

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**

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Sikar (Rajasthan)

**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	Course Code	Credit distribution of the course			Eligibility criteria
				Lecture	Tutorial	Practical/ Practice	
I	Elements of Public Administration	DSC (4)	24BPA5101T	4	0	0	10+2 from any recognized Board
II	Public Administration in India	DSC(4)	24BPA5201T	4	0	0	
III	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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1. Learn basic concepts of Public Administration.
2. 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: 24BPA5101T
<b>Total Lecture hour 60</b>		<b>Hours</b>
<b>Unit I</b>	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),	<b>15 Hours</b>
<b>Unit II</b>	Public Administration as a Social Science and its Relationship with Political Science, Economics, Sociology, Law, Psychology and Management. Theories of Public Administration: Scientific	<b>15Hours</b>

  
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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,	
<b>Unit III</b>	<p>Concept of Organisation: Formal and Informal Organisation</p> <p>Chief Executive: Types and Functions, Line and Staff.</p> <p>Principles of Organization: Hierarchy, Unity of Command, , Span of Control, Co-ordination, Centralisation and Decentralisation, Delegation, Authority and Responsibility.</p>	<b>15 Hours</b>
<b>Unit IV</b>	<p>Administrative Behaviour: Leadership, Communication, Decision-Making (Simon's Model), Motivation (Maslow's Hierarchy of Needs theory and Herzberg's Two Factor Theory)</p> <p>Personnel Administration: Civil Service and its Role in a Developing Society, Classification, Recruitment, Training and Promotion.</p> <p>Civil Services: Ethics, Integrity, Impartiality and non-partisanship, Relationship between Generalists and Specialists.</p>	<b>15 Hours</b>
<b>Reference Books:</b>		
1		
<ol style="list-style-type: none"> <li>1. John M. Pfiffner and Robert Vance Presthus, Public Administration.</li> <li>2. Dimock and Dimock, Public Administration.</li> <li>3. Terry, Principles of Management.</li> <li>4. John D. Millett, Management in the Public Service</li> <li>5. E.N. Gladden, Essentials of Public Administration.</li> <li>6. M.P. Sharma, Principles and Practice of Public Administration</li> </ol>		

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](http://www.inflibnet.ac.in)
2. [www.ignou.ac.in](http://www.ignou.ac.in)
3. [www.sawayam.gov.in](http://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	Course Code: 24BPA5201T
<b>Total Lecture hour 60</b>		<b>Hours</b>
Unit I	Historical background of Indian Administration with special reference to Govt. of India Acts of 1909, 1919 and 1935, Salient features of Indian Administration. Parliamentary Democracy, Federalism and Democratic Socialism. <ul style="list-style-type: none"><li>• The Union Executive: The President, Prime Minister and Council</li></ul>	<b>15 Hours</b>

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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)	
<b>Unit II</b>	Major Forms of Public Enterprises in India: Departments, Corporations, Companies, Parliamentary Committee on Public Undertakings (COPU), Public Private Partnership( PPP).  Control Over Administration: Legislative, Executive & Judicial- Various Means and Limitations	<b>15 Hours</b>
<b>Unit III</b>	Financial Administration: Budget- Formulation, Approval and Execution. Types of Budgets: Performance Budgeting, Zero Base Budgeting and Gender Budgeting.  Parliamentary Committees: Public Accounts Committee (PAC), Estimates Committee (EC). The Comptroller and Auditor General (CAG) of India.	<b>15 Hours</b>
<b>Unit IV</b>	Personnel Administration— Classification, Recruitment and Training of All India Services. Redressal of Citizens' Grievances: Lokpal and Lokayukta, Right to Information, Concept of E-Governance  Administrative Reforms in India: First Administrative Reforms Commission (ARC-I), Second Administrative Reforms Commission (ARC-II) with special reference to 4th and 10th Report.	<b>15 Hours</b>

**Reference Books:**

1. D.D. Basu: An Introduction to the Constitution of India
2. Ramesh Arora: Indian Public Administration
3. V.M. Sinha: Personnel Administration
4. P.D. Sharma & B.M. Sharma: Bhartiya Prashashan
5. Surendra Kataria: Bharat mein Lok Prashasan
6. B.L. Fadia: Bharat mein Lok Prashasan

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](http://www.inflibnet.ac.in)
2. [www.ignou.ac.in](http://www.ignou.ac.in)
3. [www.sawayam.gov.in](http://www.sawayam.gov.in)

### **Semester – III**

**Objectives of the course:**

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

**Course Learning Outcomes:**



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 Title: <b>Administrative Institutions in India</b>		Course Code: <b>24BPA6301T</b>
Total Lecture hour <b>52</b>		Hours
<b>Unit I</b>	. Administrative Institutions in a Democratic and socialist society. The concepts of Laissez faire, welfare state and administrative state.	<b>15 Hours</b>
<b>Unit II</b>	Organisation of Government: Legislature- Its role in modern government, decline of legislature. Executive- Types and Relationship with legislature, its growing importance. Judiciary- Functions and Role with Special reference to the power of judicial review.	<b>15 Hours</b>
<b>Unit III</b>	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.	<b>15 Hours</b>
<b>Unit IV</b>	. Organisation and function of following Institutions: a. Finance Commission of India                      b. Election Commission of India c. Union Public Service Commission                      d. Comptroller and Auditor General of India e. NITI Aayog    f. University Grants Commission g. Central Social Welfare Board                                      h. Reserve Bank of India.	<b>15 Hours</b>

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**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 Sanstha  
B.L. Fadiya: Parshashnik Sanstha

**Suggested E-Resources:**

E-pgpathashala modules: -

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3. [www.sawayam.gov.in](http://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

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 Code: 24BPA6401T
Total Lecture hour 60		Hours
<b>Unit I</b>	General Background of State administration in india with special reference to state of Rajasthan. Growing importance of State Administration. Governor, Chief Minister, Council of Ministers and their inter -relationship.	<b>15 Hours</b>
<b>Unit II</b>	Organisation and Function of State Secretariat: Chief Secretary- Role & position. Administrative organisation of a department, organisation & working of the Department of Home, Finance in Rajasthan. Secretariat-Directorate Relationship in Rajasthan.	<b>15 Hours</b>
<b>Unit III</b>	Organisation and working of following Boards, Commissions, Directorates in the state of Rajasthan: (a) Revenue Board (b) HCM RIPA (Rajasthan Institute of Public Administration) (c) Directorate/CCE of College Education (d). State Election Commission,(e)State Information Commission	<b>15 Hours</b>
<b>Unit IV</b>	. Role of the state civil services in State Administration. Recruitment, Training and Promotion of state civil services in Rajasthan. Rajasthan Public Service commission (RPSC). Rajasthan Staff Selection Board (RSSB). Institute of Lokayukta. Administrative Reforms in state Administration. Powers	<b>15 Hours</b>

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	and position of Divisional Commissioner, District Collector, SDO/SDM, Tehsildar and Patawari.	
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**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:**

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