As per the NEP 2020

Bachelor of Arts
Public Administration

(Effective from Academic Year 2024-2025 onwards)

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Semester – I

Learning Objectives

To provide learning and identifying about the core mechanisms of Public Administration, including the Organization and Management of human resources, to discuss the Political, Economic, Legal, and Social environments of Public Policy and Administration, to Explain the unique challenges and opportunities of providing public goods and services in a diverse society, to define and diagnose decision situations, collect and analyse data, develop and implement effective courses of action, and evaluate results, synthesize and apply decision-making, leadership and management skills, in public agencies or non-profit organizations.

Learning outcomes

After the completion of the course, the student will be able to

- Learn basic concepts of Public Administration.
- Understanding the cross-cultural context of public and private institutions operating in a global Scenerio.
- Theoretical dimension with practical aspects of various theories and principles of organizations.
- Identify major challenges of contemporary public administration.
- Demonstrate the integrative knowledge, skills, and ethics essential for a responsible administrative, management and leadership positions.
- Demonstrate the management, legal, ethical, and behavioural skills for effective job performance and career mobility.

Course Title:	**Elements of Public Administration**	**Course Code: 24BPA5101T**
Total Lecture hour 60		**Hours**
Unit I	Meaning, Nature, Scope and Importance of Public Administration, Role of Public administration in developed and developing societies, Public and Private Administration, Evolution of Public Administration as an Independent discipline. New Public Administration (NPA), New Public Management (NPM). Public Choice Approach (PCA),	**15**
Unit II	Public Administration as a Social Science and its Relationship with Political Science, Economics, Sociology, Law, Psychology and Management. Theories of Public Administration: Scientific Management (F.W. Taylor), Classical theory of Organization (Henri Fayol), The Human Relations theory of organization (Elton Mayo), Max Weber's Ideal Type of Bureaucracy	**15**
Unit III	Concept of Organisation: Formal and Informal Organisation Chief Executive: Types and Functions, Line and Staff. Principles of Organization: Hierarchy, Unity of Command, , Span of Control, Co-ordination, Centralisation and Decentralisation, Delegation, Authority and Responsibility.	**15**
Unit IV	Administrative Behaviour: Leadership, Communication, Decision-Making (Simon's Model), Motivation (Maslow's Hierarchy of Needs theory and Herzberg's Two Factor Theory) Personnel Administration: Civil Service and its Role in a Developing Society, Classification, Recruitment, Training and Promotion. Civil Services: Ethics, Integrity, Impartiality and non-partisanship, Relationship between Generalists and Specialists.	**15**
Suggestive Readings:		
1. John M. Pfiffner and Robert Vance Presthus, Public Administration. 2. Dimock and Dimock, Public Administration. 3. Terry, Principles of Management.		

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4. John D. Millett, Management in the Public Service
5. E.N. Gladden, Essentials of Public Administration.
6. M.P. Sharma, Principles and Practice of Public Administration
7. D.R. Sachdeva and Meena Sogani, Public Administration: Concept and Application
8. A. Awasthi, & S.R. Maheshwari, Public Administration
9. C.P. Bhambri, Public Administration
10. A.R. Tyagi: Public Administration
11. Surendra Kataria, Lok Prashasan ke Tatva (RBSA Publishers, Jaipur)
12. P.D. Sharma, Lok Prashasan: Siddhant Evam Vyavhar
13. C.P. Bhambri, Lok Prashasan (in Hindi)
14. Harish Chandra Sharma, Lok Prashasan Ke Adhaar
15. Vishnu Bhagwan and Vidhya Bhushan, Lok Prashasan
16. Ravindra Sharma, Lok Prashasan Ke Tatva (in Hindi)
17. Surendra Kataria, Karmik Prashasan (in Hindi)
18. Vishnu Bhagwan & Vidya Bushan, Public Administration
19. Avasthi and Maheshwari, Lok Prashasan (in Hindi)
20. B.L. Fadia, Lok Prashasan (in Hindi)

Suggested E-Resources:

E-pgpathashala modules: -

1. www.inflibnet.ac.in
2. www.ignou.ac.in
3. www.sawayam.gov.in

Semester – II

Learning Objectives

Modern Indian administration initiates its journey through legacy of British colonialism. In fact, there has been a wider acknowledgement that the practices of Indian administration date back to Kautilya's era. Hence the paper seeks to introduce to students the historical roots of Indian administration and its relationship with accountability, welfare, and well-being of the society. Secondly it deals with how the commencement of modern bureaucracy and its intersection with political structure must be analysed.

Learning outcomes

After the completion of the course, the student will be able to

1. identify the historical roots of modern Indian bureaucracy and the complexities associated with its functioning as an independent organ of the government.
2. understand working of the Ministries and Other organisations.
3. understand the financial administration and the administrative reforms in India.

Course Title:	**Public Administration in India**	**Course Code: 24BPA5201T**
Total Lecture hour 60		**Hours**
Unit I	Historical background of Indian Administration with special reference to Govt. of India Acts of 1909, 1919 and 1935, Salient features of Indian Administration. Parliamentary Democracy, Federalism and Democratic Socialism. • The Union Executive: The President, Prime Minister and Council of Ministers. the Organization and Functions of the following :Central Secretariat, Cabinet Secretariat, Prime Minister's Office (PMO), Ministry of Finance, Ministry of Home Affairs (MoHA), Ministry of Education (MoE)	**15**

Dy. Registrar
Pandit Deendayal Upadhyaya
Shekhawati
Sikar(Rajasthan)

Unit II	Major Forms of Public Enterprises in India: Departments, Corporations, Companies, Parliamentary Committee on Public Undertakings (COPU), Public Private Partnership(PPP). Control Over Administration: Legislative, Executive & Judicial- Various Means and Limitations	**15**
Unit III	Financial Administration: Budget- Formulation, Approval and Execution. Types of Budgets: Performance Budgeting, Zero Base Budgeting and Gender Budgeting. Parliamentary Committees: Public Accounts Committee (PAC), Estimates Committee (EC). The Comptroller and Auditor General (CAG) of India.	**15**
Unit IV	Personnel Administration—Classification, Recruitment and Training of All India Services. Redressal of Citizens' Grievances: Lokpal and Lokayukta, Right to Information, Concept of E-Governance Administrative Reforms in India: First Administrative Reforms Commission (ARC-I), Second Administrative Reforms Commission (ARC-II) with special reference to 4th and 10th Report.	**15**

Suggestive Readings:

1. D.D. Basu: An Introduction to the Constitution of India
2. Ramesh Arora: Indian Public Administration
3. V.M. Sinha: Personnel Administration
4. P.D. Sharma & B.M. Sharma: Bhartiya Prashashan
5. Surendra Kataria: Bharat mein Lok Prashasan
6. B.L. Fadia: Bharat mein Lok Prashasan
7. Avasthi & Avasthi: Indian Administration (In Hindi also)
8. Surendra Kataria: Karmik Prashasan
9. S.R. Maheshwari: Indian Administration
10. C.P. Bhambhri: Public Administration in India
11. K.V. Rao: Parliamentary Democracy in India
12. Laxmi Narain: Principles and Practice of Public Enterprises Management
13. B.B. Mishra: Administrative History of India

Suggested E-Resources:

E-pgpathashala modules: -

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2. www.ignou.ac.in
3. www.sawayam.gov.in

Semester - III

Objectives of the course:

The objective is to acquaint the students about the functiong and the administrative institutions running under the various ministries of the Government of India.

Course Learning Outcomes:

- Students will be able to grasp the concept of administrative institutions and its relationship between legislature, executive and judiciary.
- Students will be able to discuss the working and role of various national level administrative institutions.

Course Title:	**Administrative Institutions in India**	**Course Code: 24BPA6301T**
Total Lecture Hours 60		**Hours**
Unit I	Administrative Institutions in a Democratic and socialist society. The concepts of Laissez faire, welfare state and administrative state.	**15**
Unit II	Organisation of Government: Legislature- Its role in modern government, decline of legislature. Executive- Types and Relationship with legislature, its growing importance. Judiciary- Functions	**15**

Dy. Registrar
Pandit Deendayal Upadhyay
Shekhawati University,
Sikar(Rajasthan)

	and Role with Special reference to the power of judicial review.	
Unit III	Democracy and Administration: Features of a Democratic Administration. Political parties and Pressure groups: their role and interactions in a democratic society. Bureaucracy: Nature and concept, recent trends and types of Bureaucracy. Neutrality, anonymity and representative character of Bureaucracy.	**15**
Unit IV	Organisation and function of following Institutions: a. Finance Commission of India b. Election Commission of India c. Union Public Service Commission d. Comptroller and Auditor General of India e. NITI Aayog f. University Grants Commission g. Central Social Welfare Board h. Reserve Bank of India.	**15**

Suggestive Readings:

1. Paranjape: Government in Modern society
2. M.G. Gupta: Modern Government
3. I.I.P.A.: Organisation of the Govt. of India.
4. Ernest B. Schulze: Essentials of Govt.
5. Waldo: Administrative state
6. Field: Government in Modern Society
7. Ashok Sharma: Parshashnik Sansthaye
8. B.L. Fadiya: Parshashnik Sansthaye

Suggested E-Resources:

E-pgpathashala modules: -

1. www.inflibnet.ac.in
2. www.ignou.ac.in
3. www.sawayam.gov.in

Semester – IV

Objectives of the course:

The students will be able to learn about historical context and present state administration; organisation and functions of various bodies of state government.

Course Learning Outcomes:

1. Students will be able to describe the evolution and constitutional aspects of state administration in India.
2. Students will be able to assess the roles and responsibilities of state administrative and executive bodies.

Course Title:	**State Administration in India**	**Course Code: 24BPA6401T**
Total Lecture Hours 60		**Hours**
Unit I	General Background of State administration in india with special reference to state of Rajasthan. Growing importance of State Administration. Governor, Chief Minister, Council of Ministers and their inter -relationship.	**15**
Unit II	Organisation and Function of State Secretariat: Chief Secretary- Role & position. Administrative organisation of a department, organisation & working of the Department of Home, Finance in Rajasthan. Secretariat-Directorate Relationship in Rajasthan.	**15**
Unit III	Organisation and working of following Boards, Commissions, Directorates in the state of Rajasthan: (a) Revenue Board (b) HCM RIPA (Rajasthan Institute of Public Administration) (c)Directorate/CCE of College Education (d). State Election Commission,(e)State Information Commission.	**15**
	Role of the state civil services in State Administration. Recruitment, Training and Promotion of	**15**

Dy. Registrar
Pandit Deendayal Upadhyaya
Shekhawati University,
Sikar(Rajasthan)

Unit IV	state civil services in Rajasthan. Rajasthan Public Service commission (RPSC). Rajasthan Staff Selection Board (RSSB). Institute of Lokayukta. Administrative Reforms in state Administration. Powers and position of Divisional Commissioner, District Collector, SDO/SDM, Tehsildar and Patawari.	

Suggestive Readings:

1. A.P. Padhi: State Administration in India (Two Volume)
2. S.R. Maheshwari: State Government in India
3. S.S. Khera: District Administration
4. Mohan Mukherjee: Administrative Innovations in (Ed.) Rajasthan
5. B. Mehta: Dynamics of state Administration.
6. G.D. Shukla: State and District Administration
7. Ravindra Sharma: Rajya Parshsan
8. Singh, Sharma, Goyal: Rajasthan me Rajya Parshsan
9. Surendra Katariya: Rajya Parshsan
10. Ramesh Arora, Geeta Chaturvedi: Rajya Parshsan

Suggested E resources:

E-pgpathashala modules: -

1. www.inflibnet.ac.in
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3. www.sawayam.gov.in

Dy. Registrar
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Sikar(Rajasthan)

Semester – V
Comparative Administrative Systems

Course Objectives – The paper aims to provide knowledge about concept and theory of comparative Administrative Systems along with constitutional and administrative functioning of UK, USA and France.

Course outcomes –

1. Students will be able to explain the evolution, concept and Importance of comparative public administration.
2. Students will be able to discuss the constitutional and administrative functioning of UK, USA and France.

Course Title:	**Comparative Administrative Systems**	**Course Code: 24BPA7501T**
Total Lecture hour 60		**Hours**
Unit I	**Comparative Administration :** Concept, Nature, Scope and Significance. Features of Administration of developing and developed societies. F.W. Riggs's Prismatic Sala Model. Salient features of the Constitution of U.K., U.S.A. and France.	**15**
Unit II	A comparative study of powers and position of President of India and U.S.A. . Parliamentary system in U.K. and Presidential system in U.S.A. and France.	**15**
Unit III	Salient features of Administrative system of U.K., U.S.A., France, China and Nepal with reference to central administration and nature and role of civil services.	**15**
Unit IV	Treasury and cabinet Secretariat in Great Britain. Independent Regulatory Commissions in the U.S.A. Executive office of the President of U.S.A. Counseil d' Etat in France. Swedish Ombudsman. Lokpal in India. State Administration in USA. State Department in USA	**15**

Suggestive Readings:

1. Vishnu Bhagwan & Vidya Bhushan : World Constitution- A Comparative sudy
2. Ramesh K. Arora : Comparative Public Administration
3. T.N. Chaturvedi : Tulnatmak Lok Prashasn (Hindi)
4. B.L. Phadia : Vishva Ke Pramukh Samvidhan. (Hindi)
5. Iqbal Narain : Vishva Ke Samvidhan. (Hindi)
6. Preeta Joshi : Vikas Prashasan. (Hindi)
7. P.D. Sharma : Tulnatmak Rajniti. (Hindi)
8. Ravindra Sharma : Tulnatmak Prashasnik Vyavasthayen. (Hindi)
9. Surendra Kataria : Tulnatmak Prashasnik Vyavasthayen. (Hindi)
10. E.pgpathashala modules : www.inflibnet.ac.in

Semester – VI
Local Governance

Course Objectives

The paper aims to provide knowledge about historical context and present of scenario of local governance, theory and practice of democratic decentralization in India.

Course outcomes

1. Students will be able to explain the concept and importance of democratic decentralization in India.
2. Students will be able to discuss composition and functional aspects of Urban and Rural local bodies

Course Title:	**Local Governance**	**Course Code: 24BPA7601T**
Total Lecture hour 60		**Hours**
Unit I	Meaning, Nature and Significance of Local Government in modern state.	**15**

Dy. Registrar
Pandit Deendayal Upadhyaya
Shekhawati University,
Sikar(Rajasthan)

	Evolution of Local-Self Government during the ancient, Medieval and Modern India.	
Unit II	The Organisational structure of Urban Local-Self Government in India with special reference to the 74th Constitutional Amendment Act. Composition, Functions, Powers and Role of various local bodies, , Municipal Corporations, Municipal Council, Nagar Panchayat	**15**
Unit III	Theory and practice of Democratic Decentralisation in India, Panchayati Raj Institutions – Zila Parishad, Panchayat Samiti, Village Panchayats and Gram Sabha:-- their composition, powers and function in the context of 73rd Constitutional Amendment.	**15**
Unit IV	Personnel Administration in Rural and Urban Local Self Government, The role of Directorate of Local bodies and Panchayat and Rural Development Department of State. Financial Administration of Local Bodies in India, strengthening of local resources Rajasthan State Finance Commission	**15**

Suggestive Readings:

1. R. Agarwal : Municipal Government in India.
2. S.R. Maheshwari : Local Government in India.
3. M.V. Mathur : Panchayati Raj in Rajasthan.
4. R.L. Khanna :Municipal Government and administration in India.
5. S.K. Bhoglee : Local Government in India.
6. H.C. Sharma : Bharat Main Sthaniya Shasan. (In Hindi)
7. Ashok Sharma : Bharat Main Sthaniya Prashasan. (Hindi)
8. Prof. R.P. Joshi & Aruna Bhardwaj: Bharat Main Sthaniya Prashasan
9. Jorawar Singh Ranawat : Local Administration in India (in Hindi)

Subsidiary Readings

1. S.C Jain : Community Development and Panchayati Raj.
2. Government of Rajasthan : Sadik Ali Report : 1964.
3. Government of India : Diwakar Committee Report, 1963.
4. Balwant Rai Mehta : Committee Report, 1957.

Journals

1. Nagarlok, Delhi
2. Journal of local-self Government, Bombay
3. Kurukshetra

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