

SAUSHATRA UNIVERSITY

RAJKOT

Re-Accredited Grade “A” by NAAC

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 - 2016

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 ELECTIVE-1 1601240208010100
Course (Paper) Unique Code ELECTIVE-2 1601240308010100
External Exam Time Duration: 2:15 Minutes

Name of Program	Semester	<u>Course Group</u> 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

Note: For External Students Exam Time Duration is 3:00Hours

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) Woodrow 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 ELECTIVE-1 1601240208010200

Course (Paper) Unique Code ELECTIVE-2 1601240308010200

External Exam Time Duration: 2:15 Minutes

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

Note: For External Students Exam Time Duration is 3:00Hours

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.
- Golwala : 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 ELECTIVE-1 1601240208020300

Course (Paper) Unique Code ELECTIVE-2 1601240308020300

External Exam Time Duration: 2:15 Minutes

Name of Program	Semester	<u>Course Group</u> 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

Note: For External Students Exam Time Duration is 3:00 Hours

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.
- 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 - 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 ELECTIVE-1 1601240208020400

Course (Paper) Unique Code ELECTIVE-2 1601240308020400

External Exam Time Duration: 2:15 Minutes

Name of Program	Semester	<u>Course Group</u> 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

Note: For External Students Exam Time Duration is 3:00Hours

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		03	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		03	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		03	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)

- ૧૦ ગુણ – લેખિત પરીક્ષા (ટૂંકા પ્રશ્નો તથા હેતુલક્ષી પ્રશ્નો પુછવા).
૧૦ ગુણ – એસાઈમેન્ટ (પાંચ- પાંચ ગુણના બે એસાઈમેન્ટ આપવા).
૦૫ ગુણ – મૌખિક પરીક્ષા (Viva) (વર્ગખંડમાં બધા વિદ્યાર્થીઓની હાજરી જ મૌખિક પરીક્ષા લેવી).
૦૫ ગુણ – મૌલિક રજુઆત (Presentation) અથવા પ્રોજેક્ટ

૩૦ ગુણ – કુલ

યુનિવર્સિટી પરીક્ષાનું પ્રશ્નપત્ર (૭૦ ગુણ)

Section 1

(રેગ્યુલર તેમજ એક્સટર્નલ વિદ્યાર્થીઓ માટે)

- પ્રશ્ન –૧ : ૨૦ ગુણ – નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).
પ્રશ્ન –૨ : ૨૦ ગુણ – નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).
પ્રશ્ન –૩ : ૧૫ ગુણ – નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).
પ્રશ્ન –૪ : ૧૫ ગુણ – ટૂંકનોંધ (૫ માથી ૩) (૧ ટૂંકનોંધના ૫ ગુણ)

કુલ : ૭૦ ગુણ

બાહ્ય વિદ્યાર્થીઓ માટે ૧૦૦ ગુણનું પ્રશ્નપત્ર રહેશે; જેમાં Section 2 માં ઉપરોક્ત ૪ પ્રશ્નો પછી ૧૫+૧૫ ગુણ નાં ૨ પ્રશ્નો પુછવાના રહેશે

Section 2

(માત્ર એક્સટર્નલ વિદ્યાર્થીઓ માટે)

- પ્રશ્ન –૫ : ૧૫ ગુણ – નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).
પ્રશ્ન –૬ : ૧૫ ગુણ – નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).

(Prof. K. K. Jani)

Signature of Chairman

SAUSHATRA UNIVERSITY

RAJKOT

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

SYLLABUS OF PUBLIC ADMINISTRATION

FOR

B. A.

SEMESTER: 3 and 4

PAPER: 5 to 8

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

EFFECTIVE FROM JUNE - 2016

Public Administration Elective Course
B.A. Semester - 3 : Paper - 5
Course Title : Personnel & Financial Administration - 1

Faculty of Arts

Annexure "A"

Course (Paper) Name and No: 5 Personnel & Financial Administration - 1

Course (Paper) Unique Code ELECTIVE-1 1601240208030500
 Course (Paper) Unique Code ELECTIVE-2 1601240308030500
External Exam Time Duration: 2:15 Minutes

Name of Program	Semester	Course Group Core/ Elective1 Elective2	Course/Paper Title Paper No. 5	Credit	Internal Marks	External Marks	Exam Marks (Total)
B. A.	3	Ele.1	Personnel & Financial Administration - 1	03	30	70	100
B. A.	3	Ele.2	Personnel & Financial Administration - 1	03	30	70	100

Note: For External Students Exam Time Duration is 3:00Hours

Public Administration Elective Course
B.A. Semester - 3 : Paper - 5
Course Title : Personnel & Financial Administration

★ **Course Outline :**

Unit – 1 (A) : Disciplinary Rules - Political Rights of civil Servant

- a) Disciplinary Rules.
- b) Formal and Informal steps for maintaining discipline in civil service.
- c) Political Rights of civil Servants.

Unit – 1 (B) : Personal Administration

- a) Origin and development of civil Service.
- b) Classification of civil Service.
- c) Civil service as a career.

Unit - 2 : Prestige and Morale

- a) Meaning and development of morale.
- b) Service incentives to good work.
- c) Welfare arrangements.
- d) Importance of morale in civil service.

Unit - 3 : Bureaucracy

- a) Origin and development of bureaucracy.
- b) Meaning and different shade of bureaucracy.
- c) Features and merits and demerits of bureaucracy.
- d) The role of bureaucracy.

Unit - 4 : Professional associations and Trade unions

- a) Origin and development of unionism.
- b) Formation and Features of unions.
- c) Rights of unions.
- d) Collective bargaining.
- e) Whitley councils in England - Joint parliamentary.
- f) Indian trade unions.

★ **References :**

- Oclen stahl : Public Personal Administration.
- S.R. Maheshivari : Indian Administration.
- Ashok chanda : Indian Administration.
- E.N. Gladen : Civil service or Bureaucracy.
- H.R.G. Greaves : Civil service in a changing State.
- કિર્તિદેવ ડો. દેસાઈ. રાજ્ય વહીવટ પરિચય

Public Administration Elective Course

B.A. Semester - 3 : Paper - 6

Course Title : Local Government-1

Faculty of Arts

Annexure "A"

Course (Paper) Name and No: 6 Local Government-1

Course (Paper) Unique Code ELECTIVE-1 1601240208030600

Course (Paper) Unique Code ELECTIVE-2 1601240308030600

External Exam Time Duration: 2:15 Minutes

Name of Program	Semester	Course Group Core/ Elective1 Elective2	Course/Paper Title Paper No. 6	Credit	Internal Marks	External Marks	Exam Marks (Total)
B. A.	3	Ele.1	Local Government-1	03	30	70	100
B. A.	3	Ele.2	Local Government-1	03	30	70	100

Note: For External Students Exam Time Duration is 3:00Hours

Public Administration Elective Course
B.A. Semester - 3 : Paper - 6
Course Title : Local Government

★ **Course Outline :**

Unit – 1 (A) : Local Government

- a) Origin and meaning of Local government.
- b) Definition and meaning of Local government.
- c) Features, merits and demerits of Local government
- d) Local government in our Society.

Unit – 1 (A) : Role of Local government

- a) Role of Local government in modern State.
- b) Election system of Local government.
- c) Problems of Local government.

Unit - 2 : Relationship with state government

- a) Financial relation with state government.
- b) Legal relations with state government.
- c) Administrative relations with state government.

Unit - 3 : British Local Government

- a) Origin and development of local government in British.
- b) Nature and principles of local units.
- c) Administrative counties and Borough.
- d) Urban and Rural districts, Parishes.
- e) Committee system in British.
- f) Election system and state government's control.

Unit - 4 : Local Government in U.S.A.

- a) Organization of urban and Rural.
- b) Election system in Local government.
- c) Personal management in Local government.
- d) Three plans of city.
 - ⇒ Mayor council plan.
 - ⇒ Commission plan.
 - ⇒ City manager plan.

★ **References** :

- Sharma M.P. : Local self government India.
- Finer H. : English Local government.
- Munro W. : Government of American cities.
- Macdonald A.F. : State and Local government in the United States.

Public Administration Elective Course
B.A. Semester - 4 : Paper - 7
Course Title : Personnel & Financial Administration - 2

Faculty of Arts

Annexure "A"

Course (Paper) Name and No: 7 Personnel & Financial Administration - 2

Course (Paper) Unique Code ELECTIVE-1 1601240208040700

Course (Paper) Unique Code ELECTIVE-2 1601240308040700
External Exam Time Duration: 2:15 Minutes

Name of Program	Semester	Course Group Core/ Elective1 Elective2	Course/Paper Title Paper No. 7	Credit	Internal Marks	External Marks	Exam Marks (Total)
B. A.	4	Ele.1	Personnel & Financial Administration - 2	03	30	70	100
B. A.	4	Ele.2	Personnel & Financial Administration - 2	03	30	70	100

Note: For External Students Exam Time Duration is 3:00Hours

Public Administration Elective Course
B.A. Semester - 4 : Paper - 7
Course Title : Personnel & Financial Administration-2

★ **Course Outline :**

Unit – 1(A) : Recruitment

- a) British Philosophy.
- b) American Philosophy.
- c) Indian Recruitment system.
- d) Importance of recruitment in civil service.

Unit – 1 (B) : Training and Promotion

- a) Meaning and Importance of training.
- b) System of training in U.S.A., U.K. and India.
- c) Promotion : Meaning, System.
- d) Importance of promotion in civil service.

Unit - 2 : Public service Commission and Neutrality

- a) Formation and functions of public service commission.
- b) Importance of public service commission.
- c) Neutrality : Meaning and importance of neutrality in civil service

Unit - 3 ; Budget

- a) Principles and contents of budget.
- b) Preparations : Enactment and execution of budget.
- c) Budget as a tool of administration.
- d) Sound financial management and Socio-economic planning.

Unit - 4 : Control over Budget

- a) The role finance ministry.
- b) Legislature and its committees in the control of finance.
- c) The role of Accounting and audit.
- d) Comptroller and Auditor general.

★ **References :**

- Gleam Stahl : Public Personal Administration.
- S.R. Maheshawari : Indian Administration.
- Ashok Chanda : Indian Administration.
- P.K. Hatter : Parliamentary financial control in India.
- Chester Barnard : The functions of the executive.
- N.J. Powell : Personal Administration in Government
- H.R.G. : Civil service in a changing State.
- કિર્તિદેવ ડો. દેસાઈ. રાજ્ય વહીવટ પરિચય

Public Administration Elective Course

B.A. Semester - 4 : Paper - 8

Course Title : Local Government-2

Faculty of Arts

Annexure "A"

Course (Paper) Name and No: 8 Local Government-2

Course (Paper) Unique Code ELECTIVE-1 1601240208040800

Course (Paper) Unique Code ELECTIVE-2 1601240308040800

External Exam Time Duration: 2:15 Minutes

Name of Program	Semester	<u>Course Group</u> Core/ Elective1 Elective2	Course/Paper Title Paper No. 8	Credit	Internal Marks	External Marks	Exam Marks (Total)
B. A.	4	Ele.1	Local Government-2	03	30	70	100
B. A.	4	Ele.2	Local Government-2	03	30	70	100

Note: For External Students Exam Time Duration is 3:00 Hours

Public Administration Elective Course
B.A. Semester - 4 : Paper - 8
Course Title : Local Government - 2

★ **Course Outline :**

Unit – 1 (A) : Democratic Decentralization

- a) Thoughts of Gandhi and Pandit Jawaharlal Nehru.
- b) Meaning - Definition of democratic decentralization.
- c) Importance of decentralization in Local Administration.

Unit – 1 (B) : Panchayati Raj

- a) Integrated structure of three tier composition.
- b) Functions and powers of panchayati institutions.
- c) Administrative problems of panchayati institutions.
- d) Finance: Grant - in-Aid.
- e) Control over Finance.
- f) Panchayati Raj in Gujarat.

Unit - 2 : Urban and Rural Local Government

- a) Urban Local government in India.
- b) Functions and powers of municipal units.
- c) Administrative problems of urban units.
- d) Rural local government in India.
- e) Functions and powers of rural units.
- f) Administrative problems of rural units.

Unit - 3 : Role of officers and elective members in panchayati bodies

- a) District collector and D.D.O.
- b) T.D.O. and chief officer.
- c) District chair person - Taluka - chair person and sarpanch.

Unit - 4 : Relations between officials and Non - officials

- a) Functions and powers of officials.
- b) Functions and powers of Non- Officials.
- c) Conflicts between official and Non officials.
- d) Suggestions for good relations.

References :

1. Maheshwari B. : Studies in Panchayati Raj.
2. Sharma M.P. : Local self Government in India.
3. Khanna R.L. : Panchayati Raj in India

Public Administration Elective Course

B.A. Semester - 3 : Paper - 5

Course Title : Personnel & Financial Administration - 1

Unit No.	Unit Title	Credit	Marks
1	Disciplinary Rules - Political Rights of civil Servant ; Personnel Administration`	03	20
2	Prestige and Morale		20
3	Bureaucracy		15
4	Professional associations - Trade Unions		15
Total		03	70

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

Public Administration Elective Course

B.A. Semester - 3 : Paper - 6

Course Title : Local Government - 1

Unit No.	Unit Title	Credit	Marks
1	Local Government ; Role of local Government	03	20
2	Relationship with state government		20
3	British local government		15
4	Local Government in U.S.A.		15
Total		03	70

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

Public Administration Elective Course

B.A. Semester - 4 : Paper - 7

Course Title : Personnel & Financial Administration - 2

Unit No.	Unit Title	Credit	Marks
1	Recruitment; Training and promotion	03	20
2	Public service Commission and Neutrality		20
3	Budget		15
4	Control over Budget		15
Total		03	70

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

Public Administration Elective Course

B.A. Semester - 4 : Paper - 8

Course Title : Local Government - 2

Unit No.	Unit Title	Credit	Marks
1	Democratic Denaturalization; Panchayati Raj	03	20
2	Urban and Rural local government		20
3	Role of officials and elective members in Panchayati bodies		15
4	Relations between officials and Non-officials		15
Total		03	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)

- ૧૦ ગુણ – લેખિત પરીક્ષા (ટૂંકા પ્રશ્નો તથા હેતુલક્ષી પ્રશ્નો પુછવા).
૧૦ ગુણ – એસાઈમેન્ટ (પાંચ- પાંચ ગુણના બે એસાઈમેન્ટ આપવા).
૦૫ ગુણ – મૌખિક પરીક્ષા (Viva) (વર્ગખંડમાં બધા વિદ્યાર્થીઓની હાજરી જ મૌખિક પરીક્ષા લેવી).
૦૫ ગુણ – મૌલિક રજૂઆત (Presentation) અથવા પ્રોજેક્ટ

૩૦ ગુણ – કુલ

યુનિવર્સિટી પરીક્ષાનું પ્રશ્નપત્ર (૭૦ ગુણ)

Section 1

(રેગ્યુલર તેમજ એક્સટર્નલ વિદ્યાર્થીઓ માટે)

- પ્રશ્ન -૧ : ૨૦ ગુણ – નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).
પ્રશ્ન -૨ : ૨૦ ગુણ – નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).
પ્રશ્ન -૩ : ૧૫ ગુણ – નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).
પ્રશ્ન -૪ : ૧૫ ગુણ – ટૂંકનોંધ (૫ માથી ૩) (૧ ટૂંકનોંધના ૫ ગુણ)

કુલ : ૭૦ ગુણ

બાહ્ય વિદ્યાર્થીઓ માટે ૧૦૦ ગુણનું પ્રશ્નપત્ર રહેશે; જેમાં Section 2 માં ઉપરોક્ત ૪ પ્રશ્નો પછી ૧૫+૧૫ ગુણ નાં ૨ પ્રશ્નો પુછવાના રહેશે

Section 2
(માત્ર એક્સટર્નલ વિદ્યાર્થીઓ માટે)

પ્રશ્ન -૫ : 15 ગુણ - નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).

પ્રશ્ન -૬ : 15 ગુણ - નિબંધ પ્રકારનો લાંબો પ્રશ્ન (આંતરિક વિકલ્પ આપવો).

Public Administration Elective Course

Faculty of Arts

Annexure "B"

S.No.	Level Diploma U.G. P.G.	Semester	Foundation/ Core / Ele-1 Ele-2	Name of Course/Paper	Paper No.	Credit	Internal Marks	External Marks (Total)	Practical /Viva	Total Marks	Course (Paper) Unique Code
1	U.G.	1	Ele.1	Principles of Public Administration - 1	01	03	30	70	--	100	16012402 08010100
2	U.G.	1	Ele.2	Principles of Public Administration - 1	01	03	30	70	--	100	16012403 08010100
3	U.G.	1	Ele.1	Administrative System in India - 1	02	03	30	70	--	100	16012402 08010200
4	U.G.	1	Ele.2	Administrative System in India - 1	02	03	30	70	--	100	16012403 08010200

Public Administration Elective Course

Faculty of Arts

Annexure "B"

S.No.	Level Diploma U.G. P.G.	Semester	Foundation/ Core / Ele-1 Ele-2	Name of Course/Paper	Paper No.	Credit	Internal Marks	External Marks (Total)	Practical /Viva	Total Marks	Course (Paper) Unique Code
5	U.G.	2	Ele.1	Principles of Public Administration - 2	03	03	30	70	--	100	16012402 08020300
6	U.G.	2	Ele.2	Principles of Public Administration - 2	03	03	30	70	--	100	16012403 08020300
7	U.G.	2	Ele.1	Administrative System in India - 2	04	03	30	70	--	100	16012402 08020400
8	U.G.	2	Ele.2	Administrative System in India - 2	04	03	30	70	--	100	16012403 08020400

Public Administration Elective Course

Faculty of Arts

Annexure "B"

S.No.	Level Diploma U.G. P.G.	Semes ter	Foun datio n/ Core / Ele-1 Ele-2	Name of Course/Paper	Paper No.	Credit	Internal Marks	External Marks (Total)	Practical /Viva	Total Marks	Course (Paper) Unique Code
9	U.G.	3	Ele.1	Personnel & Financial Administratio n-1	05	03	30	70	--	100	16012402 08030500
10	U.G.	3	Ele.2	Personnel & Financial Administratio n-1	05	03	30	70	--	100	16012403 08030500
11	U.G.	3	Ele.1	Local Government - 1	06	03	30	70	--	100	16012402 08030600
12	U.G.	3	Ele.2	Local Government - 1	06	03	30	70	--	100	16012403 08030600

Public Administration Elective Course

Faculty of Arts

Annexure "B"

S.No.	Level Diploma U.G. P.G.	Semes ter	Foundatio n/ Core / Ele-1 Ele-2	Name of Course/Paper	Paper No.	Credit	Internal Marks	External Marks (Total)	Practical /Viva	Total Marks	Course (Paper) Unique Code
13	U.G.	4	Ele.1	Personnel & Financial Administrati on - 2	07	03	30	70	--	100	16012402 08040700
14	U.G.	4	Ele.2	Personnel & Financial Administratio n-2	07	03	30	70	--	100	16012403 08040700
15	U.G.	4	Ele.1	Local Government - 2	08	03	30	70	--	100	16012402 08040800
16	U.G.	4	Ele.2	Local Government - 2	08	03	30	70	--	100	16012403 08040800

(Prof. K. K. Jani)

Signature of Chairman