



**PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI
UNIVERSITY, SIKAR**

SYLLABUS

(PUBLIC-ADMM)

(Three Year Under Graduate Programme in Social Science)

I & II Semester

Examination- 2023-24

As per NEP-2020

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Sikar(Rajasthan)



**PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI
UNIVERSITY, SIKAR**

Programme Name: THREE YEAR BACHELOR OF ARTS

DISCIPLINE:- PUBLIC ADMINISTRATION

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**SCHEME OF EXAMINATION FOR UNDERGRADUATE PROGRAMME AS PER UGC
FRAMEWORK FOR SESSION 2023-24.**

1. Credit = 25 marks for examination/evaluation

Continuous assessment in which sessional work and the terminal examination will contribute to the final grade. Each course in Semester Grade Point Average (SGPA) has two components-Continuous Assessment (20% Weightage) and (End of Semester Examination) EoSE (80% Weightage).

1. Sessional work will consist of class tests, mid-semester examination(s), homework assignments, etc., as determined by the faculty in charge of the courses of the study.

2. Each Paper of EsOE shall carry 80% of the total marks of the course/subject. The EoSE will be of 3 hours duration.

- Part A of the paper shall have 10 multiple short answer questions of 2 marks each. This first question shall be based on knowledge, understanding and applications of the topics/texts covered in the syllabus.
- Part B of the paper shall consist of 4 questions and the student shall attempt only 4 questions that carries 5 marks each.
- Part C of the paper shall consist of 4 units carrying 2 descriptive questions with internal choice from each unit of the syllabus. Questions shall be drawn from each unit specifically to the corresponding internal choice. Student shall attempt 1 questions from each unit. Each questions carries 20 marks.
- 75% attendance is mandatory for appearing in EoSE.
- To appear in the EoSE of a course/subject must appear in the mid-semester examination and obtain at least a C grade in the course/subject.
- Credit points in a course/subject will be assigned only if, the students obtains at least a C grade in mid-term and EoSE examination of a course/subject.


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Exit and Entrance Policy

1. Students who opt to exit after completion of the first year and have secured 48 credits will be awarded a UG Certificate if, in addition, they complete an internship of 4 credits during the summer vacation of the first year. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.
2. Students who opt to exit after completion of the second year and have secured 96 credits will be awarded the UG diploma if, in addition, they complete one internship of 4 credits during the summer vacation of the second year. These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.
3. Students who wish to undergo a 9-year UG programme will be awarded UG degree in the major discipline after successful completion of three years, securing 150 credits and satisfying the minimum credit requirement.
4. A four year UG Honours degree in the major discipline will be awarded to those who complete a four year degree programme with 200 credits and have satisfied with minimum credit requirements.
5. Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation will be in the major discipline. The students who secure 200 credits, including 12 credits from a research project/dissertation, are awarded UG Degree (Honours with Research).

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Letter Grades and Grade Points

Letter Grade	Grade Point	Marks Range
O (Outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very Good)	8	71-80
B+ (Good)	7	61-70
B (Above Average)	6	51-60
C (Average)	5	40-50
P(Pass)	4	
F (Fail)	0	
AB (Absent)	0	

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THREE YEAR BACHELOR OF ARTS
DISCIPLINE:- PUBLIC ADMINISTRATION

COURSE CONTENT

Semester	Level	Type	Paper Nomenclature	Paper Code	Total Credit	Max. Marks 120+30	Total Learning/Lecture Hours 15x6
I	5	MJR (Theory)	Introduction to Public Administration		6	150	90
II	5	MJR (Theory)	Indian Government and Administration		6	150	90

Student Progress Evaluation

Type	Paper Code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	Introduction to Public Administration	1 Hrs- MT 3 Hrs- EoSE	30 Marks- MT 120 Marks- EoSE	12 Marks- MT 48 Marks- EoSE
Theory	Indian Government and Administration	1 Hrs- MT 3 Hrs- EoSE	30 Marks- MT 120 Marks- EoSE	12 Marks- MT 48 Marks- EoSE

Note:-

1. MJR = Major
2. PAD = Public Administration
3. MT = Mid Term
4. EoSE = End of Semester Examination

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SEMESTER-WISE PAPER TITLES WITH DETAILS**Syllabus: B.A. Pass Course****Semester-I****Public Administration****(2023-24)**

Paper Code	Title of the Paper	Level	Type	Credit
	Introduction to Public Administration	5	Major	6

Objectives: The paper highlights the foundations of the public administration as a discipline that explores the fundamentals, historical underpinnings and conceptual dimensions of the subject. Besides, it imparts the approaches to its study and principles executed in an organization. The student who studies this paper will be able to understand the underlying conceptual dimensions of Public Administration.

Unit- I

Public Administration – Meaning, Nature, Scope and Significance; Evolution of Public Administration as a Discipline; Public and Private Administration – Similarities and Dissimilarities; Public Administration: Art or Science and its Relationship with other Social Sciences (Political Science, Sociology, Law, Economics and Psychology); New Public Administration; New Public Management.

Unit- II

Approaches to the Study of Public Administration – Classical and Human Relations. Bases and Types of Organization – Formal and Informal; Principles of Organization – Hierarchy, Unity of Command, Unity of Direction, Span of Control, Centralization and Decentralization.

Unit – III

Chief Executive – Types, Role and Functions of Chief Executive; Authority and Responsibility, Co-ordination, Delegation, Supervision, Line- Staff and Auxiliary Agencies.

Unit –IV

Administrative Behavior – Decision Making (Herbert Simon), Communication, Morale, Motivation and Leadership.

Learning Outcome

After studying this unit, the student will be able to :

- Explain the development of Public Administration as a disciplines.
- Understand the relationship of Public Administration with other discipline.
- Analyse the different approaches to the study of Public Administration.
- Discern the principles of administration.

References:-

- Avasthi. A & Maheshwari. S, Public Administration, Agra: Lakshminarain Agrawal (English & Hindi).
- Fadia. B.L. & Fadia, kuldeep. Public Administration: Administrative Theories and concept, Agra: Sahitya Bhawan Publication. (English & Hindi).
- सुरेन्द्र कटारिया, लोक प्रशासन के तत्व, मलिक एण्ड कंपनी, जयपुर।
- M.P. Sharma and B.L. Sadana, Public Administration in Theory and Practice, New Delhi: Kitab Mahal (English & Hindi).
- S.P. Naidu, Public Administration: Concepts and Theories: New Delhi, New Age International.

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सेमेस्टर - I

प्रश्न पत्र - I

लोक प्रशासन का परिचय

इकाई - I

लोक प्रशासन : अर्थ, प्रकृति, क्षेत्र एवं महत्व; लोक प्रशासन का विषय के रूप में विकास; लोक तथा निजी प्रशासन – समानताएँ व विषमताएँ ; लोक प्रशासन – कला या विज्ञान एवं इसका अन्य सामाजिक विज्ञानों (राजनीति विज्ञान, समाज शास्त्र, कानून, अर्थशास्त्र तथा मनोविज्ञान) के साथ सम्बन्ध; नवीन लोक प्रशासन; नवीन लोक प्रबंधन।

इकाई - II

लोक प्रशासन के अध्ययन के उपागम— शास्त्रीय तथा मानवीय।

संगठन के आधार तथा प्रकार – औपचारिक तथा अनौपचारिक; संगठन के सिद्धान्त – पदोसोपान, आदेश की एकता निर्देश की एकता, नियंत्रण का क्षेत्र, केन्द्रीकरण एवं विकेन्द्रीकरण।

इकाई - III

मुख्य कार्यपालिका – प्रकार, भूमिका व कार्य; सत्ता एवं उत्तरदायित्व, समन्वय, प्रत्यायोजन, पर्यवेक्षण, सूत्र स्टाफ व सहायक अभिकरण।

इकाई - IV

प्रशासनिक व्यवहार:— निर्णय निर्माण (हरबर्ट सरइमन), संचार, मनोबल, अभिप्रेरणा तथा नेतृत्व।

References:-

- Avasthi. A & Maheshwari. S, Public Administration, Agra: Lakshminarain Agrawal (English & Hindi).
- Fadia. B.L. & Fadia, kuldeep. Public Administration: Administrative Theories and concept, Agra: Sahitya Bhawan Publication. (English & Hindi).
- सुरेन्द्र कटारिया, लोक प्रशासन के तत्व, मलिक एण्ड कंपनी, जयपुर।
- M.P. Sharma and B.L. Sadana, Public Administration in Theory and Practice, New Delhi: Kitab Mahal (English & Hindi).
- S.P. Naidu, Public Administration: Concepts and Theories: New Delhi, New Age International.

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Semester- II

Paper Code	Time of the Paper	Level	Type	Credit
	Indian Government and Administration	5	Major	6

Objectives: The course delineates the development of Indian administration since ancient period and traces the significance of constitutional dynamics. It analyses the administrative structure at the federal level that spreads across the three pillars of democracy and throws light on the constitutional institutions. The student who studies this paper will be able to understand the overall administrative setup in Indian context.

Unit-I

Development of Indian administration during Mauryan, Mughal and British Period; Formation of Constitution Assembly; Philosophy of Indian Constitution and its Basic Features; Union Legislature: Composition, Power and Functions; Legislative Control over Administration.

Unit- II

Union Executive- President, Prime Minister and Council of Ministers- Powers and Functions; Organization and Functions of Central Secretariat, Cabinet Secretariat and Prime Minister's Office; Role and Importance of Cabinet Secretary; Executive Control over Administration.

Unit- III

Indian Judiciary: Structure, Powers and Functions of Supreme Court and High Court; Judicial Review and Judicial Activism; Public Interest Litigation; Judicial Appointment System; Judicial Control over Administration.

Unit- IV

Administrative Institutions in India: Organization and Functions of Union Public Service Commission, Finance Commission, Election Commission, Comptroller and Auditor General of India, NITI Aayog, Central Vigilance Commission, Lokpal.

Learning Outcome

After the completion of the course, the student will be able to:

- Trace the historical underpinnings of the constitutional development and can relate to the present day.
- Examine the working of three pillars of democracy at the union level.
- Analyse the functions of constitutional bodies.
- Understand the dynamics of Indian administration.

References:-

1. S.R. Maheshwari: Indian Administration.
2. P. Sharan; Public Administration.
3. Ramesh Arora & Rajni Goyal: Indian Public administration.
4. Awasthi & Awasthi: Indian administration.
5. Hoshiyar Singh & Mohinder Singh: Public administration in India: Theory and Practices.
6. बी. एल. फडिया : भारत में लोक प्रशासन।
7. पी.डी. शर्मा एव बी. एम. शर्मा : भारतीय प्रशासन।
8. रविन्द्र शर्मा : भारत में लोक प्रशासन।
9. सुरेन्द्र कटारिया : भारत में लोक प्रशासन।
10. एस. आर. माहेश्वरी : भारतीय प्रशासन।

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सेमेस्टर - II

प्रश्न पत्र - II

भारत सरकार एवं प्रशासन

इकाई - I

मौर्य काल, मुगल काल तथा ब्रिटिश काल के दौरान भारतीय प्रशासन का विकास; संविधान सभा का निर्माण; भारतीय संविधान का दर्शन तथा इसकी प्रमुख विशेषताएँ; संघीय विधायिका: संगठन, शक्तियाँ एवं कार्य; प्रशासन पर विधायिका का नियंत्रण।

इकाई - II

संघीय कार्यपालिका : राष्ट्रपति, प्रधानमंत्री व मंत्रिपरिषद की स्थिति, शक्ति एवं कार्य; केन्द्रीय सचिवालय, मंत्रीमण्डल सचिवालय एवं प्रधानमंत्री कार्यालय का संगठन एवं कार्य; मंत्रीमण्डल सचिव की भूमिका एवं महत्व; प्रशासन पर कार्यपालिका नियंत्रण।

इकाई - III

भारतीय न्यायपालिका : उच्चतम न्यायालय और उच्च न्यायालय की संरचना, शक्ति एवं कार्य; न्यायिक समीक्षा तथा न्यायिक सक्रियता; लोक हित याचिका; न्यायिक नियुक्ति प्रक्रिया; प्रशासन पर न्यायिक नियंत्रण।

इकाई - IV

भारत में प्रशासनिक संस्थाएँ : संघ लोक सेवा आयोग, वित्त आयोग, निर्वाचन आयोग, भारत का नियंत्रक एवं महालेखा परीक्षक, नीति आयोग, केन्द्रीय सतर्कता आयोग तथा लोकपाल के संगठन एवं कार्य।

References:-

1. S. R. Maheshwari: Indian Administration.
2. P. Sharan; Public Administration.
3. Ramesh Arora & Rajni Goyal : Indian Public Administration.
4. Awasthi & Awasthi : Indian Administration.
5. Hoshiyar Singh & Mohinder Singh : Public Administration in India : Theory and Practices.
6. बी. एल. फडिया : भारत में लोक प्रशासन।
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8. रविन्द्र शर्मा : भारत में लोक प्रशासन।
9. एस. आर. माहेश्वरी : भारतीय प्रशासन।

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Three/Four Year Bachelor of Arts

Subject: **PUBLIC ADMINISTRATION**(B.A. in Public Adm.)**COURSE CONTENT**

Semester	Level	Type	Paper	Code	Total Credit	Max. Marks 130+20	Total Learning/Lecture Hours 15x6
I	5	MJR (Theory)	Foundations of Public Administration		6	150	90
	5	MJR (Theory)	Introduction to Indian Administration		6	150	90
II	5	MJR (Theory)	Politics and Administration		6	150	90
	5	MJR (Theory)	Economic Policy and Administration		6	150	90

Student Progress Evaluation

Semester	Type	Paper Code and Nomenclature	Duration of Examination	Maximum Marks (Midterm+Eose)	Minimum Marks (Midterm+Eose)
I	Theory	Foundations of Public Administration	1 Hrs- MT 3 Hrs-EoSE	30 Marks-MT 120 Marks-EoSE	12 Marks- MT 48 Marks- EoSE
	Theory	Introduction to Indian Administration	1 Hrs- MT 3 Hrs-EoSE	30 Marks-MT 120 Marks-EoSE	12 Marks- MT 48 Marks- EoSE
II	Theory	Politics and Administration	1 Hrs- MT 3 Hrs-EoSE	30 Marks-MT 120 Marks-EoSE	12 Marks- MT 48 Marks- EoSE
	Theory	Economic Policy and Administration	1 Hrs- MT 3 Hrs-EoSE	30 Marks-MT 120 Marks-EoSE	12 Marks- MT 48 Marks- EoSE

Note:-

1. MJR = Major
2. MT = Mid Term

3. EoSE = End of Semester Examination
4. PAD = Public Administration

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