

**SIDDHARTH UNIVERSITY, KAPILVASTU
SIDDHARTH NAGAR**



DEPARTMENT OF PUBLIC ADMINISTRATION

In Accordance with
National education Policy-2020

COMMON MINIMUM CURRICULAM (B.A. PUBLIC ADMINISTRATION)
FOR UNIVERSITY CAMPUS AND AFFILIATED COLLEGES

(12 जुलाई 2023 को पाठ्यक्रम समिति द्वारा संशोधित तथा 25 जुलाई 2023 को विद्या परिषद्
द्वारा अनुमोदित)

**Semester-wise Titles of the Papers in BA
(Public Administration)**

Year	Sem.	Course Code	Paper Title	Theory/Practical	Credits
1	I	A280101T	Introduction to Public Administration	Theory	6
	II	A280201T	Introduction to Indian Constitution	Theory	6
2	III	A280301T	Administrative Theory	Theory	6
	IV	A280401T	Public Administration in India	Theory	6
3	V	A280501T	Administrative thinkers	Theory	6
	V	A280502T	Indian Government System	Theory	6
3	VI	A280601T	Personnel Administration in India	Theory	6
	VI	A280602T	Financial Administration	Theory	6

Minor Elective Syllabus

1	I	A280102T (ME)	A. Introduction to Public Administration OR B. Introduction to Indian Constitution	Elective	Written	4
2	III	A280302T (ME)	A. Public Administration in India OR B. Indian Government System	Elective	Written	4

Year	Semester	Paper:I	Credit	Paper:II	Credit	Paper: III	Credit	Total
1st	I	Introduction to Public Administration	6					6
	II	Introduction to Indian Constitution	6					6
2nd	III	Administrative Theory	6					6
	IV	Public Administration in India	6					6
3rd	V	Administrative thinkers	5	Indian Government System	5			10
	VI	Personal Administration in India	5	Financial Administration	5			10

B.A in Public Administration

Program Outcomes (POs):

This course Provides the basic ideas and concepts of Public Administration, through this programme. The programme will make the students more confident and will enable them to pursue their choice which may include teaching, research, public services, executive work in the corporate and voluntary sectors. The Student is expected to imbue following qualities which will help them in their life to achieve goals:

- Provides students with learning experiences that develop broad knowledge and understanding of key concepts of Public Administration and equip them with advanced knowledge and understanding for analyzing and performing the tasks concerning public affairs and public policy;
- Nurture ability among students to apply the acquired knowledge and skills to find solutions to specific theoretical and applied problems in public administration settings;
- Develop abilities in students to come out with innovative prescriptions/solutions for the benefits of society, by diligence, leadership, team work and lifelong learning;
- Provide students with skills that enable them to get employment in public, private and non-government sectors; pursue higher studies or research assignments.

B.A. First Year: Certificate in Public Administration

Program Specific Outcomes (PSOs):

At the end of Program following outcomes are expected from students:

- Learn about the fundamental aspects of Public Administration.
- Learn about the historical development of Indian Constitution.
- Learn about the discipline of Public Administration as a multidisciplinary field of study covering arts, science and management.
- May have capabilities to start earning by enhancing their skills in the field of Administration, Private and non- government sector.

Year	Sem.	Course Code	Paper Title	Credits	Total No. of Lecture
1	I	A280101T	Introduction to Public Administration (Theory)	6	90
	II	A280201T	Introduction To Indian Constitution	6	90

Programme/Class:Certificate BA	Year:First	Semester:First
Subject: Public Administration		
Course Code: A280101T	Course Title: Introduction to Public Administration	
Course Outcomes:		
This course is designed with the objective to develop and understanding among the students about the evolution and growth of the discipline of public administration. The students of this course will also be able to learn about the basic principles of public administration and various approaches to study this discipline. The course also intends to impart theoretical knowledge of all basic concepts relating to the public organizations and the impact of contemporary conditions on those organizations. It is expected that the course will help the learners in developing both theoretical and practical understanding of dynamics of public organizations exists around them.		
Credits:6		Course Compulsory
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of lectures
I	<ul style="list-style-type: none"> ● Meaning, Nature, Scope and Significance of Pub. Admn. 	10
II	<ul style="list-style-type: none"> ● Ecology of Admn.- Social, Political, Economic and Cultural ● Public and Private Administration 	13
III	<ul style="list-style-type: none"> ● Evolution of Public Administration as a Discipline 	12
IV	<ul style="list-style-type: none"> ● New Public Administration ● New Public Management ● Globalization and Public Administration 	10
V	<ul style="list-style-type: none"> ● Hierarchy & Unity of Command ● Span of Control ● Centralization and Decentralization ● Delegation 	10
VI	<ul style="list-style-type: none"> ● Supervision ● Authority and Responsibility ● Control ● Co-ordination 	10
VII	<ul style="list-style-type: none"> ● Chief Executive: Meaning, Types, Functions and Role 	12
VIII	<ul style="list-style-type: none"> ● Line, Staff and Auxiliary Agencies 	13
	<p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. कटारिया, सुरेन्द्र : लोक प्र ासन 2. अवस्थी & माहे वरी : लोक प्र ासन 3. फाड़िया, बी. एल.: लोक प्र ासन 4. Maheshwari, S.R. : Public Administration 5. Sharma & Sadana: Public Administration 6. Sahni,Pradeep et.al: Administrative Theory 7. Basu, Rumaki: Public Administration 8. Bhattacharya, Mohit: New Horizons of Public Admn. 9. Bhambri, C.P. (2010) Public Administration Theory and Practice (21st Edition). Educational Publishers:Meerut 10. Bhattacharya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi 11. Bhattacahrya, Mohit (2000) Public Administration. World Press: Culcutta 12. Bhattacahrya, Mohit (2012)Public Administration: Issues And perspective. Jawahar Publishers and Distributors: New Delhi 	

	<p>13. Chakrabarty, Bidyut and Chand, Prakash (2012) Public Administration in a Globalizing World: Theories and Practice. Sage: New Delhi</p> <p>14. Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not Steering (4th Edition). Routledge: New York</p> <p>15. Drucker, Peter F (1993) Management: Tasks, responsibilities, Practices. Harper Collins: New York</p> <p>16. Drucker, Peter F (2008) The Essential Drucker. Harper Collins: New York</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad</p>	
	<p>This course can be opted as Compulsory Subject</p>	
	<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz 	
	<p>Course prerequisites: To study this course, a student must have passed class 12th</p>	
	<p>Suggested equivalent online courses:</p> <p>Further Suggestions: For Course Contents Visit:</p> <p>https:// www.iipa.org.in</p> <p>https://en.m.wikipedia.org>wiki</p> <p>https:// Publicadministrationtheone.blogspot.com</p> <p>ipa">https://Journals.sagepub.com>ipa</p> <p>https://legalaffairs.gov.in</p>	

Programme/Class:Certificate BA	Year:First	Semester:Second
Subject: Public Administration		
Course Code: A280201T	Course Title: Introduction to Indian Constitution	
Course Outcomes: This course is designed with the objective to develop and understanding among the students about the Indian Constitution and will provide them the glimpse of the constitutional history, the philosophy and main features of the constitution along with the machinery of public governance as provided in the constitution.		
Credits:6		Course Compulsory
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of lectures
I	Constitutional Development <ul style="list-style-type: none"> • Regulating Act, 1773 • Pitts India Act, 1784 • Govt. of India Act, 1909, 1919 & 1935 • Indian Independence Act, 1947 	10
II	Basics of the Constitution <ul style="list-style-type: none"> • The making of the Constitution • Salient features of the Constitution • The Preamble of the Constitution 	12
III	<ul style="list-style-type: none"> • Nature of the federal System 	8
IV	<ul style="list-style-type: none"> • Fundamental Rights 	10
V	<ul style="list-style-type: none"> • Fundamental Duties 	8
VI	<ul style="list-style-type: none"> • Directive Principles of State Policy 	12
VII	<ul style="list-style-type: none"> • Procedure of Constitution Amendment 	12
VIII	Union-State Relations <ul style="list-style-type: none"> • Legislative Relations • Administrative Relations • Financial Relations • Inter-State Relations 	18
	Books Recommended: <ol style="list-style-type: none"> 1. Kashyap, S. :Constitution of India 2. Kashyap, S. :Our Parliament 3. Basu, D.D. :Introduction to Indian Constitution 4. Sharma, B.K. : Introduction to Indian Constitution 5. Syed,S.M. : Indian Political System 6. Joahri, J.C. :The Constitution of India 7. डी0 डी0 बसु: भारत का संविधान 8. जे0 एन0 पाण्डेय: भारत का संविधान Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad	
	This course can be opted as Compulsory Subject	
	Suggested Continuous Internal Evaluation Methods (25 Marks) <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz 	

	Course prerequisites: To study this course, a student must have passed class 12th	
	Suggested equivalent online courses: Further Suggestions: For Course Contents Visit: https:// www.iipa.org.in https://en.m.wikipedia.org>wiki https:// Publicadministrationtheone.blogspot.com jpa">https://Journals.sagepub.com>jpa https://legalaffairs.gov.in	

B.A. Second Year: Diploma in Public Administration

Program Specific Outcomes (PSOs):

At the end of Program following outcomes are expected from students:

- Learn about the Evolution Features of Indian Administration.
- Learn about the approaches to study of Public Administration.
- Built Knowledge about administrative behavior.
- Learn about the salient features of theories of organization.
- learn about the Neo-Human Relations.
- May have capabilities to start earning by enhancing their skills in the field of Administration, Private and non-governmental sector.
- Enhancing their skills in the field of Public Service, management which will helpful to get Job in Public Sector.

Year	Sem.	Course Code	Paper Title	Credits	Total No. of Lecture
2	III	A280301T	Administrative Theory	6	90
	IV	A280401T	Public Administration in India	6	90

Programme/Class:Certificate BA	Year:Second	Semester:Third
Subject: Public Administration		
Course Code: A280301T	Course Title: Administrative Theory	
Course Outcomes: This course is designed with the objective to develop and understanding among the students about the prominent administrative thinkers of the 20 th century whose thinking and writing have enriched the realm of administrative thought. special emphasis will be made to teach and highlight by unique contribution of each thinkers included in the course.		
Credits:6		Course Compulsory
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of lectures
I	Approaches to study of Public Administration <ul style="list-style-type: none"> • Ecological Approach • Structural-Function Approach • Public-Choice Approach • The Critical Theory Perspective 	18
II	Administrative Behaviour <ul style="list-style-type: none"> • Decision making • Communication • Leadership 	18
III	Salient Features of Theories of Organization <ul style="list-style-type: none"> • Classical theory • Human Relations Theory • Behavioural Theory 	18
IV	<ul style="list-style-type: none"> • Salient Features of Motivation 	6
V	<ul style="list-style-type: none"> • Abraham Maslow: Need Hierarchy Concept 	6
VI	<ul style="list-style-type: none"> • Frederick Herzberg : Hygiene Motivation Theory 	6
VII	<ul style="list-style-type: none"> • Douglas Mc Gregor: Managerial Theories of 'X' & 'Y' • P.F. Drucker: Management by Objectives 	8
VIII	<ul style="list-style-type: none"> • Yehezkel Dror: Ideas on policy sciences • William Ouchi: Theory 'Z' 	10
	Books Recommended: <ol style="list-style-type: none"> 1. Maheshwari, S.R. : Public Administration 2. Sharma, M.P. & Sadana : Public Administration 3. Dixit,Manoj et. al : Public Administration 4. Shani, Pradeep et. al : Administrative Theory 5. Basu, Rumaki : Public Administration 6. Bhattacharya, Mohit : New Horizons of Public Administration 7. Drucker, Peter F. The Practice of Management 8. Goel, S.L. Administrative and Management thinkers:Relevance in New Millenium 9. Saoru, R.K. Administrative Theories and Management Thought 10. Sharma, Manoj. Administrative Thinkers Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad	
This course can be opted as Compulsory Subject		

	<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz 	
	<p>Course prerequisites: To study this course, a student must have passed class 12th</p>	
	<p>Suggested equivalent online courses:</p> <p>Further Suggestions: For Course Contents Visit:</p> <p>https:// www.iipa.org.in</p> <p>https://en.m.wikipedia.org>wiki</p> <p>https:// Publicadministrationtheone.blogspot.com</p> <p>ipa">https://Journals.sagepub.com>ipa</p> <p>https://legalaffairs.gov.in</p>	

Programme/Class:Certificate BA	Year:Second	Semester:Fourth
Subject: Public Administration		
Course Code: A280401T	Course Title: Public Administration in India	
Course Outcomes: This course is designed with the objective to develop and understanding among the students to understand the evolution and constitutional frame work of Indian administration, organization and role of the union executive, control mechanism over administration and constitutional bodies set up at National level in the country. In This course with the objective that the students, after completion of this course, they will be avail to understand the organizational system, inter-linkages and functional dynamics of the Indian government.		
Credits:6		Course Compulsory
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of lectures
I	Evolution Features of Indian Administration <ul style="list-style-type: none"> • Mauryan Administration • Mughal Administration • British Administration • British Legacies to Indian Administration 	18
II	Central Administration : Organisation & Functions <ul style="list-style-type: none"> • Central Secretariat • Cabinet Secretariat • Cabinet Secretary • Prime Minister'S Office 	18
III	<ul style="list-style-type: none"> • All-India Services (IAS, IPS & IFS) • Central Services 	8
IV	<ul style="list-style-type: none"> • UPSC (Union Public Service Commission) 	8
V	<ul style="list-style-type: none"> • SSC & Railway Recruitment Board 	8
VI	Control Over Administration <ul style="list-style-type: none"> • Legislative Control • Executive Control • Judicial Control 	18
VII	<ul style="list-style-type: none"> • Lokpal 	6
VIII	<ul style="list-style-type: none"> • Lokayukt in U.P. 	6
	Books Recommended: <ol style="list-style-type: none"> 1. Bhattacharya, Mohit : Indian Administration 2. Singh, Hoshiyar : Idea & Issues in Indian Administration 3. Maheshwari, S.R. : Indian Administration 4. Fadia, B.L. & Fadia, Kuldeep : Public Administration in India 5. Arora, R.K. & Goel, Rajani : Indian Public Administration 6. Rathod, P.B. : Indian Administration : Dynamics and Dimensions 7. Sharma, P.D. and Sharma, B.M. : Indian Administration 8. Basu, Rumki : Public Administration Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad	

	This course can be opted as Compulsory Subject	
	<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz 	
	Course prerequisites: To study this course, a student must have passed class 12th	
	<p>Suggested equivalent online courses:</p> <p>Further Suggestions: For Course Contents Visit:</p> <p>https:// www.iipa.org.in</p> <p>https://en.m.wikipedia.org>wiki</p> <p>https:// Publicadministrationtheone.blogspot.com</p> <p>iipa">https://Journals.sagepub.com>iipa</p> <p>https://legalaffairs.gov.in</p>	

B.A. Third Year: Bachelor Degree in Public Administration

Program Specific Outcomes (PSOs):

At the end of Program following outcomes are expected from students:

- Learn about the state administration in Uttar Pradesh.
- Learn about the Personnel Administration in India.
- Learn about the Financial Administration in India.
- Learn about the preparation of Budget.
- After this degree programme students may have capabilities to start earning by enhancing their skills in the field of teaching, Public Service, Executive work in the corporate and voluntary sectors.

Year	Sem.	Course Code	Paper Title	Credits	Total No. of Lecture
3	V	A280501T	Administrative thinkers	6	90
	V	A280502T	Indian Government System	6	90
	VI	A280601T	Personnel Administration in India	6	90
	VI	A280602T	Financial Administration	6	90

Programme/Class: Certificate BA	Year: Third	Semester: Fifth
Subject: Public Administration		
Course Code: A280501T	Course Title: Administrative Thinkers	
Course Outcomes: This course is designed with the objective to develop and understanding among the students aware of theories and thought of various modern thinkers in the area of administration and organization. The study of this paper will equip the student with a deep understanding of the historical evolution of administrative thought, various conceptualizations and their application.		
Credits:6		Course Compulsory
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of lectures
I	<ul style="list-style-type: none"> • Woodrow Wilson 	9
II	<ul style="list-style-type: none"> • Henri Fayol • Luther Gulick & L. Urwick 	18
III	<ul style="list-style-type: none"> • F.W. Taylor 	9
IV	<ul style="list-style-type: none"> • Max Weber 	9
V	<ul style="list-style-type: none"> • M.P. Follet 	9
VI	<ul style="list-style-type: none"> • Elton Mayo 	9
VII	<ul style="list-style-type: none"> • Chester I. Barnard • Herbert Simon 	12
VIII	<ul style="list-style-type: none"> • Rensis Lickert • Peter Drucker 	15
	Books Recommended: <ol style="list-style-type: none"> 1. Prasad,D. Ravindra & Prasad, V.S. : Administrative Thinker 2. Maheshwari, S.R. : Administrative Thinker 3. कुमार उमे I,: प्र ासनिक चिन्तक 4. कटारिया, सुरेन्द्र : प्र ासनिक चिन्तक 5. अ गोक कुमार दुबे : प्र ासनिक चिन्तक 6. Goel, S.L :Administrative & Management Thinkers 7. Sapru, R.K : Administrative Theories and Management 8. Sarkar, Monoranjan: Administrative Thinker Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad	
	This course can be opted as Compulsory Subject	
	Suggested Continuous Internal Evaluation Methods (25 Marks) <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz 	
	Course prerequisites: To study this course, a student must have passed class 12th	

	<p>Suggested equivalent online courses:</p> <p>Further Suggestions: For Course Contents Visit:</p> <p>https:// www.iipa.org.in</p> <p>https://en.m.wikipedia.org>wiki</p> <p>https:// Publicadministrationtheone.blogspot.com</p> <p>ipa">https://Journals.sagepub.com>ipa</p> <p>https://legalaffairs.gov.in</p>	
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Programme/Class:Certificate BA		Year:Third	Semester:Fifth
Subject: Public Administration			
Course Code: A280502T		Course Title: Indian Government System	
Course Outcomes: This course is designed with the objective to develop and understanding among the students about the Indian Constitution and will provide them the glimpse of the constitutional history, the philosophy and main features of the constitution along with the machinery of public governance as provided in the constitution.			
Credits:6		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Passing Marks :33	
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0			
Unit	Topics		No. of lectures
I	The Legislature: Composition & Functions <ul style="list-style-type: none"> • The Lok Sabha • The Rajya Sabha • The Vidhan Sabha • The Vidhan Parishad 		12
II	The Central Government: Powers and Functions <ul style="list-style-type: none"> • The President • The Prime Minister • The Council of Ministers • The Comptroller & Auditor General of India 		12
III	The State Government: Powers and Functions <ul style="list-style-type: none"> • The Governor • The Chief Minister • The Council of Ministers • The Governor-Chief Minister Relationship 		12
IV	U.P. Secretariat <ul style="list-style-type: none"> • Origin & Development • Organisational Structure and Functions • Working Procedure • Chief Secretary : Functions & Role 		11
V	Public Services & Recruitment Agencies in U.P. <ul style="list-style-type: none"> • Provincial Civil Service (PCS) & Subordinate Service • UPPSC & UPSSSC • UP Higher Education Service Commission • UP Secondary Education Service Selection Board 		10
VI	Government Department in U.P. <ul style="list-style-type: none"> • Department of Personnel • Department of Home • Department of Finance • Department of Education • Department of Health 		10
VII	Divisional & District Administration in U.P. <ul style="list-style-type: none"> • Divisional Commissioner • Board of Revenue • District Magistrate • CDO, BDO & VDO 		10
VIII	Local Government: Features, Powers & Functions <ul style="list-style-type: none"> • Features of 73rd Constitutional Amendment • Features of 74rd Constitutional Amendment 		13

	<p>Books Recommended:</p> <ol style="list-style-type: none"> 1. Kashyap, S. : Our Constitution 2. Kashyap, S. : Our Parliament 3. Basu, D.D. : Introduction to the Constitution of India 4. Sharma, B.K : Introduction to the Constitution of India 5. Syed, S.M. : Indian Political System 6. Johari, J.C. : The Indian Constitution 7. Chakrabarty, Bidyut & Pandey, Rajendra Kumar : Indian Government and Politics 8. Rathod, P.B. : Indian Administration: Dynamics and Dimensions 9. एस. आर. माहे वरी : भारत में स्थानीय स्व शासन 10. सी. पी. बर्थवाल : भारत में स्थानीय स्व शासन 11. S.R. Maheshwari : Local Government in India 12. S.R. Maheshwari : Rural Development in India 13. Pardeep Sachdeva : Urban Local Government an Administration in India 14. Hoshiar Singh : Local Government in India 15. Sharma, M.P. : Local Government 16. Barthwal, C.P. : Understanding Local Government <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad</p>	
	<p>This course can be opted as Compulsory Subject</p>	
	<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz 	
	<ul style="list-style-type: none"> • Course prerequisites: To study this course, a student must have passed class 12th 	
	<p>Suggested equivalent online courses:</p> <p>Further Suggestions: For Course Contents Visit:</p> <p>https:// www.iipa.org.in</p> <p>https://en.m.wikipedia.org>wiki</p> <p>https:// Publicadministrationtheone.blogspot.com</p> <p>ipa">https://Journals.sagepub.com>ipa</p> <p>https://legallaffairs.gov.in</p>	

Programme/Class:Certificate BA	Year:Third	Semester:Sixth
Subject: Public Administration		
Course Code: A280601T	Course Title: Personnel Administration in India	
Course Outcomes: This course is designed with the objective to develop and understanding among the students about the concept, nature, function and significance of personnel administration. it covers important components of personnel administration like recruitment, training promotion, motivation and morale.		
Credits:6		Course Compulsory
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of lectures
I	<ul style="list-style-type: none"> Personnel Administration: Concept, Nature, Scope & Significance 	15
II	<ul style="list-style-type: none"> Bureaucracy: Meaning and Definition 	8
III	<ul style="list-style-type: none"> Bureaucracy: Concepts, Types 	10
IV	<ul style="list-style-type: none"> Bureaucracy : Recent trends and Its Role in Modern Society 	8
V	<ul style="list-style-type: none"> Public Personnel System in India with reference to Civil Service: Recruitment, Training, Promotion and Salary Administration 	15
VI	<ul style="list-style-type: none"> Code of conduct, Discipline and Grievances 	10
VII	<ul style="list-style-type: none"> Promotion: Methods and Performance Appraisal Schemes 	12
VIII	<ul style="list-style-type: none"> Grievance Redressal Mechanism: Tribunals 	12
	Books Recommended: <ol style="list-style-type: none"> कटारिया, सुरेन्द्र : कार्मिक प्र ासन चतुर्वेदी, टी. एन.: कार्मिक प्र ासन Chaturvedi, T. N. : Personnel Administration Agrawal, R.D. : Dynamics of Personnel management in India: A Book of Readings Goel, S.L. : Public Personnel Administration C.M. Jain : Public Personnel Administration P. Ghosh : Personnel Administration O. Glenn Stanl : Public Personnel Administration Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad	
	This course can be opted as Compulsory Subject	
	Suggested Continuous Internal Evaluation Methods (25 Marks) <ul style="list-style-type: none"> Seminar/ Assignment on any topic of the above syllabus. Test with multiple choice questions/short and long answer questions. Research Orientation of the student. Quiz 	
	Course prerequisites: To study this course, a student must have passed class 12th	

	<p>Suggested equivalent online courses: Further Suggestions: For Course Contents Visit: https:// www.iipa.org.in https://en.m.wikipedia.org>wiki https:// Publicadministrationtheone.blogspot.com https://Journals.sagepub.com>ipa https://legalaffairs.gov.in</p>	
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Programme/Class:Certificate BA	Year:Third	Semester:Sixth
Subject: Public Administration		
Course Code: A280602T	Course Title: Financial Administration	
Course Outcomes: This course is designed with the objective to develop and understanding among the students about various aspects of financial administration, Particularly busting in India. In addition the students would be made rare of Public Finance, Union state relation etc. At the in the course the student will be avail to presents reports and develop analytical skill regarding the monetary and fiscal system in India.		
Credits:6		Course Compulsory
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of lectures
I	<ul style="list-style-type: none"> Financial Administration: Meaning, Scope & Significance 	15
II	<ul style="list-style-type: none"> Planning and planning Machinery – NITI Aayog 	10
III	<ul style="list-style-type: none"> Finance Commission 	8
IV	<ul style="list-style-type: none"> Budget: Meaning and principles, 	8
V	<ul style="list-style-type: none"> Budgetary Process – Preparation, Enactment & Execution 	15
VI	Types & Techniques of Budget <ul style="list-style-type: none"> Line Item Budget Performance Budget Zero Base Budget (ZBB) 	15
VII	<ul style="list-style-type: none"> Public Revenue 	9
VIII	<ul style="list-style-type: none"> Public Expenditure Public Debt 	10
	Books Recommended: <ol style="list-style-type: none"> Goel, S.L. : Public Financial Administration Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri : Financial Administration in India Sury, M.M. : Government Budgeting in India Joshi, P.L. & Raja, V.P. : Techniques of Zero Base Budgeting Thavaraj, M.J.K : Financial Administration of India Tyagi, B.P. : Public Finance Kulshreshtha, R.S. : Financial Management G.S. Lal : Financial Administration in India C.P. Bhambhri : Public Administration in India Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad	
	This course can be opted as Compulsory Subject	
	Suggested Continuous Internal Evaluation Methods (25 Marks) <ul style="list-style-type: none"> Seminar/ Assignment on any topic of the above syllabus. Test with multiple choice questions/short and long answer questions. Research Orientation of the student. Quiz 	

	Course prerequisites: To study this course, a student must have passed class 12th	
	Suggested equivalent online courses: Further Suggestions: For Course Contents Visit: https:// www.iipa.org.in https://en.m.wikipedia.org>wiki https:// Publicadministrationtheone.blogspot.com https://Journals.sagepub.com>ipa https://legalaffairs.gov.in	

Minor Elective Syllabus

Programme/Class:Certificate BA	Year:First	Paper:First
Subject: Public Administration		
Course: Minor/Elective	Course Title: Introduction to Public Administration	
<p>Course Outcomes: This course is designed with the objective to develop and understanding among the students about the evolution and growth of the discipline of public administration. The students of this course will also be able to learn about the basic principles of public administration and various approaches to study this discipline. The course also intends to impart theoretical knowledge of all basic concepts relating to the public organizations and the impact of contemporary conditions on those organizations. It is expected that the course will help the learners in developing both theoretical and practical understanding of dynamics of public organizations exists around them.</p>		
Credits:4		
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0		
Unit	Topics	No. of lectures
I	<ul style="list-style-type: none"> • Meaning, Nature, Scope and Significance of Pub. Admn. 	10
II	<ul style="list-style-type: none"> • Public and Private Administration 	10
III	<ul style="list-style-type: none"> • Evolution of Public Administration as a Discipline 	10
IV	<ul style="list-style-type: none"> • New Public Administration • New Public Management • Globalization and Public Administration 	10
V	<ul style="list-style-type: none"> • Hierarchy & Unity of Command • Span of Control • Centralization and Decentralization • Delegation 	10
VI	<ul style="list-style-type: none"> • Supervision • Authority and Responsibility • Control • Co-ordination • Line,Staff and Auxiliary Agencies 	10
	<p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. कटारिया, सुरेन्द्र : लोक प्र ासन 2. अवस्थी – माहे वरी : लोक प्र ासन 3. फाडिया, बी. एल.: लोक प्र ासन 4. Maheshwari, S.R. : Public Administration 5. Sharma & Sadana: Public Administration 6. Sahni,Pradeep et.al: Administrative Theory 7. Basu, Rumaki: Public Administration 8. Bhattacharya, Mohit: New Horizons of Public Admn. 9. Bhambri, C.P. (2010) Public Administration Theory and Practice (21st Edition). Educational Publishers:Meerut 10. Bhattacharya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi 11. Bhattacahrya, Mohit (2000) Public Administration. World Press: Culcutta 	

	<ol style="list-style-type: none">12. Bhattacharya, Mohit (2012)Public Administration: Issues And perspective. Jawahar Publishers and Distributors: New Delhi13. Chakrabarty,Bidyut and Chand, Prakash (2012) Public Administration in a Globalizing World: Theories and Practice. Sage: New Delhi14. Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not Steering (4th Edition). Routledge: New York15. Drucker,Peter F (1993)Management: Tasks, responsibilities, Practices. Harper Collins: New York16. Drucker,Peter F (2008) The Essential Drucker. Harper Collins:New York	
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Programme/Class:Certificate BA	Year:First	Paper:Second
Subject: Public Administration		
Course: Minor/Elective	Course Title: Introduction to Indian Constitution	
Course Outcomes: This course is designed with the objective to develop and understanding among the students about the Indian Constitution and will provide them the glimpse of the constitutional history, the philosophy and main features of the constitution along with the machinery of public governance as provided in the constitution.		
Credits:4		
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0		
Unit	Topics	No. of lectures
I	Constitutional Development <ul style="list-style-type: none"> • Regulating Act, 1773 • Pitts India Act, 1784 • Govt. of India Act, 1909, 1919 & 1935 • Indian Independence Act, 1947 	10
II	Basics of the Constitution <ul style="list-style-type: none"> • The making of the Constitution • Salient features of the Constitution • The Preamble of the Constitution 	10
III	<ul style="list-style-type: none"> • Fundamental Rights 	10
IV	<ul style="list-style-type: none"> • Fundamental Duties 	10
V	<ul style="list-style-type: none"> • Directive Principles of State Policy 	10
VI	<ul style="list-style-type: none"> • Procedure of Constitution Amendment 	10
	Books Recommended: <ol style="list-style-type: none"> 1. Kashyap, S. :Constitution of India 2. Kashyap, S. :Our Parliament 3. Basu, D.D. :Introduction to Indian Constitution 4. Sharma, B.K. : Introduction to Indian Constitution 5. Syed,S.M. : Indian Political System 6. Joahri, J.C. :The Constitution of India 7. डी० डी० बसु: भारत का संविधान 8. जे० एन० पाण्डेय: भारत का संविधान 	

Programme/Class:Certificate BA	Year:Second	Paper:First
Subject: Public Administration		
Course: Minor/Elective	Course Title: Public Administration in India	
Course Outcomes: This course is designed with the objective to develop and understanding among the students to understand the evolution and constitutional frame work of Indian administration, organization and role of the union executive, control mechanism over administration and constitutional bodies set up at National level in the country. In This course with the objective that the students, after completion of this course, they will be avail to understand the organizational system, inter-linkages and functional dynamics of the Indian government.		
Credits:4		
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0		
Unit	Topics	No. of lectures
I	Evolution Features of Indian Administration <ul style="list-style-type: none"> • Mauryan Administration • British Administration • British Legacies to Indian Administration 	10
II	Central Administration : Organisation & Functions <ul style="list-style-type: none"> • Central Secretariat • Cabinet Secretariat • Cabinet Secretary • Prime Minister'S Office 	10
III	<ul style="list-style-type: none"> • UPSC (Union Public Service Commission) • All-India Services (IAS, IPS & IFS) • Central Services 	10
IV	<ul style="list-style-type: none"> • Control Over Administration • Legislative Control • Executive Control • Judicial Control 	10
V	<ul style="list-style-type: none"> • Local Administration 	10
VI	<ul style="list-style-type: none"> • Lokpal, Lokayukt in U.P. 	10
	Books Recommended: <ol style="list-style-type: none"> 1. Bhattacharya, Mohit : Indian Administration 2. Singh, Hoshiyar : Idea & Issues in Indian Administration 3. Maheshwari, S.R. : Indian Administration 4. Fadia, B.L. & Fadia, Kuldeep : Public Administration in India 5. Arora, R.K. & Goel, Rajani : Indian Public Administration 6. Rathod, P.B. : Indian Administration : Dynamics and Dimensions 7. Sharma, P.D. and Sharma, B.M. : Indian Administration 8. Basu, Rumki : Public Administration 9. माहे वरी,एस.आर.: भारत में स्थानीय स्व ासन 10. सी.पी.बर्थवाल : भारत में स्थानीय स्व ासन 	

Programme/Class:Certificate BA	Year:Second	Paper:Second
Subject: Public Administration		
Course: Minor/Elective	Course Title: Indian Government System	
Course Outcomes: This course is designed with the objective to develop and understanding among the students about the Indian Constitution and will provide them the glimpse of the constitutional history, the philosophy and main features of the constitution along with the machinery of public governance as provided in the constitution.		
Credits:4		
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0		
Unit	Topics	No. of lectures
I	The Legislature: Composition & Functions <ul style="list-style-type: none"> • The Lok Sabha • The Rajya Sabha • The Vidhan Sabha • The Vidhan Parishad 	10
II	The Central Government: Powers and Functions <ul style="list-style-type: none"> • The President • The Prime Minister • The Council of Ministers • The Comptroller & Auditor General of India 	10
III	The State Government: Powers and Functions <ul style="list-style-type: none"> • The Governor • The Chief Minister • The Council of Ministers 	10
IV	U.P. Secretariat <ul style="list-style-type: none"> • Origin & Development • Organisational Structure and Functions • Working Procedure • Chief Secretary : Functions & Role 	10
V	Government Department in U.P. <ul style="list-style-type: none"> • Department of Personnel • Department of Home • Department of Finance • Department of Education • Department of Health 	10
VI	Divisional & District Administration in U.P. <ul style="list-style-type: none"> • Divisional Commissioner • Board of Revenue • District Magistrate • CDO, BDO & VDO 	10

	<p>Books Recommended:</p> <ol style="list-style-type: none">1. Kashyap, S. : Our Constitution2. Kashyap, S. : Our Parliament3. Basu, D.D. : Introduction to the Constitution of India4. Sharma, B.K : Introduction to the Constitution of India5. Syed, S.M. : Indian Political System6. Johari, J.C. : The Indian Constitution7. Chakrabarty, Bidyut & Pandey, Rajendra Kumar : Indian Government and Politics8. Rathod, P.B. : Indian Administration: Dynamics and Dimensions9. बसु,डी.डी. : भारत का संविधान10. पाण्डेय,जय नारायण : भारत का संविधान11. कटारिया,सुरेन्द्र : भारत में लोक प्र ासन12. अवस्थी एण्ड अवस्थी : भारत में लोक प्र ासन	
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