

	Internal marks: 20	Final Exam: 80
Month	Topic/s	
July-August	<ul style="list-style-type: none">British Legacy and Historical BackgroundPhilosophy of the Constitution, the Preamble, and Salient Features of the ConstitutionFundamental Rights; Directive Principles of State Policy and Fundamental Duties	
September	<ul style="list-style-type: none">Political Executive at the Union Level: President, Prime Minister and Council of MinistersUnion Legislature - Lok Sabha and Rajya Sabha: Composition and FunctionsJudiciary: Supreme Court; Judicial Review	
Test I Monday, 15 Sept 2025 (tentative)		
October	<ul style="list-style-type: none">Central Secretariat: Structure, Functions and RoleCabinet Secretariat: Significance, Functions and RolePrime Minister Office: Significance, Functions and Role	
Test II Monday, 27 Oct 2024 (tentative)		
November	<ul style="list-style-type: none">Governor; Chief Minister Council of Ministers and State LegislatureState Secretariat and Directorate; Chief Secretary and Divisional CommissionerDistrict Administration: District Collector	
Recommended Books and Readings Arora, Ramesh K. and Goyal, Rajni (2013) Indian Public Administration: Institutions and Issues (3 rd edition). New Delhi: New Age International Publishers Avasthi A. (1980) Central Administration. New Delhi: Tata McGraw Hill Balfour, Lady Betty (2015) Lord Lytton’s Indian Administration 1876-1880 The Untold History. New Delhi: Gyan Books Basu, D.D. (2008) Introduction to the Constitution of India. (20 th ed.). New Delhi: Wadhwa and Company. Chakraborty, Bidyut (2016) Indian Administration. New Delhi: Sage Chaudhary Surjit, M Khosla and P Mehta. 2016. The Oxford Handbook of the Indian Constitution. New Delhi: OUP G. Austin. 2010. The Indian Constitution: Cornerstone of a Nation. New Delhi: OUP Hasan Zoya, E. Sridharan and R. Sudarshan. (2013) India’s Living Constitution: Ideas, Practices and Controversies. New Delhi: Permanent Black Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi Maheshwari, S.R., (2007) Indian Administration (English & Hindi). New Delhi: Orient Longman R. Bhargava. (2008) ‘Introduction: Outline of a Political Theory of the Indian Constitution’, in R. Bhargava (ed.) Politics and Ethics of the Indian Constitution, New Delhi: OUP Singh, Hoshier and M. Singh. (1989) Public Administration in India: Theory and Practice. New Delhi: Sterling		

Exam Time: 2 hrs & 30 min		Final Exam: 50 marks	Internal Assessment: 20 marks
Month	Topic/s		
July-August	British Legacy and Historical Background Philosophy of the Constitution, the Preamble, and Salient Features of the Constitution Fundamental Rights and Fundamental Duties Directive Principles of State Policy		
September	Union Executive: President Prime Minister and Council of Ministers Union Legislature: Lok Sabha - Composition and Functions		
Test I Monday, 15 Sept 2025 (tentative)			
October	Rajya Sabha: Composition and Functions Judiciary: Supreme Court and Judicial Review Governor and Chief Minister Council of Ministers and State Legislature		
Last date to submit PPT Monday, 27 Oct 2025 (tentative)			
November	State Secretariat and Directorate Chief Secretary and Divisional Commissioner District Administration: District Collector Sub Divisional Magistrate and BDPO		
Essential Readings Arora, Ramesh K. and Goyal, Rajni (2013) Indian Public Administration: Institutions and Issues (3rd edition). New Delhi: New Age International Publishers Avasthi A. (1980) Central Administration. New Delhi: Tata McGraw Hill Basu, D.D. (2008) Introduction to the Constitution of India. (20th ed.). New Delhi: Wadhwa and Company. 4. Chakraborty, Bidyut (2016) Indian Administration. New Delhi: Sage Chaudhary Surjit, M Khosla and P Mehta. 2016. The Oxford Handbook of the Indian Constitution. New Delhi: OUP G. Austin. (2010) The Indian Constitution: Cornerstone of a Nation. New Delhi: OUP J. Manor. (2005) ‘The Presidency’, in D. Kapur and P. Mehta P. (eds.) Public Institutions in India: Performance and Design. New Delhi: OUP Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi Maheshwari, S.R., (2007) Indian Administration (English & Hindi). New Delhi: Orient Longman V. Hewitt and S. Rai. (2010) ‘Parliament’, in P. Mehta and N. Jayal (eds.) The Oxford Companion to Politics in India, New Delhi: OUP Bowdon, John (2011), Writing a Report, Constable & Robinson; 9th edition			

(Field Visit and Report Writing) Last date to submit the report (10/11/2025)

MM: 30 (Report marks 20 + Viva Voce marks 10)

Field visit and report writing on any one topic from the list provided below Parliament of India/Supreme Court of India/Haryana Legislative Assembly/Office of District Commissioner//Office of SDM/Office of BDPO

1. The report must be individual/group.

2. The entire material must be hand-written.
3. Only bio-degradable substances must be used.
4. Plastic/plastic covers are strictly prohibited.
5. The report file should have 15-20 pages containing both sides as one.
6. The project contents may be taken from textbooks/reference books/internet/field notes/any other relevant source. The project file must have index, acknowledgement, introduction, data, relevant pictures/sketches, conclusion and bibliography.

Lesson Plan

Class: BA I (SemI/Odd)

Public Administration

Fundamentals of Public Administration

Session 2025-26

Tutor: Dr. V S Beniwal

Internal marks: 30 (Mid-term test-15, Power Point Presentation-10 & Class discussion-5) **Final Exam: 70**

The maximum time duration for attempting the paper will be of 3 hours. There will be total nine questions in all. The first question will be compulsory consisting of seven short questions covering the entire syllabus consisting of 2 marks each. In addition to that eight more questions will be set, two questions from each unit. The students shall be required to attempt five questions in all selecting one question of 14 marks from each unit in addition to compulsory Question No. 1.

प्रश्नपत्र हल करने की अधिकतम अवधि 3 घंटे होगी। कुल नौ प्रश्न होंगे। पहला प्रश्न अनिवार्य होगा जिसमें पूरे पाठ्यक्रम से संबंधित सात लघु प्रश्न होंगे और प्रत्येक प्रश्न 2 अंकों का होगा। इसके अतिरिक्त, आठ और प्रश्न होंगे। प्रत्येक इकाई से दो प्रश्न होंगे। छात्रों को अनिवार्य प्रश्न संख्या 1 के अतिरिक्त प्रत्येक इकाई से 14 अंकों का एक प्रश्न चुनकर कुल पाँच प्रश्न हल करने होंगे।

Month	Topic/s
July-August	<ul style="list-style-type: none"> Meaning, Nature, Scope, & Significance of Public Administration and its relation with other disciplines Public and Private Administration Evolution of Public Administration & Minnowbrook Conferences New Public Administration (NPA)
September	<ul style="list-style-type: none"> Organization: Meaning, Basis and Forms of Organizations Principles of Organization: Hierarchy, Unity of Command, Span of Control, & Coordination Authority and Responsibility, Supervision and Control Centralization, Decentralization and Delegation
Test I Monday, 15 Sept 2025 (tentative)	
October	<ul style="list-style-type: none"> The Chief Executive: Meaning, Types, Functions and Role Line, Staff and Auxiliary Agencies; Headquarter and Field Relationships Decision-making and Communication
Last date to submit PPT Monday, 27 Oct 2024 (tentative)	
November	<ul style="list-style-type: none"> State Vs. Market Debate – Public Choice Paradigm Development Administration: Meaning, Nature and Scope Governing the Commons: Common-Pool Resources (CPR)

Books and Readings

Arora, R.K. (Ed.). 1979. *Perspective in Administrative Theory*. New Delhi: Associated.

Awasthi and Maheshwari (2017). *Public Administration*. Agra: Lakshmi Narain Agarwal Educational Publishers.

Basu Rumki. 1994. *Public Administration: Concepts and theories*. Sterling Publishers: New Delhi.

Bhattacharya, M. 2012. *Public Administration: Issues and Perspective*. New Delhi: Jawahar Publishers

Chakrabarty, Bidyut and Chand, Prakash. 2012. *Public Administration in a Globalizing World: Theories and Practices*. Sage: New Delhi.

Henry, Nicholas Henry. 1999. *Public Administration and Public Affairs*. Prentice Hall

Ravindra Sharma: Lok Prashashan ke Tatwa

Readings in Hindi

Awasthi and Maheshwari (2020). *Lok Prashasan*. Agra: Lakshmi Narain Agarwal Educational Publishers.

Bhattacharya, Mohit (2007). *Lok Prashasan Ke Naye Ayaam*. New Delhi: Jawahar Publishers. Maheshwari S.R. (2004). *Prashasnik Vicharak*. MacMillan India Ltd.

Prasad, Prasad and Rao (2011). *Prashasnik Chintak*. New Delhi: Jawahar Publishers & Distributors.

Sharma, M.P. and Sadana, B.L. (2013). *Lok Prashasan: Sidhant Evam Vyavhaar*. New Delhi: Kitab Mahal

(Dr. V S Beniwal)