

# UNIVERSITY OF KOTA

*U.G. SCHEME OF EXAMINATION*

*ND*

*COURSES OF STUDY*

*Certificate, Diploma, Degree Course in  
Public Administration*

First Year (July 2024-June 2025)

Second Year (July 2025-June, 2026)

Third Year (July 2026-June, 2027)



**For Regular and Non Collegiate**

**UNIVERSITY OF KOTA**  
**MBS Marg, Near Kabir Circle, KOTA (Rajasthan)-324005**  
**INDIA**

## **Choice Based Credit System Syllabus of BA in Public Administration:2024-26(NEP 2020)**

### **Course Structure with Distribution of Marks**

**Objectives of the course:** Today we live in era of welfare state. Administration and Society which we live in is ever more complex and changing. In a Post-modern, Post-industrial and Post-truth world, Indian society is still squeezing in the intricate and complicated dyad of tradition and modernity while a host of processes of change are affecting the lives of people. It is, therefore, necessary to equip students to go beyond the common sense and perceive and understand the administrative reality in rational and scientific manner so that social vices and problems are contained and growing needs of society are addressed. In such a situation, Public administration has vital role to play as a discipline in order to:

- **Develop and promote rational and scientific understanding of Administration.**
- **Understand and appreciate the complexity and uniqueness of Indian administration.**
- **Differentiate between regenerative and de generative elements of society and be able to appreciate and understand the inevitability of change.**
- **Identify the growing needs of our Administration and evaluate the effectiveness of means employed to address them.**

### **Duration of the Course:**

The course B.A.(Public Administration) shall consist of three academic years divided into 6 semesters. Certificate course in Public Administration shall consist of First Year (I & II Semesters).

Diploma Course in

Public Administration shall be awarded after completion of 2<sup>nd</sup> Year (I, II, III & IV Semester). Degree Course in Public Administration shall be awarded after completion of 3<sup>rd</sup> Year (I, II, III, IV, V, VI Semester).

### **Course structure of undergraduate programme in Public Administration.**

The BA in Public Administration programme consists of Core and Skill based courses of theory and field work which are compulsory for all students (Regular and Non-Collegiate).

**COURSE CODE –**

1. **Course Code of Certificate Course in Public Administration (DCC Papers) - PAD5116T**
2. **Course Code of Diploma in Public Administration (DCC Papers) -PAD5216T**
3. **Course code of Bachelor Degree in Public Administration (DSE Papers)- PAD5316T**

<b>List of Papers for the Degree of B.A.in Public Administration Semester-wise Titles of the papers</b>					
<b>Year</b>	<b>Sem.</b>	<b>Paper</b>	<b>PaperTitle</b>	<b>Theory/ Practical</b>	<b>Credits</b>
<b><i>Course Code of Certificate Course in Public Administration (DCCPapers) - PAD5116T</i></b>					
First Year	I	BPA-101	Elements of Public Administration	Th	06
	II	BPA-102	Public Administration In India	Th	06
<b><i>Course Code of Diplomain Public Administration (DCCPapers)-PAD5216T</i></b>					
Second Year	III	BPA-201	Administrative Institutions in India	Th	06
	IV	BPA-202	State Administration In India	Th	06
<b><i>Course code of BachelorDegreeinPublic Administration(DSEPapers)*- PAD5316T</i></b>					
Third Year	V	BPA-301(A)	Administrative Thinkers	Th	06
		BPA-301(B)*			
	VI	BPA -302(A)	Local Administration In India	Th	06
		BPA-302(B)*			

\*Additional 'Discipline Based Elective' papers in Sem V and VI will be added in forthcoming years

<b>Discipline Centric Core Papers For First Year</b>	
<b>Programme: Certificate Course in Public Administration</b>	
Each paper contains 150 marks for regular and Non-Collegiate students. Continuous assessment of marks 50 are divided into 30 marks for midterm and 20 marks for project report [Assignment] for regular student. While Continuous assessment of marks 50 are divided into 30 marks for report writing and 20 marks for Viv-voce for Non-Collegiate students.	
<b>Semester:-First &amp; Second</b>	
<b>BPA101 Th:-Elements Of Public Administration.</b>	
<b>BPA 102 Th: Public Administration In India</b>	
<b>Course Objectives:-</b> This course is designed to impart the knowledge of basic <b>Public Administration</b> concepts so that students are able to study administration and its structure at undergraduate level.	
Contact Hours/Week	: 06 Hours
Teaching Hours	: 15-18 Hours for each unit of the syllabus
Duration of Examination	: 03 Hours
Annual Assessment	: 100 Marks
Minimum Marks	: 40 Marks
Continuous assessment	: 50 Marks
Minimum Marks	: 20 Marks
<b>Note:</b> The syllabus is divided into five independent unit and question paper will be divided into two sections:	
<ul style="list-style-type: none"> <li>▪ <b>Section-A</b> will carry 20 marks with 01 compulsory question comprising 10 short answer type question staking two questions from each unit. Each question shall be of two marks.</li> <li>▪ <b>Section-B</b> will carry 80 marks with the equally divided into five long answer type questions. Paper setter shall be advised to set two questions from each unit and students are instructed to attempt five questions by selecting one question from each unit.</li> </ul>	

## SEMESTER-I

**BPA-101**

### **Elements Of Public Administration**

**Course/Paper:101**

**Max.Marks:100**

**BA Public Admn. Semester-I**

**Time:3Hrs.**

### **Unit-I**

Meaning, nature and scope of Public Administration; Importance of Public Administration in Modern Society; Public and Private administration; Evolution of the study of Public Administration. Concept of good governance.

## Unit–II

Public Administration as a social science; Relationship with other Social Sciences: Political Science, Economics, Sociology, Law and Psychology. Approaches to the study of Public Administration: Classical and Human Relation.

## Unit–III

Principles of Organisations: Hierarchy, Unity of command, Span of control, Co-ordination, Centralisation, Decentralisation, Authority and Responsibility; Formal and Informal Organisation.

## Unit–IV

Chief Executive, Line and Staff, Supervision, Delegation, Leadership, Communication, Decision making, Morale and Motivation.

## Unit–V

Personnel Administration : Meaning and nature of Bureaucracy; Civil Services and their role in a developing society; Classification, Recruitment, Training, Promotion, Disciplinary action, code of conduct.

### Books Recommended:

1. John Pfiffner and Robert Presthus.: Public Administration
2. Dimock & Dimock : Public Administration
3. Terry : Principles of Management
4. John D. Millet : Management in Public Services.
5. E.N. Gladden : Essentials of Public Administration
6. M.P. Shrama
7. Dr. Manoranjansingh [Ed] : Principle & Practices of Pub. Admn., Kitab Mahal, Allahabad.

Rajni tikavam Prashashnikchintan ke vidhya

- |     |   |   |  |
|-----|---|---|--|
| 8.  | D.R.Sachdeva&MeenaSogani  | : | PublicAdministration:<br>Concepts and<br>Application<br>(NewDelhiAssociatedPu<br>blishingHouse,1981) |
| 9.  | A.Awasthi&S.R.Maheshwari  | : | PublicAdministration<br>LaxmiNarainAgarwal,Agra  |
| 10. | C.P.Bhambhari   | : | PublicAdministration<br>JaiPrakashNath&Co.,Meerut  |
| 11. | A.R.Tyagi   | : | PublicAdministration   |
| 12. | VishnuBhagwan&<br>AdministrationVidhyaBhushan<br>(AvailableinHindialso) | : | Public   |
| 13. | Avashti&Maheshwari  | : | LokPrashashan(in Hindi)  |
| 14. | C.P.Bhambhari   | : | LokPrashashan(inHindu)   |
| 15. | B.L.Fadia   | : | LokPrashashan(in Hindu)  |
| 16. | VishnuBhagwan&VidhyaBhushan:  | : | LokPrashashan(in Hindi)  |
| 17. | RavindraSharma  | : | LokPrashashankeTatwa(inHindi)  |
| 18. | P.D.Sharma  | : | LokPrashash<br>an:SiddhantAwam<br>Vyavhar<br>yksdiz*kkudsrčco  |
| 19. | S.K.Kalaria   | : |  |
| 20. | MohitBhattacharaya<br>NewDimensionsofPublicAdministration               | : |  |

## Suggested Online Link:

<https://ndl.iitkgp.ac.in>  
<https://www.india.gov.in/topics/law-justice> •  
<http://epgp.inflibnet.ac.in/> •  
<https://www.ncertbooks.guru/english-skills/> •  
<https://epathshala.nic.in/> • <http://egyankosh.ac.in/> •  
<https://www.digitalindia.gov.in> <https://rtionline.gov.in>

[n](#)

## **Course Learning Outcome : -**

**Student will develop understanding of the elements and ideas of Public administration by analysing their perspective on issues like principles of administration, organization, state, democracy, nationalism social justice and governance. Student will be able to recognise their historical and cultural context by critically assessing the relevance of their ideas/theories in today's administrative and political landscape. Student might also enhance their ability to engage informed discussions about Elements of Administration.**

## **SEMESTER-II**

**BPA-102**

# **Public Administration In India**

**Course/Paper:102**

**Max.Marks:100**

**BA Public Admn. Semester-II**

**Time:3Hrs.**

### **UNIT - I**

Historical background of Indian administration with special reference to 1909, 1919 and 1935 Government of India Act.; British legacies of Indian Administration. Salient features of Indian Administration since Independence.

### **UNIT-II**

The Union Executive: President, Prime Minister and Council of Ministers; The Organisation and functions of the Central Secretariat, Cabinet Secretariat; Prime Minister's office; Ministry of Home, Finance and Ministry of Personnel Public Grievances and Pension.



### Unit -III

Major Forms of Public Enterprises in India: Department, Corporation, Companies; Recent changes in Public Enterprises: Miniratna, Navratna and Maharatna Parliamentary Committee on Public undertakings; Problems of control and autonomy over public enterprises.

### Unit-IV

Financial Administration: Formulation, Approval and Execution of Budget; Comptroller & Auditor General, Parliamentary Committees-Public Accounts Committee, Estimates Committee; Control over administration : Legislative, Executive and Judicial.

### Unit-V

Personnel Administration: Classification, Recruitment and Training of All India Services. Problems of Indian Administration; Corruption and Machinery for the Redressal of Public Grievances;

## BOOKS RECOMMENDED:

1. S.R.Maheshwari : Indian Administration
2. C.P.Bhambhari : Public Administration in India.
3. P.Sharan : Public Administration in India.
4. D.D.Basu : An introduction to the Constitution of India.
5. K.V.Rao : Parliamentary Democracy in India.
6. Laxmi Narain : Principles and practice of Public Enterprises Management.
7. B.B.Mishra : Administrative History of India.
8. Ramesh Arora & Rajni Goyal : Indian Public Administration
9. V.M.Sinha : Personnel Administration (In Hindi)
10. P.D.Sharma & B.M.Sharma : Bhartiya Prashashan (In Hindi)
11. Saroj Chopra : Bharat Main Lok Prashashan (In Hindi)
12. R.S.Darda : Bharat Main Lok Prashashan (In Hindi)
13. B.L.Fadia : Bharat Main Lok Prashashan (In Hindi)
14. Ravindra Sharma : Bharat Main Lok Prashashan (In Hindi)
15. Awasthi & Awasthi : Bhartiya Prashashan (In Hindi)
16. Surendra Kataria : Bharat Main Lok Prashashan

## Online link –

[iitkgp.ac.in https://www.india.gov.in/topics/law-justice](https://www.india.gov.in/topics/law-justice) • <http://epgp.inflibnet.ac.in/> • <https://epathshala.nic.in/> • <http://egyankosh.ac.in/> • <https://www.ncertbooks.guru/english-skills/> • <https://www.digitalindia.gov.in>  
<https://rtionline.gov.in>

## **Course Learning Outcome : -**

Student will develop understanding of the ideas of Indian Public administration by analysing their perspective on issues like, Issues of Indian administration, principals of administration, organization, state, democracy, nationalism social justice and governance, system of govt. in India. Student will be able to recognize their historical and cultural context by critically assessing the relevance of their ideas/theories in today's administrative and political landscape. Student might also enhance their ability to engage informed discussions about Indian Administration.

## **SEMESTER-I**

**BPA-101**

### **Elements Of Public Administration**

### **लोक प्रशासन केतत्व**

**Course/Paper:101**

**Max.Marks:100**

**BA Public Admn.Semester-I**

**Time:3Hrs.**

#### **इकाई –1**

लोक प्रशासन का अर्थ, प्रकृति तथा क्षेत्रय आधुनिक समाज में लोक प्रशासन का महत्वय लोक प्रशासन तथा निजी प्रशासनय लोक प्रशासन के अध्ययन का विकासय सुशासन की अवधारणा ।

#### **इकाई –2**

लोक प्रशासन एक सामाजिक विज्ञान के रूप में इसका अन्य सामाजिक विज्ञानों से सम्बंध : राजनीति विज्ञान, अर्थशास्त्र, समाजशास्त्र, विधि तथा मनोविज्ञानय लोक प्रशासन के अध्ययन के उपागमय शास्त्रीय एवं मानव सम्बन्ध ।

#### **इकाई –3**

संगठन के सिद्धांत: पदसोपान, आदेश की एकता, नियंत्रण का क्षेत्र, समन्वय, केन्द्रीयकरण, विकेन्द्रीयकरण, सत्ता एवं उत्तरदायित्वय औपचारिक तथा अनौपचारिक संगठन ।

#### **इकाई—4**

मुख्य कार्यपालिका, सूत्र एवं स्टाफ अभिकरण, पर्यवेक्षण, प्रत्यायोजन, नेतृत्व, संचार, निर्णय, निर्माण, मनोबल एवं अभिप्रेरणा ।

#### **इकाई—5**

कार्मिक प्रशासन: नौकरशाही का अर्थ व प्रकृति, लोक सेवाएं एवं विकासशील समाज में उनकी भूमिका, वर्गीकरण, भर्ती, प्रशिक्षण, पदोन्नति एवं अनुशासनात्मक कार्यवाही ।

**नोट – पुस्तकों के नाम अंग्रेजी में छपे पाठ्यक्रम के साथ संलग्न है ।**

## **SEMESTER-II**

**BPA-102**

### **Public Administration In India**

### **भारतमेंलोकप्रशासन**

**Course/Paper:102**

**Max.Marks:100**

**BA Public Admn.Semester-II**

**Time:3Hrs.**

#### **इकाई – 1**

भारतीय प्रशासन की ऐतिहासिक पृष्ठभूमि, भारत सरकार अधिनियम 1909, 1919 एवं 1935 के विशेष संदर्भ में, स्वतंत्रता के पश्चात् भारतीय प्रशासन की प्रमुख विशेषताएं।

#### **इकाई – 2**

संघीय कार्यपालिका—राष्ट्रापति, प्रधानमंत्री एवं मंत्री परिषद् केन्द्रीय सचिवालय तथा मंत्रीमण्डल सचिवालय का संगठन व कार्य, प्रधानमंत्री कार्यालय गृह मंत्रालय, वित्त मंत्रालय, कार्मिक, पेंशन तथा लोक शिकायत मंत्रालय।

#### **इकाई – 3**

भारत में लोक उद्योगों के प्रमुख प्रकार: विभाग, निगम एवं कम्पनीय लोक उपक्रमों पर संसदीय समिति, लोक उपक्रमों पर नियंत्रण तथा स्वायत्तता की समस्याएं।

#### **इकाई – 4**

वित्तीय प्रशासन: बजट निर्माण, बजट का अनुमोदन एवं क्रियान्वयनय भारत का नियंत्रक एवं महा लेखा परीक्षक संसदीय समितियां: लोक लेखा समिति तथा प्राक्कलन समिति, प्रशासन पर विधायिका, कार्यपालिका तथा न्यायपालिका का नियंत्रण।

#### **इकाई – 5**

कार्मिक प्रशासन: अखिल भारतीय सेवाओं का वर्गीकरण, भर्ती एवं प्रशिक्षण, भारतीय प्रशासन की समस्याएं भ्रष्टाचार तथा लोक शिकायत निवारण हेतु तंत्र।

**नोट— पुस्तकों के नाम अंग्रेजी में छपे पाठ्यक्रम के साथ संलग्न हैं।**

<b>Discipline Centric Core Papers For Second Year</b>	
<b>Programme: Diploma Course in Public Administration</b>	
Each paper contains 150 marks for regular and Non-Collegiate students. Continuous assessment of marks 50 are divided into 30 marks for midterm and 20 marks for project report [Assignment] for regular student. While Continuous assessment of marks 50 are divided into 30 marks for report writing and 20 marks for Viv-voce for Non-Collegiate students.	
<b>Semester:- Third and Fourth</b>	
<b>BPA201Th:-Administrative Institutions In India</b> <b>BPA202Th:-State Administration India</b>	
<b>Course Objectives:-</b> This course is designed to impart the knowledge of Administrative Institution and their problems and knowledge of Indian states administrative system, Cultural and their problem.	
Contact Hours/Week	: 06 Hours
Teaching Hours	: 15-18 Hours for each unit of the syllabus
Duration of Examination	: 03 Hours
Annual Assessment	: 100 Marks
Minimum Marks	: 40 Marks
Continuous assessment	: 50 Marks
Minimum Marks	: 20 Marks
<b>Note:</b> The syllabus is divided into five independent unit and question paper will be divided into two sections:	
<ul style="list-style-type: none"> <li>▪ <b>Section-A</b> will carry 20 marks with 01 compulsory question comprising 10 short answer type questions taking two questions from each unit. Each question shall be of two marks.</li> <li>▪ <b>Section-B</b> will carry 80 marks with equally divided in to five long answer type questions. Paper setter shall be advised to set two questions from each unit and students are instructed to attempt five questions by selecting one question from each unit.</li> </ul>	

### **SEMESTER-III**

**BPA-201**

## **Administrative Institutions In India**

**Course/Paper: 201**

**Max.Marks: 100**

**BA Public Admn. Semester-III**

**Time: 3Hrs.**

### **Unit-I**

Administrative Institution in a Democratic and Socialist Society; The concept of laissez faire state, Welfare State and Administrative State.

## **Unit-II**

Organisation of Government: Legislature-its role and decline in modern times, Executive-Types and relationship with legislature, Judiciary-Functions and role with special reference to the power of judicial review.

## **Unit-III**

Democracy and Administration; Features of Democratic Administration; Role of Bureaucracy in a Democratic country; Political parties and Pressure Groups and their interaction with each other.

## **Unit-IV**

Organisation and administrative working of Finance Commission; NITI Aayog of India and the National Development Council; University Grants Commission; Union Public Service Commission.

## **Unit-V**

Election Commission and the administration of elections in India. Organisation & Working of:

- (i) Central Social Welfare Board.
- (ii) Railway Board.
- (iii) National Human Rights Commission

## **Books Recommended:**

1. Waldo : Administrative State
2. Field : Government in Modern Society.
3. H.C. Sharma : Prashasnik Sanstha
4. Report of Finance Commission of India.
5. M.G. Gupta : Modern Government
6. Ashok Sharma : Prashasnik Sanstha (Hindi)
7. Ziauddin Khan & : Prashasnik Sanstha (Hindi) Anant Singh
8. B.L. Phadia : Prashasnik Sanstha (Hindi)
9. J.C. Johri : Indian Government and Politics (I&II) (Hindi)
  
10. Paranjape : Planning Commission

## **Online link –**

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**<http://egyankosh.ac.in/> •**  
**<https://www.ncertbooks.guru/english-skills/> •**  
**<https://www.digitalindia.gov.in> <https://rtionline.gov.in>**

## **Course Learning Outcome : -**

**Student will develop understanding of the ideas of Administrative Institution by analysing their perspective on issues like, various institution, their organization, functions, problems etc. Issues of Indian administration, principles of administration, organization, state, democracy, nationalism social justice and governance, system of govt. in India. Student will be able to recognize their historical and cultural context by critically assessing the relevance of their ideas/theories in today's administrative and political landscape. Student might also enhance their ability to engage informed discussions about Administration Institutions.**

## **SEMESTER-IV**

**BPA-202**

# **State Administration In India**

**Course/Paper:202**

**Max.Marks:100**

**BA. Public Admn. Semester-IV**

**Time:3Hrs.**

### **Unit-I**

State Administration in India: Its growing importance, General background of the State Administration in India with special reference to the State of Rajasthan; Office of the Governor: Powers, Functions and role in State Administration, relationship with Council of Ministers.

### **Unit-II**

Office of the Chief Minister: Powers, Functions, Role, Importance and Relationship with Council of Ministers; Organisation and role of the State Secretariat; Chief Secretary: His role and significance in State Administration.

### **Unit-III**

Organisation and working of the Department of Home, Finance and Agriculture in Rajasthan; Organisation and working of the following in the State of Rajasthan: (a) Revenue Board (b) Rajasthan State Electricity Companies (c) Directorate of Agriculture and (d) Commission rate of Higher Education.

### **Unit-IV**

Personnel Administration: Role of the State Civil Services in Rajasthan. Organisation and working of the Rajasthan Public Service Commission. Recruitment and Training of State Civil Services. Organisation and functions of Rajasthan State Training Institute: H.C.M.RIPA, Institution of Lokayukta.



## Unit-V

District Administration :Organisation of District Administration, Collector, his functions and position. Owers and position of Divisional Commissioner, Revenueadministrationat the district level,S.D.O.,Tehsildar and Patwaris.

### Books Recommended:

- 1- S.R.Maheshwari : StateGovernmentinIndia.
- 2- S.S.Khera : DistrictAdministrationinIndia.
3. M.V.Pylee : IndianConstitution(HindiEd.also)
- 4- A.R.C. : ReportonStateAdministration.
- 5- A.Zabier& Gupta : OrgainisationofGovt.ofUttarPradesh.
- 6- H.C.Sharma : BharatMainRajyaPrashashan(Hindi)
- 7- C.M.Singhandothers : RajasthanMainRajyaPrashashan (HindiEd)
- 8- Dr.SurenderaKataria : RajyaPrashashan(Hindi)
- 9- Dr.RavindraSharma : RajyaPrashashan(Hindi)
- 10- Dr.RameshK.Arora& Dr.GeetaChaturvedi : BharatMainRajyaPrashashan.(Hindi)

### Reference Books:

- 1- D.P.Singh : ReadingsinIndianAdministration
- 2- S.L.Verma : RevenueBoardinRajasthan.
- 3- I.I.P.A. : RevenueBoard.
- 4- Rajasthan Government : SecretariatManual.
- 5- Rajasthan Government : ReportofAdministrativeReformCommittee (MathurCommitteeReport-1963).
- 6- Rajasthan Government : Reportof theCommitteeonTraining1963.
- 7- H.C.MRIPA : ManagementofHigherPersonnelofPublic Administration.
- 8- I.I.P.A. : IndianJournalofPublicAdm inistration(StateAdministration Special Number-July- Sept.1976)
- 9- J.P.Shukla : State and District Administration in India.

## **Online link –**

**iiitkgp.ac.in** **https://www.india.gov.in/topics/law-justice** • **http://epgp.inflibnet.ac.in/** • **https://epathshala.nic.in/** • **http://egyankosh.ac.in/** • **https://www.ncertbooks.guru/english-skills/** • **https://www.digitalindia.gov.in**  
**https://rtionline.gov.in**

## **Course Learning Outcome : -**

Student will develop understanding of the ideas of State administration by analysing their perspective on issues like – Background of state administration, various departments of state govt, Issues of Indian administration, pntext by critically assessing the relevance of their ideas/theories in today’s administrative and political landscape. Student might also enhance their ability to engage informed discussions about State Administration.







