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

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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) 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.
- 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

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Note: For External Students Exam Time Duration is 3:00Hours
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   ELECTIVE-1   1601240208020300
Course (Paper) Unique Code   ELECTIVE-2   1601240308020300

External Exam Time Duration: 2:15 Minutes

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

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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.
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- Prabhudatt Sharma and H. Sharma: Lok Prashasan ke Naye Kshitij (In Hindi).
- Kirtidev D. Desai: Rajya Vahivat Parichay (In Gujarati).
### Course Title: Principles of Public Administration - 1

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

### Course Title: Administrative System in India - 1

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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

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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

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

દરેક સેમિસ્ટરમાં દરેક પેપર સૌ ગુજ આંતરિક ભૂત્યાંકનના અને 70 ગુજ યુનિવર્સિટી પરીક્ષાના રશે આંતરિક ભૂત્યાંક અને યુનિવર્સિટી પરીક્ષાના પ્રક્રિયાવત્તન મામદું નિયે પ્રમાણે રશે હોય.

આંતરિક ભૂત્યાંક (70 ગુજ)

10 ગુજ - વેલિટ પરીક્ષા (ટૂંકા પ્રશ્નો તથા વલ્ષની પ્રશ્નો પુછવા).
10 ગુજ - અસાઈમેન્ટ (પાંછ-પાંછ ગુજરાત ને અસાઈમેન્ટ આપવા).
05 ગુજ - પ્રીનિક પરીક્ષા (Viva) (ભગભગ ભાગ વિવાધતિઓની કાચરી જ મીલિક પરીક્ષા લેવી).
05 ગુજ - પ્રીનિક રજૂસામાત (Presentation) અથવા પ્રોજેક્ટ

-----------------
70 ગુજ - ફ્રેક

યુનિવર્સિટી પરીક્ષાનું પ્રક્રિયાવત્તન (70 ગુજ)

Section 1
(રેયુયર તેમજ અક્સ્ટેનટ વિદ્યાર્થીઓ માટે)

પ્રશ્ન - 1: 20 ગુજ - નિયંત્રણ પ્રકારના લાંબો પ્રશ્ન (આંતરિક વિખયાત આપવો).
પ્રશ્ન - 2: 20 ગુજ - નિયંત્રણ પ્રકારના લાંબો પ્રશ્ન (આંતરિક વિખયાત આપવો).
પ્રશ્ન - 3: 15 ગુજ - નિયંત્રણ પ્રકારના લાંબો પ્રશ્ન (આંતરિક વિખયાત આપવો).
પ્રશ્ન - 4: 15 ગુજ - ટૂંકાંખ (p. માથી 3) (7 ટૂંકાંખના પ. ગુજની)

-----------------
70 ગુજ

બાદલ વિદ્યાર્થીઓ માટે 100 ગુજનું પ્રક્રિયાવત્તન રશે હોય. જેમાં Section 2 માં ઉપરોક્ત 4 પ્રકારના પછી 15+15 ગુજ નાં 2 પ્રકારની પુછવાના રશે હોય.

Section 2
(માટે અક્સ્ટેનટ વિદ્યાર્થીઓ માટે)

પ્રશ્ન - 5: 15 ગુજ - નિયંત્રણ પ્રકારના લાંબો પ્રશ્ન (આંતરિક વિખયાત આપવો).
પ્રશ્ન - 6: 15 ગુજ - નિયંત્રણ પ્રકારના લાંબો પ્રશ્ન (આંતરિક વિખયાત આપવો).

(Prof. K. K. Jani)
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

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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.
f) Indian trade unions.
References:

- Oclem stahl : Public Personal Administration.
- S.R. Maheshivari : Indian Administration.
- Ashok chanda : Indian Administration.
- E.N. Gladen : Civil service or Bureaucracy.
- भिनक दे वडे . दे सु हि . २१ जुलाई वट परिचय
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

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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.
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

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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
- हिंदी दे बढ़े . दे संृ घाघे । २० जनवरी वट परि कं ह
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

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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 gee - Pandit Jawaharlal Nehru.
   b) Meaning - Definition of democratic denaturalization.
   c) Importance of denaturalization in Local Administration.

Unit – 1 (B) : Panchayati Raj
   a) Integrated structure of three tires 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 pnmicipal 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 :
## Public Administration Elective Course
### B.A. Semester - 3 : Paper - 5
#### Course Title : Personnel & Financial Administration - 1

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**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

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**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

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*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

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

છેક સેમસ્ટરમાં છેક પેપર હી જો ભૂતાંકના અને ૧૦ ગુણ યુનિવર્સિટી પરીક્ષા રહેશે અને ભૂતાંક અને યુનિવર્સિટીની પરીક્ષા પ્રશ્નપત્રનું માધ્યમ નીવે પ્રમાણિક રહેશે.

અંતર્દૃક ભૂતાંક (૩૦ ગુણ)

• ૧૦ ગુણ – સોંધિત પરીક્ષા (પ્રશ્નો તથા ક્ષણીકૃત પ્રશ્નો પુછવા).
• ૧૦ ગુણ – અંતર્દૃક (પાયા-પાયા ગુણના ને અંતર્દૃક આપવા).
• ૦૫ ગુણ – મીલિક પરીક્ષા (Viva) (વિભાગમાં તે વિદ્યાર્થીઓ હાજરી હોય તે મીલિક પરીક્ષા લેવી જવાબદાર થવી શકે છે).
• ૦૫ ગુણ – મીલિક રજયમાત (Presentation) અથવા પ્રોજેક્ટ

૩૦ ગુણ – કુલ

યુનિવર્સિટી પરીક્ષાનું પ્રશ્નપત્ર (૩૦ ગુણ)

Section 1
(રેસ્યુલ્ટ તેમજ અંકસાઠના વિદ્યાર્થીઓ માટે)

પ્રશ્ન - ૧ : ૨૦ ગુણ – નિરંધ પ્રકારનો લાંબો પ્રશ્ન (અંતર્દૃક વિકલ્પ આપવો).

પ્રશ્ન - ૨ : ૨૦ ગુણ – નિરંધ પ્રકારનો લાંબો પ્રશ્ન (અંતર્દૃક વિકલ્પ આપવો).

પ્રશ્ન - ૩ : ૧૫ ગુણ – નિરંધ પ્રકારનો લાંબો પ્રશ્ન (અંતર્દૃક વિકલ્પ આપવો).

પ્રશ્ન - ૪ : ૧૫ ગુણ – પ્રશ્નનું પ્રયોગ (પ્રશ્ન માધ્યમથી) (૧. પ્રશ્નનું પ્રયોગ) ૨ ગુણ

કુલ : ૨૦ ગુણ

બાદ વિદ્યાર્થીઓ માટે ૧૦૦ ગુણનું પ્રશ્નપત્ર રહેશે; જેમાં Section 2 માં ઉપરોક્ત ૪ પ્રશ્નો પહેલી

૧૫+૧૫+૧૫=૪૫ ગુણ ના ૨ પ્રશ્નો પૃષ્ઠભાગના રહેશે.
**Section 2**

(મા એસટનલ વિવાધાઓ માટે)

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**Faculty of Arts**

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**Faculty of Arts**

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Faculty of Arts

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(Prof. K. K. Jani)
Signature of Chairman