

S.S.Jain Subodh P.G (Autonomous) College, Jaipur

FACULTY OF ARTS

Programme Name: Three Year Graduate Programme in Arts (B.A ~~Part I & II~~) Semester wise System

Subject: - Public Administration

(Syllabus as per NEP -2020) and Choice Based Credit System)

Medium of Instruction: English

(2025-2026)

A.S.
(Prof. Ashok Sharma)

Sharma
04/10/2025
(B. Shalini Chaturvedi)

P

P. Prof. Pooja Joshi

Course Matrix: B.A

Semester	Course Title	Course category	Credit's	Contact hours per week (L)	ESE Duration Hr.'s (T)
I	Paper-i (Introduction to Public Administration)	Major	06	06	3hr's
II	Paper-ii (Indian Government and Administration)	Major	06	06	3hr's


B.A Course Code

Semester	Programme Code	Programme Name	Paper Title	Course Code
I	BA01	Public Administration	Paper-i (Introduction to Public Administration)	BAPADM101
II	BA01	Public Administration	Paper-ii (Indian Government and Administration)	BAPADM201









Delivery Sub-type of the Course- 1. Lecture 2. Power Point Presentation 3. Discussion on important topics 4. Class Tests 5. Classroom Seminar 6. Open Forum a PPT presentation.

Question Paper Pattern :-

Total Mark's for a Course / Subject: - 150

CIA Max Mark's : -45 (15 Mark's Mid Term -2 Units, 15 Mark's Assignment, 15 Mark's- DECA)

The Question Paper Will Consist of Three Parts A, B & C

Part-A : - 21 Mark's (3x7=21)

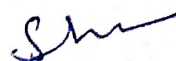
Part A :- Will be Compulsory having 10 Very Short Type Questions with a limit of 30 Words of Three Marks Each. Candidate is required to Attempt Any Seven Question out of Ten Questions.

Part B :-20 Mark's (10x2=20)

Part B of The Question Paper Shall Consist of 4 Questions from Each Unit and the Students Shall Attempt Any 2 Questions (With a Limit Of 100 Words) that carry 10 Mark's Each

Part C :64 Mark's (16x4=64)

Part C of the Question Paper Shall be divided into four Units Comprising Question Numbers 6-9. There will be one Question from Each Unit with Internal Choice. Each Question Will Carry 16 Mark's



S.S .Jain Subodh PG College, Jaipur
(Autonomous)
Bachelor of Arts
Subject: Public Administration
Semester-1
Paper-I (Introduction to Public Administration)

Paper Code:-

Total Mark's-

Total of End Semester Exam-

Internal Assessment -

150 Mark's

105 Mark's

45 Mark's

Pre Requisite of the Course:- A Candidate who has Secured in XII with 48% from Rajasthan Board/CBSE in Rajasthan or 60% from CBSE or Any Other Equivalent Recognized Board

Objectives: - In this paper an attempt will be made for Explain to the Students the introduction of Public Administration, its various Stages of development, the importance of Public Administration in modern times, the differences between Public Administration and Private Administration as well as the different Approaches of Administration, various Principles of Organization and the role of the Chief Executive in Administration, its Powers and Functions will be explained in detail.

Scheme of Examination

Total credits-06

1 Credit- 25 Mark's

6 Credits-150 Mark's

- 70% Weightage for End Semester Exam (EOSE) and 30% Weightage of Continuous Internal Assessment (CIA)
- Passing Marks: 40% Marks in each Paper/Subject including Sessional /CIA and EOSE put together
- The Ability Enhancement Courses (AEC) Which Are Hindi And English May Be Incorporated in both the Semester I&II
- The Skill Enhancement Course (SEC) are in Semester I-IV and Semester VI as per University of Rajasthan. But in College the SEC may be Incorporated in Semester III-VI as They Were Applied Earlier

[Signature]

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Prof Ashok Sharma

[Signature]
Prof. Prakash Chandra

SYLLABUS

Unit-I	Meaning, Nature and Scope of Public Administration, Evolution of the Study of Public Administration. Importance of Public Administration in Modern Society, Public and Private Administration, New Public Administration. Public Administration as a Social Science, Relationship with other Social Sciences- Political Science, Economics, Sociology, Law and Psychology.
Unit-II	Approaches to the Study of Public Administration- Classical and Humanistic. Organization:- Meaning, Formal and Informal Organization. Principles of organization:- Hierarchy, Unity of Command, Span of Control.
Unit-III	Centralization & Decentralization, Authority and Responsibility, Chief Executive Line and Staff Agencies, Supervision, Delegation,
Unit-IV	Communication, Decision-making Process, Coordination. Leadership, Motivation and Morale in Public Administration.

Course Outcomes:-

1. To input the deeply knowledge of public Administration. 2. To Develop Understanding about relationship of public Administration with other social Sciences. 3. To provide detailed information about various Approaches and Principles to the study of Public Administration

Books Recommended:-

1. Avasthi & Maheshwari : Public Administration
2. Mohit Bhattacharya : Public Administration
3. M.P. Sharma & B.L. Sadana : Public Administration in Theory and Practice
4. C.P. Bhambhari : Public Administration
5. Rumki Basu : Public Administration
6. Hoshier Singh & Pradeep Sachdeva : Administrative Theory
7. Leonard. D White: Introduction to the study of Public Administration.
8. Ramesh K. Arora & R.M. Khandelwal : Good Governance Initiatives & Impact
9. Avasthi Maheshwari: Public Administrationariion
10. Prabhu Dutt Sharma : Theory & Practice of Public Administration
11. सुरेन्द्र कटारिया : लोक प्रशासन के तत्व

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S.S .Jain Subodh PG College, Jaipur
(Autonomous)
Bachelor of Arts
Subject : Public Administration
Semester-II
Paper-II (Indian Government and Administration)

Paper Code:-

Total Mark's-

150Mark's

Total of End Semester Exam-

105 Mark's

Internal Assessment -

45 Mark's

Scheme of Examination:-

Objectives :-

1. Students will be introduced to the characteristics of the Acts of 1919 and 1935 Passed during the time of the British Government, the impact of the British legacy on the Indian Administration and the Characteristics of the Present Indian Administration
2. To understand the structure and hierarchy of the Indian judicial system, including the Supreme Court, High Courts, and Subordinate Courts.
3. To study the organization and functioning of the three organs of government Legislature, Executive, and Judiciary and their interrelationship.
4. To understand the Structure, role, and Significance of Administrative institutions in India's governance system.
5. To study the functioning of key institutions such as the Union Public Service Commission (UPSC), Election Commission, Finance Commission, Comptroller and Auditor General (CAG), NITI Aayog, etc.

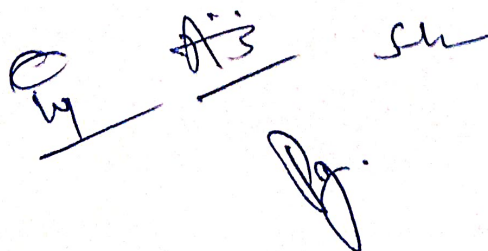
Scheme of Examination

Total credits-06

1 Credit- 25 Mark's


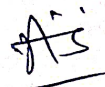
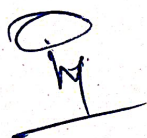
6 Credits-150 Mark's

- 70% Weightage for End Semester Exam (EOSE) and 30% Weightage of Continuous Internal Assessment (CIA)
- Passing Marks: 40% Marks in each Paper/Subject including Sessional /CIA and EOSE put together
- The Ability Enhancement Courses (AEC) Which Are Hindi And English



Syllabus

Unit-I	Development of Indian Administration during Mauryan, Mughal and British Period, with Special Reference to British legacy of Indian Administration. Salient features of Indian Administration, Formation of Constitution Assembly, Philosophy of Indian Constitution and its basic features, Union Legislature:- Composition, Powers and Functions, Legislative Control over Indian Administration
Unit-II	The Union Executive: - President, Prime Minister, Council of ministers and Cabinet. The organization and working of the Central Secretariat, Cabinet Secretariat and Prime Minister's Office, Role and Importance of Cabinet Secretary, Executive Control Over Administration
Unit -III	Indian Judiciary:- Structure, Powers and Functions of Supreme Court and High Court, Judicial Review and Judicial Activism, Public Interest Litigation, Judicial Appointment System, Judicial Control Over Administration
Unit-IV	Administrative Institutions in India:- Organization and Functions of Union Public Service Commission, Commission, Finance Commission, Election Commission, Comptroller and Auditor General of India, NITI Aayog, Central Vigilance Commission, Lokpal



Course Out comes

1. To provide historical information about the development of Indian Administration. 2. To introduce the features of present Indian administration. 3. To explore the role and functions of president and prime minister of India 4. To Providing information on the relationship between the President and the Prime Minister 5. To develop an understanding of the composition and functioning of the Central Vigilance Commission and Lokpal

Books Recommended:-

1. S.R. Maheshwari : Indian Administration
2. Avasthi & Avasthi : Indian Administration
3. Hoshier Singh & Mohinder Singh : Public Administration in India : Theory and Practice
4. Ramesh Arora & Rajni Goyal : Indian Public Administration
5. B.B. Mishra : Administrative History of India
6. C.P. Bhambhari : Public Administration in India
7. बी.एल. फडिया : भारत में लोक प्रशासन
8. पी.डी. शर्मा एण्ड बी.एम. शर्मा : भारतीय प्रशासन
9. रविन्द्र शर्मा : भारत में लोक प्रशासन
10. सुरेन्द्र कटारिया : भारत में लोक प्रशासन

A.S. 4.10.2025
(Prof. Ashok Sharma)

Poochi 4/10/25
(Prof. Poochi Joshi)

Sharma 04/10/2025
(Dr. Shalini Chaturvedi)

Prof. CM Mahala
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