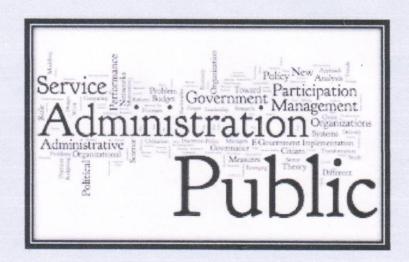
GURU NANAK KHALSA COLLEGE FOR WOMEN, GUJARKHAN CAMPUS, MODEL TOWN, LUDHIANA

DEPARTMENT OF PUBLIC ADMINISTRATION



Dr. Maneeta Kahlon

Principal

Dr. Parveen Arora

Assistant Professor & Head of Department

About The Department

Courses Offered

S.No.	Name of the Course	Duration
1	B.A.	3 years (6 Semesters)

Teaching Faculty

S.No.	Name of the Faculty Member	Educational Qualification	
1.	Dr. Parveen Arora	Ph.D. (Rural Development), M.Phil. (Local Bodies), M.A (Pol.Sc.), M.A (Pub.Admn.), PGDESD, B.Ed., D.Lib	

Student Strength

S.No.	Name of the Course	Student Strength
1.	B.A. First Year (NEP)	40 (CORE) 42 (MDC) 32 (SEC)
2.	B.A. Second Year	33
3.	B.A. Third Year	31

ABOUT

Public administration, as a concept, dates back to the earliest civilizations. In the modern era, it has become a central element of both public and private life. As a distinct field of social science, Public Administration emerged in 1887. Today, the role of Public Administration is crucial in both developed and developing nations, with the modern state having a pervasive influence. Public Administration serves as the foundation of government, a driver of societal change, and a key agent in implementing laws, policies, and national programs, thus playing a vital role in the lives of citizens. The success of government largely depends on the effectiveness of Public Administration in executing its duties. It is no exaggeration to say that every aspect of human life falls within the scope of Public Administration. As an academic discipline, Public Administration has gained widespread popularity among students, with the Union Public Service Commission offering it as an optional subject since 1987. It remains a preferred choice for students preparing for competitive exams.

PROGRAM OBJECTIVES:

- Gain a comprehensive understanding of Public Administration theories and concepts from various perspectives.
- Familiarize with the functioning of Indian Administration at the central, state, and local levels, and assess how these systems respond to public concerns.
- Explore the relationship between theory and practice in Public Administration.
- Develop conceptual, analytical, and problem-solving skills in students.
- Examine Public Administration from the public's viewpoint and encourage further exploration in the field.
- Understand the role and significance of Public Services in India.

PROGRAM OUTCOMES:

- Demonstrate a thorough understanding of the fundamental mechanisms of Public Administration.
- Exhibit proficiency in the core principles of public management.
- Apply decision-making, leadership, and other professional skills effectively.
- Explain how various environmental factors influence public policy and administrative functions.

First year BA I (Sem-1) Administrative Theory (NEP)

Course Objectives:

- This introductory paper is aimed to acquaint the students to understand the theoretical aspects of Public Administration.
- To introduce the students with basic concepts and theories and principles of public administration.
- To understand the synthesizing nature of knowledge of public administration from public perspectives.
- Appreciate the nature, scope and changing paradigm of public administration.

- Students will be able to understand the meaning, relevance and historical development of Public Administration.
- Learner will be able to differentiate and relation of Public Administration with other social sciences.
- Learner will be able to define, understand and explain the organizational theories of the Public Administration.

Indian Administration (Sem-II) Course

Objectives:

- To understand the historical evolution and socio- economic, political and global context of Indian administration.
- To build a better understanding of the role of civil services in Indian administrative system.
- To understand the role of constitutional authorities in Indian administration.

- Through this course students will understand the role of Indian administration as a main instrument of State.
- Students will develop diverse knowledge of the Indian constitution and functioning of government.
- Students will also learn about the problem of corruption and role and significance of Lok Pal, Right to Information Act 2005and Citizen Charter.

Second Year BA II (Sem-III) Personnel administration

Course Objective:

To understand the concepts, functioning, importance and issues of personnel, administration and study the career system in Civil Services and methods of negotiation.

- Understand the concept, importance and scope of Personnel Administration.
- Understand Classification of Civil Services and appraise importance of All India
 Services and recruitment process.
- Analyze various aspects of Personnel Administration and examine their techniques.
- Compare various methods to strengthen Employer- Employee relations and evaluate Indian machinery for Negotiation.
- Examine and evaluate various issues in Personnel Administration.

Financial Administration (Sem-IV)

Course Objectives:

- To be able to comprehend the financial Administration.
- To get to know about the budgetary processes in India.
- To acquaint the students with the nature and functioning of political system(s) and the political processes.
- To able to understand the tax administration in India and parliamentary control over finance.

- The students will be able to generate an insight about the financial administration in India.
- They will understand and also differentiate between preparation and execution of budget in India.
- They will acquire an understanding of different types of taxes at center, state, and local level and method of taxation.

THIRD YEAR BA III (Sem-V)

Local Government in India

Course Objectives:

- To understand the concept of democratic Decentralization.
- To trace the evolution of local government in India.
- To comprehend the institutional arrangements and processes of rural and urban governance.

- Learner will be able to critically appreciate the relationship of local governance and development.
- Appreciate the rural and urban institutional arrangements for development.
- Understand the features of 73rd and 74th constitutional amendment Act.

Development Administration (Sem-VI)

Course Objectives:

- To understand the concept of Development and Development Administration.
- Make the learner to understand the Planning machinery in India at central and state level.
- The course also helps to understand the role and participation of various agencies in Development Administration.

- The course aims to understand the differences between Developed and Developing countries.
- They will also be able to define the concept of Sustainable Development.
- The students will be able to understand the role of Local Bodies,
 Political Parties, NGO's, SHGs and Bureaucracy in development of a country.

UNDERGRADUATE PROGRAMME UNDER NEP 2020 B.A. PUBLIC ADMINISTRATION

/B.A.PUBLIC ADMINISTRATION (HONOURS)/B.A.PUBLIC ADMINISTRATION (HONOURS WITH RESEARCH), SEMESTER I & II PANJAB UNIVERSITY, CHANDIGARH

	Semester I				
Course	Course	Paper	Credits		
Code					
PUB-	Discipline Specific Core (DSC)	Fundamentals of Public Administration	04		
DSC-	Subject-1				
	Minor Discipline Courses	To be chosen by the student by making	04		
	(MDC)Subject-2	choice of major and minor			
	Minor Discipline Courses	To be chosen by the student by making	04		
	(MDC)Subject-3	choice of major and minor			
PUB-	Multi-Disciplinary Courses	Basics of Public Administration	03		
MDSC-	(MDSC)-1				
	Ability Enhancement Compulsory	English/Modern Indian Language (MIL)	02		
	Course (Language) (AEC)-1				
	Skill Enhancement Courses(SEC)-	SEC to be selected by the candidate from	03		
	1/Internship/Dissertation	the basket of Skill Enhancement Courses			
		offered by the			
		Department/College			
	Value Added Courses (VAC)-1	To be selected by the candidate from the	02		
		basket of Value-Added Course offered by			
		the Department/College			
	Compulsory Subject	Paper-1	02		
	Punjabi/HCP				
		Total	24		
	Se	emester II			
	Course	Paper	Credits		
PUB-	Discipline Specific Core (DSC)	Indian Administrative System	04		
DSC-	Subject-1				
	Minor Discipline Courses (MDC)	To be chosen by the student by making	04		
	Subject-2	choice of major and minor			
	Minor Discipline Courses (MDC)	To be chosen by the student by making	04		
	Subject-3	choice of major and minor			
PUB-	Multi-Disciplinary Courses	Basics of Indian Administration	03		
MDSC	(MDSC)-2				
	Ability Enhancement Compulsory	English/Modern Indian Language (MIL)	02		
	Course (Language) (AEC)-2				
	Skill Enhancement Courses(SEC)-	SEC to be selected by the candidate from	03		
	2/Internship/Dissertation	the basket of Skill Enhancement Courses			
		offered by the			
		Department/College			
	Value Added Courses (VAC)-2	To be selected by the candidate from the	02		
		basket of Value-Added Course offered			
		by the Department/College			
	Compulsory Subject	Paper-2	02		
	Punjabi/HCP				
		Total	24		

Semester I

PUB-DSC-

Discipline Specific Core (DSC)

Subject-1

Paper: Fundamentals of Public Administration

Course Objective

Max. Marks: 100

Theory: 90 Marks

Internal Assessment: 10 Marks

Time: 03 Hours

The objective of this paper is to acquaint the student with the basic concepts and principles of public administration. In addition, the paper would trace the evolution of public administration and its relationship with other social sciences.

Course outcomes

- 1. Awareness about the evolution and growth of the discipline of Public Administration.
- 2. Learning of basic principles and approaches of Public Administration.
- 3. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.

Pedagogy of the Course

The students will be assessed on the basis of written examination comprising of 68 marks and continuous internal assessment of 7 marks, based on class test, academic activities, Attendance, Class assignments and classroom participation.

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES:

> For Private/University School of Open Learning (USOL) students, who have not been assessed earlier for the internal assessment, the marks secured by them in the paper will proportionately be increased in lieu of the internal assessment.

The Paper-Setter must put a note in question paper in this regard.

> The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The first compulsory question shall comprise of 10 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 9. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

Course contents

Unit-I

Meaning, Nature, Scope and Significance of Public Administration; Public and Private Administration; Public Administration as a Science or an Art; Relationship of Public Administration with other Social Sciences; Evolution of Public Administration since 1887.

Unit-II

Organization: Meaning, Types: Formal and Informal Organization

Introduction to the forms and features of organization: Department, Government

Company, Public Corporation, Boards and Commissions

Principles of Organization: Hierarchy, Span of Control, Unity of Command,

Authority and Responsibility.

Unit-III

Chief Executive- Types, functions and Role Line, Staff and Auxiliary Agencies Centralisation and Decentralisation Decision Making: Meaning, types and process

Unit-IV

Coordination: Concept, Methods and Hindrances Communication: Concept, Process and Barriers

Supervision: Concept and Methods

Leadership: Concept, Styles, Qualities of a Good Administrator

Suggested Readings

Awasthi, A. and Maheshwari, S.R. (2011). Public Administration. Agra: Laxmi Narain Aggarwal Publication.

Basu, Rumki (1990). Introduction to Public Administration. New Delhi: Sterling Publishers.

Basu, Rumki (2008). Public Administration: Theory and Concept. New Delhi: Sterling Publishers.

Bhattacharya, Mohit (2002). Public Administration: Structure, Process and Behaviour. Calcutta: World Press.

Bhattacharya, Mohit (2012). New Horizons of Public Administration. New Delhi: Jawahar Publishers & Distributers.

Fadia, B.L. and Fadia, Kuldeep (2011). Public Administration: Administrative Theories and Concepts. Agra: Sahitya Bhawan Publication

Goel, S.L. (2003). Public Administration: Theory and Practice. New Delhi: Deep &Deep Publishers.

Mahajan, Chander Mohan. Elements of Public Administration, Patiala: Publication Bureau (Panjabi) Punjabi University.

Nigro, Felix A. and Nigro, Llyod G. (1970). Modern Public Administration. New York: Harper and Row.

Ojha, Pundrik and Sharma, Kiran (2009). Public Administration: Theory and Practice Jalandhar: Raj Publishers.

Puri, K.K. (2004). Elements of Public Administration. Jalandhar: Bharat Prakash

Sapru, R.K. (2008). Administrative Theories and Management Thought. New Delhi: Prentice-Hall of India.

Sharma, M.P. and Sadana, B.L. (2009). Public Administration in Theory and Practice. Allahabad: Kitab Mahal.

Singh, Sahib and Singh, Swinder (2015). Public Administration: Theory and Practice. Jalandhar: New Academic Publishing Co.

Gladden, E.N. (1964). An Introduction to Public Administration. London: Staples Press.

Golembiewski, Robert T. (1977). Public Administration as a Developing Discipline. New York: Marcel Dekker.

Henry, Nicholas (2012). Public Administration and Public Affairs (12thed.). New Delhi: Prentice Hall of India Pvt. Ltd.

Koontz, H. and O' Donnel, Cyril (1972). Principles of Management: An Analysis of Managerial Functions. New York: McGraw Hill

Naidu, S.P. (2005). Public Administration concept and Theories. New Delhi, New Age International Publication.

Ojha, Pundrik and Sharma, Kiran (2012). Public Administration: Theory and Practice. Jalandhar: Raj Publishers.

Pfiffner John, M. and Presthus, R.Vance (1953). Public Administration. New York: Ronald Press.

Pfiffner, John M. and Sherwood, Frank P. (1960). Administrative Organization. New Delhi: Prentice Hall.

Phillip, A.T. and Rao. K.H. Sivaji (1989). Indian Government and Politics. New Delhi: Sterling Publishers.

Self, Peter. (1972). Administrative Theories and Politics. London: George Allen and Unwin.

Semester II

PUB-DSC-

Discipline Specific Core (DSC) Subject-1

Paper: Indian Administrative System

Max. Marks: 100

Theory: 90 Marks

Internal Assessment: 10 Marks

Time: 03 Hours

Course objective

The objective of this paper is to give the student an in-depth understanding of various aspects of Indian administration particularly the functioning of executive, legislature and judiciary at the union and state levels. It would also make them aware of the bureaucratic set up at these levels.

Course outcomes

- 1. To impart knowledge about the features of Indian Administration.
- 2. To generate familiarity with the functioning of the Union and State Executive along with district administration and Judiciary.
- 3. To develop understanding about the functioning of Parliament and State Legislatures, Centre-State relations and functioning of various administrative offices.

Pedagogy of the Course

The students will be assessed on the basis of written examination comprising of 90 marks and continuous internal assessment of 10 marks, based on class test, academic activities, Attendance, Class assignments and class room participation.

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES:

> For Private/University School of Open Learning (USOL) students, who have not been assessed earlier for the internal assessment, the marks secured by them in the paper will proportionately be increased in lieu of the internal assessment.

The Paper-Setter must put a note in question paper in this regard.

➤ The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The first compulsory question shall comprise of 12 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 9. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

Course contents

Unit-I

Features of Indian Administration

Union Executive: President; Prime Minister, and Council of Ministers Union Legislature: Lok Sabha - Composition,

Functions and Role: Rajya Sabha - Composition, Functions and Role

Unit-II

State Executive: Governor, Chief Minister and State Council of Ministers State-Legislature: Legislative Assembly and Legislative Council - Composition,

Functions and Role

Centre-State Relations: Administrative and Legislative

Unit-III

Union and State Judiciary: Supreme Court - Composition, Functions and

Role High Court - Composition, Functions and Role Control over Administration: Legislative and Judicial

Delegated Legislation: Meaning, Reasons and

Safeguards

Unit-IV

Cabinet Secretariat - Composition, Functions and Role State Secretariat - Composition, Functions and Role District Administration: Structure and Functions

Suggested Readings

Arora, Ramesh. K and Chaturvedi, Geeta (2000). Indian Public Administration: Institution and Issues. New Delhi: WishwasPrakashan.

Awasthi, A. (1980). Central Administration. New Delhi: Tata McGraw Hill.

Fadia, B.L. and Fadia, Kuldeep (2011). Indian Administration. Agra: SahityaBhawan Publication.

Maheshwari, S.R. (1979). State Government in India. New Delhi: Mac.

Millan. Maheshwari, S.R. (2001). Indian Administration. New Delhi:

Orient Longman. Puri, K.K. (2006). Indian Administration. Jalandhar:

Bharat Prakashan.

Sapru, R.K. (2001). Indian Administration. Ludhiana: Kalyani Publishers.

Sharma, P.D. and Sharma, B.M. (2009).Indian Administration Retrospect and Prospect. Jaipur: Rawat Publication.

Singh, Sahib and Singh, Swinder (2007). Public Administration: Theory and Practice. Jalandhar: New Academic Publishing Co.

Government of India (2009). Organisational Structure of Government of India - Fifteenth Report. New Delhi: Second Administrative Reforms Commission.

Government of India (2009). State and District Administration - Thirteenth Report. New Delhi: Second Administrative Reforms Commission.

Pylee, M.V. (1965). Constitutional Government in India. Bombay: Asia Publishing House

ACTIVITIES

Anti-Ragging Rally and Pledge Campaign

20 July, 2024

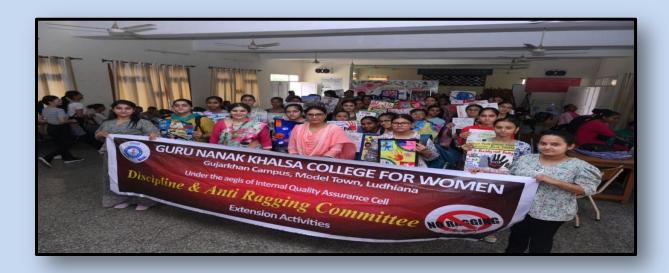
Guru Nanak Khalsa College for Women, Gujarkhan Campus, Model Town, Ludhiana successfully organized an **Anti-Ragging Rally and Pledge Campaign** within the college campus today. The event aimed to raise awareness about the serious consequences of ragging and to promote a safe and welcoming environment for all students.

The rally witnessed enthusiastic participation from students, who marched through the campus with banners and posters advocating against ragging. Following the rally, a pledge campaign was conducted where students took an oath to stand against any form of ragging and to support a culture of respect and kindness.

Dr. Maneeta Kahlon, Principal of GNKCW, addressed the participants, emphasizing the importance of maintaining a ragging-free campus and the college's commitment to ensuring the safety and well-being of every student. She urged everyone to be vigilant and proactive in preventing any instances of ragging.

The activities were organised by Dr. Punpreet Kaur, Nodal officer, Discipline and Anti Ragging Committee.

Link: https://www.facebook.com/share/p/15CE7H7JYG/



World Nature Conservation Day

28 July, 2024

Under the aegis of IQAC, the Eco Club, and the Department of Public Administration of Guru Nanak Khalsa College for Women, Model Town, Ludhiana, celebrated World Nature Conservation Day with the theme "Living Sustainably in Harmony with Nature." An extension lecture was organized for the students, featuring Dr. Praveen Arora, Departmental Head of Public Administration, who discussed the threats and challenges posed by environmental risks and global warming. She explained how to combat these threats through small actions in our daily lives, such as tree planting, sustainable resource use, and maintaining a pollution-free environment.

Principal **Dr. Maneeta Kahlon** motivated and encouraged the students to save the environment for the future.

Link:

https://www.facebook.com/share/p/1EhT6MnQt8/





World Anti-Human Trafficking Day

30 July, 2024

Under the aegis of IQAC, the Department of Sociology at **Guru Nanak Khalsa College for Women**, Gujarkhan Campus, Model Town, Ludhiana, observed **World Anti-Human Trafficking Day** on 30th July 2024 with a special event to raise awareness about the grave issue of human trafficking.

Dr. Madhu Dhawan, Head of the Department of Sociology, presided over the program. She emphasized that human trafficking is a serious crime and a grave violation of human rights, which threatens national security and undermines sustainable development goals. She highlighted the role of educational institutions in fostering awareness and advocating for social change, urging students to become vigilant ambassadors in the fight against human trafficking and to work towards creating a safer and more just society.

Principal **Dr. Maneeta Kahlon** stressed the urgent need to address human trafficking and protect its victims. She stated that only through collective efforts can we eradicate such evil practices and save humanity.

Link:

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World Humanitarian Day

19 August, 2024

Under the aegis of IQAC, the Department of Public Administration and the Legal Literacy Club of Guru Nanak Khalsa College for Women, Gujarkhan Campus, Model Town, Ludhiana, organized a session for faculty members.

Dr. Parveen Arora, Head of the Department, emphasized the importance of human rights and natural rights, stressing the need for kindness towards others. She shared her views on addressing social evils such as rape, honor killings, racism, and terrorism, and discussed how to combat these issues by fostering humanity.

Principal **Dr. Maneeta Kahlon** addressed various societal challenges, urging everyone to be humble, loyal, and sincere in their duties to society and the nation.

Link:

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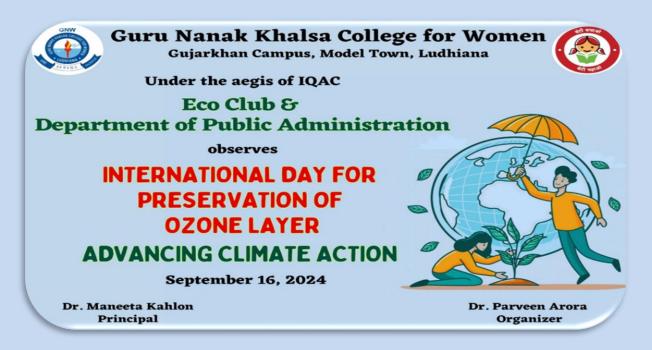


International Ozone Layer Preservation Day

16 September, 2024

Under the aegis of the IQAC, Eco Club and the Department of Public Administration, Guru Nanak Khalsa College for Women observed International Day for the Preservation of the Ozone Layer. During the event, various issues related to ozone depletion were discussed, and students proposed numerous solutions. They shared their views on how to address this global problem through increased plantation, water and energy conservation, sustainable development, and effective waste management.

Link: https://www.facebook.com/share/p/1DeGHcEZZJ/







International Ozone Layer Preservation Day

19 September, 2024

Under the aegis of the IQAC, Eco Club and the Department of Public Administration, Guru Nanak Khalsa College for Women observed **International Day for the Preservation of the Ozone Layer**. During the event, various issues related to ozone depletion were discussed, and students proposed numerous solutions. They shared their views on how to address this global problem through increased plantation, water and energy conservation, sustainable development, and effective waste management. Principal Dr. Maneeta Kahlon actively participated in the session and encouraged everyone to take steps to protect the environment.

Link:

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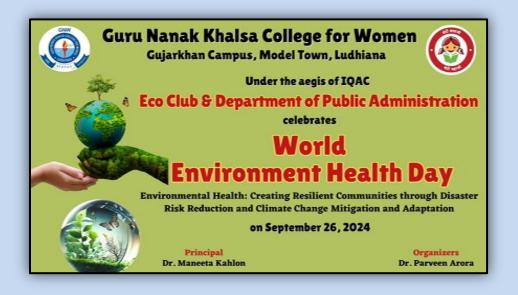


World Environment Safety Day

26 September, **2024**

Under the aegis of the IQAC of Guru Nanak Khalsa College for Women, Model Town, Ludhiana, the Red Ribbon Club and Eco Club, in collaboration with the Department of Fine Arts, organized a Poster Making Activity and an Awareness Talk on Drug Abuse Awareness and Environment Safety as part of a larger initiative to promote social responsibility among students. The event, held on September 26, 2024, was also celebrated as World Environment Safety Day, further emphasizing the need for action on both drug abuse prevention and environmental protection.

Link: https://www.facebook.com/share/p/1B2dyBphya/





Constitution Day

November 26, 2024

Under the aegis of the Internal Quality Assurance Cell (IQAC), NSS Unit, Red Cross Society, EBSB Club, and NCC Wing and Department of Political Science of Guru Nanak Khalsa College for Women, Model Town, Ludhiana, observed Constitution Day in the college campus today. The event aimed to raise awareness among students about the significance of the Indian Constitution and its enduring relevance in shaping the nation's democratic framework.

The program was conducted under the guidance of the NSS officers, Dr. Neetu Prakash and Mrs. Satwant Kaur, along with Associate NCC Officer, Lt. Sukhjit Kaur, who ensured the smooth execution of the activities. A key highlight of the observance was the collective taking of the Constitution Day pledge, in which all participants reaffirmed their commitment to the values of justice, equality, and liberty enshrined in the Constitution.

Principal, **Dr. Maneeta Kahlon**, addressed the gathering and highlighted the crucial role of education in instilling the core values of the Constitution.

This observance not only helped students understand the foundational principles of the Indian democracy but also encouraged them to actively participate in upholding the values of the Constitution in their everyday lives.

Link: https://www.facebook.com/share/p/19WzU1dgst/



World Soil Day

05 December, 2024

Under the aegis of the Internal Quality Assurance Cell, the Department of Public Administration and the Eco Club of **Guru Nanak Khalsa College for Women**, Model Town, Ludhiana, jointly organized an essay writing competition to commemorate World Soil Day, observed annually on December 5th. The theme for 2024, "Caring for Soil: Measures, Monitor, Manage", highlights the importance of soil health, sustainable ecosystems, and human well-being.

The event saw enthusiastic participation from 80 students, who proposed diverse and impactful measures for soil conservation and management. Their suggestions included implementing soil conservation techniques, raising awareness, practicing sustainable habits, sharing inspiring slogans, messages, and quotes on social media, engaging in tree plantation drives, and organizing field visits.

Principal **Dr. Maneeta Kahlon** commended the students for their creativity and dedication, encouraging them to continue generating innovative ideas to foster environmental sustainability.

Link: https://www.facebook.com/share/p/15C7JezLQ5/



Video Conferencing regarding The Role of Public Administration in Achieving Viksit Bharat

10 December, 2024

Dr. Parveen Arora (Department of Public Administration) attended the monthly lecture initiative of **The Forum of Public Administration** on the significant topic **The Role of Public Administration in Achieving Viksit Bharat by 2047** by Dr. Sandeep Inampudi, Department of Public Administration, Central University of Karnataka, Kalaburgi scheduled for 10th December 2024, Tuesday at 2 pm on Google Meet.

Prof. Suresh Misra, Professor- Centre For Consumer Studies, Indian Institute of Public Administration, New Delhi will preside over for the occasion.



