

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

Syllabus

B.A. - II PUBLIC ADMINISTRATION (Semester System) (2019-20 and 2021-22 Sessions) For Regular/Distance Education/Private Students

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	<hr/> 25 Marks <hr/>

(* 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 .

THE SCHEME

SEMESTER-III

PAPER : Personnel Administration in India

SEMESTER-IV

PAPER : Financial Administration in India

**B.A. II (PUBLIC ADMINISTRATION) Sem-III
(2019-20 and 2021-22 Sessions)**

PAPER: PERSONNEL ADMINISTRATION IN INDIA

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

Personnel Administration: Meaning, Nature and Scope.

Civil Services in India: Meaning, Features & Role.

Classification: Meaning, Advantages and Disadvantages.

Classification of Civil Services in India.

Recruitment: Meaning, Methods; Merits & demerits, Recruitment of Civil Services in India.

Section-B

Union & State Public Service Commissions: Composition and Functions
Training: Meaning, Types; Training System in India.
Promotion: Meaning and Principles.
Employer-Employee Relations, Joint Consultation Machinery, Conduct and Discipline, Morale, Corruption: Causes and remedies.

Suggested Readings

1. Farasmand, Handbook of Comparative and Development Public Administration, New York, Marcel Dekker, 1991.
2. B.B. Peters, The Politics of Bureaucracy: A Comparative Perspective, New York, Longman, 1978.
3. D.N. Brother, Wage and Salary Administration, 2nd Edition, Englewood Cliffs, New Jersey, Prentice Hall, 1962.
4. Hirschmann, "Development Management versus Third World Bureaucracies:A Brief History of Conflicting Interests", Development & Change, 30, 2 April, 1999.
5. Daiv E. Klainger: Public Personnel Management, IPMA, Englewood Cliffs, New Jersey, Prentice Hall, 1986.
6. Edwin, B. Fllipo:Principles of Personnel Management, 6th edition, McGraw Hill, Singapore, 1984.
7. Pierre(ed.), Bureaucracy in the Modern State, Aldershot, Edward Elgar, 1995.
8. K.R. Hope, "Politics, Bureaucratic Corruption and Mal-Administration in the Third World, International Review of Administrative Sciences, 51 (I), 1985.
9. K.K. Puri, Personnel Administration and Financial Administration in India, (Punjabi) Jalandhar, Bharat Publishers, 2005.
10. M.S. Haque, "The Contextless, Nature of Public Adminsitration in Third World Countries", International Review of Administrative Sucfcess, 62(3), September 1996.
11. Glenn Stahl:Public Personnel Administration, 7th Ed., Oxford IBH Publication Compo, New Delhi, 1977.
12. Gosh, Personnel Administration, New Delhi: Sudha Publication, 1975.

13. Goel and Shalini Rajneesh, Public Personnel Administration: Theory and Practice, New Delhi, Deep and Deep Publications, 2002.
14. Sahib Singh and Swinder Singh, Public Personnel and Financial Administration, Jalandhar, New Academic Publishers, 2013.
15. S.P. Verma and S.K. Sharma, Comparative Public Administration, New Delhi, IIPA, 1985.
16. Surendra Kataria, Personnel Administration(Hindi), R.B.S.A. Publishers, Jaipur, 2005.
17. V.M. Sinha, Personnel Administration, Jaipur, R.B.S.A. Publishers, 1985.
18. V. Sudramaniam, Public Administration in the Third World, New York, Greenwood Press, 1990.
19. V.N. Viswanathan, Comparative Administration, New Delhi, Sterling, 1995.
20. W. Cuning Mource, Theory and Practice of Personnel Management, London, Heinemann, 1968.
21. Second ARC Report-10th Chapter .
22. Harbir Singh : Public Personnel and Financial Administration (3 Mediums), Latest Edition.
23. B.L.Fadia and : *Indian Administration*, New Delhi,
Kuldeep Fadia Sahitya Bhawan, Publications, 2012.
24. Ramesh K. Arora : *Indian Public Administration*
& Rajni Goyal *Institutions & Issues*, New Delhi,
Wishwa Prakashan, 2006.
25. S.R. Maheshwari : *Indian Administration*, Reprint Edition, New Delhi,
Orient Longman Private Limited, 2001.
26. Pundrik Ojha & Public Personnel & Financial Admin., Raj Publications,
Kiran Sharma Jalndhar, 2005

B.A.-II (Semester-IV)
(2019-20 and 2020-21 Sessions)
PAPER: FINANCIAL ADMINISTRATION IN INDIA

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 and Significance of Financial Administration.
 Budget: Meaning & Types (Performance and Zero Base Budgeting)
 Budget as a Tool of Administration. Principles of Budget Making.
 Preparation of Budget.
 Enactment and Execution of the Budget.

Section-B

Finance Commission: Composition & Functions;
Union Ministry of Finance: Organisation and Functions.
Financial Relations between the Union and the States.
Parliamentary Control over Finance.
Comptroller and Auditor-General of India: Appointment, Powers and Functions.

Suggested Readings

1. K.N. Basiya, Financial Administration in India, Bombay, Himalya Publishing House, 1986.
2. P. Bhambri, Public Administration in India, Bombay, Vikas Publications House, 1973.
3. A.K. Chanda, Aspect of Audit Control, Bombay, 1969.
4. Padam Nath Guatam, Financial Administration in India, Vitt Prashan, Haryana Sahitya Academy, Chandigarh, 1993.
5. S.L. Goel, Public Financial Administration, New Delhi, Deep and Deep Publication, Second Edition 2008.
6. S.S. Janjua, Centre-State Financial Relations in India and Finance Commission, New Delhi, Deep and Deep Publications, 1999.
7. G.S. Lall, Public Finance and Financial Administration in India, New Delhi, Kapoor Publishers, 1976.
8. Peter, A. Pyhrr, Zero Base Budgeting, New York, John Wiley and Sons, 1973.
9. Ajit Singh, New Economic Policy in India, New Delhi, Deep and Deep Publications, 1994.
10. R.K. Sinha, Fiscal Federalism in India, New Delhi, Sterling Publishers, 1987.
11. Andley Sudharam, Public Finance, Agra, Rattan Prakashan Mandir, 1979.
12. R.N. Srivastave, Management of Financial Institutions, Mumbai, Himalaya.
13. Rudder Datt & K.P. Sundaram, India Economy, New Delhi, S. Chand and Co., Pvt. Ltd. 2002.
14. M.J.K. Thavraj, Financial Administration in India, New Delhi, Sultan Chand and Sons, 1996.

15. M.M. Suri, Government Budgeting in India, New Delhi, Commonwealth Publishers, 1990.
16. P.L. Joshi, and V.P. Raja, Techniques of Zero-Base Budgeting, Bombay, Himalaya Publishing House, 1988.
17. S. Panda, Financial Administration and Personnel Management in Public Enterprises, New Delhi, 1989.
18. S.S. Tiwana, "Centre-State Relations in India: Recent Trends, ISDA Journal, Vol. 3, Nos. 3&4, Thiruvananthapuram, July-September and October-December, 1993.
19. B.P. Tyagi, Public Finance, Meerut, Jai Prakash Nath, 1997.
20. B.P.R. Vithal and M. Shashri, Fiscal Federalism in India, New Delhi, Oxford University Press, 2004.
21. Harbir Singh : Public Personnel and Financial Administration (3 Mediums), Latest Edition.
22. Sahib Singh and Swinder Singh, Public Personnel and Financial Administration, Jalandhar, New Academic Publishers, 2013.
23. Sanjiv Kumar Mahajan & Anupama Puri Mahajan: Financial Administration in India, Delhi, PHI Learning, Pvt.Ltd, 2014.

PUBLIC ADMINISTRATION (HONOURS)
B.A. IInd(Semester-III)
(2019-20 and 2020-21 Sessions)

PAPER - ADMINISTRATIVE THOUGHT

Six Periods per week per paper to be delivered.

Maximum Marks : 100	Time allowed: 3 hours
Theory: : 75	Pass marks : 35%
Internal Assessment: 25	Total Teaching Periods: 75

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.

Section-A F.W.Taylor, Henry Fayol , Luther Gulick & L. Urwick , Elton Mayo.

Section-B Max Weber , Mary Parker Follett, Chester Barnard, Abraham Maslow

BOOKS RECOMMENDED

- Amitai Etzioni :*Modern Organisations*, New Delhi: Prentice Hall of India Pvt. Ltd., 1964.
- Bertram M. Gross :*The Managing of Organisations*, Vol..1, New York: The Free Press, 1964.
- Claudes S.George Jr. :*The History of Management Thought*. New York: Prentice Hall, 1968.
- D. S. Pugh and D.J.Hickson :*Writers on Organisations*, Fourth Ed., Penguin Books, England 1989.
- D. S. Pugh (ed.) :*Organisation Theory: Selected Readings*, England: Penguin Books, 1990.

- David Silverman : *The Theory of Organisations*, London: Heinemann, 1970.
- D. R. Prasad, V. S. Prasad & P. Satya Narayana (ed.) : *Administration Thinkers*, New Delhi: Sterling Publishers Pvt. Ltd., 1991.
- Dwight Waldo : *The Administrative State*, Second Ed. New York, The Ronald Press Company, 1972.
- L.A. Allen : *Management and Organisation*, New York: McGraw-Hill Book Company, 1958.
- Marino Pinto : *Management Thinkers*, Bombay: Allied Publishers, 1986.
- Peter M. Balu : *Bureaucracy in Modern Society*, New York: Random House, 1962.
- Renu Kapila : *Maslow's Contribution To Administrative Theory*, 2003. Arun Publishing House (P)LTD., Chandigarh.
- Satya Deva : "Theory of Administration", *Administrative Management*, July- Sept. 1983, PP. 13-25.
- Sawinder Singh : *Uchera Lok Parshasan*, Patiala: Punjabi University Press, 1993 (Pbi.).
- Shum Sun Nisa Ali : *Eminent Administrative Thinkers*, New Delhi: Associated Publishing House, 1998.
- S. R. Maheshwari : *Administrative Thinkers*, New Delhi: Macmillan India Ltd., 1998.
- S. L. Goel : *Advanced Public Administration*, New Delhi, Deep and Deep Publication, 2002
- R.K.Sapru : *Administrative Theories and Management Thought*, PHI Learning Pvt.Ltd., Delhi, 2013, 3rd edition.
- S.L.Goel : *Administrative & Management Thinkers*, Delhi, Deep & Deep Publishers, 2008.

PUBLIC ADMINISTRATION (HONOURS)
B.A.-II(Honours) Semester-IV
(2019-20 and 2020-21 Sessions)

PAPER : Contemporary Issues in Public Administration

Six Periods per week per paper to be delivered.

Maximum Marks : 100	Time allowed: 3 hours
Theory: : 75	Pass marks : 35%
Internal Assessment: 25	Total Teaching Periods: 75

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.

Section-A

Good Governance: Concept, Features and Significance.
Citizen Centric Governance: Concept, Features and Importance.
e-Governance (National e-governance Plan in India)
Ethics and Values in Public Administration
Right to Service Act, 2011: Features and Importance.

Section-B

Right to Information Act, 2005: Features and Importance.
Need for Administrative Reforms: Features of First Punjab Governance Reforms Commission recommendations.
Police Public Relations in the present times.
National Human Rights Commission.
National Consumer Disputes Redressal Commission.

Suggested Readings

1. T.N. Chaturvedi: "Citizen and Administration", New Delhi, Indian Institute of Public Administration, 1984.
2. T.N. Chaturvedi: "Ethics in Public Life", New Delhi, Indian Institute of Public Administration, 1984.
3. R.B.Jain : Contemporary Issues in Indian Administration, Delhi, Vishal Publishers, 1976.
4. R.B.Jain :Public Administration in India: 21st Century Challenges for Good Governance, Deep and Deep Publishers, New Delhi, Reprint 2004.
5. Ramesh K Arora & R.M.Khandelwal(Ed.) : Good Governance: Initiatives and Impact, Aalekh Publishers, Jaipur, 2008.
6. Ramesh K Arora (Ed.) : Ethics in Governance- Innovations, Issues and Instrumentalities, Aalekh Publishers, Jaipur, Second Edition, 2013.
7. S.LGoel : Good Governance-An Integral Approach, Deep and Deep Publishers, New Delhi, 2007.
8. Hakikur Rehman : Cases on Progressions and Challenges in ICT Utilization for Citizen Centric Governance,IGI Global, USA, 2013.
9. Subash Bhatnagar: E-Government, New Delhi, Sage Publications, 2004.
10. Right to Service Act, 2011, Chawla Publishers, Chandigarh.
11. Right to Information Act, 2005.
12. First Punjab Governance Reforms Commission Reports.
13. Swapendu Mishra: Consumer Protection in India, Oscar Publications, Delhi, Latest Edition.
14. Arun Ray : National Human Rights Commission in India: Formation, Functioning and Future Prospects, New Delhi, Khama Publishers,Second Edition, 2004.
15. M.B Chanda: The Police in India, Atlantic Publishers, New Delhi, 1997.
16. R.K Raghavan: Policing and Democracy, Manohar Publishers, New Delhi, 1999.