

Annexure-I

Sr. No.	Course	Course Name	Semester	Course Code	Award Type	Credits	Marks	
							Min.	Max.
1	Public Administration	Administrative Theory	1	PUBA101TH	Theory (ESE)		32	70
2	Public Administration	Administrative Theory	1	PUBA101IA	Internal Assessment (CCA)		14	30
3	Public Administration	Indian Administration	2	PUBA201TH	Theory (ESE)		32	70
4	Public Administration	Indian Administration	2	PUBA201IA	Internal Assessment (CCA)		14	30

Public Administration Syllabus(Regular)
BA – 1st Year (Semester-I)
 CC-1A Core Course
 Code DSC: PUBA 101
Course: Administrative Theory

Course Code	CODE – CC: PUBA 101	
Credits-6	L (L=Lecture)	T (T= Tutorial)
	L- 5,	T-1
Course Type	Core Course	
Lecture to be Delivered	(1 hr. each), (L= 75, T= 15)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/ Tutorials/Assignments (Marks)	Attendance	Total Marks
Test 15	10	5	30

Course Content

Unit	Topic
I	Public Administration : Meaning, Nature, Scope and Significance. Evolution of Public Administration. Public and Private Administration : Similarities and Dissimilarities. Public Administration as an Art and Science. Relationship of Public Administration with Political Science, Sociology and Economics. New Public Administration: New Public Management
II	Principles of Organization:-: Hierarchy, Unity of Command, and Span of Control, .Centralization: Meaning, merits & demerits Decentralization: Meaning, merits & demerits Delegation: meaning, need, elements and hindrances Supervision: meaning, need and methods of supervision Authority and Responsibility
III	Forms of Organization: Meaning, Elements and Basis of Organization. Formal and Informal Organization: Meaning, Significance. Difference between Formal and Informal Organization Theories of Organization: Brief introduction of Scientific Management Theory, Human Relations Theory Bureaucratic Theory
IV	Decision making: meaning, types and functions Leadership: meaning, types and functions Communication: meaning, importance and types Coordination: meaning, importance and methods of effective coordination

Books and References

1. Bhagawan, Vishnu Bushan; Vidya - Public Administration, S. Chand and Company New Delhi. 1994
2. Avasthi and Maheswari - Public Administration, Laxmi Narayan Agarwal,2000.
4. Sharma, M.P. - Public Administration (Theory Concept), Kitab Mehal Allahabad 2007.
5. Maheshwari, Sriram – Administrative Theory, Mcmilan New Delhi, 2009.
7. Fadia & Fadia - Public Administration, Sahitya Bhawan Publication Agra, 2007.
8. Tyagi, A.R. - Principles \$ Practice of Public Administration 1987.
9. Chakrabarty, Bidyut and Chand; Prakash, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
10. Srivatava, Smita Theory and Practice of Public Administration, Pearson, 2011.
11. Singh, Hoshiar and Sachdeva; Pradeep, Public Administration Through Practice,Pearson, 2010.
12. Basu; Rumki, Public Administration (Concepts and theories) Sterling Publishers, New Delhi 1994

Public Administration Syllabus
BA – 1st Year (Semester-II)
DSC-1B Core Course
Code: PUBA 201
Course: Indian Administration

Course Code	CODE – CC: BA PA 201	
Credits-6	L (L=Lecture)	T (T= Tutorial)
	L- 5	T-1
Course Type	Core Course	
Lecture to be Delivered	(1 hr. each), (L= 75, T= 15)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/ Tutorials/Assignments (Marks)	Attendance	Total Marks
Test-I 15	10	5	30

Course Content

Unit	Topic
I	Evolution of Indian Administrative System: Brief account of Indian Administration during ancient period, Mughal period, British Rule and after Independence. Indian Administration: Nature, Legacy and Features of Indian Administration.
II	Civil Services in India: Structure of Civil Services, Nature, Role and Rationale Recruitment of Civil Services, Recruitment agencies: Union Public Service Commission: Organization Structure, Functions and Role State Public Service Commission: Organization Structure, Functions and Role
III	Constitutional Authorities: Finance Commission : Organizational structure, functions and role, Election Commission: Organizational structure, functions and role, Comptroller and Auditor General of India: Organizational structure, functions and role.
IV	Problem of corruption in Indian Administration: Meaning, Causes and Control, Lok Pal and Lokayukta: Role and responsibilities Citizen's Charter: meaning, significance Right to Information Act, 2005: Objectives and main provisions

Books and References

1. Basu, D.D. Introduction the study of Indian constitution Lexis Nexis 2009.
2. Pyle, M.V. India's constitution [Asia Publishing House](#) 1962.
3. Ghai, Indian Govt and Politics
4. Johari, J.C. Indian Political System Anmol Publications, 1996.
5. Maheswari, S.R. Indian Administration Orient Blackswan 2000
6. Jha, Rajesh K. Public Administration in India, Pearson, 2010
7. Singh, Hoshiar & Singh, Pankaj Indian Administration, Pearson 2010
8. Mitra, Subrata K. The Puzzle of India's Governance, Cambridge University Press, New Delhi, 2011.

ANNEXURE- I

CCA Scheme- Students enrolled for the Academic session 2016-17 onwards CCA will account 30% of the total marks i.e. 100, that a student will get in a course. The breakup of 30% i.e. 30 marks is given

1 One minor test	15 marks
2 Assignments/seminars/class test/tutorials/quiz	10 marks
3 Attendance	05 marks

It is approved that a student will have to pass both the components i.e. CCA and ESE separately to become eligible to be declared successful in a course.

Distribution of Marks for CCA in Each Course in Each Semester

1. Minor Test	15 marks
2. Tutorial/Home assignment	10 marks
3. Attendance	05 marks
Total = 30 marks	

Continuous Comprehensive Assessment (CCA) Pattern: Instructions for conducting Minor Test and Evaluation of Tutorial/Home Assignments/Semi./Quiz/etc.

Minor Test (Marks)	Class Test/Tutorials/Assignments seminar Presentation	Attendance	Total Marks
Test = 15	10	5	30

Time allowed for conducting Minor Test will be 1.3 hrs.

(A)* Mode of conducting Minor Test (15 Marks). Minor Test will be conducted after the completion of 48 teaching days (8weeks)

Three types of questions will be set in Minor Test:-

- (1) 5 MCQ (Choice: 1 out of 4) True/False Type of questions of 1marks each = 5 marks.
- (2) Two questions of short answer type in about 150 words each of 2.5 marks = 5 marks
- (3) One question of about 500 words, carrying 5 marks = 5 marks

Marks (Minor Test) = (1+2+3) = 5 +5+5 = 15 marks

Total of Minor Test = 15

(B) Distribution of marks for evaluation of Tutorial/Home Assignment etc.:-

- (1) 5 marks are assigned for the quality of contents and structure of the assignment
- (2) 5 marks are assigned for the clarity of language of the script (Hindi/English) and its presentation in the class room)

Total marks 5 +5 = 10 marks

(C) Attendance = 5 marks

Note: Paper Setting Scheme for End Semester Examination (70 marks):

Part	Section	No. of	Syllabus coverage	Nature of Q. & Answers	Question to be attempted	Marks	Max. Marks
A	1	10	Complete	Objective (MCQ)	10	1 each	10
	2	8	Complete	Short essay type 100-150 words	5	4 each	20
B	-	2	Unit-I	About 500 words	1	10	10
C	-	2	Unit-II	-do-	1	10	10
D	-	2	Unit-III	-do-	1	10	10
E	-	2	Unit-IV	-do-	1	10	10
Total							70

