Enforcement.

Section-B

The Environmental Effect and Climatic Change. Challenges to Environment, Various factors- Urbanisation, Industrialisation etc.
 Judiciary and Environmental Prevention.
 International Conventions on Environment.
 N.G.O's role in Environment Protection.

Role of Local Governments in Environmental Protection.
Environment Education.

Suggested Readings

1. Hoshiar Singh (ed.): Environmental Policy and Administration, Jaipur, Printwell Publishers, 1992.
2. Shekhar Singh (ed.): Environmental Policy in India, New Delhi, IIP, A., 1984.
3. India, NCEP, Draft Report on the State of the Environment, Delhi, 1981.
4. O.P. Dwivedi: India: Pollution Control Policy and Programmes, International Review of Administrative Sciences, Vol. XIII, Nos. 2, 1977.
5. S.C. Bhatin (ed.): Papers on Environmental Education, Indian University Association for Continuing Education, 1984.
6. A.X. Sharma and A. Sharma (eds.): Impact of the Development of Science and Technology on Environment, Indian Science Congress Association, 1981.
7. UNESCO: Environmental Education Management, Indian Environmental Society, 1981.
8. O.P. Dwivedi and B. Kishore: Protecting the Environment from Pollution, A Review of India's Legal and Institutional Mechanism Asian Survey, 1981.
9. Report of The Committee for recommending Legislative Measures and Administrative Machinery for ensuring Environmental Protection, Department of Science and Technology, 1985.

B.A.-III (SEM-VI)
PUBLIC ADMINISTRATION(HONOURS)
((2019-20, 2020-21 & 2021-22 Sessions))

PAPER II: ORGANISATIONAL BEHAVIOUR

Max. Marks: 100(Theory 75 Marks & 25 Marks Internal Assessment)
 (Six *Periods per week per paper*)

Pass Marks: 35 % in the subject
Total Teaching Periods: 75

Time allowed: 3 Hours

INSTRUCTIONS FOR THE PAPER-SETTER

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

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. Each short answer type question will carry 3 marks.

Section-A

Nature of Organisation Theory- Organisation Theory and other Theories.
 Various approaches to Organization Theory :
 Classical Organisation Theory-Basic features and shortcomings.
 Neoclassical Organisation Theory-Elements and Limitations.
 Modern Organisation Theory
 Nature of Human Behaviour.
 Psychological foundation of Human Behaviour.
 Motivation-Theories.

Section-B

Attitudes.
 Interpersonal and group behaviour.
 Socio-cultural factors and behaviour
 Leadership: Theories, Style and Qualities.
 Communication.
 Organisation change and development.

Suggested Readings

1. A. Avasthi and S.R. Maheshwari, *Public Administration*, Agra, Laxmi Narain Aggarwal, 2004.
2. Charles S. Myers, *Industrial Psychology*, New Delhi, Bibliobazar, 2011.

3. R.Jayaprakash Reddy, *Industrial Psychology*, New Delhi, APH Publishing Corporation, 2004.
4. B.J. Kolasa, *Introduction to Behavioural Science*, New Delhi, Wiley Eastern Pvt. Ltd., 1970.
5. N.R.F. Maier, *Psychology in Industry: A Psychological Approach to Industrial Problems*, Boston, Houghton, 1955.
6. L.M. Prasad, *Organization Behaviour*, Delhi, Sultan Chand, 2004.
7. K.K. Sharma and Pardeep Sahni, *Organizational Behaviour*, New Delhi, Deep and Deep Publications Pvt. Ltd, 1988.
8. Paul Hersey and Kenneth Harry Blanchard, *Management of Organization Behaviour: Utilizing Human Resources*, New Delhi, Prentice Hall Pvt. Ltd, 1969.