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: ------------------------------------------

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Semester</th>
<th>Course Group</th>
<th>Course/Paper Title</th>
<th>Paper No. 1</th>
<th>Credit</th>
<th>Internal Marks</th>
<th>External Marks</th>
<th>Exam Marks (Total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. A.</td>
<td>1</td>
<td>Ele.1</td>
<td>Principles of Public Administration - 1</td>
<td>03</td>
<td>30</td>
<td>70</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>B. A.</td>
<td>1</td>
<td>Ele.2</td>
<td>Principles of Public Administration - 1</td>
<td>03</td>
<td>30</td>
<td>70</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
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 16th to 18th Century Administrative System
C. Beginning Wilson's Article on Public in the 19th Century
D. Wood raw 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.
& Prabhdatt Sharma and H. Sharma: Lok Prashasan ke Naye Kshitij (In Hindi).
& Kirtidev D. Desai: Rajya Vahvat 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: -----------------------------------------------

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Semester</th>
<th>Course Group</th>
<th>Course/Paper Title</th>
<th>Paper No. 2</th>
<th>Credit</th>
<th>Internal Marks</th>
<th>External Marks</th>
<th>Exam Marks (Total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. A.</td>
<td>1</td>
<td>Ele.1</td>
<td>Administrative System in India - 1</td>
<td></td>
<td>03</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>B. A.</td>
<td>1</td>
<td>Ele.2</td>
<td>Administrative System in India - 1</td>
<td></td>
<td>03</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
</tbody>
</table>
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. Its 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.
   & Wattal : 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:  ---------------------------------------------------------------

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Semester</th>
<th>Course Group</th>
<th>Course/Paper Title Paper No. 3</th>
<th>Credit</th>
<th>Internal Marks</th>
<th>External Marks</th>
<th>Exam Marks (Total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. A.</td>
<td>2</td>
<td>Ele.1</td>
<td>Principles of Public Administration - 2</td>
<td>03</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>B. A.</td>
<td>2</td>
<td>Ele.2</td>
<td>Principles of Public Administration - 2</td>
<td>03</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
</tbody>
</table>
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.  
& Graves : Public Administration in a Democratic Society.  
& Avasthi and Maheshwari : Public Administration.  
& Prabhusatt 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 - 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:  --------------------------------------------

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Semester</th>
<th>Course Group</th>
<th>Course/Paper Title</th>
<th>Course/Paper Title No. 2</th>
<th>Credit</th>
<th>Internal Marks</th>
<th>External Marks</th>
<th>Exam Marks (Total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. A.</td>
<td>2</td>
<td>Ele.1</td>
<td>Administrative System in India - 2</td>
<td>03</td>
<td>30</td>
<td>70</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>B. A.</td>
<td>2</td>
<td>Ele.2</td>
<td>Administrative System in India - 2</td>
<td>03</td>
<td>30</td>
<td>70</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>
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

- Organization of General Administration Department
- Gujarat Public Service Commission - Formation, Functions and it's Importance
- 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**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Title</th>
<th>Credit</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Origin and Development of Public Administration; Nature and Scope of Public Administration</td>
<td>03</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Organization</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Types of Organization</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>The Chief Executive and Leadership</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>03</td>
<td>70</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Title</th>
<th>Credit</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Origin and Development of ... ; The Constitution of India</td>
<td>03</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Directive Principles of State Policy</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Fundamental Rights and Duties</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>Federation in India</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>

Note : 30 Marks for Internal Assessment as per University Rules.
### Course Title: Principles of Public Administration - 2

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Title</th>
<th>Credit</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Department; Public Corporation</td>
<td>03</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Co-ordination ; Administrative Responsibility</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Personnel Administration</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>Financial Administration</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>70</strong></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Title</th>
<th>Credit</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Structure at the Center</td>
<td>03</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Some Important Ministries at the Centre</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>State Level Administration (Gujarat) - 1</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>State Level Administration (Gujarat) - 2</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>70</strong></td>
</tr>
</tbody>
</table>

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

દરેક સેમેસ્ટરના હાર્દિક પેપરમાં દરેક પેપર થીક 70 ગુણાંક આંતરિક મુલયાંકનના અને 30 ગુણાંક યુનિવર્સિટી પરીક્ષાના રહેશે આંતરિક મુલયાંકન અને યુનિવર્સિટીની પરીક્ષાના પ્રશ્નપત્રનું માફિક નીચે પ્રમાણ રહેશે.

આંતરિક મુલયાંકન (70 ગુણાંક)

યુનિવર્સિટી પરીક્ષાનું પ્રશ્નપત્ર (70 ગુણાંક)

(એકસ્ટર્ન વિદ્યાર્થીઓ માટે)

પ્રશ્ન - 1 : 14 ગુણાંક - નિયંત્રણ પ્રકારનો ફાળો પ્રશ્ન (આંતરિક વિકટલા આપવો).

પ્રશ્ન - 2 : 14 ગુણાંક - નિયંત્રણ પ્રકારનો ફાળો પ્રશ્ન (આંતરિક વિકટલા આપવો).

પ્રશ્ન - 3 : 14 ગુણાંક - નિયંત્રણ પ્રકારનો ફાળો પ્રશ્ન (આંતરિક વિકટલા આપવો).

પ્રશ્ન - 4 : 14 ગુણાંક - નિયંત્રણ પ્રકારનો ફાળો પ્રશ્ન (આંતરિક વિકટલા આપવો).

પ્રશ્ન - 5 : 14 ગુણાંક - ટંકનીંચ (4 માથી 2 વાપરી) (1 ટંકનીંચ ના 7 ગુણાંક)

સૂચના : 70 ગુણાંક

(Prof. K. K. Jani)

Signature of Chairman