Syllabus

B.A.
(Public Administration)

w.e.f. Session 2018 - 19

Semester I, II, III & IV



Department of Public Administration

University of Lucknow, Lucknow

Department of Public Administration

University of Lucknow

B.A. Public Administration (Pass Course)

Session 2018-19

Semester I

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PaperNo. | Title | Contact Hrs. | Internel Assessment (M.M.) | End Semester Exam. (M.M.) | Total (M.M.) |
| Per Semester | Per Week |
| Paper - I | Introduction to Public Administration | 45 | 3 | 20 | 80 | 100 |
| Paper – II | Introduction to Indian Constitution | 45 | 3 | 20 | 80 | 100 |

Semester II

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PaperNo. | Title | Contact Hrs. | Internel Assessment (M.M.) | End Semester Exam. (M.M.) | Total (M.M.) |
| PerSemester | PerWeek |
| Paper – III | Administrative Theory | 45 | 3 | 20 | 80 | 100 |
| Paper – IV | State Administration in Uttar Pradesh | 45 | 3 | 20 | 80 | 100 |

Semester III

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| PaperNo. | Title | Contact Hrs. | Internel Assessment (M.M.) | End Semester Exam. (M.M.) | Total (M.M.) |
| PerSemester | PerWeek |
| Paper – V | Personnel Administration in India | 45 | 3 | 20 | 80 | 100 |
| Paper – VI | Indian Government System | 45 | 3 | 20 | 80 | 100 |

Semester IV

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| PaperNo. | Title | Contact Hrs. | Internel Assessment (M.M.) | End Semester Exam. (M.M.) | Total (M.M.) |
| PerSemester | PerWeek |
| Paper – VII | Comparative Public Administration | 45 | 3 | 20 | 80 | 100 |
| Paper – VIII | Development Administration | 45 | 3 | 20 | 80 | 100 |

Semester V

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| PaperNo. | Title | Contact Hrs. | Internel Assessment (M.M.) | End Semester Exam. (M.M.) | Total (M.M.) |
| PerSemester | PerWeek |
| Paper – IX | Financial Administration | 45 | 3 | 20 | 80 | 100 |
| Paper – X | Social Welfare Administration | 45 | 3 | 20 | 80 | 100 |
| Paper – XI | Administrative Thinkers | 45 | 3 | 20 | 80 | 100 |

Semester VI

|  |  |  |  |  |  |
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| PaperNo. | Title | Contact Hrs. | Internel Assessment (M.M.) | End Semester Exam. (M.M.) | Total (M.M.) |
| PerSemester | PerWeek |
| Paper – XII | Introduction to Public Policy | 45 | 3 | 20 | 80 | 100 |
| Paper – XIII | Police Administration | 45 | 3 | 20 | 80 | 100 |
| Paper – XIV | Indian Political Thinkers | 45 | 3 | 20 | 80 | 100 |

B.A. Public Administration (Pass Course)

SEMESTER – I

Paper – I: Introduction to Public Administration Contact Hrs: 45

Unit - I

* Meaning, Nature, Scope and Significance of Pub. Admn.
* Ecology of Admn.–Social, Political, Economic and Cultural
* Public and Private Administration

Unit – II

* Evolution of Public administration as a Discipline
* New Public Administration
* New Public Management
* New Public Service

Unit – III

* Hierarchy & Unity of Command
* Span of Control
* Centralization and Decentralization
* Delegation

Unit – IV

* Supervision
* Authority and Responsibility
* Control
* Co-ordination

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 Administration |
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|  | B.L. Fadia | : | Public Administration |

Paper – II: Introduction to Indian Constitution Contact Hrs: 45

Unit – I: Constitutional Development

* Regulating Act, 1773
* Pitts India Act, 1784
* Govt. of India Act 1909, 1919 & 1935
* Indian Independence Act, 1947

Unit – II: Basics of the Constitution

* The making of the Constitution
* Salient features of the Constitution
* The Preamble of the Constitution
* Nature of the Federal System

Unit – III: Rights and Responsibilities

* Fundamental Rights
* Fundamental Duties
* Directive Principles of State Policy
* Procedure of Constitution Amendment

Unit – IV: Union-State Relations

* Legislative Relations
* Administrative Relations
* Financial Relations
* Inter-State Relations

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Kashyap, S. | : | Constitution of India |
|  | Kashyap, S. | : | Our Parliament |
|  | Basu, D.D. | : | Introduction to Indian Constitution |
|  | Sharma, B.K. | : | Introduction to Indian Constitution |
|  | Syed, S.M. | : | Indian Political System |
|  | Johari, J.C. | : | The Constitution of India |
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SEMESTER – II

Paper – III: Administrative Theory & Behaviour Contact Hrs: 45

Unit – I: Approaches to study of Public Administration

* Ecological Approach
* Structural-Functional Approach
* Public-choice Approach
* The Critical Theory Perspective

Unit – II: Administrative Behaviour

* Decision Making
* Communication
* Leadership

Unit – III: Salient Features of Theories of Organization

* Classical Theory
* Human Relations Theory
* Behavioural Theory

Unit – IV: Salient Features of Motivational Theories

* Salient Features of Motivation
* Salient Features of Need Hierarchy Theory
* Salient Features of Two Factor Theory
* Salient Features of ‘X’ & ‘Y’ Theory

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Maheshwari, S.R. | : | Public Administration |
|  | Sharma, M.P. & Sadana | : | Public Administration |
|  | Dixit, Manoj et. al | : | Public Administration |
|  | Sahni, Pradeep et.al | : | Administrative Theory |
|  | Basu, Rumaki | : | Public Administration |
|  | Bhattacharya, Mohit | : | New Horizons of Public Administration |
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Paper – IV: State Administration in Uttar Pradesh Contact Hrs: 45

Unit – I: U.P. Secretariat

* Origin & Development
* Organisational Structure and Functions
* Working Procedure
* Chief Secretary: Functions & Role

Unit – II: Public Services & Recruitment Agencies in U.P.

* Provincial Civil Service (PCS) & Subordinate Service
* UPPSC & UPSSSC
* UP Higher Education Service Commission
* UP Secondary Education Service Selection Board

Unit – III: Government Department in U.P.

* Department of Personnel
* Department of Home
* Department of Finance
* Department of Education
* Department of Health

Unit – IV: Divisional & District Administration in U.P.

* Divisional Commissioner
* Board of Revenue
* District Magistrate
* CDO, BDO & VDO

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Maheshwari, S.R. | : | Local Government |
|  | Singh, Hoshiyar | : | Local Government |
|  | Sharma, M.P. | : | Local Government |
|  | Barthwal, C.P. | : | Understanding Local Government |
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|  | Official Websites of UP Government |  |  |

SEMESTER – III

Paper – V: Public Administration in India Contact Hrs: 45

Unit – I: Evolutionary Features of Indian Administration

* Mauryan Administration
* Mughal Administration
* British Administration
* British Legacies to Indian Administration

Unit – II: Central Administration: Organisation & Functions

* Central Secretariat
* Cabinet Secretariat
* Cabinet Secretary
* Prime Minister’s Office

Unit – III: Public Services & Recruitment Agencies

* All-India Services (IAS, IPS & IFS)
* Central Services
* UPSC
* SSC & Railway Recruitment Board

Unit – IV: Control Over Administration

* Legislative Control
* Executive Control
* Judicial Control
* Lokpal & Lokayukta

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Bhattacharya, Mohit | : | Indian Administration |
|  | Singh, Hoshiyar | : | Idea & Issues in Indian Administration |
|  | Maheshwari, S.R. | : | Indian Administration |
|  | Fadia, B.L. & Fadia, Kuldeep | : | Public Administration in India |
|  | Arora, R.K. & Goel, Rajani | : | Indian Public Administration |
|  | Rathod, P.B. | : | Indian Administration: Dynamics and Dimensions |
|  | Sharma, P.D. and Sharma, B.M. | : | Indian Administration |
|  | Basu, Rumki | : | Public Administration |
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Paper – VI: Indian Government System Contact Hrs: 45

Unit – I: The Legislature: Composition & Functions

* The Lok Sabha
* The Rajya Sabha
* The Vidhan Sabha
* The Vidhan Parishad

Unit – II: The Central Government: Powers and Functions

* The President
* The Prime Minister
* The Council of Ministers
* The Comptroller & Auditor General of India

Unit – III: The State Government: Powers and Functions

* The Governor
* The Chief Minister
* The Council of Ministers
* The Governor-Chief Minister Relationship

Unit – IV: Local Government: Features, Powers & Functions

* Features of 73rd Constitutional Amendment
* Features of 74th Constitutional Amendment
* Panchayati Raj Institutions/ Rural Local Government
* Municipalities/ Urban Local Government

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Kashyap, S. | : | Our Constitution |
|  | Kashyap, S. | : | Our Parliament |
|  | Basu, D.D. | : | Introduction to the Constitution of India |
|  | Sharma, B.K. | : | Introduction to the Constitution of India |
|  | Syed, S.M. | : | Indian Political System |
|  | Johari, J.C. | : | The Indian Constitution |
|  | Chakrabarty, Bidyut & Pandey, Rajendra Kumar | : | Indian Government and Politics |
|  | Rathod, P.B. | : | Indian Administration: Dynamics and Dimensions |
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SEMESTER – IV

Paper – VII: Comparative Public Administration Contact Hrs: 45

Unit – I: Comparative Public Administration

* Meaning, Characteristics and Scope
* Significance of CPA
* Factors Contributing to the Emergence of CPA
* Formation of Comparative Administrative Group

Unit – II: Approaches & Models

* Institutional
* Bureaucratic
* Structural-Functional
* Ecological (Prismatic-Sala Model)

Unit – III: Political & Administrative System (Salient Features)

* Great Britain
* United States of America

Unit – IV: Political & Administrative System (Salient Features)

* France
* China

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Arora, R.K. | : | Comparative Public Administration |
|  | Chaturvedi, T.N. | : | Comparative Public Administration |
|  | Chatterjee, S.K. | : | Development Administration |
|  | Sapru, R.K. | : | Development Administration |
|  | Sharma, S.K. | : | Development Administration in India |
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Paper – VIII: Development Administration Contact Hrs: 45

Unit – I: Development Administration

* Meaning, Characteristics, Purposes, Scope
* Functions & Problems
* Traditional Pub. Admn. & Development Admn.

Unit – II: Aspects of Development

* Sustainable Development
* Riggs views on Development Administration
* Bureaucracy & Development
* Citizen’s Participation in development

Unit – III: Development Programmes in India

* Major Rural Development Programmes
* Major Urban Development Programmes

Unit – IV: Commissions for Administrative Reforms in India

* Administrative Reforms Commission – I & II
* Commissions on Centre-State Relations (Sarkaria Commission & Punchhi Commission)

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Arora, R.K. | : | Comparative Public Administration |
|  | Chaturvedi, T.N. | : | Comparative Public Administration |
|  | Chatterjee, S.K. | : | Development Administration |
|  | Sapru, R.K. | : | Development Administration |
|  | Sharma, S.K. | : | Development Administration in India |
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SEMESTER – V

Paper – IX: Financial Administration Contact Hrs: 45

Unit – I: Financial Administration

* Meaning, Scope & Significance
* Planning and Planning Machinery – NITI Aayog
* Finance Commission

Unit – II: Budget

* Meaning and Principles
* Budgetary Process – Preparation, Enactment & Execution

Unit – III: Types & Techniques of Budget

* Line Item Budget
* Performance Budget
* Zero Base Budget (ZBB)
* Gender Budgeting

Unit – IV: Public Finance

* Public Revenue
* Public Expenditure
* Public Debt

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Goel, S.L. | : | Public Financial Administration |
|  | xkSre] ih0,u0 | : | Hkkjrh; foRr iz”kklu ,oa izcU/ku |
|  | Mahajan, Sanjeev Kumar and Mahajan, Aupama 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 |
|  | Kulshrestha, R.S. | : | Financial Management |

Paper – X: Social Welfare Administration Contact Hrs: 45

Unit – I: Social Welfare Administration

* Meaning, Features & Significance
* Evolution of Social Welfare Administration
* Concept of Welfare State
* Social Change & Social Justice

Unit – II: Social Welfare Administration at Union Level

* Ministry of Social Justice & Empowerment – Structure & Functions
* Ministry of Women and Child Development – Structure & Functions
* Central Social Welfare Board (CSWB)
* National Human Rights Commission

Unit – III: Social Welfare Administration at State & District Levels

* Department of Social Welfare – Structure & Functions
* Department of Women & Child Development – Structure & Functions
* State Social Welfare Advisory Board (SSWAB)
* Major Welfare Programmes & Schemes

Unit – IV: Voluntary Groups

* Voluntary Groups/ NGOs – Meaning, Objectives, Features, Working & Problems
* Civil Society – Concept, Features, Components, Working & Problems
* Self Help Group

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Chaudhary, D.P. | : | A Hand Book of Social Welfare |
|  | Mukherjee, Radhakamal | : | Social Welfare Administration |
|  | Sachdeva, D.R. | : | Social Welfare Administration |
|  | Chandra, Sushil | : | Social Work in Uttar Pradesh |
|  | Shukla, K.S. | : | Social Welfare Administration in India |
|  | Annual Reports | : | Annual Reports of Ministry of Social Justice & Empowerment, Govt. of India |
|  | Goel, S.L. | : | Social Welfare Administration |
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Paper – XI: Administrative Thinkers Contact Hrs: 45

Unit – I:

* Woodrow Wilson
* Henri Fayol
* Luther Gulick & L. Urwick

Unit – II:

* F.W. Taylor
* Max Weber
* M.P. Follet

Unit – III:

* Chester I. Barnard
* Herbert Simon

Unit – IV:

* Rensis Lickert
* Peter Drucker

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Prasad, D. Ravindra & Prasad, V.S. | : | Administrative Thinker |
|  | Maheshwari, S.R. | : | Administrative Thinker |
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SEMESTER – VI

Paper – XII: Introduction to Public Policy Contact Hrs: 45

Unit – I: Introduction

* Meaning, Nature, Scope, Significance of Public Policy
* Types of Public Policy
* Policy Cycle

Unit – II: Need and Policy Formulation

* Meaning and Significance of Policy Formulation
* Legislature and Policy Formulation
* Executive and Policy Formulation
* Judiciary and Policy Formulation

Unit – III: Need and Policy Implementation

* Meaning and Significance of Policy Implementation
* Legislature and Policy Implementation
* Executive and Policy Implementation
* Judiciary and Policy Implementation

Unit – IV: Policy Monitoring & Evaluation

* Meaning and Significance of Policy Monitoring
* Meaning and Significance of Policy Evaluation
* Techniques of Policy Evaluation: Social Cost Benefit Analysis; Input-Output Analysis

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Anderson, James E. | : | Public Policy making, Praeger, New York, 1975 |
|  | Dror, Y. | : | Public Policy Making Re-examined, Chancellor, Pennsylvnia, 1968 |
|  | Sahani, P. | : | Public Policy Conceptual Dimensions, Kitab Mahal, Allahabad, 1987 |
|  | Saigal, Krishna | : | Public Policy Making in India: An Approach to Optimisation, Vikas, New Delhi, 1983 |
|  | Madan, K.D. et. al | : | Public Policy Making in Government; Publication Division, Ministry of Information and Broadcasting, New Delhi, 1982 |
|  | Bertcih, Garg, K. Robert P. Clark and David M. Wood | : | Comparing Political System: Power and Policy in Three Worlds, Macmillan, New York, 1986 |
|  | Sapru, R.K. | : | Public Policy Formulation, Implementation and Evaluation; Sterling, New Delhi, 2006 |
|  | UNDP/ WHO/ HDI Websites |  |  |

Paper – XIII: Police Administration in India Contact Hrs: 45

Unit – I: Police Administration

* Meaning, Scope & Significance
* Evolution of Police Administration
* Police Reforms since Independence

Unit – II: Police Administration in U.P.

* Evolution of Police Administration in U.P.
* Organisation & Functions
* District Megistrate and Law & Order
* Police Administration: Problems & Challenges

Unit – III: Emerging Issues in Police Administration

* E-Governance in Police
* Citizens’ Charter & Police
* Right to Information & Police

Unit – IV: Community Policing

* Human Rights & Police
* Gender Sensitization
* Police-Media Relationship
* Police-Public Relationship

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Singhri, G.C. | : | National Planning and Police |
|  | Verma , Arvind | : | The Indian Police |
|  | Pathak, A.K. | : | UP Police Regulation |
|  | Arun, Sri Ram | : | UP Police Ka Udbhav Evam Vikas thatha PAC ka Itihas |
|  | Bhardwaj, R.K. | : | Indian Police Administration |
|  | Chauhan, S.S. | : | Work Environment and Job Satisfaction among Police Officials |
|  | Police Commission Report |  |  |
|  | Websites: |  | uppolice.gov.in |

Paper – XIV: Indian Political Thinkers Contact Hrs: 45

Unit – I:

* Kautilya
* M.K. Gandhi

Unit – II:

* Pt. Jawahar Lal Nehru
* Dr. B.R. Ambedkar
* Sardr Vallabh Bhai Patel

Unit – III:

* Dr. Ram Manohar Lohiya
* Acharya Narendra Deo

Unit – IV:

* M.N. Roy
* Jai Prakash Narayan

Books Recommended:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Sharma, Luxmi | : | Indian Political Thought |
|  | Chaturvedi, Abha | : | Bhartiya Rajneetik Vicharak |
|  | Chakrabarty, Bidyut & Pandey, Rajendra Kumar | : | Modern Indian Political Thought |
|  | Mohammad, Taj | : | Ambedkar on Social Justice |
|  | Gauba, O.P. | : | Indian Political Thought |
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