



NATIONAL EDUCATION POLICY- 2020
MINOR/ELECTIVE SYLLABUS
SIDDHARTH UNIVERSITY, KAPILVASTU
SIDDHARTHNAGAR

B.A.
(PUBLIC ADMINISTRATION)

Shri K
21-8-21

AS
21/8/2021

C. Jyoti
21-8-21

Programme/Class:Certificate BA		Year:First	Paper:First
Subject: Public Administration			
Course: Minor/Elective		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: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	• Meaning, Nature, Scope and Significance of Pub. Admn.	10	
II	• Public and Private Administration	10	
III	• Evolution of Public Administration as a Discipline	10	
IV	• New Public Administration • New Public Management • Globalization and Public Administration	10	
V	• Hierarchy & Unity of Command • Span of Control • Centralization and Decentralization • Delegation	10	
VI	• Supervision • Authority and Responsibility • Control • Co-ordination • Line,Staff and Auxiliary Agencies	10	
Suggested Readings: <ol style="list-style-type: none"> कटारिया, सुरेन्द्र : लोक प्रशासन अवस्थी – माहेश्वरी : लोक प्रशासन फाड़िया, बी. एल.: लोक प्रशासन Maheshwari, S.R. : Public Administration Sharma & Sadana: Public Administration Sahni,Pradeep et.al: Administrative Theory Basu, Rumaki: Public Administration Bhattacharya, Mohit: New Horizons of Public Admn. Bhambri, C.P. (2010) Public Administration Theory and Practice (21st Edition). Educational Publishers:Meerut Bhattacharya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi Bhattacharya, Mohit (2000) Public Administration. World Press: Culcutta 			

Shikha
21-8-21

Shikha
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Shikha
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	<p>12. Bhattacharya, Mohit (2012)Public Administration: Issues And perspective. Jawahar Publishers and Distributors: New Delhi</p> <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>	
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Shruti
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Chakrabarty
21-8-21

Arjun
21/8/2021

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 		

Sanika
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Sanika
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Sanika
21-8-21

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. माहेश्वरी,एस.आर.: भारत में स्थानीय स्वशासन 10. सी.पी.बर्थवाल : भारत में स्थानीय स्वशासन 		

Sanika
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Bhushan
21/8/2021

Prakash
21-8-21


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	

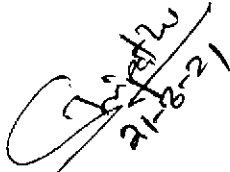
Sanjay
21-8-21

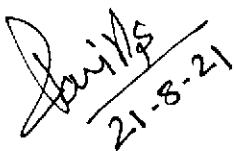
Arvind
21/8/2021

Prakash
21-8-21

	<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 प्रशासन12. अवस्थी एण्ड अवस्थी : भारत में लोक प्रशासन	
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