

Social Science
Minor Subject Syllabus
(CBCS) As per the NEP 2020 (Semester I to IV)
w.e.f. the Academic Session 2024-25
Discipline: Public Administration

Semester	Course title	Credits	Course Code	Credit distribution of the course		
				Lecture	Tutorial	Practical/ Practice
I	Basic Concepts of Public Administration	2	24BPA5101M	2	0	0
II	Personnel Administration and governance	2	24BPA5201M	2	0	0
III	Indian Constitution	4	24BPA6301M	4	0	0
VI	Central Administration	4	24BPA6401M	4	0	0

Course Title:	Basic Concepts of Public Administration	Course Code: 24BPA5101M
Total Lecture hour 26		Hours
Unit I	Meaning, Nature, Scope and Significance of Public Administration, Public and Private Administration.	7
Unit II	New Public Administration (NPA), Public Choice Theory (PCT) and New Public Management (NPM).	7
Unit III	Approaches to the study of Public Administration: Structural-Functional, Human Relations and, Behavioural.	7
Unit IV	Structure of Organization: Formal and Informal Organization, Line, Staff and Auxiliary agencies, Hierarchy, Unity of command, Span of control and coordination.	5

Course Title:	Personal Administration and Governance	Course Code: 24BPA5201M
Total Lecture hour 26		Hours
Unit I	Personnel Administration; Meaning, Nature, Scope and its Importance. Concept of Human Resource Management (HRM).	7
Unit II	Evolution and Significance of civil services in India. Classification, Recruitment and Training system in India.	7
Unit III	Ethics in Civil Services. Grievance redressal Mechanism, Code of Conduct for government Employees	7
Unit IV	Good Governance- Concept and Characteristics. Tools and Strategies of Good Governance. Initiatives taken by India for Good Governance.	5

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Course Title:	Indian Constitution	Course Code: 24BPA6301M
Total Lecture hour 52		Hours
Unit I	Evolution of the Constitution of India with special reference to Acts of 1909, 1919 and 1935.	13
Unit II	Constituent Assembly. Preamble. Salient Features of the Constitution of India.	13
Unit III	Fundamental Rights, Directive Principles of State Policy (DPSP) and Fundamental Duties.	13
Unit IV	Parliament- Lok Sabha and Rajya Sabha: their composition, functions and powers.	13

Course Title:	Central Administration	Course Code: 24BPA6301M
Total Lecture hour 52		Hours
Unit I	Impact of British Period on Indian Administration, Features of Indian Administration.	13
Unit II	Political Executive at the Union level: President, Prime Minister and Council of Ministers	13
Unit III	The Cabinet Secretariat and Central Secretariat- organization and functions	13
Unit IV	Constitutional Bodies: Election Commission of India (ECI), Comptroller and Auditor General of India (CAG), Union Public Service Commission (UPSC).	13

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