

# DEPARTMENT OF PUBLIC ADMINISTRATION

## SYLLABUS PLAN

Session: 2017-18

BA-1<sup>st</sup> (Semester-1<sup>st</sup>)

### **PAPER: ADMINISTRATIVE THEORY**

<b>Month</b>	<b>Topic</b>
July	<ul style="list-style-type: none"><li>▪ Meaning, Nature, Scope and Significance of Public Administration.</li><li>▪ Public Administration and Private Administration.</li></ul>
August	<ul style="list-style-type: none"><li>▪ Relationship of Public Administration with Political Science, Economics, Sociology and History.</li><li>▪ New Public Administration, New Public Management and Good Governance: Meaning and Features.</li></ul>
September	<ul style="list-style-type: none"><li>▪ Organization: Meaning, Bases and Types.</li><li>▪ Chief Executive, Line, Staff and Auxiliary Agencies.</li></ul>
October	<ul style="list-style-type: none"><li>▪ Principles of organization: Hierarchy, Unity of Command, Span of Control.</li><li>▪ Principles of organization: Centralization and Decentralization, Leadership, Coordination, Communication.</li></ul>
November	<ul style="list-style-type: none"><li>▪ Legislative, Judicial and Citizen's Control over Administration.</li><li>▪ Delegated Legislation: Meaning, Reasons for its growth, Merits, Demerits and Safeguards.</li></ul>
December	<ul style="list-style-type: none"><li>▪ Remedial Classes.</li><li>▪ Final Examination.</li></ul>

# DEPARTMENT OF PUBLIC ADMINISTRATION

## SYLLABUS PLAN

Session: 2017-18

BA-1<sup>st</sup> (Semester- 2<sup>nd</sup>)

### **PAPER: INDIAN ADMINISTRATION**

<b>Month</b>	<b>Topic</b>
January	<ul style="list-style-type: none"><li>▪ Features of Indian Administration, Federalism, Legislative and Administrative Relations between the Union and the States.</li><li>▪ Union Executive: The President, The Prime Minister and the Council of Ministers.</li></ul>
February	<ul style="list-style-type: none"><li>▪ Cabinet Secretariat, Central Secretariat.</li><li>▪ Parliamentary Democracy: Lok Shaba &amp; Rajya Sabha.</li></ul>
March	<ul style="list-style-type: none"><li>▪ Supreme Court: Organization and Functions, National Human Rights Commission: Composition and Functions.</li><li>▪ State Executive: The Governor, The Chief Minister, State Council of Ministers.</li><li>▪ The Chief Secretary, State Secretariat.</li></ul>
April	<ul style="list-style-type: none"><li>▪ State Legislature: Composition and Functions.</li><li>▪ High Court: Organization and Functions.</li><li>▪ Right to Information Act, 2005 &amp; Punjab Right to Service Act, 2011: Main Features.</li></ul>
May	<ul style="list-style-type: none"><li>▪ Remedial Classes.</li><li>▪ Final Examination.</li></ul>

# DEPARTMENT OF PUBLIC ADMINISTRATION

## SYLLABUS PLAN

Session: 2017-18

BA-2<sup>nd</sup> (Semester- 3<sup>rd</sup>)

### **PAPER: PERSONNEL ADMINISTRATION IN INDIA**

<b>Month</b>	<b>Topic</b>
July	<ul style="list-style-type: none"><li>▪ Personnel Administration: Meaning, Nature, Scope and Significance.</li><li>▪ Civil Services in India: Meaning, Features &amp; Role.</li></ul>
August	<ul style="list-style-type: none"><li>▪ Classification: Meaning, Advantages and Disadvantages.</li><li>▪ Classification of Civil Services in India.</li></ul>
September	<ul style="list-style-type: none"><li>▪ Recruitment: Meaning, Types and Recruitment System of Civil Services in India.</li><li>▪ Union Public Service Commission &amp; State Public Service Commission: Composition and Functions.</li></ul>
October	<ul style="list-style-type: none"><li>▪ Training: Meaning, Types; Training System of Civil Services in India.</li><li>▪ Promotion: Meaning and Principles.</li></ul>
November	<ul style="list-style-type: none"><li>▪ Employer-Employee Relations: Right to Association, Right to Strike, Whitleyism in India, Conduct and Discipline.</li><li>▪ Corruption: Causes and remedies.</li></ul>
December	<ul style="list-style-type: none"><li>▪ Remedial Classes.</li><li>▪ Final Examination.</li></ul>

# DEPARTMENT OF PUBLIC ADMINISTRATION

## SYLLABUS PLAN

Session: 2017-18

BA-2<sup>nd</sup> (Semester- 4<sup>th</sup>)

### **PAPER: FINANCIAL ADMINISTRATION IN INDIA**

<b>Month</b>	<b>Topic</b>
January	<ul style="list-style-type: none"><li>▪ Meaning and Significance of Financial Administration.</li><li>▪ Budget: Meaning &amp; Principles of Budget Making</li><li>▪ Types of Budgets: Traditional, Performance and Zero-Base Budgeting</li></ul>
February	<ul style="list-style-type: none"><li>▪ Budgeting Process in India: Preparation, Enactment and Execution of the Budget.</li><li>▪ Financial Relations between the Union and the States.</li></ul>
March	<ul style="list-style-type: none"><li>▪ GST Council: Composition and Functions.</li><li>▪ Finance Commission: Composition &amp; Functions.</li></ul>
April	<ul style="list-style-type: none"><li>▪ Union Ministry of Finance: Organisation, Role and Functions.</li><li>▪ Parliamentary Control over Finance.</li><li>▪ Comptroller and Auditor-General of India: Role and Functions.</li></ul>
May	<ul style="list-style-type: none"><li>▪ Remedial Classes.</li><li>▪ Final Examination.</li></ul>

# DEPARTMENT OF PUBLIC ADMINISTRATION

## SYLLABUS PLAN

Session: 2017-18

BA-3<sup>rd</sup> (Semester-5<sup>th</sup>)

### **PAPER: LOCAL GOVERNMENT IN INDIA (WITH SPECIAL REFERENCE TO PUNJAB)**

<b>Month</b>	<b>Topic</b>
July	<ul style="list-style-type: none"><li>▪ Local Government: Meaning and Significance.</li><li>▪ Evolution of Local Government in India since 1882.</li><li>▪ Panchayati Raj: Concept and Significance. The 73rd Constitutional Amendment Act, 1992.</li></ul>
August	<ul style="list-style-type: none"><li>▪ Gram Sabha, Gram Panchayat, Panchayat Samiti and Zila Parishad: Composition, Functions, Sources of Finance.</li><li>▪ Deputy Commissioner: Appointment, Functions and Role in Local Government.</li></ul>
September	<ul style="list-style-type: none"><li>▪ Panchayat Secretary and Block Development &amp; Panchayat Officer (B.D.P.O).</li><li>▪ Urbanization- Meaning and Concept; Problems of Urbanization in Punjab.</li><li>▪ The 74th Constitutional Amendment, 1992.</li></ul>
October	<ul style="list-style-type: none"><li>▪ Municipal Council: Structure, Functions, Sources of Finance, President and Executive Officer.</li><li>▪ Municipal Corporation: Structure, Functions, Sources of Finance, Mayor and Commissioner.</li></ul>
November	<ul style="list-style-type: none"><li>▪ State Control over local bodies.</li><li>▪ State Finance Commission: Composition and Functions.</li><li>▪ District Planning Committee.</li></ul>
December	<ul style="list-style-type: none"><li>▪ Remedial Classes.</li><li>▪ Final Examination.</li></ul>

# DEPARTMENT OF PUBLIC ADMINISTRATION

## SYLLABUS PLAN

Session: 2017-18

BA-3<sup>rd</sup> (Semester-6<sup>th</sup>)

### **PAPER: DEVELOPMENT ADMINISTRATION IN INDIA (WITH SPECIAL REFERENCE TO PUNJAB)**

<b>Month</b>	<b>Topic</b>
January	<ul style="list-style-type: none"><li>▪ Development Administration: Meaning, Nature, Scope &amp; Significance.</li><li>▪ Features of Developed &amp; Developing Countries.</li><li>▪ Comparative Public Administration: Meaning, Nature and Scope.</li></ul>
February	<ul style="list-style-type: none"><li>▪ Planning in India: Meaning &amp; Objectives.</li><li>▪ Planning Machinery: Niti Ayog, National Development Council, and State Planning Board.</li></ul>
March	<ul style="list-style-type: none"><li>▪ Public Enterprise: Meaning &amp; Forms (Department, Public Corporation &amp; Government Company).</li><li>▪ Parliamentary Control over Public Enterprises.</li><li>▪ India as a Welfare and Socialist State.</li></ul>
April	<ul style="list-style-type: none"><li>▪ Welfare of Scheduled Castes &amp; Backward Classes in Punjab.</li><li>▪ Central Social Advisory Welfare Board and State Social Welfare Advisory Board of Punjab.</li><li>▪ Punjab State Women Commission: Composition and Functions.</li></ul>
May	<ul style="list-style-type: none"><li>▪ Remedial Classes.</li><li>▪ Final Examination.</li></ul>