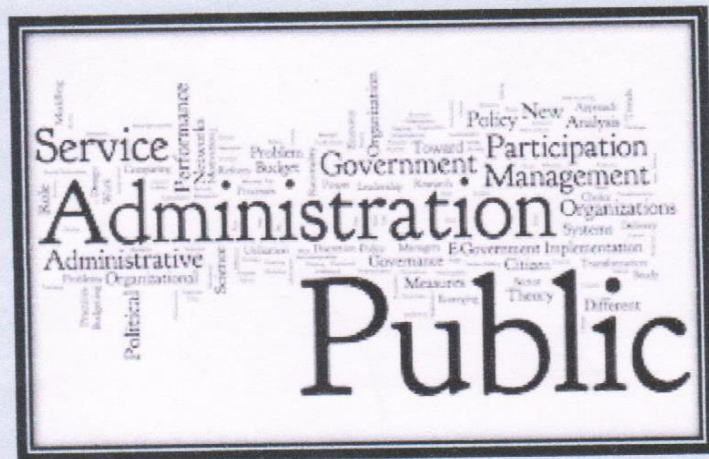


**GURU NANAK KHALSA COLLEGE FOR WOMEN,  
GUJARKHAN CAMPUS, MODEL TOWN, LUDHIANA**

**DEPARTMENT  
OF  
PUBLIC ADMINISTRATION  
(Even Semester)**



**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.

## **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.

### **Course Learning Outcomes:**

- 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 2005 and Citizen Charter.

## **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.

### **Course Learning Outcomes:**

- 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.

## **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.

### **Course Learning Outcomes:**

- 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.



**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

## Drug-Free India Camp

10 January – 16 January, 2025

The 7-day camp began with the registration of the volunteers. The theme of the camp, "**Nasha Mukti Bharat**," aimed at promoting a drug-free India, was introduced to the participants. The camp was officially inaugurated by the **Principal, Dr. Maneeta Kahlon**. She encouraged the volunteers to actively participate in various activities.

### **Day 1:**

The volunteers took a solemn pledge to spread awareness about the harmful effects of drug abuse and work towards a drug-free society.



## Day 2:

The Volunteers attended **Nasha Mukht Bharat Abhiyan** at *PAU Open Air Theater* on January 11, 2024. The event was presided over by Panjab Governor Gulab Chand Kataria, Union Minister of Social Justice and Empowerment, Dr. Virendra Kumar and Panjab Minister of Social Justice and Empowerment, Baljit Kaur. A walkthon was also held to disseminate the message of Nasha Mukht Abhiyan. This Abhiyan includes three pronged strategies aimed at curbing drug issues, curbing the supply of drugs through the Narcotics Control Bureau and Police, conducting outreach and Awareness initiatives and reducing the demands for drugs. The movement emphasis that it is the time for the fight against drugs to evolve into mass movements focused on Panjab particularly Ludhiana drug free.





## Completion of the awareness drive-

### *Life is precious: Say No to Drugs*

11 January, 2025

The District Administration of Ludhiana, Punjab, in collaboration with the Department of Social Justice and Empowerment, Government of India spearheaded by Mr. Sukhwinder Singh Bindra organized various competitions under the theme "**Life is Precious: Say No to Drugs.**" The Department of Fine Arts conducted poster-making and Rangoli competitions under the guidance of Mrs. Harpreet Kaur and Mrs. Balwinder Kaur. A total of 20 students participated in these competitions.

The events were judged by the **Principal, Dr. Maneeta Kahlon**, who highly appreciated the students for their enthusiastic participation and initiative.



## World Wildlife Day

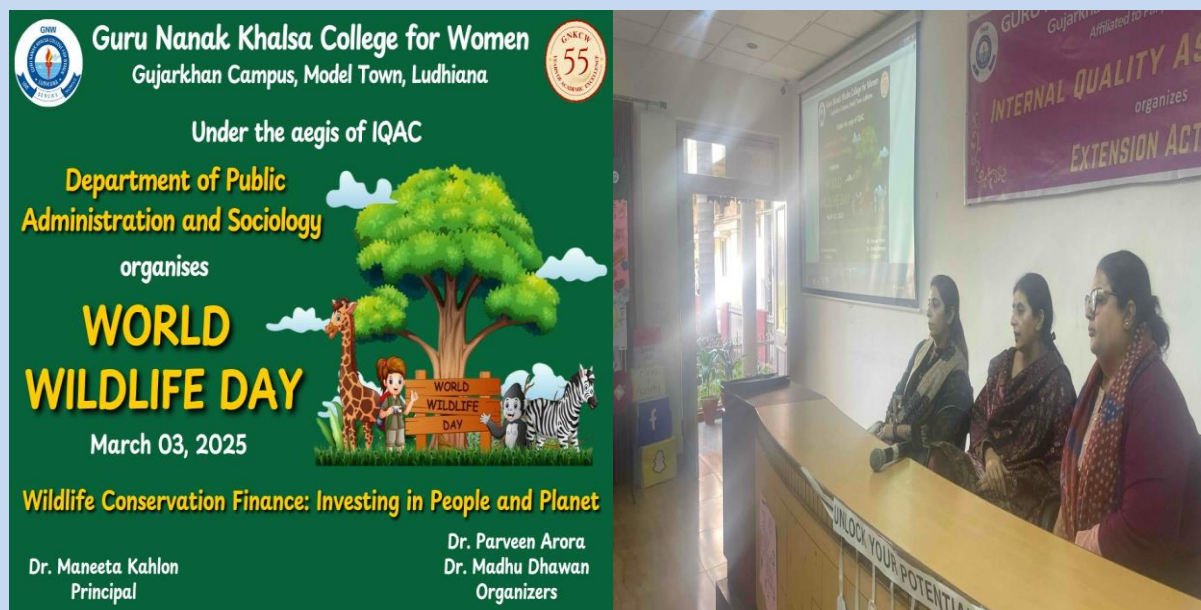
05 March, 2025

Under the aegis of IQAC , Department of Public Administration and Department of Sociology observed **World Wildlife Day** with great enthusiasm at our college, bringing together students, faculty to honor the incredible diversity of our planet's fauna and flora.

The event kicked off with an engaging informational session on the critical need for innovative financial solutions to support conservation projects while recognizing the indispensable role of wildlife in sustaining ecosystems, economies, and human well-being.

**Principal Dr. Maneeta Kahlon** encouraged the students to participate in the activities which save and protect the wildlife from degradation.

**Link:** <https://www.facebook.com/share/p/1AA36zeu1H/>





## Rally Against Drug Abuse

02 April, 2025

Under the aegis of IQAC, NSS Unit of Guru Nanak Khalsa College for Women, Model Town, Ludhiana, took part in a **Rally Against Drug Abuse** on April 2, 2025. The rally was organized in Ludhiana under the direction of the Chief Minister of Punjab.

The purpose of the rally was to spread awareness about the dangers of drug abuse and encourage people to stay away from addiction. NSS volunteers carried placards, chanted slogans, and actively participated to promote a drug-free lifestyle. They urged the community to choose healthier and more positive ways of living.

**Principal Dr. Maneeta Kahlon** motivated the students and appreciated their efforts in spreading this important message.



539/1, Ghumar Mandi Rd, Ghumar Mandi, Ludhiana, Punjab  
141001, India,

Lat: 30.905321, Long: 75.832203

02 Apr, 25, 10:15 AM, Wednesday

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