

DEPARTMENT OF PUBLIC ADMINISTRATION

SYLLABUS PLAN

Session: 2019-20

BA-1st (Semester-1st)

PAPER: ADMINISTRATIVE THEORY

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

DEPARTMENT OF PUBLIC ADMINISTRATION

SYLLABUS PLAN

Session: 2019-20

BA-1st (Semester- 2nd)

PAPER: INDIAN ADMINISTRATION

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

DEPARTMENT OF PUBLIC ADMINISTRATION

SYLLABUS PLAN

Session: 2019-20

BA-2nd (Semester- 3rd)

PAPER: PERSONNEL ADMINISTRATION IN INDIA

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

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SYLLABUS PLAN

Session: 2019-20

BA-2nd (Semester- 4th)

PAPER: FINANCIAL ADMINISTRATION IN INDIA

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

DEPARTMENT OF PUBLIC ADMINISTRATION

SYLLABUS PLAN

Session: 2019-20

BA-3rd (Semester-5th)

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

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

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SYLLABUS PLAN

Session: 2019-20

BA-3rd (Semester-6th)

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

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