



**NATIONAL EDUCATION POLICY-2020  
COMMON MINIMUM SYLLABUS FOR ALL U.P.  
STATE UNIVERSITIES**

**B.A. (PUBLIC ADMINISTRATION)**

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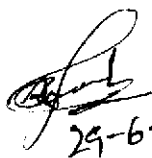


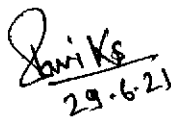
**NATIONAL EDUCATION POLICY-2020**  
**COMMON MINIMUM SYLLABUS FOR ALL U.P. STATE UNIVERSITIES**  
**B.A. SYLLABUS**  
**SUBJECT: PUBLIC ADMINISTRATION**

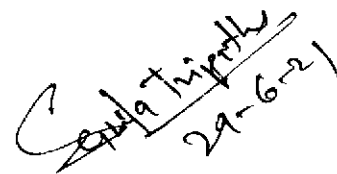
NAME	DESIGNATION	AFFILIATION
<b>STEERING COMMITTEE</b>		
Mrs. Monika S. Garg (I.A.S) Chairperson Steering Committee	Additional Chief Secretary	Dept. of Higher Education U.P. Lucknow
Prof. Poonam Tandan	Professor, Dept. of Physics	Lucknow University, U.P.
Prof. Hare Krishna	Professor, Dept. of Statistics	CCS University Meerut, U.P.
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<b>Supervisory Committee- Arts and Humanities Stream</b>		
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Dr. Shweta Pandey	Assistant Professor	Bundelkhand University, Jhansi

**Syllabus Developed by:**

S. No	Name	Designation	Department	College/ University
1-	Professor Nandlal Bharti	Professor	Public Administration	University of Lucknow, LKO
2-	Dr. Sunita Tripathi	Associate Professor	Public Administration	Siddharth University, Kapilvastu, Siddharthnagar
3-	Dr. Ravi Kant Shukla	Assistant Professor	Public Administration	Siddharth University, Kapilvastu, Siddharthnagar

  
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**Department of Higher Education  
U.P. Government, Lucknow**

**National education Policy-2020  
Common Minimum Syllabus for all U.P. State Universities  
B.A. (Public Administration)**

Year	Sem.	Course Code	Paper Title	Theory/Practical	Credits
1	I	A280101T	Introduction to Public Administration	Theory	6
1	II	A280201T	Introduction to Indian Constitution	Theory	6
2	III	A280301T	Administrative Theory	Theory	6
2	IV	A280401T	Public Administration in India	Theory	6
3	V	A280501T	Administrative thinkers	Theory	5
3	V	A280502T	Indian Government System	Theory	5
3	V	A280503P	Study of local Government & Report Writing	Project	3
3	VI	A280601T	Personnel Administration in India	Theory	5
3	VI	A280602T	Financial Administration	Theory	5
3	VI	A280603P	Project Report	Project	3

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**Subject: Public Administration**

Year	Semester	Paper: I	Credit	Paper: II	Credit	Paper: III	Credit	Research Project	Credit	Total
1st	I	Introduction to Public Administration	6							6
	II	Introduction to Indian Constitution	6							6
2nd	III	Administrative Theory	6							6
	IV	Public Administration in India	6							6
3rd	V	Administrative thinkers	5	Indian Government System	5	Study of local Government & Report Writing	3			13
	VI	Personal Administration in India	5	Financial Administration	5			Project Report	3	13

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## B.A in Public Administration

### **Program Outcomes (POs):**

This course Provides the basic ideas and concepts of Public Administration, through this programme. The programme will make the students more confident and will enable them to pursue their choice which may include teaching, research, public services, executive work in the corporate and voluntary sectors. The Student is expected to imbue following qualities which will help them in their life to achieve goals:

- Provides students with learning experiences that develop broad knowledge and understanding of key concepts of Public Administration and equip them with advanced knowledge and understanding for analyzing and performing the tasks concerning public affairs and public policy;
- Nurture ability among students to apply the acquired knowledge and skills to find solutions to specific theoretical and applied problems in public administration settings;
- Develop abilities in students to come out with innovative prescriptions/solutions for the benefits of society, by diligence, leadership, team work and lifelong learning;
- Provide students with skills that enable them to get employment in public, private and non-government sectors; pursue higher studies or research assignments.



*Navika*  
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*Sumita Tripathi*  
29-6-21

## B.A. First Year: Certificate In Public Administration

### Program Specific Outcomes (PSOs):

At the end of Program following outcomes are expected from students:

- Learn about the fundamental aspects of Public Administration.
- Learn about the historical development of Indian Constitution.
- Learn about the discipline of Public Administration as a multidisciplinary field of study covering arts, science and management.
- May have capabilities to start earning by enhancing their skills in the field of Administration, Private and non- government sector.

Year	Sem.	Course Code	Paper Title	Credits	Total No. of Lecture
1	I	A280101T	Introduction to Public Administration (Theory)	6	90
	II	A280101T	Introduction To Indian Constitution	6	90

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Programme/Class: Certificate BA		Year: First	Semester: First
Subject: Public Administration			
Course Code: A280101T		Course Title: Introduction to Public Administration	
<b>Course Outcomes:</b> This course is designed with the objective to develop and understanding among the students about the evolution and growth of the discipline of public administration. The students of this course will also be able to learn about the basic principles of public administration and various approaches to study this discipline. The course also intends to impart theoretical knowledge of all basic concepts relating to the public organizations and the impact of contemporary conditions on those organizations. It is expected that the course will help the learners in developing both theoretical and practical understanding of dynamics of public organizations exists around them.			
Credits: 6		Core Compulsory	
Max. Marks: 100 (75+25)		Min. Passing Marks : 33	
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	
I	• Meaning, Nature, Scope and Significance of Pub. Admn.	10	
II	• Ecology of Admn.- Social, Political, Economic and Cultural • Public and Private Administration	13	
III	• Evolution of Public Administration as a Discipline	12	
IV	• New Public Administration • New Public Management • Globalization and Public Administration	10	
V	• Hierarchy & Unity of Command • Span of Control • Centralization and Decentralization • Delegation	10	
VI	• Supervision • Authority and Responsibility • Control • Co-ordination	10	
VII	• Chief Executive: Meaning, Types, Functions and Role	12	
VIII	• Line, Staff and Auxiliary Agencies	13	
<b>Suggested Readings:</b> <ol style="list-style-type: none"> <li>कटारिया, सुरेन्द्र : लोक प्रशासन</li> <li>अवस्थी - माहेश्वरी : लोक प्रशासन</li> <li>फाड़िया, बी. एल.: लोक प्रशासन</li> <li>Maheshwari, S.R. : Public Administration</li> <li>Sharma &amp; Sadana: Public Administration</li> <li>Sahni, Pradeep et al: Administrative Theory</li> <li>Basu, Rumaki: Public Administration</li> <li>Bhattacharya, Mohit: New Horizons of Public Admn.</li> <li>Bhambri, C.P. (2010) Public Administration Theory and Practice (21st Edition). Educational Publishers: Meerut</li> <li>Bhattacharya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi</li> <li>Bhattacharya, Mohit (2000) Public Administration. World Press: Calcutta</li> </ol>			

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	<p>12. Bhattacharya, Mohit (2012)Public Administration: Issues And perspective. Jawahar Publishers and Distributors: New Delhi</p> <p>13. Chakrabarty,Bidyut and Chand, Prakash (2012) Public Administration in a Globalizing World: Theories and Practice. Sage: New Delhi</p> <p>14. Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not Steering (4th Edition). Routledge: New York</p> <p>15. Drucker,Peter F (1993)Management: Tasks, responsibilities, Practices. Harper Collins: New York</p> <p>16. Drucker,Peter F (2008) The Essential Drucker. Harper Collins:New York</p> <p>Suggestive digital platforms web links-IGNOU &amp; other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad</p>	
	This course can be opted as Compulsory Subject	
	<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> <li>• Seminar/ Assignment on any topic of the above syllabus.</li> <li>• Test with multiple choice questions/short and long answer questions.</li> <li>• Research Orientation of the student.</li> <li>• Quiz</li> </ul>	
	Course prerequisites: To study this course, a student must have passed class 12th	
	<p>Suggested equivalent online courses:</p> <p>Further Suggestions: For Course Contents Visit:</p> <p><a href="https://www.iipa.org.in">https:// www.iipa.org.in</a></p> <p><a href="https://en.m.wikipedia.org/wiki">https://en.m.wikipedia.org&gt;wiki</a></p> <p><a href="https://Publicadministrationtheone.blogspot.com">https:// Publicadministrationtheone.blogspot.com</a></p> <p><a href="https://Journals.sagepub.com&gt;lpa">https://Journals.sagepub.com&gt;lpa</a></p> <p><a href="https://legalaffairs.gov.in">https://legalaffairs.gov.in</a></p>	

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Programme/Class:Certificate BA		Year:First	Semester:Second
Subject: Public Administration			
Course Code: A280201T		Course Title: Introduction to Indian Constitution	
<b>Course Outcomes:</b> This course is designed with the objective to develop and understanding among the students about the Indian Constitution and will provide them the glimpse of the constitutional history, the philosophy and main features of the constitution along with the machinery of public governance as provided in the constitution.			
Credits:6		Core Compulsory	
Max. Marks: 100 (75+25)		Min. Passing Marks :33	
Total No. of Lectures- Practical (In hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	
I	Constitutional Development <ul style="list-style-type: none"> <li>Regulating Act, 1773</li> <li>Pitts India Act, 1784</li> <li>Govt. of India Act, 1909, 1919 &amp; 1935</li> <li>Indian Independence Act, 1947</li> </ul>	10	
II	Basics of the Constitution <ul style="list-style-type: none"> <li>The making of the Constitution</li> <li>Salient features of the Constitution</li> <li>The Preamble of the Constitution</li> </ul>	12	
III	<ul style="list-style-type: none"> <li>Nature of the federal System</li> </ul>	8	
IV	<ul style="list-style-type: none"> <li>Fundamental Rights</li> </ul>	10	
V	<ul style="list-style-type: none"> <li>Fundamental Duties</li> </ul>	8	
VI	<ul style="list-style-type: none"> <li>Directive Principles of State Policy</li> </ul>	12	
VII	<ul style="list-style-type: none"> <li>Procedure of Constitution Amendment</li> </ul>	12	
VIII	Union-State Relations <ul style="list-style-type: none"> <li>Legislative Relations</li> <li>Administrative Relations</li> <li>Financial Relations</li> <li>Inter-State Relations</li> </ul>	18	
	<b>Books Recommended:</b> <ol style="list-style-type: none"> <li>Kashyap, S. :Constitution of India</li> <li>Kashyap, S. :Our Parliament</li> <li>Basu, D.D. :Introduction to Indian Constitution</li> <li>Sharma, B.K. : Introduction to Indian Constitution</li> <li>Syed,S.M. : Indian Political System</li> <li>Joahri, J.C. :The Constitution of India</li> <li>डी० डी० बसुर्क भारत का संविधान</li> <li>जे० एन० पाण्डेयर्क भारत का संविधान</li> </ol> Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad		
	This course can be opted as Compulsory Subject		
	<b>Suggested Continuous Internal Evaluation Methods (25 Marks)</b> <ul style="list-style-type: none"> <li>Seminar/ Assignment on any topic of the above syllabus.</li> <li>Test with multiple choice questions/short and long answer questions.</li> </ul>		

*Swish Tapatia*  
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	<ul style="list-style-type: none"> <li>• Research Orientation of the student.</li> <li>• Quiz</li> </ul>	
	<p><b>Course prerequisites:</b> To study this course, a student must have passed class 12<sup>th</sup></p>	
	<p><b>Suggested equivalent online courses:</b></p> <p>Further Suggestions: For Course Contents Visit:</p> <p><a href="https://www.iipa.org.in">https:// www.iipa.org.in</a>  <a href="https://en.m.wikipedia.org/wiki">https://en.m.wikipedia.org&gt;wiki</a>  <a href="https://Publicadministrationtheone.blogspot.com">https:// Publicadministrationtheone.blogspot.com</a>  <a href="https://Journals.sagepub.com&gt;lpa">https://Journals.sagepub.com&gt;lpa</a>  <a href="https://legalaffairs.gov.in">https://legalaffairs.gov.in</a></p>	

*Sushma Tripathi*  
29-6-21

## **B.A. Second Year: Diploma in Public Administration**

### **Program Specific Outcomes (PSOs):**

At the end of Program following outcomes are expected from students:

- Learn about the Evolution Features of Indian Administration.
- Learn about the approaches to study of Public Administration.
- Built Knowledge about administrative behavior.
- Learn about the salient features of theories of organization.
- learn about the Neo-Human Relations.
- May have capabilities to start earning by enhancing their skills in the field of Administration, Private and non-governmental sector.
- Enhancing their skills in the field of Public Service, management which will helpful to get Job in Public Sector.

<b>Year</b>	<b>Sem.</b>	<b>Course Code</b>	<b>Paper Title</b>	<b>Credits</b>	<b>Total No. of Lecture</b>
<b>2</b>	<b>III</b>	<b>A280301T</b>	<b>Administrative Theory</b>	<b>6</b>	<b>90</b>
	<b>IV</b>	<b>A280401T</b>	<b>Public Administration in India</b>	<b>6</b>	<b>90</b>

*S. J. T. P. S.  
29-07-2024*

Programme/Class: Certificate BA		Year: Second	Semester: Third
Subject: Public Administration			
Course Code: A280301T		Course Title: Administrative Theory	
<b>Course Outcomes:</b> This course is designed with the objective to develop and understanding among the students about the prominent administrative thinkers of the 20 <sup>th</sup> century whose thinking and writing have enriched the realm of administrative thought. special emphasis will be made to teach and highlight by unique contribution of each thinkers included in the course.			
Credits: 6		Core Compulsory	
Max. Marks: 100 (75+25)		Min. Passing Marks :33	
Total No. of Lectures- Practical (In hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	
I	Approaches to study of Public Administration <ul style="list-style-type: none"> <li>• Ecological Approach</li> <li>• Structural-Function Approach</li> <li>• Public-Choice Approach</li> <li>• The Critical Theory Perspective</li> </ul>	18	
II	Administrative Behaviour <ul style="list-style-type: none"> <li>• Decision making</li> <li>• Communication</li> <li>• Leadership</li> </ul>	18	
III	Salient Features of Theories of Organization <ul style="list-style-type: none"> <li>• Classical theory</li> <li>• Human Relations Theory</li> <li>• Behavioural Theory</li> </ul>	18	
IV	• Salient Features of Motivation	6	
V	• Abraham Maslow: Need Hierarchy Concept	6	
VI	• Frederick Herzberg : Hygiene Motivation Theory	6	
VII	• Douglas Mc Gregor: Managerial Theories of 'X' & 'Y' • P.F. Drucker: Management by Objectives	8	
VIII	• Yehezkel Dror: Ideas on policy sciences • William Ouchi: Theory 'Z'	10	
<b>Books Recommended:</b> <ol style="list-style-type: none"> <li>1. Maheshwari, S.R. : Public Administration</li> <li>2. Sharma, M.P. &amp; Sadana : Public Administration</li> <li>3. Dixit, Manoj et. al : Public Administration</li> <li>4. Shani, Pradeep et. al : Administrative Theory</li> <li>5. Basu, Rumaki : Public Administration</li> <li>6. Bhattacharya, Mohit : New Horizons of Public Administration</li> <li>7. Drucker, Peter F. The Practice of Management</li> <li>8. Goel, S.L. Administrative and Management thinkers: Relevance In New Millenium</li> <li>9. Saoru, R.K. Administrative Theories and Management Thought</li> <li>10. Sharma, Manoj. Administrative Thinkers</li> </ol> Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad This course can be opted as Compulsory Subject			

*Sanjay T. Gupta*  
29-6-21

	<p><b>Suggested Continuous Internal Evaluation Methods (25 Marks)</b></p> <ul style="list-style-type: none"> <li>• Seminar/ Assignment on any topic of the above syllabus.</li> <li>• Test with multiple choice questions/short and long answer questions.</li> <li>• Research Orientation of the student.</li> <li>• Quiz</li> </ul>	
	<p><b>Course prerequisites:</b> To study this course, a student must have passed class 12<sup>th</sup></p>	
	<p><b>Suggested equivalent online courses:</b></p> <p><b>Further Suggestions: For Course Contents Visit:</b>  <a href="https://www.iipa.org.in">https:// www.iipa.org.in</a>  <a href="https://en.m.wikipedia.org/wiki">https://en.m.wikipedia.org&gt;wiki</a>  <a href="https://Publicadministrationtheone.blogspot.com">https:// Publicadministrationtheone.blogspot.com</a>  <a href="https://Journals.sagepub.com/lpa">https://Journals.sagepub.com&gt;lpa</a>  <a href="https://legalaffairs.gov.in">https://legalaffairs.gov.in</a></p>	

*Susha Tripathi*  
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Programme/Class: Certificate BA		Year: Second	Semester: Fourth
Subject: Public Administration			
Course Code: A280401T		Course Title: Public Administration in India	
<b>Course Outcomes:</b> This course is designed with the objective to develop and understanding among the students to understand the evolution and constitutional frame work of Indian administration, organization and role of the union executive, control mechanism over administration and constitutional bodies set up at National level in the country. In This course with the objective that the students, after completion of this course, they will be able to understand the organizational system, Inter-linkages and functional dynamics of the Indian government.			
Credits: 6		Core Compulsory	
Max. Marks: 100 (75+25)		Min. Passing Marks :33	
Total No. of Lectures- Practical (In hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	
I	Evolution Features of Indian Administration <ul style="list-style-type: none"> <li>• Mauryan Administration</li> <li>• Mughal Administration</li> <li>• British Administration</li> <li>• British Legacies to Indian Administration</li> </ul>	18	
II	Central Administration : Organisation & Functions <ul style="list-style-type: none"> <li>• Central Secretariat</li> <li>• Cabinet Secretariat</li> <li>• Cabinet Secretary</li> <li>• Prime Minister'S Office</li> </ul>	18	
III	<ul style="list-style-type: none"> <li>• All-India Services (IAS, IPS &amp; IFS)</li> <li>• Central Services</li> </ul>	8	
IV	<ul style="list-style-type: none"> <li>• UPSC ( Union Public Service Commission)</li> </ul>	8	
V	<ul style="list-style-type: none"> <li>• SSC &amp; Railway Recruitment Board</li> </ul>	8	
VI	Control Over Administration <ul style="list-style-type: none"> <li>• Legislative Control</li> <li>• Executive Control</li> <li>• Judicial Control</li> </ul>	18	
VII	<ul style="list-style-type: none"> <li>• Lokpal</li> </ul>	6	
VIII	<ul style="list-style-type: none"> <li>• Lokayukt in U.P.</li> </ul>	6	
<b>Books Recommended:</b>			
<ol style="list-style-type: none"> <li>1. Bhattacharya, Mohit : Indian Administration</li> <li>2. Singh, Hoshlyar : Idea &amp; Issues In Indian Administration</li> <li>3. Maheshwari, S.R. : Indian Administration</li> <li>4. Fadia, B.L. &amp; Fadia, Kuldeep : Public Administration In India</li> <li>5. Arora, R.K. &amp; Goel, Rajani : Indian Public Administration</li> <li>6. Rathod, P.B. : Indian Administration : Dynamics and Dimensions</li> <li>7. Sharma, P.D. and Sharma, B.M. : Indian Administration</li> <li>8. Basu, Rumki : Public Administration</li> </ol> <p>Suggestive digital platforms web links-IGNOU &amp; other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad</p>			

*Smriti Mishra*  
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	This course can be opted as Compulsory Subject	
	<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> <li>• Seminar/ Assignment on any topic of the above syllabus.</li> <li>• Test with multiple choice questions/short and long answer questions.</li> <li>• Research Orientation of the student.</li> <li>• Quiz</li> </ul>	
	Course prerequisites: To study this course, a student must have passed class 12 <sup>th</sup>	
	<p>Suggested equivalent online courses:</p> <p>Further Suggestions: For Course Contents Visit:</p> <p><a href="https://www.iipa.org.in">https:// www.iipa.org.in</a>  <a href="https://en.m.wikipedia.org/wiki">https://en.m.wikipedia.org&gt;wiki</a>  <a href="https://PublicAdministrationtheone.blogspot.com">https:// PublicadmiNstrationtheone.blogspot.com</a>  <a href="https://Journals.sagepub.com&gt;lpa">https://Journals.sagepub.com&gt;lpa</a>  <a href="https://legalaffairs.gov.in">https://legalaffairs.gov.in</a></p>	

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## B.A. Third Year: Bachelor Degree in Public Administration

### Program Specific Outcomes (PSOs):

At the end of Program following outcomes are expected from students:

- Learn about the state administration in Uttar Pradesh.
- Learn about the Personnel Administration in India.
- Learn about the Financial Administration in India.
- Learn about the preparation of Budget.
- After this degree programme students may have capabilities to start earning by enhancing their skills in the field of teaching, Public Service, Executive work in the corporate and voluntary sectors.

Year	Sem.	Course Code	Paper Title	Credits	Total No. of Lecture
3	V	A280501T	Administrative thinkers	5	75
	V	A280502T	Indian Government System	5	75
	V	A280503P	Study of local Government & Report Writing	3	45
	VI	A280601T	Personnel Administration in India	5	75
	VI	A280602T	Financial Administration	5	75
	VI	A280603P	Project	3	45

*S. K. Singh*  
29-6-21



Programme/Class: Certificate BA	Year: Third	Semester: Fifth
Subject: Public Administration		
Course Code: A280501T	Course Title: Administrative Thinkers	
<b>Course Outcomes:</b> This course is designed with the objective to develop and understanding among the students aware of theories and thought of various modern thinkers in the area of administration and organization. The study of this paper will equip the student with a deep understanding of the historical evolution of administrative thought, various conceptualizations and their application.		
Credits: 5		Core Compulsory
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (In hours per week): L-T-P: 6-0-0		
<b>Unit</b>	<b>Topics</b>	<b>No. of lectures</b>
I	• Woodrow Wilson	8
II	• Henri Fayol • Luther Gulick & L. Urwick	6 6
III	• F.W. Taylor	8
IV	• Max Weber	8
V	• M.P. Follet	6
VI	• Elton Mayo	8
VII	• Chester I. Barnard • Herbert Simon	12
VIII	• Rensis Lickert • Peter Drucker	13
<b>Books Recommended:</b> 1. Prasad, D. Ravindra & Prasad, V.S. : Administrative Thinker 2. Maheshwari, S.R. : Administrative Thinker 3. कुमार उमेश, : प्रशासनिक चिन्तक 4. कटारिया, सुप्रेन्द्र : प्रशासनिक चिन्तक 5. अशोक कुमार दुबे : प्रशासनिक चिन्तक 6. Goel, S.L : Administrative & Management Thinkers 7. Sapru, R.K : Administrative Theories and Management 8. Sarkar, Monoranjan: Administrative Thinker Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" In India and Abroad		
This course can be opted as Compulsory Subject		
<b>Suggested Continuous Internal Evaluation Methods (25 Marks)</b> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz		
Course prerequisites: To study this course, a student must have passed class 12 <sup>th</sup>		
Suggested equivalent online courses:		

*Savitri V. Patil*  
29-6-24

	<p>Further Suggestions: For Course Contents Visit:</p> <p><a href="https://www.iipa.org.in">https:// www.iipa.org.in</a> <a href="https://en.m.wikipedia.org/wiki">https://en.m.wikipedia.org&gt;wiki</a> <a href="https://Publicadministrationtheone.blogspot.com">https:// Publicadministrationtheone.blogspot.com</a> <a href="https://Journals.sagepub.com&gt;lpa">https://Journals.sagepub.com&gt;lpa</a> <a href="https://legalaffairs.gov.in">https://legalaffairs.gov.in</a></p>	
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*Sanku Tyagi*  
*29-07-21*

Programme/Class: Certificate BA		Year: Third	Semester: Fifth
Subject: Public Administration			
Course Code: A280502T		Course Title: Indian Government System	
<b>Course Outcomes:</b> This course is designed with the objective to develop and understanding among the students about the Indian Constitution and will provide them the glimpse of the constitutional history, the philosophy and main features of the constitution along with the machinery of public governance as provided in the constitution.			
Credits: 5		Core Compulsory	
Max. Marks: 100 (75+25)		Min. Passing Marks :33	
Total No. of Lectures- Practical (In hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	
I	The Legislature: Composition & Functions <ul style="list-style-type: none"> <li>• The Lok Sabha</li> <li>• The Rajya Sabha</li> <li>• The Vidhan Sabha</li> <li>• The Vidhan Parishad</li> </ul>	10	
II	The Central Government: Powers and Functions <ul style="list-style-type: none"> <li>• The President</li> <li>• The Prime Minister</li> <li>• The Council of Ministers</li> <li>• The Comptroller &amp; Auditor General of India</li> </ul>	10	
III	The State Government: Powers and Functions <ul style="list-style-type: none"> <li>• The Governor</li> <li>• The Chief Minister</li> <li>• The Council of Ministers</li> <li>• The Governor-Chief Minister Relationship</li> </ul>	10	
IV	U.P. Secretariat <ul style="list-style-type: none"> <li>• Origin &amp; Development</li> <li>• Organisational Structure and Functions</li> <li>• Working Procedure</li> <li>• Chief Secretary : Functions &amp; Role</li> </ul>	10	
V	Public Services & Recruitment Agencies in U.P. <ul style="list-style-type: none"> <li>• Provincial Civil Service (PCS) &amp; Subordinate Service</li> <li>• UPPSC &amp; UPSSSC</li> <li>• UP Higher Education Service Commission</li> <li>• UP Secondary Education Service Selection Board</li> </ul>	6	
VI	Government Department in U.P. <ul style="list-style-type: none"> <li>• Department of Personnel</li> <li>• Department of Home</li> <li>• Department of Finance</li> <li>• Department of Education</li> <li>• Department of Health</li> </ul>	6	
VII	Divisional & District Administration in U.P. <ul style="list-style-type: none"> <li>• Divisional Commissioner</li> <li>• Board of Revenue</li> <li>• District Magistrate</li> <li>• CDO, BDO &amp; VDO</li> </ul>	10	

*Swati Tripathi*  
29-6-21

VIII	<b>Local Government: Features, Powers &amp; Functions</b> <ul style="list-style-type: none"> <li>• Features of 73<sup>rd</sup> Constitutional Amendment</li> <li>• Features of 74<sup>th</sup> Constitutional Amendment</li> </ul>	13
	<b>Books Recommended:</b> <ol style="list-style-type: none"> <li>1. Kashyap, S. : Our Constitution</li> <li>2. Kashyap, S. : Our Parliament</li> <li>3. Basu, D.D. : Introduction to the Constitution of India</li> <li>4. Sharma, B.K : Introduction to the Constitution of India</li> <li>5. Syed, S.M. : Indian Political System</li> <li>6. Johari, J.C. : The Indian Constitution</li> <li>7. Chakrabarty, Bidyut &amp; Pandey, Rajendra Kumar : Indian Government and Politics</li> <li>8. Rathod, P.B. : Indian Administration: Dynamics and Dimensions</li> <li>9. एस. आर. माहेश्वरी रू भारत में स्थानीय स्वशासन</li> <li>10. सी. पी. बर्थवाल रू भारत में स्थानीय स्वशासन</li> <li>11. S.R. Maheshwari : Local Government in India</li> <li>12. S.R. Maheshwari : Rural Development in India</li> <li>13. Pardeep Sachdeva : Urban Local Government an Administration in India</li> <li>14. Hoshiar Singh : Local Government in India</li> <li>15. Sharma, M.P. : Local Government</li> <li>16. Barthwal, C.P. : Understanding Local Government</li> </ol> <p>Suggestive digital platforms web links-IGNOU &amp; other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad</p>	
	This course can be opted as Compulsory Subject	
	<b>Suggested Continuous Internal Evaluation Methods (25 Marks)</b> <ul style="list-style-type: none"> <li>• Seminar/ Assignment on any topic of the above syllabus.</li> <li>• Test with multiple choice questions/short and long answer questions.</li> <li>• Research Orientation of the student.</li> <li>• Quiz</li> </ul>	
	<ul style="list-style-type: none"> <li>• Course prerequisites: To study this course, a student must have passed class 12<sup>th</sup></li> </ul>	
	<b>Suggested equivalent online courses:</b>  <b>Further Suggestions: For Course Contents Visit:</b> <a href="https://www.iipa.org.in">https://www.iipa.org.in</a> <a href="https://en.m.wikipedia.org/wiki">https://en.m.wikipedia.org/wiki</a> <a href="https://PublicAdministrationTheOne.blogspot.com">https://PublicAdministrationTheOne.blogspot.com</a> <a href="https://Journals.sagepub.com/lpa">https://Journals.sagepub.com/lpa</a> <a href="https://legallaffairs.gov.in">https://legallaffairs.gov.in</a>	

*Carish Tripathi*  
29-6-21

Programme/Class:Certificate BA		Year:Thlrd	Semester:Fifth
Subject: Public Administration			
Course Code: A280503P		Course Title: Study of local Government & Report Writing	
<p>Course Outcomes:</p> <p>As the project works plays an important role in developing the essential attributes of research , By the end of the course the students would be able to learn tools ,techniques and skills under the Continuous guidance of faculty members ,regarding research oriented activities .This section will impart knowledge to the students in the context of a local government (Local Administration), so that they can get information about the local government.</p>			
Credits:3		Core Compulsory	
Max. Marks: 100 (75+25)		Min. Passing Marks :33	
Total No. of Lectures- Practical (In hours per week): L-T-P: 6-0-0			
Unit	Title		No. of lectures
I	Study of local government or government programme in U.P. Village/Block/District level submit a project report.		45

*Chitra Tripathi*  
*29-6-21*

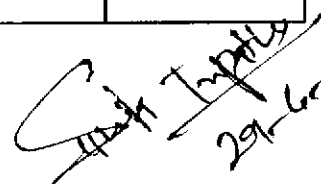
Programme/Class: Certificate BA	Year: Third	Semester: Sixth
<b>Subject: Public Administration</b>		
Course Code: A280601T	Course Title: Personnel Administration in India	
<b>Course Outcomes:</b> This course is designed with the objective to develop and understanding among the students about the concept, nature, function and significance of personnel administration. it covers important components of personnel administration like recruitment, training promotion, motivation and morale.		
Credits:5		Core Compulsory
Max. Marks: 100 (75+25)		Min. Passing Marks :33
Total No. of Lectures- Practical (In hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of lectures
I	• Personnel Administration: Concept, Nature, Scope & Significance	13
II	• Bureaucracy: Meaning and Definition	6
III	• Bureaucracy: Concepts, Types	10
IV	• Bureaucracy : Recent trends and Its Role in Modern Society	8
V	• Public Personnel System in India with reference to Civil Service: Recruitment, Training, Promotion and Salary Administration	12
VI	• Code of conduct, Discipline and Grievances	10
VII	• Promotion: Methods and Performance Appraisal Schemes	8
VIII	• Grievance Redressal Mechanism: Tribunals	8
	<b>Books Recommended:</b> 1. कटारिया, सुरेन्द्र रू कार्मिक प्रशासन 2. चतुर्वेदी, टी. एन.रू कार्मिक प्रशासन 3. Chaturvedi, T. N. : Personnel Administration 4. Agrawal, R.D. : Dynamics of Personnel management in India: A Book of Readings 5. Goel, S.L. : Public Personnel Administration 6. C.M. Jain : Public Personnel Administration 7. P. Ghosh : Personnel Administration 8. O. Glenn Stanl : Public Personnel Administration Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad	
	This course can be opted as Compulsory Subject	
	<b>Suggested Continuous Internal Evaluation Methods (25 Marks)</b> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz	

*Spika Tripathi*  
29-6-21

	Course prerequisites: To study this course, a student must have passed class 12 <sup>th</sup>	
	Suggested equivalent online courses: Further Suggestions: For Course Contents Visit: <a href="https://www.lipa.org.in">https:// www.lipa.org.in</a> <a href="https://en.m.wikipedia.org/wiki">https://en.m.wikipedia.org&gt;wiki</a> <a href="https://Publicadministrationtheone.blogspot.com">https:// Publicadministrationtheone.blogspot.com</a> <a href="https://Journals.sagepub.com&gt;ipa">https://Journals.sagepub.com&gt;ipa</a> <a href="https://legalaffairs.gov.in">https://legalaffairs.gov.in</a>	

*C. S. Tripathi*  
*29/1/2019*

Programme/Class: Certificate BA		Year: Third	Semester: Sixth
Subject: Public Administration			
Course Code: A280602T		Course Title: Financial Administration	
<b>Course Outcomes:</b> This course is designed with the objective to develop and understanding among the students about various aspects of financial administration, Particularly budgeting in India. In addition the students would be made aware of Public Finance, Union state relation etc. At the end of the course the student will be able to presents reports and develop analytical skill regarding the monetary and fiscal system in India.			
Credits:5		Core Compulsory	
Max. Marks: 100 (75+25)		Min. Passing Marks :33	
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	
I	<ul style="list-style-type: none"> <li>Financial Administration: Meaning, Scope &amp; Significance</li> </ul>	13	
II	<ul style="list-style-type: none"> <li>Planning and planning Machinery &amp; NITI Aayog</li> </ul>	8	
III	<ul style="list-style-type: none"> <li>Finance Commission</li> </ul>	6	
IV	<ul style="list-style-type: none"> <li>Budget: Meaning and principles,</li> </ul>	6	
V	<ul style="list-style-type: none"> <li>Budgetary Process – Preparation, Enactment &amp; Execution</li> </ul>	13	
VI	Types & Techniques of Budget <ul style="list-style-type: none"> <li>Line Item Budget</li> <li>Performance Budget</li> <li>Zero Base Budget (ZBB)</li> </ul>	13	
VII	<ul style="list-style-type: none"> <li>Public Revenue</li> </ul>	8	
VIII	<ul style="list-style-type: none"> <li>Public Expenditure</li> <li>Public Debt</li> </ul>	8	
	<b>Books Recommended:</b> <ol style="list-style-type: none"> <li>Goel, S.L. : Public Financial Administration</li> <li>Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri : Financial Administration in India</li> <li>Sury, M.M. : Government Budgeting in India</li> <li>Joshi, P.L. &amp; Raja, V.P. : Techniques of Zero Base Budgeting</li> <li>Thavaraaj, M.J.K : Financial Administration of India</li> <li>Tyagi, B.P. : Public Finance</li> <li>Kulshreshtha, R.S. : Financial Management</li> <li>G.S. Lal : Financial Administration in India</li> <li>C.P. Bhambhri : Public Administration in India</li> </ol> Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad		
	This course can be opted as Compulsory Subject		
	<b>Suggested Continuous Internal Evaluation Methods (25 Marks)</b> <ul style="list-style-type: none"> <li>Seminar/ Assignment on any topic of the above syllabus.</li> <li>Test with multiple choice questions/short and long answer questions.</li> </ul>		

  
 29-6-24



	<ul style="list-style-type: none"> <li>• Research Orientation of the student.</li> <li>• Quiz</li> </ul>	
	<p>Course prerequisites: To study this course, a student must have passed class 12<sup>th</sup></p>	
	<p>Suggested equivalent online courses:  Further Suggestions: For Course Contents Visit:  <a href="https://www.iipa.org.in">https:// www.iipa.org.in</a>  <a href="https://en.m.wikipedia.org/wiki">https://en.m.wikipedia.org&gt;wiki</a>  <a href="https://Publicadministrationtheone.blogspot.com">https:// Publicadministrationtheone.blogspot.com</a>  <a href="https://Journals.sagepub.com&gt;lpa">https://Journals.sagepub.com&gt;lpa</a>  <a href="https://legallaffairs.gov.in">https://legallaffairs.gov.in</a></p>	

*Smita Tripathi*  
29-6-21

Programme/Class: Certificate BA		Year: Third	Semester: Sixth
Subject: Public Administration			
Course Code: A280503P		Course Title: Project Report	
Course Outcomes: As the project works plays an important role in developing the essential attributes of research , By the end of the course the students would be able to learn tools , techniques and skills under the Continuous guidance of faculty members , regarding research oriented activities .			
Credits: 3		Core Compulsory	
Max. Marks: 100 (75+25)		Min. Passing Marks : 33	
Total No. of Lectures- Practical (In hours per week): L-T-P: 6-0-0			
Unit	Title		No. of lectures
I	A project work , on any particular topic having social relevance .		45

*Swika*  
29.6.21

*Sanjiv Tripathi*  
29-6-21