

(SEMESTER-I)
BPUB 249: PUBLIC ADMINISTRATION
PAPER: ADMINISTRATIVE THEORY
CREDITS: 5

Max. Marks: 100
 Theory paper: 70
 Internal Assessment: 30

Time: 3 Hours
 Pass Marks: 35%

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

The question paper will consist of three Sections I, II and III. Sections I & II each will consist of four questions carrying 10 marks. Section III will consist of 10 short-answer type questions which will cover the entire syllabus and will carry 30 marks in all. Each short answer type question will carry 3 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Section I and II of the question paper and the entire Section III. Candidates are required to answer the short questions in 4-5 lines.

COURSE OUTCOMES

- ✓ To create awareness about the evolution and growth of the discipline of Public Administration.
- ✓ Learning basic principles and approaches of Public Administration.
- ✓ Theoretical clarity of basic concepts and dynamics (both ecological and other) relating to public institutions.
- ✓ Demonstrate critical thinking and communication skills as applied to the public and private sectors.

TEACHING – LEARNING METHODS

Pedagogical methods such as classroom lectures, students-teacher interactions, group discussion, presentations, quiz, seminar and assignment etc will be used.

ASSESSMENT METHODS

The summative assessment method includes assignment, internal term examination, regularity in classes and end final semester examination.

SECTION-I

1. Meaning, Nature, Scope and Significance of Public Administration.
2. Public Administration and Private Administration.
3. Relationship of Public Administration with Political Science, Economics, Sociology and History.
4. New Public Administration, New Public Management and Good Governance: Meaning and Features
5. Organization: Meaning, Bases and Types.

SECTION-II

1. Chief Executive, Line, Staff and Auxiliary Agencies.
2. Basic Concepts and Principles: Hierarchy, Unity of Command, Span of Control, Centralization and Decentralization, Leadership, Coordination, Communication.
3. Legislative, Judicial and Citizen's Control over Administration.
4. Delegated Legislation: Meaning, Reasons for its growth, Merits, Demerits and Safeguards.

SUGGESTED READINGS:

1. Awasthi and S.R. Maheshwari: Public Administration, Agra, Lakshmi Narain Aggarwal Educational Publishers, 2004.
2. A.R. Tyagi: Public Administration: Principles and Practice, Delhi, Atma Ram and Sons, 2001.
3. Bidyut Chakraborty and Prakash Chand: Public Administration in a Globalizing World: Theory and Practices, New Delhi, Sage Publications India Pvt. Ltd, 2015.
4. B.L. Fadia and Kuldeep Fadia: Public Administration: Theory and Practice, Agra, Sahitya Bhawan Publications, 2015.
5. Mohit Bhattacharaya: Public Administration, Kolkata, the World Press Private Limited, 2012.
6. M. Laxmikant: Public Administration, New Delhi, Tata MacGraw Hill Education Private Limited, 2011.
7. Rumi Basu: Introduction to Public Administration, New Delhi, Sterling Publishers, 1990.
8. Sahib Singh & Sawinder Singh: Public Administration: Theory and Practice, Jalandhar, New Academic Publishing Co., 2010.
9. Inderjit Singh Sethi: Public Administration: Theory and Practice (Punjabi Medium), Jaipur, College Book Depot, 1999.
10. K. K. Puri: Elements of Public Administration (Punjabi Medium), Jalandhar, Bharat Parkashan, 2004.

Approved

Chairperson
 Board of Studies

Tarika Rani *Jagdeep Kaur*

(SEMESTER-II)
BPUB239 : PUBLIC ADMINISTRATION
PAPER: INDIAN ADMINISTRATION
CREDITS: 5

Max. Marks: 100
 Theory paper: 70
 Internal Assessment: 30

Time: 3 Hours
 Pass Marks: 35%

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

The question paper will consist of three Sections I, II and III. Sections I & II each will consist of four questions carrying 10 marks. Section III will consist of 10 short-answer type questions which will cover the entire syllabus and will carry 30 marks in all. Each short answer type question will carry 3 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Section I and II of the question paper and the entire Section III. Candidates are required to answer the short questions in 4-5 lines.

COURSE OUTCOMES

- / Provide knowledge about the evolution and growth of the Indian administration.
- / Familiarity with the constitutional framework on which the Indian administration is based.
- / Grasping the role of Union Executive.
- / Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general.
- / Delineating the constitutional provisions and dynamics of union-state relationships.
- / Awareness about the institutions and mechanism in force for citizen-state interface.

TEACHING – LEARNING METHODS

Pedagogical methods such as classroom lectures, students-teacher interactions, group discussion, presentations, quiz, seminar and assignment etc will be used.

ASSESSMENT METHODS

The summative assessment method includes assignment, internal term examination, regularity in classes and final semester examination.

SECTION-I

1. Features of Indian Administration, Federalism, Legislative and Administrative Relations between the Union and the States.
2. Union Executive: The President, The Prime Minister and the Council of Ministers.
3. Cabinet Secretariat, Central Secretariat.
4. Parliamentary Democracy: Lok Sabha & Rajya Sabha.
5. Supreme Court, Organization and Functions.
6. National Human Rights Commission: Composition and Functions.

SECTION-II

1. State Executive: The Governor, Chief Minister, State Council of Ministers.
2. The Chief Secretary, State Secretariat.
3. State Legislature: Composition and Functions.
4. High Court, Organization and Functions.
5. Right to Information Act, 2005, Punjab Right to Service Act, 2011 & New Education Policy 2022: Main Features.
6. E-Governance: Concept, Components and Relevance.

SUGGESTED READINGS:

1. Avasthi and Avasthi: Indian Administration, Lakshmi Narain Aggarwal, Agra, New Delhi, 2002.
2. B.L. Fadia & Kuldeep Fadia: Indian Administration, Agra, Sahitya Bhawan Publications, 2016.
3. S.R. Maheshwari: Indian Administration, New Delhi, Orient Blackswan, 2009.
4. S.S. Khera: District Administration in India, New Delhi, National Publishing House, 1979.
5. Suli Sarkar: Public Administration in India, New Delhi, PHI Learning Pvt. Ltd., 2009.
6. Surendra Katara: Indian Public Administration (Hindi Medium), New Delhi, National Publishing House, 2009.
7. K.K. Puri: Indian Administration, (Punjabi Medium), Jalandhar, Bharat Publishers, 2005.
8. S.S. Nanda: Indian Political System, (Punjabi Medium), Jalandhar, Modern Publications, 2013.
9. Right to Information Act, 2005 & Punjab Right to Service Act 2011: Bare Act.