As per the NEP 2020

B.A. Public Administration

(Effective from Academic Year 2024-2025 onwards)



Faculty of Social Sciences

Pandit Deendayal Upadhyaya Shekhawati University Sikar (Rajasthan) 307026

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Bachelor of Arts

(CBCS) As per the NEP 2020 (Semester I to IV) w.e.f. the Academic Session 2024-25

Discipline: : Public Administration

Faculty: Arts

Semester	Course title &Code	Credits		Credit distribution of the course			Eligibility criteria
			Course Code	Lecture	Tutorial	Practical/ Practice	
I	Elements of Public	DSC (4)	24BPA5101T	4	0	0	10+2 from any recognized Board
11	Public Administration in	DSC(4)	24BPA5201T	4	0	0	
ш	Administrative Institutions in India	DSC (4)	24BPA6301T	4	0	0	
IV	State Administration in India	DSC (4)	24BPA6401T	4	0	0	

Learning Objectives

To provide learning and identifying about the core mechanisms of Public Administration, including the Organization and Management of human resources, to discuss the Political, Economic, Legal, and Social environments of Public Policy and Administration, to Explain the unique challenges and opportunities of providing public goods and services in a diverse society, to define and diagnose decision situations, collect and analyse data, develop and implement effective courses of action, and evaluate results, synthesize and apply decision-making, leadership and management skills, in public agencies or non-profit organizations.

Learning out comes

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

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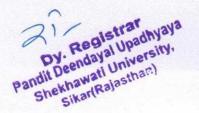
After the completion of the course, the student will be able to

- 1. Learn basic concepts of Public Administration.
- Understanding the cross-cultural context of public and private institutions operating in a global Scenerio.
- 3. Theoretical dimension with practical aspects of various theories and principles of organizations.
- 4. Identify major challenges of contemporary public administration.
- 5. Demonstrate the integrative knowledge, skills, and ethics essential for a responsible administrative, management and leadership positions.
- 6. Demonstrate the management, legal, ethical, and behavioural skills for effective job performance and career mobility.

Paper - I

Course Title:	Elements of Public Administration Course Code: 2		
Total Lecture h	our 60	Hours	
Unit I	Meaning, Nature, Scope and Importance of Public Administration, Role of Public administration in developed and developing societies, Public and Private Administration, Evolution of Public Administration as an Independent discipline. New Public Administration (NPA), New Public Management (NPM). Public Choice Approach (PCA),	15 Hours	
Unit II	Public Administration as a Social Science and its Relationship with Political Science, Economics, Sociology, Law, Psychology and Management. Theories of Public Administration: Scientific	15Hours	

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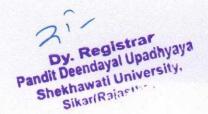


	Management (F.W. Taylor), Classical theory of Organization (Henri Fayol), The Human Relations theory of organization (Elton Mayo), Max Weber's Ideal Type of Bureaucracy,	
Unit III	Concept of Organisation: Formal and Informal Organisation Chief Executive: Types and Functions, Line and Staff. Principles of Organization: Hierarchy, Unity of Command, , Span of Control, Co-ordination, Centralisation and Decentralisation, Delegation, Authority and Responsibility.	15 Hours
Unit IV	Administrative Behaviour: Leadership, Communication, Decision-Making (Simon's Model), Motivation (Maslow's Hierarchy of Needs theory and Herzberg's Two Factor Theory) Personnel Administration: Civil Service and its Role in a Developing Society, Classification, Recruitment, Training and Promotion. Civil Services: Ethics, Integrity, Impartiality and non-partisanship, Relationship between Generalists and Specialists.	15 Hours

Reference Books:

1

- 1. John M. Pfiffner and Robert Vance Presthus, Public Administration.
- 2. Dimock and Dimock, Public Administration.
- 3. Terry, Principles of Management.
- 4. John D. Millett, Management in the Public Service
- 5. E.N. Gladden, Essentials of Public Administration.
- 6. M.P. Sharma, Principles and Practice of Public Administration



- 7. D.R. Sachdeva and Meena Sogani, Public Administration: Concept and Application
- 8. A. Awasthi, & S.R. Maheshwari, Public Administration
- 9. C.P. Bhambri, Public Administration
- 10. A.R. Tyagi: Public Administration
- 11. Surendra Kataria, Lok Prashasan ke Tatva (RBSA Publishers, Jaipur)
- 12. P.D. Sharma, Lok Prashasan: Siddhant Evam Vyavhar
- 13. C.P. Bhambri, Lok Prashasan (in Hindi)
- 14. Harish Chandra Sharma, Lok Prashasan Ke Adhaar
- 15. Vishnu Bhagwan and Vidhya Bhushan, Lok Prashasan
- 16. Ravindra Sharma, Lok Prashasan Ke Tatva (in Hindi)
- 17. Surendra Kataria, Karmik Prashasan (in Hindi)
- 18. Vishnu Bhagwan & Vidya Bushan, Public Administration
- 19. Avasthi and Maheshwari, Lok Prashasan (in Hindi)
- 20. B.L. Fadia, Lok Prashasan (in Hindi)

Suggested E-Resources:

E-pgpathashala modules: -

- 1. www.inflibnet.ac.in
- 2. www.ignou.ac.in
- 3. www.sawayam.gov.in

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Semester-II Public Administration in India

Learning Objectives

Modern Indian administration initiates its journey through legacy of British colonialism. In fact, there has been a wider acknowledgement that the practices of Indian administration date back to Kautilya's era. Hence the paper seeks to introduce to students the historical roots of Indian administration and its relationship with accountability, welfare, and well-being of the society. Secondly it deals with how the commencement of modern bureaucracy and its intersection with political structure must be analysed.

Learning outcomes

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

- 1. identify the historical roots of modern Indian bureaucracy and the complexities associated with its functioning as an independent organ of the government.
- 2. understand working of the Ministries and Other organisations.
- 3. understand the financial administration and the administrative reforms in India.

• Course Title:	Public Administration in India C	ourse Code: 24	4BPA5201T
Total Lecture hour	60		Hours
Unit I	Historical background of Indian Administration with specia	al reference	15 Hours
	to Govt. of India Acts of 1909, 1919 and 1935, Salient	features of	
	Indian Administration. Parliamentary Democracy, Fede	ralism and	
	Democratic Socialism.		
	The Union Executive: The President, Prime Minister	and Council	

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	of Ministers. the Organization and Functions of the following:	
	Central Secretariat, Cabinet Secretariat, Prime Minister's Office	
	(PMO), Ministry of Finance, Ministry of Home Affairs (MoHA),	
	Ministry of Education (MoE)	
Unit II	At : D CD 11: Extractions in India: Departments Corporations	
Omen	Major Forms of Public Enterprises in India: Departments, Corporations,	
	Companies, Parliamentary Committee on Public Undertakings (COPU),	
	Public Private Partnership(PPP).	15 Hours
	Control Over Administration: Legislative, Executive & Judicial- Various Means and Limitations	
Unit III	Financial Administration: Budget- Formulation, Approval and	
	Execution. Types of Budgets: Performance Budgeting, Zero Base	
	Budgeting and Gender Budgeting.	
	Parliamentary Committees: Public Accounts Committee (PAC),	15 Hours
	Estimates Committee (EC). The Comptroller and Auditor General	
	(CAG) of India.	
Unit IV	Personnel Administration— Classification, Recruitment and Training of	
	All India Services. Redressal of Citizens' Grievances: Lokpal and	
	Lokayukta, Right to Information, Concept of E-Governance	15 Hanne
	Administrative Reforms in India: First Administrative Reforms	15 Hours
	Commission (ARC-I), Second Administrative Reforms Commission	
	(ARC-II) with special reference to 4th and 10th Report.	
Reference Books:		
1. D.D. Basu:	An Introduction to the Constitution of India	
2. Ramesh Arc	ora: Indian Public Administration	
3. V.M. Sinha:	Personnel Administration	
4. P.D. Sharma	a & B.M. Sharma: Bhartiya Prashashan	

Bharat mein Lok Prashasan

Bharat mein Lok Prashasan

5. Surendra Kataria:

6. B.L. Fadia:

7. Avasthi & Avasthi: Indian Administration (In Hindi also)

8. Surendra Kataria: Karmik Prashasan

9. S.R. Maheshwari: Indian Administration

10. C.P. Bhambhri: Public Administration in India

11. K.V. Rao: Parliamentary Democracy in India

12. Laxmi Narain: Principles and Practice of Public Enterprises Management

13. B.B. Mishra: Administrative History of India

Suggested E-Resources:

E-pgpathashala modules: -

- 1. www.inflibnet.ac.in
- 2. www.ignou.ac.in
- 3. www.sawayam.gov.in

Semester - III

Objectives of the course:

The objective is to acquaint the students about the functiong and the administrative institutions running under the various ministries of the Government of India.

Course Learning Outcomes:

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1. Students will be able to grasp the concept of administrative

institutions and its relationship between legislature, executive and judiciary.

2.Students will be able to discuss the working and role of various national level administrative institutions.

Course Ti	tle: Administrative Institutions in India	Course Code: 24	BPA6301T
Total Lect	ire hour 52		Hours
Unit I	. Administrative Institutions in a Democratic and socialist society. The concepts of Laissez faire, welfare state and administrative state.		
Unit II	Organisation of Government: Legislature- Its role in medecline of legislature. Executive- Types and Relationship growing importance. Judiciary- Functions and Role with to the power of judicial review.	with legislature, its	15 Hours
Unit III	Democracy and Administration: Features of a Democratic Administration. Political parties and Pressure groups: their role and interactions in a democratic society. Bureaucracy: Nature and concept, recent trends and types of Bureaucracy. Neutrality, anonymity and representative character of Bureaucracy.		
Unit IV	General of India	croller and Auditor	15 Hours





Suggested Books/Readings:

Paranjape: Government in Modern society

M.G. Gupta: Modern Government

I.I.P.A.: Organisation of the Govt. of India. Ernest B. Schulze: Essentials of Govt.

Waldo: Administrative state

Field: Government in Modern Society Ashok Sharma: Parshashnik Sansthaye B.L. Fadiya: Parshashnik Sansthaye

Suggested E-Resources:

E-pgpathashala modules: -

- 1. www.inflibnet.ac.in
- 2. www.ignou.ac.in
- 3. www.sawayam.gov.in

Semester - IV

Objectives of the course:

The students will be able to learn about historical context and present state administration; organisation and functions of various bodies of state government.

Course Learning Outcomes:

1. Students will be able to describe the evolution and constitutional aspects of state administration

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in India.

2. Students will be able to assess the roles and responsibilities of state administrative and executive bodies.

Course Title:	State Administration in India	Course C 24BPA6	
Total Lecture 1	nour 60		Hours
Unit I	General Background of State administration in india with reference to state of Rajasthan. Growing importance Administration. Governor, Chief Minister, Council of Minister inter-relationship.	of State	15 Hours
Unit II	Organisation and Function of State Secretariat: Chief Secret & position. Administrative organisation of a department, organisation of the Department of Home, Finance in I Secretariat-Directorate Relationship in Rajasthan.	ganisation	15 Hours
Unit III	Organisation and working of following Boards, Com- Directorates in the state of Rajasthan: (a) Revenue Board RIPA (Rajasthan Institute of Public Admin (c)Directorate/CCE of College Education (d). State Commission,(e)State Information Commission	(b) HCM	15 Hours
Unit IV	. Role of the state civil services in State Administration. Recommendation and Promotion of state civil services in Rajasthan. Public Service commission (RPSC). Rajasthan Staff Selection Board (RSSB). Instance Lokayukta. Administrative Reforms in state Administration	Rajasthan	15 Hours

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and position of Divisional Commissioner, District Collector,

SDO/SDM, Tehsildar and Patawari.

Reference Books:

A.P. Padhi: State Administration in India (Two Volume)

S.R. Maheshwari: State Government in India

S.S. Khera: District Administration

Mohan Mukherjee: Administrative Innovations in (Ed.) Rajasthan

B. Mehta: Dynamics of state Administration. G.D. Shukla: State and District Administration

Ravindra Sharma: Rajya Parshsan

Singh, Sharma, Goyal: Rajasthan me Rajya Parshsan

Surendra Katariya: Rajya Parshsan

Ramesh Arora, Geeta Chaturvedi: Rajya Parshsan

Suggested E resources:

E-pgpathashala modules: -

- 1. www.inflibnet.ac.in
- 2. www.ignou.ac.in
- 3. www.sawayam.gov.in

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