

Syllabus

B.A. - III Public Administration

Mata Gujri College (Autonomous)

Re-Accredited with 'A' Grade by NAAC

Session 2018-19

(Semesters V & VI)

Note: Each paper will carry 75 marks and is of 3 hours duration. 25 marks in each paper are for Internal Assessment.

The Break- up of 25 marks for Internal Assessment (Theory Papers) is as below:-

1. Tests (MSTs)	13 Marks
2. Class Attendance	05 Marks
3. Assignment	07 Marks
Total Marks	25 Marks

**THE SCHEME
SEMESTER-V**

PAPER : Local Government in India (With Special Reference to Punjab)

SEMESTER-VI

PAPER : Development Administration in India (With special Reference to Punjab)

Objectives of the study:

The development of public administration has been fully developed and emerged as an important field of administration and governance. The study of this discipline focuses on:

- On the theory of public administration and the innovative changes taking place;
- Comparative perspective;
- Widening the knowledge and information pertaining to different aspects of public administration;
- Generating of qualities among citizens and ultimately making them more responsive and responsible to the society;
- Helping the students in choosing civil services as their career;
- Equipping them to hold higher position in both public and private sectors; and
- Making them fully well versed with the operational aspects of public administration at national, state and local level.

B.A. III (Public Administration)

Semester V

Sessions 2018-19

Paper-I Local Government in India(with special reference to Punjab)

Max.Marks: 100

Theory paper: 75

Internal Assesment: 25

Time: 3 Hours

Pass Marks : 35%

Instructions for the Paper Setter/Examiner

The question paper will consist of three Units I, II and III. Unit I & II each will consist of four questions carrying 12 marks. Unit III will consist of 9 short-answer type questions which will cover the entire syllabus. Each short answer type question will carry 3 marks.

Instruction for the Candidates

Candidates are required to attempt two questions each from Units I and II of the question paper and the entire unit III. Candidates are required to answer the short questions in 3-4 lines.

Unit-I

Local Government: Meaning and Significance.

Evolution of Local Government in India Since 1882.

Panchayati Raj: Concept and Significance, The 73rd Constitutional Amendment Act.

Gram Sabha ; Composition and functions.

Gram Panchayat, Panchayat Samiti and Zila Parishad:

Composition, Functions, Sources of Finance. Panchayat Secretary,

Block Development & Panchayat Officer(B.D.& P.O),

Unit-II

The 74th Constitutional Amendment Act.

Types of Municipalities: Nagar Panchayat, Municipal Council: Structure, Functions, Sources of Finance, President and Executive Officer.

Municipal Corporation: Structure, Functions, Sources of Finance, Mayor and Commissioner. District Planning Committee: Structure & Functions.

State Finance Commission: Composition and Functions.

State Election Commission

State Control over local bodies.

Suggested Readings

1. A. Sharma and R. P. Gajanan, Public Administration and Local Government, (New Delhi: Crescent Publishing House, 2011).
2. B.S. Khanna: Rural Developments in South Asia (New Delhi: Deep & Deep Publications, 1992).
3. C.P. Barthwal: Understanding Local Self-Government, (Luncknow: Bharat Book Centre, 1997).
4. Harbir Singh: Local Government in India, (Patiala: Deepak Publishing House, 2015).
5. Iltija H. Khan: Urban Development & Administration (Bombay: Asia, 1969).
6. Inderjit Singh Sethi: Local Self Government in India (Punjabi), (New Delhi: Gold Publishers, 2002).
7. Jawahar Lal Gupta: Local administration in India, (Jaipur: RBSA Publishers, 2012).
8. K.K. Puri and G.S. Brara: Local Government in India (Jalandhar: Bharat Prakashan, latest ed.)

9. Kuldeep Mathur: Panchayati Raj, (New Delhi: Oxford, 2013).
10. Mohit Bhattacharya: Management of Urban Government in India (New Delhi: Uppal Book Store, 1976).
11. Mohinder Singh and Surat Singh: Rural Development Administration in the 21st Century(India (New Delhi: Deep & Deep Publications, 2006).
12. Mahi Pal, Gap Between Needs and Resources of Panchayats in India, (New Delhi: Mittal Publication, 2003),
13. M. Aslam Panchayati Raj in India (New Delhi: National Book Trust, 2015).
14. N. P. Shukla: Local self government in India, (New Delhi: Navyug Publishers & Distributors, 2011).
15. Pardeep Sachdeva: Local Government in India, (New Delhi: Pearson, 2013).
16. Ram Narayan Prasad, Urban Local Self Government in India, (New Delhi: A Mittal Publication, 2006).
17. S.R. Maheshwari: Local Government in India (Agra: L.N. Aggarwal, 1987, Latest Edition).
18. Sahib Singh & Swinder Singh: Local Government in India (Jalandhar: Bharat Prakashan,2014, latest ed.)
19. Sahib Singh & Swinder Singh: Public Administration: Development and Local Administration, (Jalandhar: New Academic Publishers, latest ed.)
20. V.P. Dubey: Urban Development & Administration (New Delhi: Deep & Deep Publications, 1990).

B.A. III (Public Administration)

Semester -VI
Sessions 2018-19

Paper-II Development Administration In India (with Special Reference to Punjab)

Max.Marks: 100

Theory paper: 75

Internal Assesment: 25

Time: 3 Hours

Pass Marks : 35%

Instructions for the Paper Setter/Examiner

The question paper will consist of three Units I, II and III. Unit I & II each will consist of four questions carrying 12 marks. Unit III will consist of 9 short-answer type questions which will cover the entire syllabus. Each short answer type question will carry 3 marks.

Instruction for the Candidates

Candidates are required to attempt two questions each from Units I and II of the question paper and the entire unit III. Candidates are required to answer the short questions in 3-4 lines.

Unit-I

Development Administration: Meaning, Nature, Scope & Significance.

Features of Developed & Developing Countries.

Comparative Public Administration: Meaning, Nature and Scope.

Planning in India : Meaning & Objectives.

Planning Machinery: National Development Council, Planning Commission/NITI

Aayog, State Planning Board.

Unit-II

Public Enterprise: Meaning & Forms (Department, Corporation & Company).

Role of Public Enterprises in Economic Development.

Parliamentary Control over Public Enterprises.

India as a Welfare and Socialist State: Welfare of Scheduled Castes, Scheduled Tribes

and Backward Classes in India as well as in Punjab. Central Social Welfare Board and

State Social Welfare Board of Punjab. Punjab State Commission for Women:

Composition and Functions.

Role of NGOs in development

Suggested Readings

1. Anirudh Prasad: Reservation Policy and Practice in India (New Delhi: Deep & Deep Publications, 1991).
2. Archana Kaushik: Welfare and Development Administration in India, (New Delhi Global Vision Publishing House, 2013).
3. Edward W. Weidner: Development Administration in Asia (UK: Durhem Duke University Press, 1970).
4. Fred W. Riggs(ed.): Principles of Development Administration (Durhem Duke University Press, 1970).
5. G.F. Gant: Development Administration: Concepts, Goals and Methods (Madison: University of Wisconsin Press, 1979).
6. Govt. of India, Research, Reference & Training Division: India 2001 A Reference Annual (New Delhi: Publication Division, 2001).

7. Harbir Singh: Development Administration in India, (Patiala: Deepak Publishing House, 2017).
8. Hari Mohan Mathur: Administering Development in the Third World, Constraints and Choices (New Delhi: Sage Publications, 1986).
9. K.K. Puri and G.S. Brara: Development Administration (Jalandhar: Bharat Prakashan (Regd.), latest ed.).
10. K.K. Puri and Inderjit Singh Sethi: Management of Public Enterprises, (Patiala: Publication Bureau, Punjabi University, 1985).
11. Laxmi Narain: Principles and Practice of Public Enterprise Management (New Delhi: S. Chand, latest Ed.).
12. Nabhi Board of Editors, Directory of Funding and Other Helpful Agencies for NGOs, (New Delhi: Nabhi Publication, 2012).
13. Nabhi Board of Editors, Directory of Top NGOs in India, (New Delhi: Publisher: Nabhi Publication, 2008).
14. O. P. Goel: Role of NGOs in Development of Social System, (New Delhi: JBA Publishers, 2012).
15. Preeta Joshi: Development Administration (Jaipur: RBSA Publishers, 2011)
16. R.K. Sapru: Development Administration (New Delhi: Sterling, 2013).
17. R.P. Joshi and G.S. Narwani, Panchayati Raj in India, (Jaipur: Rawat Publications, 2002).
18. S. A. Palekar: Development Administration, (New Delhi: Learning Private Limited, 2012).
19. S.L. Goel and R.K. Jain: Social Welfare Administration (New Delhi: Deep and Deep Publications, 1988).
20. S.L. Goel: Social Welfare Administration (New Delhi: Deep and Deep Publications, 2010).
21. S.L. Goel: Development Administration, Potentialities and Prospects (Delhi: Deep and Deep Publication, 2009).
22. S.S. Khera: Government in Business (New Delhi: National Publishing House, 1977).
23. Sahib Singh & Swinder Singh: Development Administration in India (Jalandhar: New Academic Publishing Co., 2014).
24. V.A. Pai Panadikar (ed.): Development Administration in India (New Delhi: McMillan, 1974).
25. V.K.Puri, Handbook on Formation and Management of NGOs & NPOs, (New Delhi: JBA Publishers, 2010).