**B.A. PART I**

**W.e. from 2012-13**

**NOTE/INSTRUCTIONS FOR PAPER SETTERS**

**Theory Paper will carry 80 marks & 20 marks are for internal assessment. The time duration is of 3 hours. The syllabus has been divided into 4 units for every semester comprising 2 questions in each unit. The students are required to attempt 5 questions in all while selecting one question from each unit. All questions will be of 16 marks each. Question No. ‘’9’ consisting of eight short answer type questions (having no internal choice) of 2 marks each spread over the whole syllabus is compulsory.**

# B.A. (I) Semester—1st

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paper | Nomenclature | Theory Marks | Internal Assessment marks | Total Marks | Time |
| **Paper**  **-**  **1** | Elements of  Public  Administration | 80 | 20  (5 marks for  Attendance, 10 marks for un-announced House Test & 5 marks for assignment work | 100 | 3-hours |

**B.A. (I) Semester—2nd**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paper | Nomenclature | Theory Marks | Internal Assessment marks | Total Marks | Time |
| **Paper**  **-**  **1**  **I** | Elements of  Public  Administration | 80 | 20  (5 marks for  Attendance, 10 marks for un-announced House Test & 5 marks for assignment work | 100 | 3-hours |

**Professor (Dr.) S.S. Chahar,**

**Chairman,**

Board of Studies in Public Administration, MAHARSHI DAYANAND UNIVERSITY, ROHTAK

B.A. 1st Year

**(PUBLIC ADMINISTRATION)**

Semester—I

# Elements of Public Administration Unit-1

**1.** i) Public Administration: Meaning, Nature, Scope and Importance.

1. Public Administration as an art or science
2. Public Administration & Private Administration, Similarities &

Differences iv) Relationship of Public Administration with Political Science, History,

Sociology, Economics, Psychology, Administrative Law

# Unit-2

1. i) Organization: Meaning and forms of organization (Formal & Informal), Basis of Organization. ii) Hierarchy, Meaning, Merits & Demerits
   1. Span of Control, Dependant Factors,
   2. Unity of Command,
   3. Co-ordination, kinds of co-ordination & Methods of co-ordination **Unit-3**
2. i) Supervision, its meaning, importance, techniques, Quality of a good supervisor.

ii) Communication, its meaning, types of communication & its importance in

Public Administration, iii) Centralization & Decentralization.

iv) Public Relation, Meaning, Methods & Significance **Unit-4**

**4.** i) Chief Executive: Meaning, Types, Functions & Qualities of Chief Executive.

* 1. Recent Trends in Public Administration
  2. e-Administration iv) Good Governance

(Professor (Dr.) S.S. Chahar),

Chairman,

Board of Studies in Public Administration, MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Continued….

B.A. 1st Year

# (PUBLIC ADMINISTRATION) Semester—II Elements of Public Administration Unit-1

**1** Forms of Administrative Organizations:

1. Department, kinds of Department & Bases of Department
2. Public Corporation, Difference in between Public Corporation & Department iii) Independent Regulatory Commissions, Characteristics & its functions iv) Line & Staff Agencies

v) Administrative Tribunal

# Unit-1I

**2** i) Recruitment, kinds of recruitment & problems of recruitment ii) Training, kinds of training, significance of training

iii) Promotion, Methods of Promotion iv) Morale, factors of low morale of employees & how to build up morale

# Unit-III

**3** i) Union Public Service Commission, its composition & functions

1. Haryana Public Service Commission, its composition & functions
2. Whitley Council, Whitleyism in Indiaiv) Comptroller & Auditor General of India

# Unit-IV

**4** i) Budget, Principles of Budget, Significance of Budget, Preparation enactment of Budget, Execution of Budget & Parliament’s control over Budget.

ii) Estimate Committee iii) Public Accounts Committee iv) Audit, its significance

(Professor (Dr.) S.S. Chahar),

Chairman,

Board of Studies in Public Administration, MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Continued………

## Books recommended to study for B.A. I (Public Administration), FOR THE 1st AND 2nd semesters

1. Dr. K.K. Puri : Elements of Public Administration, Bharat

Prakashan, Jalandhar (Punjab)

1. Dr.V.K . Puri Modern’s Elements of Public Administration,

Modern Publishers, Railway Road, Jalandhar

1. Dr. Pundik Ojha & Kiran Sharma Public Administration: Theory & Practice, Raj Publishers, Adda Tanda, Jalandhar
2. Awasthi & Maheshwari Public Administration, Laximinarayan Agrawal, Agra, 1997
3. Goel S.L. Advanced Public Administration, Sterling, New

Delhi

1. Felix Nigro & Liyod NigroModern Public Administration-Harper and Row

Publication, New York

**Professor (Dr.) S.S. Chahar,**

**Chairman,**

Board of Studies in Public Administration, MAHARSHI DAYANAND UNIVERSITY, ROHTAK

**B.A. PART II**

**(PUBLIC ADMINISTRATION) SEMESTER SYSTEM**

**NOTE/INSTRUCTIONS FOR PAPER SETTERS**

**Theory Paper will carry 80 marks & 20 marks are for internal assessment. The time duration is of 3 hours. The syllabus has been divided into 4 units for every semester comprising 2 questions in each unit. The students are required to attempt 5 questions in all while selecting one question from each unit. All questions will be of 16 marks each. Question No. ‘9’ consisting of eight short answer type questions (having no internal choice) of 2 marks each spread over the whole syllabus is compulsory.**

## B.A. (II) Semester—3rd

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paper | Nomenclature | Theory Marks | Internal Assessment marks | Total Marks | Time |
| **Paper**  **-**  **1** | Indian  Administration | 80 | 20  (5 marks for  Attendance, 10 marks for un-announced House Test & 5 marks for assignment work | 100 | 3-hours |

**B.A. (II) Semester—4th**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paper | Nomenclature | Theory Marks | Internal Assessment marks | Total Marks | Time |
| **Paper**  **-**  **1**  **I** | Indian  Administration | 80 | 20  (5 marks for  Attendance, 10 marks for un-announced House Test & 5 marks for assignment work | 100 | 3-hours |

**Professor (Dr.) S.S. Chahar,**

**Chairman,**

Board of Studies in Public Administration,

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Continued……….

B.A. 2nd Year

**(PUBLIC ADMINISTRATION) Paper Name: Indian Administration Semester—3rd**

**Unit-I**

## 1) Evolution of Indian Administration

1. Evolution : (i) Administration in Ancient India
   1. Administration in Medieval India
   2. Administration in Modern India
2. Features: Salient features of India Administration; its role in the context of democratic system and socio-economic Development.

## Unit-2

2) **Union Government and Administration:**

i) President - Powers, function & position ii) Prime Minister - Powers, functions and position iii) Council of Ministers - Structure and functions

iv) Cabinet secretariat - Structure and functions. v) Centre-State Administrative Relationship

vi) Centre-State Financial Relationship **Unit-3** 3) **Ministries:**

i) Union Ministry of Home, its organization & functions ii) Union Ministry of Finance, it organization & functions iii) Union Ministry of Rural development, its organization & functions.

## Unit-4

4) **Judiciary & Quasi Judicial bodies:**

* 1. Supreme Court – Structure, powers and functions.
  2. The High Court of a State, structure, Powers & Functions
  3. Appointments of Supreme Court & High Court Judgesiv) Administrative Tribunals, v) LokPal & Lokayukta

**Professor (Dr.) S.S. Chahar,**

**Chairman,**

Board of Studies in Public Administration,

MAHARSHI DAYANAND UNIVERSITY, ROHTAK Continued………

B.A. II Year

**(PUBLIC ADMINISTRATION) Paper Name: Indian Administration Semester—4th**

**Unit-1**

## 1) Personnel Administration

All India Services (AIS)

i) Indian Administrative Services (IAS), ii) Indian Police Services (IPS) iii) Indian Foreign Services (IFS) vi) Central & State Services in India

## 2) Financial Administration

i) Preparation of Indian Budget ii) Enactment of Indian Budget

iii) Parliamentary Control over Public Finance in India iv) Role of Comptroller & Auditor General over Financial administration.

v) Estimate Committee, Public Accounts Committee

## 3) State Administration

i) Governor, his appointment, terms of Office, powers & position. ii) Council of Ministers & Chief Minister in State Administration

iii) State Secretariat. iv) Chief Secretary of the State

## 4) District Administration

1. District Administration, its features & components
2. Role of Deputy Commissioner in District Administration
3. Superintendent of Police
4. Role of Divisional Commissioner in District Administration
5. Administration and Citizens

vi ) e-Governance, Information Communication Technology (ICT) in Public Administrative Institutions.

**Professor (Dr.) S.S. Chahar,**

**Chairman,**

Board of Studies in Public Administration,

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Continued………

## Books recommended to study for B.A. II, FOR THE

**3RD AND 4TH SEMESTERS**

1) National Council of Educational Research & Training (NCERT) Books:

Evolution of Indian Administration, History of Indian Administration 2) Dr. K.K. Puri : Indian Administration, Bharat

Prakashan, Jalandhar (Punjab)

1. Dr.V.K. Puri : Indian Administration, Modern Publishers,

Railway Road, Jalandhar

**Continued**……..

1. D.D. Basu : Introduction to the Constitution of India, **18th Edition,** Wadhwa and Company,

Nagpur, Agra, New Delhi (India)

|  |  |  |
| --- | --- | --- |
| 5) Agrawal | : | Our Judiciary – National Book Trust, New Delhi, 1995 |
| 6) Awasthi | : | A Central Administration |
| 7) B.P. Puri | : | History of Indian Administration |
| 8) C.P. Berthwal | : | Public Administration in India. |
| 9) Hoshiar Singh | : | Indian Administration –Kitab Mahal  Distributors, New Delhi |
| 10) S.R. Maheshwari | : | Indian Administration, Orient Longman,  New Delhi |
| 11) S.S. Khera | : | District Administration in India, National |

Publishing House, New Delhi

12) Ramesh K. Arora

& Rajni Goyal : Indian Public Administration, Wishwa

Prakashan, New Delhi

**(Professor (Dr.) S.S. Chahar),**

**Chairman,**

Board of Studies in Public Administration, MAHARSHI DAYANAND UNIVERSITY, ROHTAK

**B.A. PART III**

**(PUBLIC ADMINISTRATION) SEMESTER SYSTEM**

**NOTE/INSTRUCTIONS FOR PAPER SETTERS**

**Theory Paper will carry 80 marks & 20 marks are for internal assessment. The time duration is of 3 hours. The syllabus has been divided into 4 units for every semester comprising 2 questions in each unit. The students are required to attempt 5 questions in all while selecting one question from each unit. All questions will be of 16 marks each. Question No. ‘9’ consisting of eight short answer type questions (having no internal choice) of 2 marks each spread over the whole syllabus is compulsory.**

## B.A. (III) Semester—5th

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paper | Nomenclature | Theory Marks | Internal Assessment marks | Total Marks | Time |
| **Paper**  **-**  **1** | Local  Government: Urban Local  Governments | 80 | 20  (5 marks for  Attendance, 10 marks for un-announced House Test & 5 marks for assignment work | 100 | 3-hours |

**B.A. (II) Semester—6th**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paper | Nomenclature | Theory Marks | Internal Assessment marks | Total Marks | Time |
| **Paper**  **-**  **1**  **I** | Local  Government:  **Rural Local**  **Governments** | 80 | 20  (5 marks for  Attendance, 10 marks for un-announced House Test & 5 marks for assignment work | 100 | 3-hours |

**Professor (Dr.) S.S. Chahar,**

**Chairman,**

Board of Studies in Public Administration,

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Continued……………

B.A. III Year

**(PUBLIC ADMINISTRATION)**

**Paper Name: Urban Local Government Semester—5th**

## Unit-1

1. i) Meaning & significance of Local Government in India ii) Meaning & significance of Urban Local Government

1. Urban Local Government in Ancient, Medieval and Modern times
2. Urban Local Government after Independence

# Unit-2

2 i) Municipal Corporation, Meaning, composition & functions

1. Financial Resources of Municipal Corporation
2. State’s Control upon Municipal Corporation
3. Mayor, Municipal Commissioner

# Unit-3

3 i) Municipal Council, Functions & Powers of Municipal Councils

1. Financial resources of municipal councils, financial difficulties & suggestions for improvement.
2. Municipal Personnel, suggestions for reforms in the condition of

Municipal employees iv) Municipal Committee, Functions & Powers of Executive Officer

# Unit-4

4 i) Other institutions of Local Government working in urban areas**:**

Town Area Committee, Notified Area Committee, Cantonment Board

Improvement Trust and Port Trust ii) Town & Country Planning

iii) 74th Constitutional Amendment iv) Urban Government and Good Governance

**Professor (Dr.) S.S. Chahar,**

**Chairman,**

Board of Studies in Public Administration,

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Continued……………

B.A. III Year

**(PUBLIC ADMINISTRATION Paper Name: Rural Local Government Semester—6th**

## Unit-1

1. i) Meaning & Concept of Rural Local Government

ii) Growth of Rural Local Government Institutions in India iii) Community Development Programme, National Extension Programme iv) Origin and significance of Panchayati Raj: Balwant Rai Mehta Committee, Ashok Mehta Committee

# Unit-2

2. i) Composition of Zila Parishad, Functions & Powers ii) Personnel of Zila Parishad

iii) Composition of Panchayat Simiti, Functions & **Powers of Panchayat Simiti** iv) Gram Panchayat and Gram Sabha

# Unit-3

3 i) Financial Resources of Panchayati Raj Institutions ii) State Control over Panchayati Raj Institutions

iii) Political Parties and People’s Participation in Panchayati Raj Institutions iv) Integrated Rural Development

# Unit-4

4 i) District Rural Development Agency (DRDA) ii) 73rd Constitutional Amendment

iii) Mahatma Gandhi National Rural Employment Guarantee Act **(MANREGA)** iv) Information Communication Technology (ICT) and Rural Development

**Professor (Dr.) S.S. Chahar,**

**Chairman,**

Board of Studies in Public Administration,

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Continued……………

## Books recommended to study for B.A. III (Public Administration), FOR THE 5th AND 6th semesters

|  |  |  |
| --- | --- | --- |
| 1 | Puri K.K. | Local Government in India, Bharat Parkashan, Jalandhar |
| 2 | Puri V.K. | 2005, Local Government and Administration, Modern  Publisher, Jalandhar |
| 3 | Hoshiar Singh | 1999, Theory & Practice of Local Government, Kitab  Mehal, Allahabad |
| 4 | Sharma Harish Chander | 2006, Local Administration in India (Hindi), College Book  Depot, Jaipur |
| 5 | Singh Saheb & Singh Swinder | 1992, Public Administration Development and Local  Administration, New Academic Publishing Company,  Jalandhar |
| 6 | Maheshwari S.R. | 1970, Local Government in India, Laxmi Narain  Aggarwal, Agra |
| 7 | Nigam S.R. | 1986, Local Government, S.Chand & Company, New Delhi |
| 8 | Donald C. Rowat | 1981, International Handbook on Local Government  Reorganization, London, Green Wood Press |
| 9 | M.A. Muttalib & Akbar Ali Khan | 1982, The Theory of Local Government, Sterling  Publishers, New Delhi |
| 10 | Manoj Sharma | 2004, Local Government: Rural and Urban, Anmol  Publication Pvt. Limited, New Delhi |
| 11 | O.P. Srivastva | 1980, Municipal Government & Administration in India,  Chugh Publications, Allahabad |
| 12 | S.L. Goyal & S.S. Dhaliwal | 2003, Urban Administration Management, Deep & Deep  Publications, New Delhi |
| 13 | Pardeep Sachdeva | 2002, Urban Local Government in India, Kitab Mehal,  Allahabad |
| 14 | Hoshiar Singh | 1979, Supervision Over Municipal Administration: A  Case Study of Rajasthan, Associated Publishing House,  Delhi |
| 15 | S.S. Chahar | 2005, Governance at grassroots level in India, Kanishka,  New Delhi |
| 16 | Sharma K.K. | 2002, Panchayati Raj in India (Hindi), College Book  Depot, Jaipur, |
| 17 | Soni, Jasprit Kaur | 2005, Governance of Panchayati Raj, Authors Press  Publishers of Scholarly Books, New Delhi |
| 18 | Malik Shamsher Singh | 2002, The New Panchayati Raj, Aalekh Publishers,  Jaipur |
| 19 | Chaturvedi T.N. | 1981, Indian Institute of Public Administration, New Delhi |
| 20 | Surat Singh | 2004, Decentralized Governance in India: Myth and  Reality, Deep & Deep, New Delhi |

**Professor (Dr.) S.S. Chahar,**

**Chairman,**

Board of Studies in Public Administration,

MAHARSHI DAYANAND UNIVERSITY, ROHTAK