

# **SAURASHTRA UNIVERSITY**

**RAJKOT**

**Re-Accredited Grade “A” by NAAC  
(CGPA 2.93)**

**SYLLABUS OF PUBLIC ADMINISTRATION**

**FOR**

**B. A.**

**SEMESTER: 1 to 2**

**PAPER: 1 to 4**

**(As per C.B.C.S. and Semester System)**

**EFFECTIVE FROM JUNE - 2019**

**Public Administration Elective Course**

**B. A. Semester - 1 : Paper - 1**

**Course Title : Principles of Public Administration - 1**

**Faculty of Arts**

**Annexure "A"**

**Course (Paper) Name and No: 1 Principles of Public Administration - 1**

**Course (Paper) Unique Code: -----**

Name of Program	Semester	Course Group Core/ Elective1 Elective2	Course/Paper Title Paper No. 1	Credit	Internal Marks	External Marks	Exam Marks (Total)
B. A.	1	Ele.1	Principles of Public Administration - 1	03	30	70	100
B. A.	1	Ele.2	Principles of Public Administration - 1	03	30	70	100

**Public Administration Elective Course**

**B. A. Semester - 1 : Paper - 1**

**Course Title : Principles of Public Administration - 1**

★ **Course Outline :**

**Unit -1 (A) : Origin and Development of Public Administration - I**

- A. From Ancient Civilization to Greece and Rome's Imperial Administrative System
- B. History of 16<sup>th</sup> to 18<sup>th</sup> Century Administrative System
- C. Beginning Wilson's Article on Public in the 19<sup>th</sup> Century
- D. Wood row Wilson's Article on Public Administration

**Unit -1 (B) : Nature and Scope of Public Administration**

- A. Definition and Characteristics of Public Administration
- B. Classics and Modern Public Administration
- C. Scope and Importance of Public Administration
- D. Relationship of Public Administration with Economics, Sociology, Political Science and other Social Sciences
- E. Public and Private Administration

**Unit -2 : Organization**

- A. Meaning, Definition and Structure of Organization
- B. Formal and Informal Organization
- C. Bases of Organization
- D. Principles of Organization

**Unit - 3 : Types of Organization**

- A. Line, Staff and Auxiliary Organizations : Their Meaning, Functions and Examples
- B. Relationship between Staff and Line Organizations

## C. Relationship between Line and Auxiliary Organization

### **Unit - 4 : The Chief Executive and Leadership**

- A. Meaning and Characteristics of the Chief Executive
- B. Functions of the Chief Executive
- C. Chief Executive's Position, and Importance in an Organization
- D. Leadership : Functions and Qualities of a Leader

#### ★ **References :**

- & L.D. white : Introduction to the Study of Public Administration.
- & E.N. Gladden : Introduction to Public Administration.
- & Willoughby : Principles of Public Administration.
- & M.P. Sharma : Theory and Practice of Public Administration.
- & Graves : Public Administration in a Democratic Society.
- & Avasthi and Maheshwari : Public Administration.
- & Prabhudatt Sharma and H. Sharma : Lok Prashasan ke Naye Kshitij (In Hindi).
- & Kirtidev D. Desai : Rajya Vahivat Parichay (In Gujarati).

**Public Administration Elective Course**

**B. A. Semester - 1 : Paper - 2**

**Course Title : Administrative System in India - 1**

**Faculty of Arts**

**Annexure "A"**

**Course (Paper) Name and No:** 2 Administrative System in India - 1

**Course (Paper) Unique Code:** -----

Name of Program	Semester	Course Group Core/ Elective1 Elective2	Course/Paper Title Paper No. 2	Credit	Internal Marks	External Marks	Exam Marks (Total)
B. A.	1	Ele.1	Administrative System in India - 1	03	30	70	100
B. A.	1	Ele.2	Administrative System in India - 1	03	30	70	100

**B.A. Public Administration Elective Course**

**Semester - I : Paper - 2**

**Course Title : Administrative System in India - 1**

★ **Course Outline :**

**Unit – 1 (A) : Origin and Development of the Administration System in India**

- A. The Maurya and Gupta Period
- B. The Muslim Period
- C. The British Period
- D. Since Independence

**Unit – 1 (B) : The Constitution of India**

- A. Meaning and Definition of a Constitution
- B. Types of Constitution : Written and Unwritten, Rigid and Flexible
- C. Features of an Ideal Constitution
- D. Salient Features of the Constitution

**Unit - 2 : Directive Principles of State Policy**

- A. It's Meaning
- B. Economics and Social Principles
- C. Administrative Principles (Foreign Policy)

**Unit - 3 : Fundamental Rights and Duties**

- A. Meaning and Importance of Rights
- B. Types of Rights
- C. Fundamental Rights Guaranteed in the Indian Constitution
- D. Fundamental Duties Mentioned in the Indian Constitution

**Unit - 4 : Federation in India**

- A. Meaning, Definition and Characteristics of a Federation
- B. Salient Features of Indian Federation

- C. Is Indian Federation a 'Quasi Federal'?
- D. Centre-State Relations since Independence

★ **References :**

- & M.P. Sharma : Government of Indian Administration.
- & Ashoka Chand : Indian Administration.
- & Watal : Parliamentary Financial Control of India.
- & M.V. Pylee : India's Constitution.
- & Sir Adward Blunt : Indian Civil Services.
- & Golwalla : Report on Administration.
- & Paul Appleby : Report on Public Administration in India.
- & N. Jayapalan : Indian Administration (Vol. I & II).

**Public Administration Elective Course**

**B. A. Semester - 2 : Paper - 3**

**Course Title : Principles of Public Administration - 2**

**Faculty of Arts**

**Annexure "A"**

**Course (Paper) Name and No: 3 Principles of Public Administration - 2**

**Course (Paper) Unique Code: -----**

Name of Program	Semester	Course Group Core/ Elective1 Elective2	Course/Paper Title Paper No. 3	Credit	Internal Marks	External Marks	Exam Marks (Total)
B. A.	2	Ele.1	Principles of Public Administration - 2	03	30	70	100
B. A.	2	Ele.2	Principles of Public Administration - 2	03	30	70	100



**Public Administration Elective Course**

**B.A. Semester - II : Paper - 3**

**Course Title : Principles of Public Administration - II**

★ **Course Outline :**

**Unit – 1 (A) : Department**

- A. Meaning and Features of Department
- B. Functions of Department
- C. Bases of Department
- D. Merits and Demerits of Various Bases of Department

**Unit – 1 (B) : Public Corporation**

- A. Origin and Development of Public Corporation
- B. Main Features of Public Corporation
- C. Difference between Department and Public Corporation
- D. Indian Public Corporation

**Unit - 2 : Co-ordination ; Administration Responsibility**

- A. Meaning of Co-ordination
- B. Main Tools for Good Co-ordination
- C. Accountability and Responsibility in Public Administration

**Unit - 3 : Personnel Administration**

- A. Recruitment - Meaning, Philosophy, Types of tests
- B. Training - Meaning, types of Training, Systems of Training
- C. Promotion - System and Government's Rules
- D. Discipline - Rules and Punishment
- E. Public Service Commission - Formation and Functions

## **Unit - 4 : Financial Administration**

- A. Budget - Meaning and Process
- B. Parliamentary Control over Budget
- C. Comptroller and Auditor

### **★ References :**

- & L.D. white : Introduction to the Study of Public Administration.
- & E.N. Gladden : Introduction to Public Administration.
- & Willoughby : Principles of Public Administration.
- & M.P. Sharma : Theory and Practice of Public Administration.
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- & Kirtidev D. Desai : Rajya Vahivat Parichay (In Gujarati).

**Public Administration Elective Course**

**B. A. Semester - 2 : Paper - 4**

**Course Title : Administrative System in India - 2**

**Faculty of Arts**

**Annexure "A"**

**Course (Paper) Name and No:** 4 Administrative System in India - 2

**Course (Paper) Unique Code:** -----

Name of Program	Semester	Course Group Core/ Elective1 Elective2	Course/Paper Title Paper No. 2	Credit	Internal Marks	External Marks	Exam Marks (Total)
B. A.	2	Ele.1	Administrative System in India - 2	03	30	70	100
B. A.	2	Ele.2	Administrative System in India - 2	03	30	70	100

**Public Administration Elective Course**

**B.A. Semester - 2 : Paper - 4**

**Course Title : Administrative System of India - 2**

★ **Course Outline :**

**Unit – 1 (A) : Administrative Structure at the Centre**

- A. President - Position, Powers and Functions
- B. Prime Minister - Position, Powers and Functions
- C. Prime Minister's Relationship with Parliament and Cabinet Secretariat
- D. Council of Ministers

**Unit – 1 (B) : Some Important Ministers at the Centre**

- A. Home Ministry - Formation and Functions
- B. Finance Ministry - Formation and Functions
- C. External Affairs Ministry - Formation and Functions
- D. Defense Ministry - Formation and Functions

**Unit - 2 : Some Important Commissions at the Centre**

- A. Planning Commission - Formation, Functions and it's Importance
- B. Election Commission - Formation Functions and it's Importance
- C. Union Public Service Commission - Formation, Functions and it's Importance

**Unit - 3: State Level Administration (Gujarat) -I**

- A. Governor
- B. Chief Minister and His Cabinet
- C. Chief Secretary
- D. Secretariat and Directorates

## **Unit - 4 : State Level Administration (Gujarat) - II**

- A. Organization of General Administration Department
- B. Gujarat Public Service Commission - Formation, Functions and it's Importance
- C. The district Collector - Powers and Functions

### **★ References :**

- & L.D. white : Introduction to the Study of Public Administration.
- & E.N. Gladden : Introduction to Public Administration.
- & Willoughby : Principles of Public Administration.
- & M.P. Sharma : Theory and Practice of Public Administration.
- & Graves : Public Administration in a Democratic Society.
- & Avasthi and Maheshwari : Public Administration.
- & Prabhudatt Sharma and H. Sharma : Lok Prashasan ke Naye Kshitij (In Hindi).
- & Kirtidev D. Desai : Rajya Vahivat Parichay (In Gujarati).

**Public Administration Elective Course**

**B.A. Semester - 1 : Paper - 1**

**Course Title : Principles of Public Administration - 1**

Unit No.	Unit Title	Credit	Marks
1	Origin and Development of Public Administration ; Nature and Scope of Public Administration	03	20
2	Organization		20
3	Types of Organization		15
4	The Chief Executive and Leadership		15
Total		03	70

**Note: 30 marks for Internal Assessment as per University Rules.**

**Public Administration Elective Course**

**B.A. Semester - 1 : Paper - 2**

**Course Title : Administrative System in India - 1**

Unit No.	Unit Title	Credit	Marks
1	Origin and Development of ... ; The Constitution of India	03	20
2	Directive Principles of State Policy		20
3	Fundamental Rights and Duties		15
4	Federation in India		15
Total			70

Note : 30 Marks for Internal Assessment as per University Rules.

**Public Administration Elective Course**

**B.A. Semester - 2 : Paper - 3**

**Course Title : Principles of Public Administration - 2**

Unit No.	Unit Title	Credit	Marks
1	Department; Public Corporation	03	20
2	Co-ordination ; Administrative Responsibility		20
3	Personnel Administration		15
4	Financial Administration		15
Total			70

Note : 30 Marks for Internal Assessment as per University Rules.

**Public Administration Elective Course**

**B. A. Semester - 2 : Paper - 4**

**Course Title : Administrative System in India - 2**

Unit No.	Unit Title	Credit	Marks
1	Administrative Structure at the Center	03	20
2	Some Important Ministries at the Centre		20
3	State Level Administration (Gujarat) - 1		15
4	State Level Administration (Gujarat) - 2		15
Total			70

**Note: 30 Marks for Internal Assessment as per University Rules.**

## મૂલ્યાંકનનું માળખું

દરેક સેમેસ્ટરમાં દરેક પેપર દીઠ ૩૦ ગુણ આંતરીક મૂલ્યાંકનના અને ૭૦ ગુણ યુનિવર્સિટી પરીક્ષાના રહેશે આંતરિક મૂલ્યાંકન અને યુનિવર્સિટીની પરીક્ષાના પ્રશ્નપત્રનું માળખું નીચે પ્રમાણે રહેશે.

### આંતરિક મૂલ્યાંકન (૩૦ ગુણ)

### યુનિવર્સિટી પરીક્ષાનું પ્રશ્નપત્ર (૭૦ ગુણ)

### (રેગ્યુલર તેમજ એક્સટર્નલ વિદ્યાર્થીઓ માટે)

પ્રશ્ન -1 : 14 ગુણ - નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).

પ્રશ્ન -2 : 14 ગુણ - નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).

પ્રશ્ન -3 : 14 ગુણ - નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).

પ્રશ્ન -4 : 14 ગુણ - નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).

પ્રશ્ન -5 : 14 ગુણ - ટૂંકનોંધ (4 માથી 2 લખવી) (1 ટૂંકનોંધ ના 7 ગુણ)

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કુલ : 70 ગુણ

(Prof. K. K. Jani)

Signature of Chairman