



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' GRADE UNIVERSITY)

Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

NOTIFICATION

(19/Sep./Adp/38)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the Syllabi and Courses of Study of **Public Administration** Course for the I to IV Semesters under the **Choice Based Credit System** at the **Undergraduate Level** (as given in the **Annexure**) for the Examinations to be held in the years indicated against each semester as under:-

Subject	Semester	For the examinations held in the year
Public Administration	Semester-I	Dec. 2019, 2020 and 2021
	Semester-II	May 2020, 2021 and 2022
	Semester-III	Dec. 2020, 2021 and 2022
	Semester-IV	May 2021, 2022 and 2023

The Syllabi of the courses is available on the University website: www.jammuuniversity.in

Sd/-

DEAN ACADEMIC AFFAIRS

No. F. Acd/II/19/5495-5503

Dated: 6-9-19

Copy for information and necessary action to:-

1. Dean, Faculty of Social Science
2. Director, Colleges Development Council, University of Jammu
3. HOD/Convener, Board of Studies in Political Science
4. All members of the Board of Studies
5. C.A to the Controller of Examinations
6. I/c Director, Computer Centre, University of Jammu
7. Asst. Registrar (Conf. /Exams. UG/ Pub.)
8. Incharge, University Website for necessary action please.

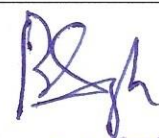
Assistant Registrar (Academic)

5/9/19

5/9/19

University of Jammu
B.A. Public Administration under CBCS

Semester	Core Courses (CC) Credits of each CC = 6	Ability Enhancement Compulsory Courses (AECC) Credits of each AECC =2	Skill Enhancement Courses(SEC) Credits of each SEC = 4	Discipline Specific Elective Course (DSEC) Credits of each DSEC = 6	Generic Elective Course(GEC) Credit of Each GEC= 6	Total Credits
I st	UPATC-101: Understanding Public Administration					6
II nd	UPATC -201: Theories of Public Administration					6
III rd	UPATC -301: Public Administration in India		UPATS -302 E-Governance			10
IV th	UPATC -401 Comparative Public Administration		UPATS -402: Public Financial Administration in India			10
V th						
VI th						


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University of Jammu
B.A. Public Administration under CBCS

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Abbreviations

Programme Code: UPATC--CBCS (Undergraduate Public Administration Teaching Course- Choice Based Credit System)

UPATC: Undergraduate Public Administration Teaching Core Course

UPATS: Undergraduate Public Administration Teaching Skill Course



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B.A Public Administration under CBCS
Semester-I (Session December 2019, 2020 & 2021)
Core Course Code: UPATC-101
Course Title: Understanding Public Administration

Duration of Exam: 2 ½ hrs

Credits: 6

Contact Hours: 90

Total Marks: 100

Internal Exam: 20

External Exam: 80

Unit-1 Meaning, Evolution and Approaches

(Hours: 22 ½)

- 1.1 Public Administration: Meaning, Nature and Scope
- 1.2 Evolution of Public Administration as a Discipline
- 1.3 Approaches to the Study of Public Administration
- 1.4 Comparative and Development Public Administration

Unit- II Organization, Theories of Leadership and Motivation

(Hours: 22 ½)

- 2.1 Basic Principles of Organization: Hierarchy, Span of Control, Unity of Command
- 2.2 Centralization and Decentralization, Delegation, Supervision, Line and Staff
- 2.3 Theories of Leadership: Trait, Behavioural and Situational
- 2.4 Theories of Motivation: Maslow and Herzberg

Unit- III Structure of Central Administration


(Hours: 22 ½)

- 3.1 Structure of Organization: Importance, Meaning and Function
- 3.2 Boards and Commissions
- 3.3 Chief Executive: Types and Functions
- 3.4 Civil Secretariat: Meaning, Role and Functions

Unit- IV Contemporary Issues in Public Administration

(Hours: 22 ½)

- 4.1 Impact of Information Technology on Public Administration
- 4.2 Major Issues and Challenges of Public Administration in the Developing World
- 4.3 Impact of Globalization on Public Administration
- 4.4 Restructuring Administrative System for National Integration and Development


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B.A Public Administration under CBCS
Semester-I (Session December 2019, 2020 & 2021)
Core Course Code: UPATC -101(Understanding Public Administration)


Note for Paper Setting

Internal Examination paper will consist of two sections. **Section-A** will carry two long answer type questions to be set from the first two units of which a candidate will be required to answer any one question. The upper limit for the answer of each question will be 400-500 words and each question carries 10 marks (Marks 10 X 1 = 10). **Section-B** will consist of six short answer type questions to be set from first two units, three from each unit. The candidate will be required to answer any five. The upper limit for the answer of each question is 75 words and each question carries 2 marks (Marks 2 X 5 = 10). The duration of internal examination will be one hour.

External Examination paper will consist of three sections. **Section-A** will carry five compulsory, short answer type questions at least one question from each unit. The upper limit for the answer of each question is 100 words and each question carries 3 marks (Marks 3 X 5 = 15). **Section –B** will consist of five compulsory medium answer type questions to be set from the entire syllabus at least one question from each unit. The upper limit for the answer of each question will be 250 words and each question carries 7 marks (Marks 7 X 5 = 35). **Section –C** will consist of four long answer type questions to be set from the entire syllabus at least one question from each unit. The candidate will be required to answer any two questions. The upper limit for the answer of each question is 850-1000 words and each question carries 15 marks (Marks 15 X 2 = 30). The duration of external examination will be 2 ½ hours.


Suggested Readings

- Bhattacharaya, Mohit, *Public Administration*, Calcutta: World Press, 2000.
 _____, *Public Administration: Issues and Perspective*, New Delhi: Jawahar Publishers and Distributors, 2012.
 Arora, K. Ramesh, *Public Administration: Fresh Perspectives*, Jaipur: Aalekh Publishers, 2004.
 Arora, K. Ramesh, *Public Administration: Its Growth and Development*, New Delhi: Rajat Publications, 2016
 Avasthi, Amreshwar, and Avasthi, P. Anand, *Public Administration*, Agra: Lakshmi Narain Agrawal, 2014.
 Basu, Rumki, *Public Administration: Concepts and Theories*, New Delhi: Sterling Publishers, 1990.
 Bhagwan, Vishnoo,(et.al), *Public Administration*, Jalandhar: S. Chand, 2010
 Bhambri, C. P., *Public Administration Theory and Practice*, Meerut: Educational Publishers, 2010.
 Bhattacharaya, Mohit, *New Horizons of Public Administration*, New Delhi: Jawahar Publishers and Distributors, 2008.
 Chakrabarty, Bidyut and Chand, Prakash, *Public Administration: From Government to Governance*, New Delhi: Orient Blackwan, 2017.
 Chakrabarty, Bidyut, and Chand Prakash, *Public Administration in a Globalizing World: Theories and Practices*, New Delhi: Sage, 2016.


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B.A Public Administration under CBCS
Semester-I (Session December 2019, 2020 & 2021)
Core Course Code: UPATC -101(Understanding Public Administration)

- Denhardt, Janet V, and Denhardt, Robert B, *The New Public Service: Serving, Not Steering*, New Delhi: Routledge, 2015
- Fesler, James, W., *Elements of Public Administration*, Worcestershire: Read Books, 2007.
- Henry, Nicholas, *Public Administration and Public Affairs*, New York: Taylor and Francis, 2013.
- Laxmikanth, M., *Public Administration*, New Delhi: McGraw Hill Education, 2011.
- Niskanen Jr., William A., *Bureaucracy and Representative Government*, Chicago: Aldine-Atherton, 2007.
- Ostrom, Elinor, *Governing the Commons: The Evolution of Institutions for Collective Action*, Cambridge: Cambridge University Press, 2015.
- Raadschelders, Jos C. N., *Public Administration: The Interdisciplinary Study of Government*, New York: Oxford University Press, 2011.
- Shafritz, Jay M., and Hyde, Albert C (Eds.), *Classics of Public Administration*, Singapore: Cengage Learning, 2012.
- Shafritz, Jay, M., *Introducing Public Administration*, New York: Routledge:, 2017.
- Sharma, M., *Theory of Public Administration*, New Delhi: Anmol Publications, 2003.


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B.A Public Administration under CBCS
Semester-II (Session May 2020, 2021 & 2022)
Core Course Code: UPATC -201
Course Title: Theories of Public Administration

Duration of Exam: 2 ½ hrs

Credits: 6

Contact Hours: 90

Unit I Basic Administrative Theories

Total Marks: 100

Internal Exam: 20

External Exam: 80

(Contact Hours: 22 ½)

1.1 Public Institutional Theories

1.2 Classical Organizational Theories (Henry Fayol, Luther Gulick and Lyndall Urwick)

1.3 Scientific Management Theory (F.W. Taylor)

1.4 Bureaucratic Theory (Max Weber)

Unit II Behavioural and Human Relations Theories

(Hours: 22 ½)

2.1 Human Relations Theory (Elton Mayo)

2.2 Decision-Making Theory (Herbert Simon)

2.3 Behavioural Theories (Chris Argyris, McGregor and Rensis Likert)

2.4 Socio- Psychological Theories

Unit- III Rational Choice, Public Management & Ecological Theories

(Hours: 22 ½)

3.1 Rational Choice Theory

3.2 Theories of Public Management

3.3 Theories of Bureaucratic Politics (Dwight Waldo and Allison's Paradigm)

3.4 Ecological Theory (Fred W. Riggs)

Unit-IV System, Modern Management and Postmodern Theories

(Hours: 22 ½)

4.1 System Theory (Modern Organization Theory)

4.2 Theory of Modern Management (Peter Drucker)

4.3 Postmodern Theory of Public Administration

4.4 Theories of Governance



B.A Public Administration under CBCS
Semester-II (Session May 2020, 2021 & 2022)
Core Course Code: UPATC -201(Theories of Public Administration)

Note for Paper Setting

Internal Examination paper will consist of two sections. **Section-A** will carry two long answer type questions to be set from the first two units of which a candidate will be required to answer any one question. The upper limit for the answer of each question will be 400-500 words and each question carries 10 marks (Marks 10 X 1 = 10). **Section-B** will consist of six short answer type questions to be set from first two units, three from each unit. The candidate will be required to answer any five. The upper limit for the answer of each question is 75 words and each question carries 2 marks (Marks 2 X 5 = 10). The duration of internal examination will be one hour.

External Examination paper will consist of three sections. **Section-A** will carry five compulsory, short answer type questions at least one question from each unit. The upper limit for the answer of each question is 100 words and each question carries 3 marks (Marks 3 X 5 = 15). **Section –B** will consist of five compulsory medium answer type questions to be set from the entire syllabus at least one question from each unit. The upper limit for the answer of each question will be 250 words and each question carries 7 marks (Marks 7 X 5 = 35). **Section –C** will consist of four long answer type questions to be set from the entire syllabus at least one question from each unit. The candidate will be required to answer any two questions. The upper limit for the answer of each question is 850-1000 words and each question carries 15 marks (Marks 15 X 2 = 30). The duration of external examination will be 2 ½ hours.

Suggested Readings

- Chakrabarty, Bidyut, and Chand Prakash, *Public Administration in a Globalizing World: Theories and Practices*, New Delhi: Sage, 2016.
- Frederickson, H. George, and Smith, Kevin, B., *The Public Administration Theory Primer: Essentials of Public Policy and Administration*, Jaipur: Rawat Publications, 2008.
- Golembiewski, Robert, T., (et.al.), *Public Administration: Readings in Institutions, Processes, Behaviour and Policy*, Chicago: Rand McNally, 1976.
- Hooja, Rakesh, and Arora, Ramesh, K., *Administrative Theories: Approaches, Concepts and Thinkers in Public Administration*, Jaipur: Rawat Publications, 2007.
- Raadschelders, Jos C. N., *Public Administration: The Interdisciplinary Study of Government*, New York: Oxford University Press, 2011.
- Shafritz, Jay M., and Hyde, Albert C (Eds.), *Classics of Public Administration*, Singapore: Cengage Learning, 2012.
- Shafritz, Jay, M., *Introducing Public Administration*, New York: Routledge:, 2017.
- Sharma, M. P., and Sadana, B, L., *Public Administration in Theory and Practice*, New Delhi: Kitab Mahal, 2010
- Simon, Herbert, A., *Administrative Behaviour: A Study of Decision Making Processes in Administrative Organizations*, New York: Free Press, 1947.
- Urwick, L. F., and Gulick, L, (Eds.), *Papers in the Science of Administration*, New York: Columbia University Press, 1937
- Waldo, Dwight, *The Study of Public Administration*, Random House, 1955



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B.A Public Administration under CBCS
Semester-III (Session December 2020, 2021 & 2022)
Core Course Code: UPATC-301
Course Title: Public Administration in India

Duration of Exam: 2 ½ hrs

Credits: 6

Contact Hours: 90

Unit-I Evolution and Constitutional Perspective

Total Marks: 100

Internal Exam: 20

External Exam: 80

(Hours: 22 ½)

1.1 Evolution of Public Administration in India: A Historical Perspective

1.2 Constitutional Framework: Federation and Parliamentary Democracy

1.3 Salient Features of Indian Administration

1.4 Administrative Structures of States

Unit- II Administrative, Legislative and Judicial Structures

(Hours: 22 ½)

2.1 President, Prime Minister and Council of Ministers

2.2 Election Commission of India

2.3 Union State Relations (Legislative, Executive and Financial)

2.4 Legislative, Executive and Judicial Control over Administration

Unit- III Dynamics of Administration

(Hours: 22 ½)

3.1 Relationship between Political and Permanent Executive

3.2 Generalist and Specialists Controversy

3.3 New Public Management Perspective

3.4 People's Participation in Administration

Unit IV Citizens-State Interface and Administrative Reforms


(Hours: 22 ½)

4.1 Redressal of Citizen's Grievances'

4.2 Institutional Mechanism for Prevention of Corruption: CVC, Lokpal and Lokayukta

4.3 Administrative Reforms: Rationale and Scope

4.4 Changing Role of Civil Servants


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B.A Public Administration under CBCS
Semester-III (Session December 2020, 2021 & 2022)
Core Course Code: UPATC-301 (Public Administration in India)

Note for Paper Setting

Internal Examination paper will consist of two sections. **Section-A** will carry two long answer type questions to be set from the first two units of which a candidate will be required to answer any one question. The upper limit for the answer of each question will be 400-500 words and each question carries 10 marks (Marks 10 X 1 = 10). **Section-B** will consist of six short answer type questions to be set from first two units, three from each unit. The candidate will be required to answer any five. The upper limit for the answer of each question is 75 words and each question carries 2 marks (Marks 2 X 5 = 10). The duration of internal; examination will be one hour.

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Suggested Readings

- Arora, K. Ramesh, *Indian Administration*, New Delhi: Sumit Enterprises, 2007.
 Ambardar, Som, *Public Administration in India*, New Delhi: Dominant Publishers, 2006.
 Arora, K. Ramesh, *Public Administration in India: Continuity and Change*, New Delhi: Rajat Publications, 2006.
 Avasthi, A and Avasthi, A. P., *Indian Administration*, Agra: Lakshmi Narain Aggarwal, 2004.
 Baghel, C.L., and Kumar Yogendra, *Good Governance: Concepts and Approaches*, New Delhi: Kanishka Publishers, 2006.
 Balfour, Lady Betty, *Lord, Lytton's Indian Administration 1876-1880 The Untold History*, New Delhi: Gyan Books, 2015.
 Basu, D D., *Introduction to the Constitution of India*, New Delhi: Lexis Nexis, 2013.
 Chakraborty, Bidyut, *Indian Administration*, New Delhi: Sage, 2016.
 Fadia, B L, and Fadia, Kuldeep, *Indian Administration*, Agra: Sahitya Bhawan, 2017.
 Goel, S. L., *Right to Information and Good Governance*, New Delhi: Deep and Deep Publications, 2007.
 Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan, *Rethinking Public Institutions in India*, New Delhi: Oxford, 2017.
 Singh, Hoshiar, and Singh, Mohinder, *Public Administration in India: Theory and Practice*, New Delhi: Sterling Publishers, 1989.



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B.A Public Administration under CBCS
Semester- III (Session December 2020, 2021 & 2022)
Skill Enhancement Course
Course Title: E- Governance

Course Code: UPATS-302

Duration of Exam: 2 ½ hrs

Credits: 4

Contact Hours: 60

Total Marks: 100

Internal Exam: 20

External Exam: 80

Unit-I Evolution and Concept of E- Governance

(Hours: 15)

- 1.1 Evolution of E- Governance
- 1.2 Theories and Models of e- Governance
- 1.3 Administrative Reforms and Governance
- 1.4 Information and Communication Technology in Governance

Unit-II Roadmap towards E- Governance

(Hours: 15)

- 2.1 E- Government versus E- Governance
- 2.2 Transition from Electronic Government to Digital Government
- 2.3 Global Trends in E- Governance
- 2.4 Models of Digital Governance

Unit-III Citizens' and E- Governance

(Hours: 15)

- 3.1 Citizen Participation in E- Governance
- 3.2 Citizen- Centric Digital Governance
- 3.3 Accountability and Equality of Access: Political Responsiveness with Administrative Effectiveness
- 3.4 Digital Governance and Performance Management (Regulation, Performance and Security)

Unit-IV E- Governance and Public Administration

(Hours: 15)

- 4.1 Digital Technologies and Public Services
- 4.2 Globalization, Information Technology and Public Administration
- 4.3 Digital Governance and Participatory Citizenship: Issues and Challenges
- 4.4 Public-Private Partnership and E-Governance


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B.A Public Administration under CBCS
Semester- III (Session December 2020, 2021 & 2022)
Course Code: UPATS- 302 (E- Governance)

Note for Paper Setting

Internal Examination paper will consist of two sections. **Section-A** will carry two long answer type questions to be set from the first two units of which a candidate will be required to answer any one question. The upper limit for the answer of each question will be 400-500 words and each question carries 10 marks (Marks 10 X 1 = 10). **Section-B** will consist of six short answer type questions to be set from first two units, three from each unit. The candidate will be required to answer any five. The upper limit for the answer of each question is about 75 words and each question carries 2 marks (Marks 2 X 5 = 10). The duration of internal examination will be one hour.

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Suggested Readings

- Bhatnagar, S., C, *E-Government: From Vision to Implementation*, New Delhi: Sage, 2004.
 Bhatnagar, Subhash, *Unlocking E- Government Potential: Concepts, Cases and Practical Insights*, New Delhi: Sage, 2009.
 Bhattacharya, Jaijit, *e- Gov 2.0: Policies, Processes and Technologies*, New Delhi: Tata McGraw, 2011.
 Budd, Leslie, and Harris, Lisa, *E- Governance: Managing or Governing?* New York: Routledge, 2009.
 Heeks, Richard, *Implementing and Managing e-Government: An International text*, London: Sage, 2006.
 Kooiman, J, (Ed.), *Modern Governance: New Government- Society Interactions*, London: Sage, 1993.
 Milakovich, E. Michael, *Digital Governance: New Technologies for Improving Public Service and Participation*, New York: Routledge, 2012
 Pardhasaradhi, Y, *E-Governance and Indian Society*, New Delhi: Kanishka, 2009.
 Prabhu, C.S.R., *E- Governance: Concepts and Case Studies*, New Delhi: PHI Learning, 2012.



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B.A Public Administration under CBCS
Semester-IV (Session May 2021, 2022 & 2023)
Core Course Code: UPATC-401
Course Title: Comparative Public Administration

Duration of Exam: 2 ½ hrs

Credits: 6

Contact Hours: 90

Total Marks: 100

Internal Exam: 20

External Exam: 80

Unit-I Meaning, Nature and Approaches

(Hours: 22 ½)

- 1.1 Comparative Public Administration (CPA): Meaning, Nature, Scope and Significance
- 1.2 CPA: Post Second World- War Phase, Systematic Beginning of CPA
- 1.3 Approaches to CPA: Ecological, Structural- Functional and Behavioral
- 1.4 CPA - Environment of Administration (Social, Cultural, Economic and Political)

Unit-II Administration in Developing and Developed Nations

(Hours: 22 ½)

- 2.1 Developing and Developed Countries: Structural and Functional Features
- 2.2 Bureaucracy and Comparative Analysis
- 2.3 Comparative Criminal Judicial System
- 2.4 Homeland Security in Comparative Perspective: The UK and US Approach

Unit-III Contribution of Riggs, Heady and Dwight Waldo to CPA

(Hours: 22 ½)

- 3.1 Contribution of F.W. Riggs in CPA: Prismatic Model and Sala Model
- 3.2 Contribution of Ferrel Heady in CPA:
 - a) Administration in less Developed Countries
 - b) Common Administrative Patterns
 - c) Administration in More Developed Countries
- 3.3 CPA: Prologue, Performance, Problems and Promise (Dwight Waldo)
- 3.4 Contemporary Relevance of CPA

Unit-IV Administrative Systems in UK, USA and China

(Hours: 22 ½)

- 4.1 Administrative System in United Kingdom
- 4.2 Administrative System in USA
- 4.3 Administrative System in China
- 4.4 Comparative Public Administration in a Globalizing World



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B.A Public Administration under CBCS
Semester-IV (Session May 2021, 2022 & 2023)
Core Course Code: UPATC -401 (Comparative Public Administration)

Note for Paper Setting

Internal Examination paper will consist of two sections. **Section-A** will carry two long answer type questions to be set from the first two units of which a candidate will be required to answer any one question. The upper limit for the answer of each question will be 400-500 words and each question carries 10 marks (Marks 10 X 1 = 10). **Section-B** will consist of six short answer type questions to be set from first two units, three from each unit. The candidate will be required to answer any five. The upper limit for the answer of each question is 75 words and each question carries 2 marks (Marks 2 X 5 = 10). The duration of internal examination will be one hour.

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Suggested Readings

- Arora, R. K, and Sharma, S, (Eds.) *Comparative and Development Administration: Ideas and Actions*, Jaipur: Arihant Centre for Administrative Change, 1992
- Bhatt, A and Ranjan, R, *Comparative Government and Politics*, New Delhi: Anmol Publications, 2010.
- Chandler, J.A., *Comparative Public Administration*, New York: Routledge, 2014.
- Dahiya, S. Singh, and Sing, Ravinder, *Comparative Public Administration*, New Delhi: Sterling Publishers, 2014.
- Farazmand, A., *Handbook of Comparative and Development Public Administration*, New York: Marcell Dekker, 2001.
- Gupta, Bhuvanesh, *Comparative Public Administration*, New Delhi: Wisdom Press, 2014.
- Hague, Rod, and Harrop, Martin, *Comparative Government and Politics: An Introduction*, London: Palgrave Macmillan, 2013.
- Heady, Ferrel, *Public Administration: A Comparative Perspective*, New York: Marcel Dekker, 2001.
- Jreisat, Jamil, *Globalism and Comparative Public Administration*, New York: CRC Press, 2012.
- Nadkarni, Vidya, and Noonan, Norman C, (Eds.), *Emerging Powers in a Comparative Perspective: The Political and Economic Rise of the BRIC Countries*, London: Bloomsbury Academic, 2013.
- O’Neil, H. Patrick (et.al), *Cases in Comparative Politics*, New York: W.W. Norton, 2013.
- Otenyo, E. Eric and Lind, S. Nancy, *Comparative Public Administration: The Essential Readings*, London: Elsevier, 2006.



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B.A Public Administration under CBCS
Semester- IV (Session May 2021, 2022 & 2023)
Skill Enhancement Course
Course Title: Public Financial Administration in India

Course Code: UPATS-402

Duration of Exam: 2 ½ hrs

Credits: 4

Contact Hours: 60

Total Marks: 100

Internal Exam: 20

External Exam: 80

Unit-I Introduction to Financial Administration (Hours: 15)

- 1.1 Financial Administration: Meaning, Nature and Scope
- 1.2 Principles of Financial Administration
- 1.3 Budget: Concept, Principles and Budget as an Instrument of Financial Administration
- 1.4 Public and Private Finance: Meaning, Types and Difference

Unit-II Budgetary Systems (Hours: 15)

- 2.1 Budget: Definition, Meaning and Importance
- 2.2 Budget: Types (Traditional or Line item Budget, Performance Budget, Planning-Programming, Zero-Based Budgeting, Gender Budget and Green Budget)
- 2.3 Budget Preparation, Authorization and Execution
- 2.4 Parliamentary Control over Public Expenditure (Public Accounts Committee and Estimate Committee)

Unit-III Centre-State Fiscal Relations (Hours: 15)

- 3.1 Evolution of Fiscal Federalism in India
- 3.2 Constitutional and Legal Provisions Regarding Inter- Governmental Financial Arrangements
- 3.3 Finance Commission: Composition, Functions and Role
- 3.4 Union-State Financial Relations (First ARC, Sarkaria and Punchi Commission)

Unit-IV Resource Mobilization, Tax Administration and Financial Control (Hours: 15)

- 4.1 Resource Mobilization: Tax and Non-Tax Sources
- 4.2 Public Borrowings and Deficit Financing
- 4.3 Tax Administration: Principles, Issues and Reforms
- 4.4 Concept of Audit: Role of Comptroller and Auditor General



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B.A Public Administration under CBCS
Semester- IV (May 2021, 2022 & 2023)
Course Code: UPATS- 402 (Public Financial Administration in India)

Note for Paper Setting

Internal Examination paper will consist of two sections. **Section-A** will carry two long answer type questions to be set from the first two units of which a candidate will be required to answer any one question. The upper limit for the answer of each question will be 400-500 words and each question carries 10 marks (Marks 10 X 1 = 10). **Section-B** will consist of six short answer type questions to be set from first two units, three from each unit. The candidate will be required to answer any five. The upper limit for the answer of each question is about 75 words and each question carries 2 marks (Marks 2 X 5 = 10). The duration of internal examination will be one hour.

External Examination paper will consist of three sections. **Section-A** will carry five compulsory, short answer type questions at least one question from each unit. The upper limit for the answer of each question is 100 words and each question carries 3 marks (Marks 3 X 5 = 15). **Section –B** will consist of five compulsory medium answer type questions to be set from the entire syllabus at least one question from each unit. The upper limit for the answer of each question will be 250 words and each question carries 7 marks (Marks 7 X 5 = 35). **Section –C** will consist of four long answer type questions to be set from the entire syllabus at least one question from each unit. The candidate will be required to answer any two questions. The upper limit for the answer of each question is 850-1000 words and each question carries 15 marks (Marks 15 X 2 = 30). The duration of external examination will be 2. ½ hours.

Suggested Readings

- Arora, K. Ramesh, *Performance Budgeting*, New Delhi: Allied Publishers, 2010
 Burkhead, J, *Government Budgeting*, New York: Wiley Sons, 1956.
 Chand, P, *Control of Public Expenditure in India*, New Delhi: Allied Publishers, 2010
 Frank, Howard A, *Public Financial Management*, New York: CRC Press, 2006.
 Gupta, B. N, *Indian Federal Finance and Budgetary Policy*, Allahabad: Chaitanya Publishing House, 2006.
 Khan, Aman, and Hildreth, W Bartley, *Case Studies in Public Budgeting and Financial Management, Revised and Expanded*, New York: Routledge, 2003.
 Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri, *Financial Administration in India*, New Delhi: PHI Learning, 2014.
 Rabin, Jack and Stevens, Glenn L, *Handbook of Fiscal Policy*, London: Routledge, 2001.
 Sury, M. M, *Government Budgeting in India*. : New Delhi: Commonwealth Publishers, 1990.
 Thavaraj, M. J. K., *Financial Administration in India*, Delhi: Sultan Chand, 2001.
 Thompson, Fred, and Green, Mark T., (Eds.), *Handbook of Public Finance*, New Delhi: Marcel Dekker, 1991.



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