



# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A' GRADE' UNIVERSITY)  
Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

Academic Section

Email: [academicsectionju14@gmail.com](mailto:academicsectionju14@gmail.com)

## NOTIFICATION (23/June/Adp./50)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the Syllabi and Courses of Studies in the subject of **Public Administration** of Semester IIIrd and IVth for **Four Year Under Graduate Programme (FYUGP)** under the **Choice Based Credit System** as per **NEP-2020 (as given in the annexure)** for the examinations to be held in the years as per the details given below:

Subject	Semester	For the examinations to be held in the year
Public Administration	Semester- III Semester-IV	Dec. 2023, 2024 and 2025 May 2024, 2025 and 2026

The Syllabi of the courses is also available on the University website: [www.jammuuniversity.ac.in](http://www.jammuuniversity.ac.in).

Sd/  
DEAN ACADEMIC AFFAIRS

No. F. Acd/II/23/5633-5672.

Dated: 20-6-2023.

Copy for information and necessary action to:

- 1 Dean, Faculty of Social Science
- 2 Convener, Board of Studies in **Public Administration / Political Science**
- 3 Sr. P.A. to the Controller of Examinations
- 4 All members of the Board of Studies
- 5 Confidential Assistant to the Controller of Examinations
- 6 I/C Director, Computer Centre, University of Jammu
- 7 Deputy Registrar/Asst. Registrar (Conf. /Exams. UG)
- 8 Incharge, University Website for Uploading of the notification.

*Sumit Sharma*  
Deputy Registrar (Academics)  
15/6/23

15/6/23

15/6/23

**Department of Political Science**  
**University of Jammu**


**Course Scheme of Syllabus**  
**Bachelor of Public Administration**  
**(General/Honours/Honours with Research)**  
**(As per the Guidelines of National Education Policy-2020)**

**Semester-III**

S. No	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					End Sem. Exam.	Mid Sem. Test	Tutorial	Total
1	Major	UMJPAT-301	Public Administration in India	4 (3+1)	60	15	25	100
2	Major	UMJPAT-302	Development Administration	4 (3+1)	60	15	25	100
3	Minor	UMIPAT-303	Understanding Public Administration in India	4 (3+1)	60	15	25	100
4	MD/ID	UMDPAT-304	Civil Services in India	3	60		15	75
5	SEC	USEPAT-305	Social Welfare Administration in India	2	40		10	50

**Semester-IV**

S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					End Sem. Exam.	Mid Sem. Test	Tutorial	Total
1	Major	UMJPAT-401	Comparative Public Administration	4 (3+1)	60	15	25	100
2	Major	UMJPAT-402	Financial Administration in India	4 (3+1)	60	15	25	100
3	Major	UMJPAT-403	Personnel Administration in India	4 (3+1)	60	15	25	100
4	Major	UMJPAT-404	Indian Administration: Contemporary Issues	4 (3+1)	60	15	25	100
5	Minor	UMIPAT-405	Understanding Personnel Administration in India	4 (3+1)	60	15	25	100

  
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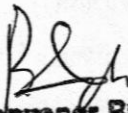
**Course Scheme of Syllabus  
Bachelor of Public Administration  
(General/Honours/Honours with Research)  
(As per the Guidelines of National Education Policy-2020)**

**Semester-III**

S. No	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					End Sem. Exam.	Mid Sem. Test	Tutorial	Total
1	Major	UMJPAT-301	Public Administration in India	4 (3+1)	60	15	25	100
2	Major	UMJPAT-302	Development Administration	4 (3+1)	60	15	25	100
3	Minor	UMIPAT-303	Understanding Public Administration in India	4 (3+1)	60	15	25	100
4	MD/ID	UMDPAT-304	Civil Services in India	3	60		15	75
5	SEC	USEPAT-305	Social Welfare Administration in India	2	40		10	50

**Semester-IV**

S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					End Sem. Exam.	Mid Sem. Test	Tutorial	Total
1	Major	UMJPAT-401	Comparative Public Administration	4 (3+1)	60	15	25	100
2	Major	UMJPAT-402	Financial Administration in India	4 (3+1)	60	15	25	100
3	Major	UMJPAT-403	Personnel Administration in India	4 (3+1)	60	15	25	100
4	Major	UMJPAT-404	Indian Administration: Contemporary Issues	4 (3+1)	60	15	25	100
5	Minor	UMIPAT-405	Understanding Personnel Administration in India	4 (3+1)	60	15	25	100

  
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**B.A Public Administration as Per NEP-2020**  
**Semester-III (Session December 2023, 2024 & 2025)**  
**Major Course Code: UMJPAT-301**  
**Course Title: Public Administration in India**

**Duration of Exam: 3 hrs.**                      **Contact Hours: 60**                      **Total Marks: 100**  
**Credits: 4 (3+1)**      **Mid Sem. Test: 15**      **Tutorial: 25 (15+10)**      **End Sem. Exam: 60**

**Objectives and Learning Outcomes:** The syllabus aims to provide students with an understanding of the evolution and constitutional perspective of Public Administration in India, administrative structures at the Union, State, and District levels, as well as the issue areas in Indian Administration. The learning outcomes of the syllabus include the ability to critically analyze the colonial legacy of Public Administration in India, evaluate the salient features of Indian Administration, and understand the legislative, executive, and judicial control over administration. It also equips the students with an understanding of the relationship between political and permanent executive, the generalist and specialist controversy, and the institutional mechanism for the prevention of corruption in Indian Administration.

**Unit-I Evolution and Constitutional Perspective**

- 1.1 Evolution of Public Administration in India: A Colonial legacy
- 1.2 Constitutional Framework: Federation and Parliamentary Democracy
- 1.3 Salient Features of Indian Administration
- 1.4 Legislative, Executive and Judicial Control over Administration

**Unit- II Administrative Structure at Union Level**


- 2.1 Union Executive: President, Prime Minister and Council of Ministers
- 2.2 Central Secretariat: Organizational Structure and functions
- 2.3 Cabinet Secretariat: Organizational Structure and functions
- 2.4 All India Services: Features and Significance

**Unit- III Administrative Structure at State and District Levels**

- 3.1 State Executive: Governor, Chief Minister and State Council of Ministers
- 3.2 State Secretariat: Organizational Structure and Functions
- 3.3 Chief Secretary: Roles and Functions
- 3.4 District Collector: Evolution, Roles and Functions

**Unit IV Issue Areas in Indian Administration**

- 4.1 Relationship between Political and Permanent Executive
- 4.2 Generalist and Specialists Controversy
- 4.3 Institutional Mechanism for Prevention of Corruption: Lokpal and Lokayukta
- 4.4 Changing Role of Civil Servants: Towards Greater Accountability and Transparency

  
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**B.A Public Administration as Per NEP-2020**  
**Semester-III (Session December 2023, 2024 & 2025)**

**Major Course Code: UMJPAT-301 (Public Administration in India)**

**Note for Paper Setting**

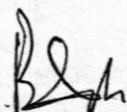
**Mid Semester Test:** The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

**Tutorial:** The course coordinator will assign one topic from the entire syllabus of the course to each students to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

**End Semester Examination:** The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

**Suggested Readings**

- Arora, K. Ramesh, *Indian Administration*, New Delhi: Sumit Enterprises, 2007.  
Ambardar, Som, *Public Administration in India*, New Delhi: Dominant Publishers, 2006.  
Arora, K. Ramesh, *Public Administration in India: Continuity and Change*, New Delhi: Rajat Publications, 2006.  
Avasthi, A and Avasthi, A. P., *Indian Administration*, Agra: Laksmi Narain Aggarwal, 2004.  
Baghel, C.L., and Kumar Yogendra, *Good Governance: Concepts and Approaches*, New Delhi: Kanishka Publishers, 2006.  
Balfour, Lady Betty, *Lord, Lytton's Indian Administration 1876-1880 The Untold History*, New Delhi: Gyan Books, 2015.  
Basu, D D., *Introduction to the Constitution of India*, New Delhi: Lexis Nexis, 2013.  
Chakraborty, Bidyut, *Indian Administration*, New Delhi: Sage, 2016.  
Fadia, B L, and Fadia, Kuldeep, *Indian Administration*, Agra: Sahitya Bhawan, 2017.  
Goel, S. L., *Right to Information and Good Governance*, New Delhi: Deep and Deep Publications, 2007.  
Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan, *Rethinking Public Institutions in India*, New Delhi: Oxford, 2017.  
Singh, Hoshiar, and Singh, Mohinder, *Public Administration in India: Theory and Practice*, New Delhi: Sterling Publishers, 1989.

  
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**B.A Public Administration as Per NEP-2020**  
**Semester-III (Session December 2023, 2024 & 2025)**  
**Major Course Code: UMJPAT-302**  
**Course Title: Development Administration**

**Duration of Exam: 3 hrs.**

**Contact Hours: 60**

**Total Marks: 100**

**Credits: 4 (3+1)**

**Mid Sem. Test: 15**

**Tutorial: 25 (15+10)**

**End Sem. Exam: 60**

**Objectives and Learning Outcomes:** This course aims to equip students with a comprehensive understanding of the concept, dimensions, and approaches of Development Administration, sustainable development and theories, the growth of Development Administration in India, as well as contemporary perspectives. The learning outcomes of the syllabus include the ability to critically analyze the features of Development Administration, evaluate the contributions of scholars such as Fred W. Riggs and Edward Weidner, and understand the approaches to Development and Development Administration in India. Students will also be able to identify and assess the significance of contemporary perspectives such as human development, social development, PPP, CSR, and social audit in the context of Development Administration.

**Unit-1 Concept, Dimensions and Approaches**

- 1.1 Development Administration: Concept, Nature and Scope
- 1.2 Development Administration and Administrative Development
- 1.3 Dynamics of Development Administration
- 1.4 Anti-Development Thesis: Concept and Relevance

**Unit-II Development, Sustainable Development and Theories**


- 2.1 Features of Development Administration
- 2.2 Green Governance: Moving towards Sustainable Development
- 2.3 Contribution of Fred W. Riggs
- 2.4 Contribution of Edward Weidner

**Unit-III Growth of Development Administration In India**

- 3.1 Community Development Programme
- 3.2 Democratic Decentralisation in India
- 3.3 Approaches to Development and Development Administration
- 3.4 Administrative Development in India

**Unit-IV Contemporary Perspectives**

- 4.1 Human Development and Social Development
- 4.2 Public- Private Partnership: Rationale and Risks
- 4.3 Corporate Governance and Corporate Social Responsibility
- 4.4 Social Audit: Concept and Mechanism

  
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**B.A Public Administration as Per NEP-2020**  
**Semester-III (Session December 2023, 2024 & 2025)**  
**Major Course Code: UMJPAT-302**

**Course Title: Development Administration**

**Note for Paper Setting**


**Mid Semester Test:** The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

**Tutorial:** The course coordinator will assign one topic from the entire syllabus of the course to each students to write a tutorial/practical comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial/practical report in the class.

**End Semester Examination:** The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

**Suggested Readings**

- Arora, R. K, and Sharma, S, (Eds.) *Comparative and Development Administration: Ideas and Actions*, Jaipur: Arihant Centre for Administrative Change, 1992
- Bhatt, A and Ranjan, R, *Comparative Government and Politics*, New Delhi: Anmol Publications, 2010.
- Chandler, J.A., *Comparative Public Administration*, New York: Routledge, 2014.
- Dahiya, S. Singh, and Sing, Ravinder, *Comparative Public Administration*, New Delhi: Sterling Publishers, 2014.
- Farazmand, A., *Handbook of Comparative and Development Public Administration*, New York: Marcell Dekker, 2001.
- Gupta, Bhuvanesh, *Comparative Public Administration*, New Delhi: Wisdom Press, 2014.
- Hague, Rod, and Harrop, Martin, *Comparative Government and Politics: An Introduction*, London: Palgrave Macmillan, 2013.
- Heady, Ferrel, *Public Administration: A Comparative Perspective*, New York: Marcel Dekker, 2001.
- Jreisat, Jamil, *Globalism and Comparative Public Administration*, New York: CRC Press, 2012.
- Nadkarni, Vidya, and Noonan, Norman C, (Eds.), *Emerging Powers in a Comparative Perspective: The Political and Economic Rise of the BRIC Countries*, London: Bloomsbury Academic, 2013.
- O'Neil, H. Patrick (et.al), *Cases in Comparative Politics*, New York: W.W. Norton, 2013.
- Otenyo, E. Eric and Lind, S. Nancy, *Comparative Public Administration: The Essential Readings*, London: Elsevier, 2006

  
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**B.A Public Administration as Per NEP-2020**  
**Semester-III (Session December 2023, 2024 & 2025)**  
**Minor Course Code: UMIPAT-303**  
**Course Title: Understanding Public Administration in India**

**Duration of Exam: 3 hrs.**                      **Contact Hours: 60**                      **Total Marks: 100**  
**Credits: 4 (3+1)**                      **Mid Sem. Test: 15**                      **Tutorial: 25 (15+10)**                      **End Sem. Exam: 60**

**Objectives and Learning Outcomes:** The syllabus aims to provide students with an understanding of the evolution and constitutional perspective of Public Administration in India, administrative structures at the Union, State, and District levels, as well as the issue areas in Indian Administration. The learning outcomes of the syllabus include the ability to critically analyze the colonial legacy of Public Administration in India, evaluate the salient features of Indian Administration, and understand the legislative, executive, and judicial control over administration. It also equips the students with an understanding of the relationship between political and permanent executive, the generalist and specialist controversy, and the institutional mechanism for the prevention of corruption in Indian Administration.

**Unit-I Evolution and Constitutional Perspective**

- 1.1 Evolution of Public Administration in India: A Colonial legacy
- 1.2 Constitutional Framework: Federation and Parliamentary Democracy
- 1.3 Salient Features of Indian Administration
- 1.4 Legislative, Executive and Judicial Control over Administration

**Unit- II Administrative Structure at Union Level**

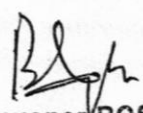
- 2.1 Union executive: President, Prime Minister and Council of Ministers
- 2.2 Central Secretariat: Organizational Structure and functions
- 2.3 Cabinet Secretariat: Organizational Structure and functions
- 2.4 All India Services: Features and Significance

**Unit- III Administrative Structure at State and District Levels**

- 3.1 State executive: Governor, Chief Minister and State Council of Ministers
- 3.2 State Secretariat: Organizational Structure and functions
- 3.3 Chief Secretary: Roles and functions
- 3.4 District Collector: Evolution, Roles and Functions

**Unit IV Issue Areas in Indian Administration**

- 4.1 Relationship between Political and Permanent Executive
- 4.2 Generalist and Specialists Controversy
- 4.3 Institutional Mechanism for Prevention of Corruption: Lokpal and Lokayukta
- 4.4 Changing role of civil servants: Towards greater Accountability and Transparency.

  
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**B.A Public Administration under CBCS as Per NEP-2020  
Semester-III (Session December 2023, 2024 & 2025)**

**Major Course Code: UMIPAT-303 (Understanding Public Administration in India)**

**Note for Paper Setting**

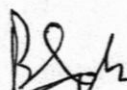
**Mid Semester Test:** The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

**Tutorial:** The course coordinator will assign one topic from the entire syllabus of the course to each students to write a tutorial/practical comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial/practical report in the class.

**End Semester Examination:** The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

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**B.A Public Administration as Per NEP-2020**  
**Semester-III (Session December 2023, 2024 & 2025)**  
**MD Course Code: UMDPAT - 304**

**Course Title: Civil Services in India**

**Duration of Exam: 3 hrs**  
**Credits: 3**

**Contact Hours: 45**  
**Mid Sem. Test: 15**

**Total Marks: 75**  
**End Sem. Exam: 60**

**Objectives and Learning Outcomes:** The syllabus on Civil Services in India aim to provide an understanding of the structure and functioning of the country's civil services. The objectives are to familiarize students with the historical evolution of civil services, recruitment and training processes, the functions and responsibilities of the Central Secretariat, Cabinet Secretariat, and PMO, and an in-depth analysis of the role and responsibilities of the District Collector. The learning outcomes include an understanding of the evolution of civil services, recruitment and training processes, functions and responsibilities of the Central Secretariat, Cabinet Secretariat, and PMO, and the ability to analyse the role and responsibilities of the District Collector and suggest measures to address challenges faced by them.

**Unit 1 Civil Services in India: An Introduction**

- 1.1 Civil Services – A British legacy
- 1.2 All India Services (AIS) and Central Services -Features and Significance
- 1.3 Minister-Civil Servant Relationship-Principles of Neutrality and Anonymity

**Unit 2 Recruitment and Training of Civil Servants**


- 2.1 Meaning and Systems of Recruitment
- 2.2 Recruitment Agencies: UPSC & State PSC
- 2.3 Training: Objectives & Methods.

**Unit 3 – Central Secretariat, Cabinet Secretariat and PMO**

- 3.1 Organisation and Functions of Central Secretariat
- 3.2 Organisation and Functions of the Cabinet Secretariat
- 3.3 Organisation and Functions of Prime Minister's Office (PMO)

**Unit 4-District Collector**

- 4.1 Powers and Functions of District Collector
- 4.2 District Collector and Democratic Decentralisation
- 4.3 Changing Role of District Collector

  
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**B.A Public Administration as Per NEP-2020**  
**Semester-III (Session December 2023, 2024 & 2025)**  
**MD Course Code: UMDPAT 304**

**Course Title: Civil Services in India**

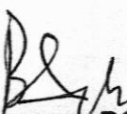
**Note for Paper Setter**

**Mid Semester Test:** The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

**End Semester Examination:** The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

**Suggested Reading**

Avasthi and Avasthi, *Public Administration*, Agra: Lakshminarayana Agarwal, 2017.  
Ramesh K Arora and Rajni Goyal, *Indian Public Administration-Institutions and Issues*, New Delhi: New Age International Publishers, 2020.  
SS Khera, *District Administration in India*, Bombay: Asia Publishing House 1964  
BL Fadia and Kuldeep Fadia, *Public Administration in India*, Delhi: Sahitya Bhawan, 2022.  
SK Das, *The Civil Services in India*, Delhi: Oxford University Press, 2013.  
Kuldeep Mathur, *Recasting Public Administration in India: Reform, Rhetoric and Neoliberalism*, Delhi: Oxford University Press, 2019.

  
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**B.A Public Administration under NEP-2020**  
**Semester- III (Session December 2023, 2024 & 2025)**  
**Skill Course Code: USEPAT-305**

**Course Title: Social Welfare Administration in India**

**Duration of Exam: 2 and an half hrs.**

**Contact Hours: 30**

**Total Marks: 50**

**Credits: 2**

**Mid Sem. Test: 10**

**End Sem. Exam: 40**

**Objectives and Learning Outcomes:** The course is designed to equip students with the necessary skills and knowledge to understand the conceptual framework of social welfare, the principles of social welfare administration, and the constitutional and legal provisions for welfare in India. Through the study of various social welfare schemes, students will develop critical thinking and analytical skills to evaluate the merits and demerits of these schemes. Upon completion of this course, students will have the skills to analyse the relationship between administration and social change, evaluate welfare measures for women and children, SCs, STs, and OBCs, and assess the effectiveness of social welfare schemes such as the MGNREGA, RUSA, and NRHM.

**Unit-I Social Welfare, Welfare State and Welfare Administration**

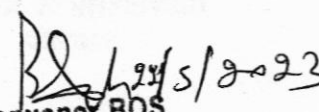
- 1.1 Social Welfare: A Conceptual framework
- 1.2 Principles of Social Welfare Administration in India
- 1.3 Administration and Social Change

**Unit-II Social Welfare: Constitutional and Legal Provisions**

- 2.1 Constitutional and Legal Provisions for Welfare
- 2.2 Welfare Measures for Women and Children
- 2.3 Welfare Measures for SCs, STs and OBCs

**Unit- III Social Welfare Schemes**

- 3.1 MGNREGA: Merits and Demerits
- 3.2 Public Distribution System: Rationale and Impact
- 3.3 National Rural Health Mission to National Health Mission

  
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**B.A Public Administration under NEP-2020**  
**Semester- III (Session December 2023, 2024 & 2025)**  
**Skill Course Code: USEPAT-305**

**Course Title: Social Welfare Administration in India**

**Note for Paper Setter**

**Mid Semester Test:** The Mid Semester Test question paper will consist of six short answer type questions set from the first one and half unit. The candidates are required to attempt any four questions. The upper limit for the answer of each question will be 200-250 words and each question carries 2 ½ marks. The time duration for the Mid Semester Test is 1 ½ hours.

**End Semester Examination:** The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 2 ½ marks. Section-B shall consist of six long answer type questions at least carrying two questions from each unit. The candidates are required to attempt three questions by selecting one question from each unit. The upper limit for the answer of each question will be 600-650 words and each question carries 10 marks. The time duration for the End Semester Exam is 2 ½ hours.

**Suggested Readings**

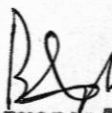
Bidyut Chakrabarty and Prakash Chand, *Public Administration in a Globalizing World: Theories and Practices*, New Delhi: Sage, 2013

Bidyut Chakrabarty and Prakash Chand, *Indian Administration*, New Delhi: Sage Publications, 2016.

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**B.A Public Administration as Per NEP-2020**  
**Semester-IV (Session May 2024, 2025 & 2026)**  
**Major Course Code: UMJPAT-401**  
**Course Title: Comparative Public Administration**

**Duration of Exam: 3 hrs.**

**Contact Hours: 60**

**Total Marks: 100**

**Credits: 4 (3+1)**

**Mid Sem. Test: 15**

**Tutorial: 25 (15+10)**

**End Sem. Exam: 60**

**Objectives and Learning Outcomes:** The syllabus aims to provide students with an understanding of comparative public administration and an analysis of administrative systems in different countries, particularly in the UK, USA, Japan, and France. The syllabus covers topics such as the nature and approaches of comparative public administration, the contributions of F.W. Riggs, recent developments in the field, and the impact of globalization on administrative systems. The learning outcomes of the syllabus include understanding the concept and scope of comparative public administration, evaluating the different approaches to the field, analyzing the administrative systems in different countries, and evaluating their strengths and weaknesses.

**Unit-I Meaning, Nature and Approaches**

- 1.1 Comparative Public Administration (CPA): Meaning, Nature, Scope and Significance
- 1.2 Evolution of Comparative Public Administration
- 1.3 Approaches to CPA: Bureaucratic, Ecological and Structure-Functional
- 1.4 Ecology of Administration

**Unit-II Contribution of F.W. Riggs**


- 2.1 Agraria and Industria Models
- 2.2 Fused-Prismatic-Diffracted Models
- 2.3 The Prismatic-Sala Model
- 2.4 Critical Appraisal of F. W. Riggs

**Unit-III Developments in Comparative Public Administration**

- 3.1 Comparative Administration Group (CAG) Phase
- 3.2 Section for International and Comparative Administration (SICA)
- 3.3 The World Governance Index (WGI)
- 3.4 New Public Management: Comparative Perspective

**Unit-IV Administrative Systems in UK, USA, Japan and France**

- 4.1 Administrative System in United Kingdom
- 4.2 Administrative System in USA
- 4.3 Administrative System in Japan
- 4.4 Administrative System in France

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**B.A Public Administration as Per NEP-2020**  
**Semester-IV (Session May 2024, 2025 & 2026)**

**Major Course Code: UMJPAT-401 (Comparative Public Administration)**

**Note for Paper Setting**

**Mid Semester Test:** The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

**Tutorial:** The course coordinator will assign one topic from the entire syllabus of the course to each students to write a tutorial/practical comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial/practical report in the class.

**End Semester Examination:** The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

**Suggested Readings**

- Arora, R. K, and Sharma, S, (Eds.) *Comparative and Development Administration: Ideas and Actions*, Jaipur: Arihant Centre for Administrative Change, 1992
- Bhatt, A and Ranjan, R, *Comparative Government and Politics*, New Delhi: Anmol Publications, 2010.
- Chandler, J.A., *Comparative Public Administration*, New York: Routledge, 2014.
- Dahiya, S. Singh, and Sing, Ravinder, *Comparative Public Administration*, New Delhi: Sterling Publishers, 2014.
- Farazmand, A., *Handbook of Comparative and Development Public Administration*, New York: Marcell Dekker, 2001.
- Gupta, Bhuvanesh, *Comparative Public Administration*, New Delhi: Wisdom Press, 2014.
- Hague, Rod, and Harrop, Martin, *Comparative Government and Politics: An Introduction*, London: Palgrave Macmillan, 2013.
- Heady, Ferrel, *Public Administration: A Comparative Perspective*, New York: Marcel Dekker, 2001.
- Jreisat, Jamil, *Globalism and Comparative Public Administration*, New York: CRC Press, 2012.
- Nadkarni, Vidya, and Noonan, Norman C, (Eds.), *Emerging Powers in a Comparative Perspective: The Political and Economic Rise of the BRIC Countries*, London: Bloomsbury Academic, 2013.
- O'Neil, H. Patrick (et.al), *Cases in Comparative Politics*, New York: W.W. Norton, 2013.
- Otenyo, E. Eric and Lind, S. Nancy, *Comparative Public Administration: The Essential Readings*, London: Elsevier, 2006.

  
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**B.A Public Administration under CBCS as Per NEP-2020**  
**Semester-IV (Session May 2024, 2025 & 2026)**

**Major Course Code: UMJPAT-402**

**Course Title: Financial Administration in India**

**Duration of Exam: 3 hrs.**

**Contact Hours: 60**

**Total Marks: 100**

**Credits: 4 (3+1)**

**Mid Sem. Test: 15**

**Tutorial: 25 (15+10)**

**End Sem. Exam: 60**

**Objectives and Learning Outcomes:** This course is designed to provide an overview and knowledge in financial administration, budgetary systems, types of budgeting, and accounting and auditing. Students will learn about the principles and significance of financial administration, the functions of budget, and the budget cycle. They will also be familiarized with different types of budgeting, such as line-item, performance, zero-based, and outcome budgeting. Lastly, students will learn about accounting and auditing, including the role of the Comptroller and Auditor General. Upon completion of this syllabus, students will be able to analyze financial administration, evaluate budgetary systems, and assess the effectiveness of different types of budgeting and accounting and auditing practices.

**Unit-I Introduction to Financial Administration**

- 1.1 Financial Administration: Meaning, Nature and Scope
- 1.2 Principles of Financial Administration
- 1.3 Significance of Financial Administration
- 1.4 Comparison of Public and Private Finance

**Unit-II Budgetary Systems**


- 2.1 Budget: Meaning, definition and features
- 2.2 Functions and Principles of Budget
- 2.3 Budget as a socio-economic instrument
- 2.4 Budget Cycle: Formulation, Enactment and Execution

**Unit-III Unit 3- Types of Budgeting**

- 3.1 Line-item Budgeting-Meaning and features
- 3.2 Performance Budgeting-Meaning and features
- 3.3 Zero-Based Budgeting-Meaning and features
- 3.4 Outcome Budgeting- Meaning and features

**Unit-IV Accounting and Auditing**

- 4.1 Accounting: Concept and Mechanism
- 4.2 Cash Based Accounting and Accrual Accounting
- 4.3 Auditing: Meaning, Types and Mechanism
- 4.4 Comptroller and Auditor General of India: Power, Functions and Roles

  
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**B.A Public Administration under CBCS as Per NEP-2020**  
**Semester-IV (Session May 2024, 2025 & 2026)**  
**Major Course Code: UMJPAT-402 (Financial Administration in India)**

**Note for Paper Setting**

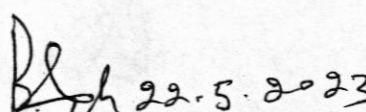

**Mid Semester Test:** The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

**Tutorial:** The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

**End Semester Examination:** The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

**Suggested Readings**

- Arora, K. Ramesh, *Performance Budgeting*, New Delhi: Allied Publishers, 2010  
Burkhead, J, *Government Budgeting*, New York: Wiley Sons, 1956.  
Chand, P, *Control of Public Expenditure in India*, New Delhi: Allied Publishers, 2010  
Frank, Howard A, *Public Financial Management*, New York: CRC Press, 2006.  
Gupta, B. N, *Indian Federal Finance and Budgetary Policy*, Allahabad: Chaitanya Publishing House, 2006.  
Khan, Aman, and Hildreth, W Bartley, *Case Studies in Public Budgeting and Financial Management, Revised and Expanded*, New York: Routledge, 2003.  
Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri, *Financial Administration in India*, New Delhi: PHI Learning, 2014.  
Rabin, Jack and Stevens, Glenn L, *Handbook of Fiscal Policy*, London: Routledge, 2001.  
Sury, M. M, *Government Budgeting in India*. : New Delhi: Commonwealth Publishers, 1990.  
Thavaraj, M. J. K., *Financial Administration in India*, Delhi: Sultan Chand, 2001.  
Thompson, Fred, and Green, Mark T., (Eds.), *Handbook of Public Finance*, New Delhi: Marcel Dekker, 1991.

  
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**B.A Public Administration under CBCS as Per NEP-2020**  
**Semester-IV (Session May 2024, 2025 & 2026)**  
**Major Course Code: UMJPAT-403**  
**Course Title: Personnel Administration in India**

**Duration of Exam: 3 hrs.**                      **Contact Hours: 60**                      **Total Marks: 100**  
**Credits: 4 (3+1)**              **Mid Sem. Test: 15**              **Tutorial: 25 (15+10)**              **End Sem. Exam: 60**

**Objectives and Learning Outcomes:** This course is designed to provide learners with a comprehensive understanding of the personnel management system in India. At the end of the course, learners will be able to understand the constitutional framework of public personnel administration in India, different recruitment processes, training methods, and performance appraisal. They will also be able to analyse the Code of Conduct, the grievance redressal mechanism, and the reforms in civil services. Overall, this syllabus aims to equip learners with the knowledge and skills required to work in the personnel management field in India and contribute to the development of the public personnel administration system.

**Unit I Meaning, Objectives Working and Accountability**

- 1.1 Personnel Administration: Meaning, Nature and Scope
- 1.2 Evolution and Theoretical Perspective
- 1.3 Objectives of Personnel Management
- 1.4 Public Personnel Administration: Neutrality, Ethics and Accountability

**Unit II Civil Service System**


- 2.1 Career System: Concepts and Types
- 2.2 Classification of Personnel: Rank and Position classification
- 2.3 Recruitment: Meaning, Types and Process
- 2.4 Training: Meaning, Types and Methods

**Unit III Public Personnel System in India- I**

- 3.1 Constitutional Framework
- 3.2 Recruitment Agencies at the Union and State Level (UPSC & SPSC)
- 3.3 Performance Appraisal: Evolution and Methods
- 3.4 ARC II Recommendations for Personnel Administration Reforms

**Unit IV Public Personnel System in India- II**

- 4.1 Code of Conduct for All-India Central and State Civil Services
- 4.2 Employer-Employees Relations
- 4.3 Grievances Redressal Mechanism
- 4.4 Changing Role of Civil Services in India

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**B.A Public Administration under CBCS as Per NEP-2020**  
**Semester-IV (Session May 2024, 2025 & 2026)**  
**Major Course Code: UMJPAT-403 (Personnel Administration in India)**

**Note for Paper Setting**

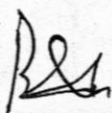
**Mid Semester Test:** The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

**Tutorial:** The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial/practical comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial/practical report in the class.

**End Semester Examination:** The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

**Suggested Readings**

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Davar, Rustom S., *Personnel Management and Industrial Relations in India*, New Delhi: Vikas Publishing, 2008.  
Flippo, Edwin B., *Principles of Personnel Management*, Kogakusha: McGraw Hill, 2008.  
*Handbook of Public Personnel Administration*, UK: Taylor & Francis.  
Koontz, H and O'Donnell, Cyril, *Principles of Management*, Tokyo: McGraw Hill, 2008.  
Koontz, H., and O'Donnell, Cyril, *Principles of Management*, Tokyo: McGraw Hill, 2008.  
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Saxena, A P, *Training and Development in Government*, New Delhi: Indian Institute of Public Administration, 2010.  
Stahl, O Glenn, *Public Personnel Administration*, New Delhi: Oxford, 1971.

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**B.A Public Administration under CBCS as Per NEP-2020**

**Semester-IV (Session May 2024, 2025 & 2026)**

**Major Course Code: UMJPAT-404**

**Course Title: Indian Administration: Contemporary Issues**

**Duration of Exam: 3 hrs.**

**Contact Hours: 60**

**Total Marks: 100**

**Credits: 4 (3+1)      Mid Sem. Test: 15      Tutorial: 25 (15+10)      End Sem. Exam: 60**

**Objectives and Learning Outcomes:** This course aims to provide students with a comprehensive understanding of the evolution of Indian administration, the relationship between politics and administration, and the contemporary context of Indian bureaucracy. students will be able to distinguish between the permanent and political executive, focuses on the role of information technology in Indian administration, including e-governance initiatives in India, state experiences, and the challenges and problems associated with digital governance. students will gain an understanding of the meaning, need, and issues surrounding Indian administration ethics. Overall, this syllabus aims to equip students with the knowledge and skills necessary to analyse and address contemporary issues in Indian personnel administration.

**Unit- I Evolution, Redefining and Relationship with Politics**

- 1.1 Evolution of Indian Administration
- 1.2 Distinction between Permanent and Political Executive
- 1.3 Contemporary context of Indian Bureaucracy
- 1.4 Relationship between Politics and Administration

**Unit- II Indian Administration and Information Technology**

- 2.1 E-Governance in India: Meaning, Features and Evolution
- 2.2 E-Governance Initiative in India: National E-Governance Plan (NEGP)
- 2.3 E-Governance in India: State Experiences (Bhoomi Project-Karnataka, e-seva Andhra-Pradesh, Gyandoot Project- Madhya Pradesh)
- 2.4 E-Governance: Challenges and Opportunities

**Unit- III Changing Nature of Governance**

- 3.1 Public Private Partnerships (PPPs): Meaning, Objectives and Issues
- 3.2 New Public Management
- 3.3 Sustainable Development: Concept and Evolution
- 3.4 Good Governance: Meaning, Evolution and Principles

**Unit- IV Issues Areas in Indian Administration**

- 4.1 Corruption: Meaning, Scope and Legislative Measures
- 4.2 Administrative Ethics: Meaning, Scope, Ethical Dilemmas and Issues
- 4.3 Politicisation of Bureaucracy and Reforms
- 4.4 Changing Dimensions of Performance Appraisal

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**B.A Public Administration under CBCS as Per NEP-2020**  
**Semester-IV (Session May 2024, 2025 & 2026)**  
**Major Course Code: UMJPAT-404 (Indian Administration: Contemporary Issues)**

**Note for Paper Setting**

**Mid Semester Test:** The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

**Tutorial:** The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial/practical comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial/practical report in the class.

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- Arora, .R. K., *Indian Administration*, New Delhi: Summit Enterprises, 2007.  
Avasthi, Amreshwar, and Avasthi, P. Anand, *Indian Administration*, Agra: Lakshmi Narain Aggarwal, 1995.  
Baghel, C.L., and Kumar, Yogendra, *Good Governance: Concept and Approaches*, New Delhi: Kanishka Publishers, 2006.  
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Chakrabarty, Bidyut, and Chand Prakash, *Public Administration: From Government to Governance*, Hyderabad: Orient Blackswan, 2017.  
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Rao, V. Bhaskara, *Public Administration: Steel or Plastic Frame*, New Delhi: Kalpaz Publication, 2008.  
Sahni, Pradeep, et.al., *Public Administration: Emerging Perspective*, New Delhi: Gyan Publishing, 1999.  
Singh, R. Shiv, et.al., *Public Administration in the New Millennium: Challenges and Prospects*, New Delhi: Anamika Publishers, 2003.  
Sinha, Dipankar, and Chakrabarti, Kaberi (ed.), *Democratic Governance in India: Reflections and Refractions*, New Delhi: Kalpaz Publications, 2007.

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**B.A Public Administration under CBCS as Per NEP-2020**

**Semester-IV (Session May 2024, 2025 & 2026)**

**Minor Course Code: UMIPAT-405**

**Course Title: Understanding Personnel Administration in India**

**Duration of Exam: 3 hrs.**

**Contact Hours: 60**

**Total Marks: 100**

**Credits: 4 (3+1)**

**Mid Sem. Test: 15**

**Tutorial: 25 (15+10)**

**End Sem. Exam: 60**

**Objectives and Learning Outcomes:** This course is designed to provide learners with a comprehensive understanding of the personnel administration system in India. At the end of the course, learners will be able to understand the constitutional framework of public personnel administration in India, different recruitment processes, training methods, and performance appraisal. They will also be able to analyse the Code of Conduct, the grievance redressal mechanism, and the reforms in civil services. Overall, this syllabus aims to equip learners with the knowledge and skills required to work in the personnel management field in India and contribute to the development of the public personnel administration system.

**Unit I Meaning, Objectives Working and Accountability**

- 1.1 Personnel Administration: Meaning, Nature and Scope
- 1.2 Evolution and Theoretical Perspective
- 1.3 Objectives of Personnel Management
- 1.4 Public Personnel Administration: Neutrality, Ethics and Accountability

**Unit II Civil Service System**


- 2.1 Career System: Concepts and Types
- 2.2 Classification of Personnel: Rank and Position classification
- 2.3 Recruitment: Meaning, Types and Process
- 2.4 Training: Meaning, Types and Methods

**Unit III Public Personnel System in India- I**

- 3.1 Constitutional Framework
- 3.2 Recruitment Agencies at the Union and State Level (UPSC & SPSC)
- 3.3 Performance Appraisal: Evolution and Methods
- 3.4 ARC II Recommendations

**Unit IV Public Personnel System in India- II**

- 4.1 Code of Conduct for All-India Central and State Civil Services
- 4.2 Employer-Employees Relations
- 4.3 Grievances Redressal Mechanism
- 4.4 Reforms in Civil Services

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**B.A Public Administration under CBCS as Per NEP-2020**  
**Semester-IV (Session May 2024, 2025 & 2026)**  
**Minor Course Code: UMIPAT-405**  
**Course Title: Understanding Personnel Administration in India**

**Note for Paper Setting**

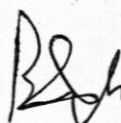
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- Saxena, A P, *Training and Development in Government*, New Delhi: Indian Institute of Public Administration, 2010.
- Stahl, O Glenn, *Public Personnel Administration*, New Delhi: Oxford, 1971.

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