



BABA MASTNATH UNIVERSITY

Asthal Bohar, Rohtak-124021

(Established under Haryana Private University Act-2006 &
recognized by UGC vide letter No.8-14/2012 (CPP-1/PU) dated 05-01-2016)

Faculty of Humanities

B.A. 1st Year

(PUBLIC ADMINISTRATION) Semester—I

Elements of Public Administration

Unit-1

Public Administration: Meaning, Nature, Scope and Importance. Public Administration as an art or science, Public Administration & Private Administration, Similarities & Differences, Relationship of Public Administration with Political Science, History, Sociology, Economics, Psychology, Administrative Law

Unit-2

Organization: Meaning and forms of organization (Formal & Informal), Basis of Organization. Hierarchy, Meaning, Merits & Demerits, Span of Control, Dependant Factors, Unity of Command, Co-ordination, kinds of co-ordination & Methods of co-ordination

Unit-3

Supervision, its meaning, importance, techniques, Quality of a good supervisor. Communication, its meaning, types of communication & its importance in Public Administration, Centralization & Decentralization. Public Relation, Meaning, Methods & Significance

Unit-4

Chief Executive: Meaning, Types, Functions & Qualities of Chief Executive. Recent Trends in Public Administration, e-Administration, Good Governance

Reference books:

1. Dr. K.K. Puri : Elements of Public Administration, Bharat Prakashan, Jalandhar (Punjab)
2. Dr. V.K. Puri Modern's Elements of Public Administration, Modern Publishers, Railway Road, Jalandhar

3. Dr. Pundik Ojha & Kiran Sharma Public Administration: Theory & Practice, Raj Publishers, Adda Tanda, Jalandhar
4. Awasthi & Maheshwari Public Administration, Laximinarayan Agrawal, Agra, 1997
5. Goel S.L. Advanced Public Administration, Sterling, New Delhi



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Faculty of Humanities

Semester—II

Elements of Public Administration

Unit-1

Forms of Administrative Organizations: Department, kinds of Department & Bases of Department, Public Corporation, Difference in between Public Corporation & Department , Independent Regulatory Commissions, Characteristics & its functions , Line & Staff Agencies , Administrative Tribunal

Unit- 2

Recruitment, kinds of recruitment & problems of recruitment , Training, kinds of training, significance of training , Promotion, Methods of Promotion , Morale, factors of low morale of employees & how to build up morale

Unit-III

Union Public Service Commission, its composition & functions, Haryana Public Service Commission, its composition & functions , Whitley Council, Whitleyism in India, Comptroller & Auditor General of India

Unit-IV

Budget, Principles of Budget, Significance of Budget, Preparation enactment of Budget, Execution of Budget & Parliament's control over Budget. Estimate Committee, Public Accounts Committee, Audit, its significance

Reference books:

1. Dr. K.K. Puri : Elements of Public Administration, Bharat Prakashan, Jalandhar (Punjab)
2. Dr.V.K . Puri Modern's Elements of Public Administration, Modern Publishers, Railway Road, Jalandhar
3. Dr. Pundik Ojha & Kiran Sharma Public Administration: Theory & Practice, Raj Publishers, Adda Tanda, Jalandhar

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B.A. 2nd Year (PUBLIC ADMINISTRATION)

Paper Name: Indian Administration

Semester—3rd

Unit-I

Evolution of Indian Administration i) Evolution : (i) Administration in Ancient India (ii) Administration in Medieval India (iii) Administration in Modern India ii) Features: Salient features of India Administration; its role in the context of democratic system and socio-economic Development.

Unit-2

Union Government and Administration: President - Powers, function & position, Prime Minister - Powers, functions and position, Council of Ministers - Structure and functions, Cabinet secretariat- Structure and functions. Centre-State Administrative Relationship, Centre-State Financial Relationship

Unit-3

Ministries: Union Ministry of Home, its organization & functions, Union Ministry of Finance, its organization & functions, Union Ministry of Rural development, its organization & functions.

Unit-4

Judiciary & Quasi Judicial bodies: Supreme Court – Structure, powers and functions. The High Court of a State, structure, Powers & Functions, Appointments of Supreme Court & High Court Judges, Administrative Tribunals, LokPal & Lokayukta

Reference books:

Dr. K.K. Puri : Indian Administration, Bharat Prakashan, Jalandhar (Punjab)

Dr.V.K. Puri : Indian Administration, Modern Publishers, Railway Road, Jalandhar

Hoshiar Singh : Indian Administration –Kitab Mahal Distributors, New Delhi

S.R. Maheshwari : Indian Administration, Orient Longman, New Delhi

S.S. Khera : District Administration in India, National Publishing House, New Delhi

Ramesh K. Arora & Rajni Goyal : Indian Public Administration, Wishwa Publishing House,
New Delhi



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B.A. II Year (PUBLIC ADMINISTRATION)

Paper Name: Indian Administration

Semester—4th

Unit-1

Personnel Administration All India Services (AIS), Indian Administrative Services (IAS), Indian Police Services (IPS), Indian Foreign Services (IFS), Central & State Services in India

Unit-2

Financial Administration :Preparation of Indian Budget , Enactment of Indian Budget, Parliamentary Control over Public Finance in India, Role of Comptroller & Auditor General over Financial administration. Estimate Committee, Public Accounts Committee

Unit-3

State Administration: Governor, his appointment, terms of Office, powers & position. Council of Ministers & Chief Minister in State Administration, State Secretariat. Chief Secretary of the State

Unit-4

District Administration: District Administration, its features& components , Role of Deputy Commissioner in District Administration , Superintendent of Police , Role of Divisional Commissioner in District Administration, Administration and Citizens, e-Governance, Information Communication Technology (ICT) in Public Administrative Institutions.

Reference books:

Dr. K.K. Puri : Indian Administration, Bharat Prakashan, Jalandhar (Punjab)

Dr.V.K. Puri : Indian Administration, Modern Publishers, Railway Road, Jalandhar

Hoshiar Singh : Indian Administration –Kitab Mahal Distributors, New Delhi

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B.A. III Year

(PUBLIC ADMINISTRATION)

Paper Name: Urban Local Government

Semester—5th

Unit-1

Meaning & significance of Local Government in India, Meaning & significance of Urban Local Government, Urban Local Government in Ancient, Medieval and Modern times, Urban Local Government after Independence

Unit-2

Municipal Corporation, Meaning, composition & functions, Financial Resources of Municipal Corporation, State's Control upon Municipal Corporation, Mayor, Municipal Commissioner

Unit-3

Municipal Council, Functions & Powers of Municipal Councils, Financial resources of municipal councils, financial difficulties & suggestions for improvement. Municipal Personnel, suggestions for reforms in the condition of Municipal employees, Municipal Committee, Functions & Powers of Executive Officer

Unit-4

Other institutions of Local Government working in urban areas: Town Area Committee, Notified Area Committee, Cantonment Board Improvement Trust and Port Trust, Town & Country Planning, 74th Constitutional Amendment, Urban Government and Good Governance .

Reference books

Puri K.K. Local Government in India, Bharat Parkashan, Jalandhar

- 2 Puri V.K. 2005, Local Government and Administration, Modern Publisher, Jalandhar
- 3 Hoshiar Singh 1999, Theory & Practice of Local Government, Kitab Mehal, Allahabad
- 4 Sharma Harish Chander 2006, Local Administration in India (Hindi), College Book Depot, Jaipur
- 5 Singh Saheb & Singh Swinder 1992, Public Administration Development and Local Administration, New Academic Publishing Company, Jalandhar
- 6 Maheshwari S.R. 1970, Local Government in India, Laxmi Narain Aggarwal, Agra
- 7 Nigam S.R. 1986, Local Government, S.Chand & Company, New Delhi
- 8 Donald C. Rowat 1981, International Handbook on Local Government Reorganization, London, Green Wood Press
- 9 M.A. Muttalib & Akbar Ali Khan 1982, The Theory of Local Government, Sterling Publishers, New Delhi



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B.A. III Year

(PUBLIC ADMINISTRATION)

Paper Name: Rural Local Government

Semester—6th

Unit-1

Meaning & Concept of Rural Local Government , Growth of Rural Local Government Institutions in India , Community Development Programme, National Extension Programme, Origin and significance of Panchayati Raj: Balwant Rai Mehta Committee, Ashok Mehta Committee

Unit-2

Composition of Zila Parishad, Functions & Powers, Personnel of Zila Parishad , Composition of Panchayat Samiti, Functions & Powers of Panchayat Simiti , Gram Panchayat and Gram Sabha

Unit-3

Financial Resources of Panchayati Raj Institutions, State Control over Panchayati Raj Institutions ,Political Parties and People's Participation in Panchayati Raj Institutions, Integrated Rural Development

Unit-4

District Rural Development Agency (DRDA), 73rd Constitutional Amendment , Mahatma Gandhi National Rural Employment Guarantee Act (MANREGA), Information Communication Technology (ICT) and Rural Development .

Reference books:

Puri K.K. Local Government in India, Bharat Parkashan, Jalandhar

2 Puri V.K. 2005, Local Government and Administration, Modern Publisher, Jalandhar

3 Hoshiar Singh 1999, Theory & Practice of Local Government, Kitab Mehal, Allahabad

4 Sharma Harish Chander 2006, Local Administration in India (Hindi), College Book Depot, Jaipur

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6 Maheshwari S.R. 1970, Local Government in India, Laxmi Narain Aggarwal, Agra

7 Nigam S.R. 1986, Local Government, S.Chand & Company, New Delhi

8 Donald C. Rowat 1981, International Handbook on Local Government Reorganization, London, Green Wood Press

9 M.A. Muttalib & Akbar Ali Khan 1982, The Theory of Local Government, Sterling Publishers, New Delhi