

**PONDICHERY UNIVERSITY**  
(A CENTRAL UNIVERSITY)



**B.A. PUBLIC ADMINISTRATION**  
CHOICE BASED CREDIT SYSTEM (CBCS)

**Regulations & Syllabus**

FOR THE ACADEMIC YEAR  
**2019 -20 (ONLY)**

## Syllabus format

**1. Course for which the consideration is made : (Title of Course)UG PUBLIC ADMINISTRATION**

[Whether run in University campus/Affiliated College separately. University PG (CBCS)/Affiliated college PG/ Affiliated College UG (CBCS)]\AFFILIATED COLLEGE UG (CBCS)

**2. Aims, Objectives and Programme Outcomes:**

The B.A (PUBLIC ADMINISTRATION) course aims to impart the students with fundamental knowledge of PUBLIC ADMINISTRATION.

**3. Eligibility Criteria for each course:**

Candidates for admission to B.A. (PUBLIC ADMINISTRATION ), shall be required to have passed 10 + 2 system of Examination or equivalent with any of Science and Arts, Commerce Subjects.

**4. Academic year of the course implementation:2020-2021 ONWARDS****5. Course structure :**

The crediting of MIL, ENG and AECC courses is as per Pondicherry University UG CBCS regulations.

**Discipline Specific Core Course (DSC) and Discipline Specific Elective Course (DSE)**

At least 60% (72 credits) of the total minimum credit requirement must be earned by the student from DSC and DSE courses as follows in order to obtain the degree: 60 credits from Discipline Specific Core and 12 credits from Discipline Specific Elective courses.

**Discipline Specific Core Course (DSE)**

The six 4 credit papers to be credited under DSE can be credited from Discipline Specific Elective specialization stream courses as follows:

I. Three of the 4 credit courses should be credited from one specialization stream courses or across the different specialization stream courses specified in the curriculum.

II. The remaining three of the 4 credit courses may be credited from

a. Another specialization stream courses of the curriculum or across the different specialization stream courses specified in the curriculum without any overlap of courses credited in I above.

or

b. Another specialization stream courses or across the different specialization stream courses in the curriculum of other UG Computer Science Disciplines of study without any overlap of courses credited in I above.

or

c. An assortment of the above options in II a and IIb.

### **Open Elective Courses**

Any 2 of the 3 credit Open Elective Courses specified in the curriculum (B.A. PS) could be credited to constitute the 6 credits or substituted with Open elective courses in the curriculum of other UG Political Science disciplines of study that add proficiency to the students - with the advice of the Faculty Advisor or an assortment of these without any overlap of courses.

### **1. Faculty to Students Ratio**

The Faculty to Student Ratio in all the practical / laboratory classes shall be maintained at 1:25.

### **2. Pattern of Examination**

I. The End-Semester examination and internal assessments for MIL, ENG, AECC, DSC, GE and OE courses are as per Pondicherry University UG CBCS regulations.

II. The marks for attendance (5 marks) applies to all courses and the awarding of attendance marks is as per Pondicherry University UG CBCS regulations.

1. The End-Semester examination for each course in a Programme of Study shall be conducted by the Pondicherry University for a maximum of **75 Marks** and Internal Continuous Assessment for **25 Marks**.
2. Internal assessment for all theory courses shall be done on the basis of at least two Internal Assessment tests (15Marks), term papers/assignments/seminars/case demonstrations/ presentations/write-ups/viva etc. (5 Marks) and attendance (5 Marks). The following weightage shall be given to attendance:

95% - 100%	(5 Marks)
90% - 94%	(4 Marks)
85% - 89%	(3 Marks)
80% - 84%	(2 Marks)
75% - 79%	(1 Mark)

3. A schedule of Internal Assessment tests shall be prepared by each College commonly to all departments in the beginning of each semester. Internal Assessment marks shall be displayed a week before the commencement of end semester examinations.
4. End-semester examination shall be conducted for all courses offered. The duration of the end-semester examination shall be 3 hours.
5. No student with less than 75% in any particular course shall be permitted to attend the end-semester examination and shall be given grade FA-failure due to lack of attendance. However, an overall condonation of 10% is permitted for valid reasons (NCC, NSS, Swachh Bharat) or medical reasons. A student who has been awarded FA shall repeat the course when offered. The Principal/Head of the Department shall ensure that the candidate is informed about the lack of attendance before the commencement of end-semester examination and confirm that such candidates are not permitted to write the examination.
6. To pass a course the student must secure minimum of 50 out of 100 Marks (50%) in the internal and the end-semester examination put together.
7. Revaluation and re -totaling of the answer scripts shall be allowed within the stipulated period of time as decided by the Controller of Examinations (COE) after paying the required amount of fee.
8. A failed student who meets the attendance requirement may be permitted to register for the next end-semester examination in the following semester itself.

### **Passing Minimum**

Passing Eligibility and classification for the award of the Degree is as per Pondicherry University UG CBCS regulations.

Other aspects of CBCS not covered in this document by default conforms to the Pondicherry University UG CBCS regulations.

Break up of internal marks/University examinations, as per CBCS University Regulations except for program covered under statutory bodies/Councils

6. Learning outcomes (Course outcomes) for each course: *See the detailed syllabus*
7. Syllabus (course content): *See the detailed syllabus*
8. Instructional materials: *See the detailed syllabus*
9. Text Books and Reference Books : *See the detailed syllabus*

Question paper pattern for all papers:

MODEL QUESTION PAPER

**A. PUBLIC ADMINISTRATION**

DEGREE EXAMINATION, MAY/ DECEMBER XXXX.

First Semester

**CONSTITUTION OF INDIA**

Time: Three Hours

Maximum: 75 Marks

**PART- A (10 x 2 = 20 Marks)**

Answer ALL Questions

1. Describe the composition of the Constituent Assembly.
2. What do you mean by the Constitution?
3. Define President Rule.
4. What do you mean by Single Citizenship?
5. Write a short note on Zonal Council.
6. Discuss the composition of Lok Sabha.
7. Mention the objectives behind the Parliamentary Forums.
8. Discuss the Special Status of Jammu and Kashmir.
9. What are the Special Provisions for Maharashtra and Gujrat?
10. Explain the characteristic features of a Union Territory.

**PART- B (5 x 5 = 25 Marks)**

Answer ALL Questions choosing either (a) or (b)

11. (a) Write a note on Crown Rule (1858-1947).  
Or  
(b) Mention about the Committees of the Constituent Assembly.
12. (a) What do mean by Fundamental Rights? Discuss.  
Or  
(b) Explain the Characteristics of Parliamentary form of Government.

13. (a) Describe the Salient Features of the Constitution of India.  
Or  
(b) Discuss the Fundamental Duties mentioned in the Constitution.
14. (a) Give reasons why Financial Emergency is imposed.  
Or  
(b) Discuss the process of General Election in India.
15. (a) Examine the Special Status provided to the State of Jammu and Kashmir.  
Or  
(b) Write a note on the Special Provisions for Delhi.

**PART- C (3 X 10 = 30 Marks)**

Answer any THREE Questions

16. Critically examine the merits and demerits of Parliamentary form of Government.
17. Define Fundamental Rights. Discuss all the Fundamental Rights.
18. Examine the President Rule with a suitable example.
19. Explain the Composition and functions of Indian Parliament.
20. Discuss in detail the creation and administration of Union Territories in India.

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**TEMPLATE****SCHEME FOR CHOICE BASED CREDIT SYSTEM IN  
B.A. PUBLIC ADMINISTRATION****TO BE IMPLEMENTED FOR 2019 -20 ONLY**

COURSE	SUBJECT CODE	TITLE OF THE PAPER	CREDITS ALLOTTE	
			Lecture	Tutorial /Lab
<b>SEMESTER –I</b>			<b>20 Credits</b>	
MIL -1	LTAM 111	Bengali/Hindi/ Malayalam/Sanskrit/ Tamil/Telugu	03	
ENGLISH-1	ENGL 112	FUNCTIONAL ENGLISH – I	03	
DSC-1A	UGPA 111	Constitution of India	04	02
DSC -2A	UGPA 112	Administrative Thinkers	04	02
AECC -1	PADM 113	Introduction to Public Administration	02	
<b>SEMESTER –II</b>			<b>20 Credits</b>	
MIL -2	LTAM 121	Bengali/Hindi/ Malayalam/Sanskrit/ Tamil/Telugu	03	
ENGLISH-2	ENGL 122	FUNCTIONAL ENGLISH – II	03	
DSC- 1B	UGPA 121	Principles of Public Administration	04	02
DSC -2B	UGPA 122	Public Personnel Administration	04	02
AECC -2	ENVS 123	Environmental Studies	02	

**PONDICHERRY UNIVERSITY****B.A. PUBLIC ADMINISTRATION**  
**Course Structure & Syllabus****FOR THE ACADEMIC YEAR 2019-2020 ONLY**

<b>SEMESTER – I</b>		<b>(20 Credits)</b>
<b>Course Code</b>	<b>Course</b>	<b>Main/Allied</b>
LTAM 111	Language – I	Foundation (03 Credits)
ENGL 112	Functional English – I	Foundation (03 Credits)
UGPA 111	Constitution of India	Main (06 Credits)
UGPA 112	Administrative Thinkers	Main (06 Credits)
PADM 113	Introduction to Public Administration	Compulsory (02 Credits)

<b>SEMESTER – II</b>		<b>(20 Credits)</b>
<b>Course Code</b>	<b>Course</b>	<b>Main/Allied</b>
LTAM 121	Language – II	Foundation (03 Credits)
ENGL 122	Functional English -II	Foundation (03 Credits)
UGPA 121	Principles of Public Administration	Main (06 Credits)
UGPA 122	Public Personnel Administration	Main (06 Credits)
ENVS 123	Environmental Studies	Compulsory (02 Credits)

**Note:**

- ❖ Two Language Papers in Semesters I to IV (3 Credits each paper), Introduction to Public Administration in Semester I (2 Credits) and Environmental Studies in Semester II (2 Credits) are compulsory papers uniformly designed for all Under Graduate Programmes as per Pondicherry University regulations.



**UGPA 111****CONSTITUTION OF INDIA****Unit-I**

1. Constitutional Development Since 1909 to 1947
2. Making of the Constitution.
3. Constituent Assembly

**Unit-II**

1. Fundamental Rights
2. Directive Principles of State Policy
3. Fundamental Duties

**Unit-III**

1. President
2. Lok Sabha
3. Rajya Sabha

**Unit-IV**

1. Governor
2. State Legislature
3. High Court

**Unit-V**

1. Secularism
2. Social Justice
3. Minority Safeguards

**BOOKS FOR REFERENCE:**

1. Basu. D.D. : **Introduction to Indian Constitution** ; Prentice Hall; New Delhi.
2. Kapur. A.C : **Indian Government and Political System**; S. Chand and Company Ltd., New Delhi.
3. Johari J.C. : **Indian Politics**, Vishal Publications Ltd, New Delhi
4. Agarwal R.C: **Indian Political System**; S. Chand & Co., New Delhi

**UGPA 112****ADMINISTRATIVE THINKERS****Unit-I**

1. Kautilya
2. Woodrow Wilson

**Unit-II**

1. F.W Taylor
2. Henry Fayol

**Unit-III**

1. Elton Mayo
2. Max Weber

**Unit-IV**

1. C.I. Barnard
2. Peter Drucker

**Unit-V**

1. Abraham Maslow
2. F. Herzberg

**BOOKS FOR REFERENCE:**

1. Rajesh Chauhan: **New Thinkers in Public Administration Contents and Views**, Book Enclave Jaipur, 2013.
2. S.K. Chatierjee: **Administrative Theory**, New Delhi, Surjeet Publications, 2011.
3. Dr. N.K. Singh: **Public Administration Research and Practice**, ALP Books, New Delhi, 2015.
4. Dr.Chandra Prakash: **Public Administration: Policy, Politics and Practice**, Astha Publishers, Delhi, 2015.
5. D.Ravindra Prasad, V.S Prasad, P. Sathiyararayanan, Parthasarathy: **Administrative Thinkers**, Sterling Publications , New Delhi, 2010.

**UGPA 121****PRINCIPLES OF PUBLIC ADMINISTRATION****UNIT-I**

1. Meaning, Nature and Scope of Public Administration
2. Importance of Public Administration
3. Evolution of Public Administration

**UNIT-II**

1. New Public Administration
2. New Public Management
3. Public and Private Administration

**UNIT-III**

1. Relationships with Political Science, History and Sociology
2. Classical Approach
3. Scientific Management Approach

**UNIT-IV**

1. Bureaucratic Approach: Max Weber
2. Human Relations Approach : Elton Mayo
3. Ecological Approach : Riggs

**UNIT-V**

1. Leadership
2. Communication
3. Decision Making

**BOOKS FOR REFERENCE:**

1. Avasthi and Maheswari: **Public Administration in India**, Agra: Lakshmi Narain Agarwal, 2013.
2. Ramesh K Arora: **Indian Public Administration**, New Delhi: Wishwa Prakashan, 2012.
3. R.B. Jain: **Public Administration in India, 21<sup>st</sup> Century Challenges for Good Governance**, New Delhi: Deep and Deep, 2002.
4. Rumki Basu: **Public Administration: Concept and Theories**, New Delhi: Sterling, 2013.
5. R. Tyagi, **Public Administration**, Atma Ram & Sons, New Delhi, 1983.

**UGPA 122****PUBLIC PERSONNEL ADMINISTRATION****UNIT-I**

1. Meaning, Scope and Importance of Personnel Administration
2. Types of Personnel Systems: Bureaucratic, Democratic and Representative systems

**UNIT-II**

1. Generalist Vs Specialist
2. Civil Servants' Relationship with Political Executive
3. Integrity in Administration.

**UNIT-III**

1. Recruitment : Direct Recruitment and Recruitment from Within
2. Training : Kinds of Training
3. Promotion

**UNIT-IV**

1. All India Services
2. Service Conditions
3. State Public Service Commission

**UNIT-V**

1. Employer Employee Relations
2. Wage and Salary Administration
3. Allowances and Benefits

**BOOKS FOR REFERENCE:**

1. Stahl Glean O: Public Personnel Administration
2. Parnandikar Pai V.A: Personnel System for Development Administration.
3. Bhambhiru . P: Bureaucracy and Policy in India.
4. Dwivedi O.P and Jain R.B: India's Administrative state.
5. Muttalis M.A: Union Public Service Commission.
6. Bhakara Rao .V: Employer Employee Relations in India.
7. Davar R.S. Personnel Management & Industrial Relations

Sub. Code  
XXXXX

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