

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: DSC I, COURSE CODE: PUBANEP- 111

COURSE NAME: Introduction to Public Administration

Maximum Marks: (70+30 IA)

Objectives of the Course: The paper will familiarize the students with the basic concepts of Public Administration. The paper will cover various theories of organization. This paper will familiarise the students about the principles of Public Administration and basic concepts and dynamics relating to public organizations.

Course Outcomes: The paper will equip the students with the basic principles of Public Administration. It will help students to understand concepts of Administration. The paper will cover various techniques of administration and will be helpful for understanding the processes of Administration.

Section- I

Public Administration: Meaning, Nature, Scope and Significance, Public and Private Administration: Similarities and Dissimilarities. Public Administration as an Art and Science. Relationship of Public Administration with Political Science, Sociology and Economics

Section- II

Evolution of Public Administration, New Public Administration, New Public Management and Paradigm shift from Government to Governance, New Public Service (NPS).

Section- III

Organization: Meaning, Elements and Basis of Organization, Types of Organization: Formal and Informal Meaning, Differences and Significance, Principles of Organization:- Hierarchy, Unity of Command, Span of Control, Centralization: Meaning, merits & demerits Decentralization: Meaning, merits & demerits, Delegation: Meaning, Need, Elements and Hindrances, Supervision Meaning, Need and Methods of Supervision

Section-IV

Administrative Behaviour: Decision Making: Concept, Types and Functions, Leadership: Concept, Styles and Functions, Communication: Meaning, Types and Functions, Coordination: Meaning and Importance of effective coordination, Motivation: Meaning, Objectives and Types of Motivation.

Paper Pattern for End-Semester Examination : There will be 5 Parts (A, B, C, D, E) and the examiner shall set 9 question in total from all the Sections (I, II, III, IV) in total and each question shall carry 14 marks.

- Part A will have 2 question from Section I of the syllabus and students have to attempt any one.
- Part B will have 2 question from Section II of the syllabus and students have to attempt any one.
- Part C will have 2 question from Section III of the syllabus and students have to attempt any one.
- Part D will have 2 question from Section IV of the syllabus and students have to attempt any one.
- Part E will have 10 short answer question from all the Section of the syllabus (I, II,III, IV) and the students shall have to attempt 7 in total carrying 2 Marks each.

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 2 assignments carrying 15 marks each. 3 questions of 500 words is required to be submitted in each Tutor Marked Assignment (TMA).

BOOKS RECOMMENDED:

- Bhagwan, V., Bhushan, V., & Mohla, V. (2010). Public Administration. S. Chand Publishing.
- Avasthi, A., & Maheshwari, S. (1962). Public Administration. Lakshmi Narain Agarwal.
- Sharma, M. P. (1976). Public administration in theory and practice. Kitab Mahal.
- Maheshwari, S. R. (2000). Administrative Theory (2 Edition). Macmillan.
- Tyagi, A. R. (1962). Public administration: Principles and Practice. Atma Ram & Sons.
- Chakrabarty, B., & Kandpal, P. C. (2012). Public administration in a globalizing world: Theories and Practices. SAGE Publications.
- Singh, H., & Sachdeva, P. (2011). Public Administration: theory and practice. Pearson Education India.
- Srivastava, S. (Ed.). (2012). Theory And Practice of Public Administration. Pearson Education India.
- Basu, R. (1994). Public Administration: Concepts and Theories. Sterling Publishers Pvt. Ltd.
- Basu, R. (2019). Public administration in the 21st century: A Global South Perspective. Taylor & Francis.
- Laxmikant, M. (2020). Governance in India (3rd ed.). McGraw Hill.
- Karthikeyan, M. (2019). Governance in India: Basics & Beyond (2nd ed.). Pearson Education India.
- Kumar Chulet, V., & Singh Dhabai, D. (2022). Public Administration. Avni Publication.
- Sharma, R. (2021). लोकप्रशासनकेसिद्धांत (Lok Prashasan Ke Siddhant - Principles of Public Administration). SBPD Publications.
- Vinodan, C. (2017). Good governance and development: Challenges in India.
- Mohan, S. (2021). Indian Policy and Development A manual of national scheme and international policies (3rd ed.). Chennai McGraw Hill.
- Sharma, R. (2021). लोकतंत्रएवंशासन Lokatantar Evam Shaasan (Democracy and Governance) - SBPD Publications.
- Shukla, H. (2021). Public Policy and Administration in India (1st ed.). Mahaveer Publications.

SUGGESTED READINGS

- Ivan, A.P., Simon, P., Herbert (2017). Public administration. Routledge.
- Basu, R. (1990). Introduction to public administration. Sterling Publishers Private.
- Gladden, E. N. (1964). An introduction to public administration. Staples Press.
- Khan, H. A. (2008). An introduction to public administration. University Press of America.
- Nicolaas, C. J. J. (1989). Introduction to public administration. Van Schaik.
- Shafritz, J. M., Russell, E. W., & Borick, C. P. (2011). Introduction to public administration. Pearson Education, Inc.

PUBLIC ADMINISTRATION
B.A. : SECOND SEMESTER
COURSE : DSC II, COURSE CODE : PUBANEP-121
COURSE NAME : Indian Administration

Maximum Marks: 70+30 IA

Objectives of the Course: The objective of this course is to introduce the students with the Indian Administrative System. The students will be taught basic philosophy and features of the Indian Administration. In addition to this efforts will be made to discuss the relation between the Centre & State along with the relations between permanent & Political Executives with reference to Public Administration. Students will be able to fully understand the Administrative Structure of Administration in India. They will be aware of various institutions which concern them in their day to day life.

Course Outcomes: This course will introduce the students with the Indian Administrative System and will taught basic philosophy and feature of the Indian constitution. Students will be able to fully understand the Administrative Structure of Administration in India. Through this course students will be aware of various institutions, powers, functions and responsibilities of various authorities. Apart from this they will also acquire the knowledge of the provision of the Administrative system.

Section -1

Evolution of Indian Administrative System during Kautilya, Mughal, British Rule and after Independence. Indian Administration: Nature, Legacy and Features of Indian Administration

Section- II

Unitary and Federal features of Indian Administration, Centre- State Relations:- Legislative, Administrative and Financial. Union Government and Administration : Executive,- President, Prime minister, Parliament, Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Indian Judicial: structure, functions and work processes.

Section- III

State Government and Administration: Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates, State Legislature

Section- IV

Administrative Corruption - Meaning, Causes and Control, Role of Central Vigilance Commission and CBI, Lok Pal and Lokayukta- Role and Responsibilities, Right to Information Act 2005- objectives and main provisions.

Paper Pattern for End-Semester Examination : There will be 5 Parts (A, B, C, D, E) and the examiner shall set 9 question in total from all the Sections (I, II, III, IV) in total and each question shall carry 14 marks.

- Part A will have 2 question from Section I of the syllabus and students have to attempt any one.
- Part B will have 2 question from Section II of the syllabus and students have to attempt any one.
- Part C will have 2 question from Section III of the syllabus and students have to attempt any one.
- Part D will have 2 question from Section IV of the syllabus and students have to attempt any one.
- Part E will have 10 short answer question from all the Section of the syllabus (I, II,III, IV) and the students shall have to attempt 7 in total carrying 2 Marks each.

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 2 assignments carrying 30 marks each. 3 questions of 500 words is required to be submitted in each Tutor Marked Assignment (TMA).

BOOKS RECOMMENDED:

- Basu, D.D.(2009).Introduction the study of Indian constitution, Lexis Nexis.
- Pyle,M.V.(1962)..India's Constitution, Asia Publishing House.
- Johari,J.C.(1996).Indian Political System, Anmol Publications.
- Maheswari, S.R.(2000) Indian Administration, Orient Black Swan.
- Jha, Rajesh K.(2010) Public Administration in India. Pearson.
- Singh, Hoshier & Singh, Pankaj (2010) Indian Administration. Pearson.
- Mitra, Subrata K.(2011) The Puzzle of India's Governance, Cambridge University Press.
- Maheshwari S.R.(2018) Indian Administration. Orient Black Swan.
- Ghuman, B S., Monga, A.& Johal, R.K.(2012).Corruption and Quality of Governance: Experiences of Select Commonwealth Countries, Aalekh Publishers.
- Kangle R P (1972) The Kautilya Arthshastra. Motilal Banarsidass.
- Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India, Oxford University Press, New Delhi
- Maheshwari, S R (2000) Indian Administration, Orient Longman.
- Palmer, N D (1961) Indian Political System. Moughton Mifflin Company.

SUGGESTED READINGS:

- Avasthi & Avasthi (2013) Indian Administration (Agra: Luxmi, Narain Aggrwal).
- Basu D.D.(2008) Introduction to the Constitution of India (New Delhi: Wadhwa and Company 20th edition).
- Barthwal, C.P. (2004) Good governance in India, Deep& Deep Publications.
- Singh, Hoshier (ed)(2008) Indian Administration (Jaipur: Aalekh Publishers).
- Singh, Hoshier & Singh, Mohinder (1989) Public Administration in India: Theory & Practice, Sterling Publishers.
- Mukhi, H. R. (2005) Indian Administration SBD Publishers & distributors, New Delhi.
- Mokta, Mamta; Chauhan S.S., Mahajan, S.K. & Agnihotri, Simmi (2011) Challenges in governance (ed) Anamica Publishers, New Delhi.
- Arora, R. K. & Goyal, Rajni (1997) Indian Public Administration (New Delhi: Vishwa Parkashan).
- Jain, R.B. (1976) Contemporary Issues in Indian Administration, Vishal Publication, Delhi.
- Jain, R.B. (2001) Public Administration in India 21st Century Challenges for Good Governance. Deep & Deep Publishers.
- Goel, S.L. (2007) The Indian Journal of Public Administration Special Issue on Veerpan Moily Committee Report July-September.
- Sharma, S.R. (1965) Evolution of Public Administration in India, Central Book Depot, Allahabad,.
- Maheshwari, S.R. (2001) Indian Administration, MacMillan, 6th edition.