

HIMACHAL PRADESH UNIVERSITY,
(NAAC Accredited “A” Grade University),
DEPARTMENT OF PUBLIC ADMINISTRATION,
SHIMLA-171005.



BACHELOR OF ARTS
IN
PUBLIC ADMINISTRATION : UGC (NEP-2020)

Syllabus of Under Graduate (UG) Public Administration as per template of
H. P. University based upon UGC Curriculum &
Credit Framework of NEP-2020

Curriculum and Credit Framework for UG Programme (CCFUG) of NEP 2020

Scheme of the Course Division

1 st semester						
S.No .	Subject Code	Names of subjects	Total Marks	End-Semester Examination	Internal Assessment =30 Marks) (Attendance = 05 Class Test = 15 Assignments and Presentations = 10)	Credits
DSC (Core)						
1	PUBANEP-111	Introduction to Public Administration	100	70	30	4
		DSC-II	100	70	30	4
Minor Course						
2	PUBANEP-111	Introduction to Public Administration	100	70	30	4
Multidisciplinary MDC-1						
S.No.	Subject Code	Names of subjects	Total Marks	End-Semester Examination	Internal Assessment =25 Marks) (Attendance = 05 Class Test = 10 Assignments and Presentations = 10)	Credits
3	PUBANEP-112	Introduction to Constitution of India	75	50	25	3
Skill Enhancement Courses (SEC)						
S.No .	Subject Code	Names of subjects	Total Marks	End-Semester Examination	Internal Assessment =25 Marks) (Attendance = 05 Class Test = 10 Assignments and Presentations = 10)	Credits
5	PUBANEP-113	E-Governance	75	50	25	3
2nd Semester						
S.No.	Subject Code	Names of subjects	Total Marks	End-Semester Examination	Internal Assessment =30 Marks) (Attendance = 05 Class Test = 15 Assignments and Presentations = 10)	Credits
DSC (Core)						
1	PUBANEP-121	Indian Administration	100	70	30	4
Minor Course						
2	PUBANEP-121	Indian Administration	100	70	30	4
Multidisciplinary MDC-2						

S.No.	Subject Code	Names of subjects	Total Marks	End-Semester Examination	Internal Assessment =25 Marks) (Attendance = 05 Class Test = 10 Assignments and Presentations = 10)	Credits
3	PUBANEP-122	Indian Civil Services	75	50	25	3
Skill Enhancement Courses (SEC-2)						
S.No.	Subject Code	Names of subjects	Total Marks	End-Semester Examination	Internal Assessment =25 Marks) (Attendance = 05 Class Test = 10 Assignments and Presentations = 10)	Credits
5	PUBANEP-123	Stress and Time Management	75	50	25	3

Guidelines for CDOE (ICDEOL) students

For CDOE (ICDEOL) students, internal assessment (IA) shall comprise only assignments. The students shall have to submit Tutor Marked Assignments (TMAs) as given in the following table:

Table 1: Number of TMA, Marks & Number of Questions for UG Students of CDOE (ICDEOL)

Sr. No.	Course Credits	Number of TMA	Marks per TMA	Total Marks	Number of Questions per TMA
1	2	1	15	15	3 Questions of 500 words each
2	3	1	25	25	5 Questions of 500 words each
3	4	2	15	30	3 Questions of 500 words each

Note: TMA = Tutor Marked Assignment

Detailed Syllabus

PUBLIC ADMINISTRATION

B.A. : FIRST SEMESTER

COURSE: MDC-1, COURSE CODE : PUBANEP-112

COURSE NAME: Introduction to the Constitution of India

Maximum Marks: 50+25 IA

Objectives of the Course: The objective of this course is to introduce the students with the Constitution of India. The students will be taught basic philosophy and features of the Indian Constitution. On successful completion of the course, the students have Knowledge of the origin and contents of the Indian Constitution and they will be able to apply the provisions enshrined in the constitution in their daily life.

Course Outcomes: This course will equip the students with the basic philosophy and feature of the Indian constitution. Thus students will be able to fully understand the Structure of Constitution of India. Through this course students will be aware of various institutions and the powers, functions and responsibilities of various authorities. Apart from this they will also acquire the knowledge of the provision of the Indian Constitution.

Section- I

Constitution: Nature and Historical Perspective of Constitution, Preamble of Constitution, Salient Features of Indian Constitution, Sources of Indian Constitution.

Section- II

Fundamental Rights, Fundamental Duties and Directive Principles of State Policy - Importance and Implementation. Procedure for Constitutional Amendment: Emergency Provisions: National Emergency, Presidents Rule, Financial Emergency

Section- III

Union Executive: President of India, Prime Minister and Union Cabinet, Parliament: Composition and Functions; State Executive: Governor, Chief Minister and State Cabinet State Legislature; Composition and Functions.

Paper Pattern for End-Semester Examination : There will be 4 Parts (A, B, C, D) and the examiner shall set 7 question from all the Sections (I, II, III) of the syllabus in total.

- Part A will have 2 questions of 12 Marks each from Section I of the syllabus and students have to attempt any one.
- Part B will have 2 questions of 12 Marks each from Section II of the syllabus and students have to attempt any one.
- Part C will have 2 questions of 12 Marks each from Section III of the syllabus and students have to attempt any one.
- Part D will have 10 short answer questions of 2 marks each from all the three Section of the syllabus and students have to attempt 7 in total .

Note: The class test in all types of courses must be scheduled once 50% of the syllabus is covered. For Centre for Distance and Online Education (CDOE), internal assessment (IA) shall comprise only Tutor Marked Assignment(TMA). The students shall have to submit 1 assignment carrying 25 marks each. 5 questions of 500 words is required to be submitted in Tutor Marked Assignment (TMA).

BOOKS RECOMMENDED

- Basu, D. D. (2022). Introduction to the Constitution of India (26th ed., Vol. 1). Lexis Nexis.
- Laxmikant, M. (2023). Indian Polity (7th ed.). McGraw Hill.
- Jain, M. P. (2014). Indian Constitutional Law (7th ed.). Lexis Nexis.
- Aggarwal, P. K., & Gupta, V. (2021). THE CONSTITUTION OF INDIA BARE ACT Paperback – 1 August 2021. Prabhat Prakashan.

SUGGESTED READINGS

- Massey, I.P. (2008) Administrative Law (New Delhi).
- Upadhyaya, J.J.R. (2017) Administrative Law. Prayagraj: Central law Agency.
- Pandey, J.N. (2020) Constitutional Law in Law (Central Law Agency)
- Justice Thakker, C.K. (2018) Lecturer on Administrative Law (Eastern Book Co. Lucknow).
- Kagzi, M.C.J. (2008) Indian Administrative Law Metropolitan, Delhi.
- Bakshi, P.N. (2018) Constitution of India (15th edition). Universal Law Publishing, an imprint of lexis Nexis, Gurugram.
- Paras Diwan (2007) Indian Constitution (2nd edition) Law Agency, Allahabad.
- Narender Kumar (2006) Constitutional Law of India. Allahabad Law Agency Allahabad.
- Chhabra, S. (2010) Administrative Tribunals (New Delhi).
- Mehta, S.M. (2016) Constitutional Law in India (New Delhi).
- Sathe, S.P. (1998) Administrative law (NM Tripathis Pvt. Ltd.)
- Kesri, U.P.D. (2021) Lectures on Administrative Law (Central Law Publications) Latest edition.
- Kesri, U.P.D. (2017) Prashasnik Vidhi. (Central Law Publications) Latest edition.
- Chakrabarty, Vidut (2017) Indian Constitution: Text, Context & Interpretation, Sage, New Delhi.

PUBLIC ADMINISTRATION

B.A. : SECOND SEMESTER

COURSE : MDC, COURSE CODE : PUBANEP-122

COURSE NAME : Indian Civil Services.

Maximum Marks: 50+25IA

Objectives of the Course:

To understand the concepts, functioning, importance and issues of civil services and study the career system in Civil Services and methods of recruitment and promotions. The objective of this course is to make a basic understanding of the student about the structure of civil services of India. It will help the aspirants to make a basic preparation for the civil service exams.

Course Outcomes:

Students will Understand Classification of Civil Services and appraise importance of All India Services and recruitment process. Analyze various aspects of Civil Service Administration and examine their techniques and evaluate various issues in civil service Administration.

Section -I

Civil Services in India: Meaning, Evolution- Kautilya, British and after independence period, Nature and Role of civil services, Structure of civil services: All India Services: - Meaning, Nature Role and Central Civil Services, Generalist vs Specialist, Morale, Ethics and safeguards of civil servant, Civil servant neutrality and political rights.

Section- II

Recruitment of All India Civil Services: Meaning, Need and Importance, Types: Direct Recruitment, Recruitment by Promotion and Lateral Entry, Union Public Service Commission: Composition, Functions and Importance, State Public Service Commission: Composition, Functions and Importance.

Section- III

Training of Civil Servant: Meaning, objectives and importance, Training of All India Services, Methods and Techniques, Premier Training institutions in India and their roles, Advancement of Civil Servant: Meaning, Types and Significances, Promotion and Performance Appraisal, National, Programme for Civil Services and Capacity Building (NPCSCB) - Mission Karmayogi.

Paper Pattern for End-Semester Examination : There will be 4 Parts (A, B, C, D) and the examiner shall set 7 question from all the Sections (I, II, III) of the syllabus in total.

- Part A will have 2 questions of 12 Marks each from Section I of the syllabus and students have to attempt any one.
- Part B will have 2 questions of 12 Marks each from Section II of the syllabus and students have to attempt any one.
- Part C will have 2 questions of 12 Marks each from Section III of the syllabus and students have to attempt any one.
- Part D will have 10 short answer questions of 2 marks each from all the three Section of the syllabus shall have to attempt 7 in total .

Note: The class test in all types of courses must be scheduled once 50% of the syllabus is covered. For Centre for Distance and Online Education (CDOE) students, internal assessment (IA) shall comprise only Tutor Marked Assignment (TMA). The students shall have to submit 1 assignment carrying 25 marks. 5 questions of 500 words are required to be submitted in Tutor Marked Assignment (TMA).

BOOKS RECOMMENDED:

- Arora, R. K., & Goyal, R. (2020). Indian Public Administration: Institutions and Issues. New Age International.
- Cohen, F. S. (1971). Handbook of federal Indian law. University of New Mexico Press.
- Gupta, D. A. (2021). The Indian Civil Service and Indian foreign policy, 1923-1961. Routledge.
- Laxmikanth, M., & Laxmikanth, M. (2007). Indian polity for the UPSC Civil Services Examinations. Tata McGraw-Hill Publishing Co. Ltd.
- Robson, W. A., Barker, E., & Nicolson, H. (1937). The British Civil Servant. George Allen & Unwin, Ltd.

SUGGESTED READINGS:

- Chakrabarty, Bidyut; Chand, Prakash (2012) Public Administration in a Globalised World – Theories and Practice, Sage Publications.
- Goel, S. L.; Rogneesh Shalini, (2002) Public Personnel Administration – Theory and Practice, Deep & Deep Publications.
- Meena, J. S. (2016) Administrative reforms & Good Governance, Aavishkar Publishers.
- Dimock, M. E.; Dimmock, G.O.(1975) Public Administration, Mohan Prnlani Oxford and IBH Publishers.
- Ahmed Naseen (2005) Indian Public Administration, Anmol Publications, 2005.
- Nicholas, Henry (2007) Public Administration and Public Affairs, Prentice Hall of India, New Delhi.
- Sharma, P. L., (2004) Public Administration Theory and Practice, Mangaldeep Publications.
- Arora, R. K. Public Administration in India(2006) Continuity & Change, Rajat Publications.
- Hooja, Rakesh; Parnami K.K(2011) Civil Service Training in India, Rawat Publications.
- Saxena A. P, (2016) Governance & Administrative Reforms, Ane Books Pvt. Ltd.
- Sharma, P. D.; Sharma, B. M. Indian Administration(2009) – Retrospect & Prospect, Rawat Publications, New Delhi.
- Sharma, Urmila; Sharma, S. K., (2006) Public Administration, Nice Printing Press, Delhi.