

B.A. -II Public Administration
Mata Gujri College (Autonomous)
Re-Accredited with 'A' Grade by NAAC
Session 2018-19

(SEMESTER III & IV)

Max. Marks: 100

Theory 75 Marks
Internal Assessment 25 Marks

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
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Total marks	25 Marks

SEMESTER-I

Paper III: Personnel Administration in India

SEMESTER-II

Paper IV: Financial Administration in India

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. Part-II Public Administration
Session 2018-19
Semester-III
Paper-Personnel Administration in India

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

Personnel Administration: Meaning, Nature and Scope.
 Civil Services in India: Meaning, Features & Role.
 Classification: Meaning, Advantages and Disadvantages.
 Classification of Civil Services in India.
 Recruitment: Meaning, Methods; Merits & demerits, Recruitment of Civil Services in India.
 Union & State Public Service Commissions: Composition and Functions

Unit-II

Training: Meaning, Types; Training System in India.
 Promotion: Meaning and Principles.
 Central Administrative Tribunal (CAT),
 Conduct and Discipline, Morale,
 Corruption: Causes and remedies.
 Machinery to combat Corruption: Lokpal, Lokayukta,
 Central Vigilance Commission (CVC): Composition and Functions

Suggested Readings

1. B.B. Peters: The Politics of Bureaucracy: A Comparative Perspective, New York, Longman, 1978.
2. B.L.Fadia and Kuldeep Fadia :Indian Administration, New Delhi, Sahitya Bhawan, Publications, 2012.
3. D.N. Brothe:, Wage and Salary Administration, 2nd Edition, Englewood Cliffs, New Jersey, Prentice Hall, 1962.
4. Daiv E. Klainger: Public Personnel Management, IPMA, Englewood Cliffs, New Jersey, Prentice Hall, 1986.
5. Edwin, B. Fllipo: Principles of Personnel Management, 6th edition, McGraw Hill, Singapore, 1984.
6. Farasmand: Handbook of Comparative and Development Public Administration, New York, Marcel Dekker, 1991.

7. Geetinder Kaur : Comparative Personnel Administration, Mohindra Publishing House, Chandigarh, 2011
8. Glenn Stahl: Public Personnel Administration, 7th Ed., Oxford IBH Publication Company, New Delhi, 1977.
9. Goel and Shalini Rajneesh, Public Personnel Administration: Theory and Practice, New Delhi, Deep and Deep Publications, 2002.
10. Gosh: Personnel Administration, New Delhi: Sudha Publication, 1975.
11. Harbir Singh: Public Personnel and Financial Administration (3 Mediums), Latest Edition.
12. Hirschmann, "Development Management versus Third World Bureaucracies: A Brief History of Conflicting Interests", Development & Change, 30, 2 April, 1999.
13. K.K. Puri: Personnel Administration and Financial Administration in India, (Punjabi) Jalandhar, Bharat Publishers, 2005.
14. K.R. Hope, "Politics, Bureaucratic Corruption and Mal-Administration in the Third World, International Review of Administrative Sciences, 51 (I), 1985.
15. M.S. Haque: "The Contextless, Nature of Public Administration in Third World Countries", International Review of Administrative Success, 62(3), September 1996.
16. Pierre(ed.), Bureaucracy in the Modern State, Aldershot, Edward Elgar, 1995.
17. Pundrik Ojha & Kiran Sharma: Public Personnel & Financial Admin., Raj Publications, Jalandhar, 2005
18. Ramesh K. Arora & Rajni Goyal: Indian Public Administration Institutions & Issues, New Delhi, Wishwa Prakashan, 2006.
19. S.P. Verma and S.K. Sharma: Comparative Public Administration, New Delhi, IIPA, 1985.
20. S.R. Maheshwari: Indian Administration, Reprint Edition, New Delhi, Orient Longman Private Limited, 2001.
21. Sahib Singh and Swinder Singh: Public Personnel and Financial Administration, Jalandhar, New Academic Publishers, 2013.
22. Second ARC Report-10th Chapter.
23. Surendra Kataria: Personnel Administration(Hindi), R.B.S.A. Publishers, Jaipur, 2005.
24. V. Sudramaniam: Public Administration in the Third World, New York, Greenwood Press, 1990.
25. V.M. Sinha: Personnel Administration, Jaipur, R.B.S.A. Publishers, 1985.
26. V.N. Viswanathan: Comparative Administration, New Delhi, Sterling, 1995.
27. W. Cuninghame: Theory and Practice of Personnel Management, London, Heinemann, 1968.

B.A. Part-II Public Administration
Session 2018-19
Semester-IV
Paper-Financial Administration in India

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. Units 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

Meaning and Significance of Financial Administration.
Budget: Meaning & Types (Performance and Zero Base Budgeting)
Principles of Budget Making
Preparation of Budget Enactment and Execution of the Budget.
Budget as a Tool of Administration.
Financial Relations between the Union and the States.

Unit-II

Union Ministry of Finance: Organisation and Functions.
Union Finance Department of Punjab Organisation and Functions .
Finance Commission: Composition & Functions; Main Recommendations of latest Finance Commission.
Parliamentary Control over Finance; Public Account Committee, Estimate Committee, Committee on Public Undertakings.
Audit: Meaning significance and types
Comptroller and Auditor-General of India: Appointment, Powers and Functions.

Suggested Readings

1. Ajit Singh: New Economic Policy in India, New Delhi, Deep and Deep Publications, 1994.
2. B.P. Tyagi: Public Finance, Meerut, Jai Prakash Nath, 1997.
3. B.P.R. Vithal and M. Shashri: Fiscal Federalism in India, New Delhi, Oxford University Press, 2004.
4. G.S. Lall: Public Finance and Financial Administration in India: New Delhi, Kapoor Publishers, 1976.
5. Harbir Singh: Public Personnel and Financial Administration (3 Mediums), Latest Edition.
6. K.N. Basiya: Financial Administration in India, Bombay, Himalya Publishing House, 1986.
7. M.J.K. Thavraj: Financial Administration in India, New Delhi, Sultan Chand and Sons, 1996.
8. M.M. Suri: Government Budgeting in India, New Delhi, Commonwealth Publishers, 1990.
9. Manjusha Sharma and OP Bohra: Financial Administration in India, New Delhi, Kitab 2015.
10. P.L. Joshi, and V.P. Raja: Techniques of Zero-Base Budgeting, Bombay, Himalaya Publishing House, 1988.

11. Padam Nath Guatam: Financial Administration in India, Vitt Prashan, Haryana Sahitya Academy, Chandigarh, 1993.
12. Peter, A. Pyhrr: Zero Base Budgeting, New York, John Wiley and Sons, 1973.
13. R.K. Sinha: Fiscal Federalism in India, New Delhi, Sterling Publishers, 1987.
14. R.N. Srivastave: Management of Financial Institutions, Mumbai, Himalaya.
15. S. Panda: Financial Administration and Personnel Management in Public Enterprises, New Delhi, 1989.
16. S.L. Goel: Public Financial Administration, New Delhi, Deep and Deep Publication, Second Edition 2008.
17. S.S. Janjua: Centre-State Financial Relations in India and Finance Commission, New Delhi, Deep and Deep Publications, 1999.
18. S.S. Tiwana, "Centre-State Relations in India: Recent Trends, ISDA Journal, Vol. 3, Nos. 3&4, Thiruvananthapuram, July-September and October-December, 1993.
19. Sahib Singh and Swinder Singh: Public Personnel and Financial Administration, Jalandhar, New Academic Publishers, 2013.
20. Sanjiv Kumar Mahajan & Anupama Puri Mahajan: Financial Administration in India, Delhi, PHI Learning, Pvt.Ltd, 2014.