

# Unit Plan for the Session 2023-2024

Department of Public Administration

Class - B.A. 2<sup>nd</sup> Semester

PAPER - INDIAN ADMINISTRATION

MAX MARKS-100

THEORY-90

INTERNAL ASSESSMENT-10

## UNIT-1

TOPIC	TEACHING POINTS	SPECIFIC OBJECTIVES	METHOD	RESOURCES & LINKS
1. Features of Indian Administration	a. Explain Indian administration in details.	To acquaint the students with the basic concepts of Indian administration.	a. Classroom teaching with example. b. Discussion	A. Awasthi, A. (1980). Central Administration. New Delhi: Tata McGraw Hill.
2. Union Executive: President; Prime Minister, and Council of Ministers	b. Explain President, Prime Minister and Council of Ministers.			B. Fadia, B.L. and Fadia, Kuldeep (2011). Indian Administration. Agra: Sahitya Bhawan Publication.
3. Union Legislature: Lok Sabha – Composition, Functions and Role; Rajya Sabha – Composition, Functions and Role	c. Define Union Legislature - Lok Sabha And Rajya Sabha			C. Maheshwari, S.R. (1979). State Government in India. New Delhi: Mac. Millan.

## UNIT-2

Topic	Teaching Points	Specific Objectives	Method	Resources & Links
<p>1. State Executive: Governor, Chief Minister and State Council of Ministers</p> <p>2. State-Legislature: Legislative Assembly and Legislative Council – Composition, Functions and Role</p> <p>Centre-State Relations: Administrative and Legislative</p>	<p>Explain concept, Objectives and types of State Executive.</p> <p>Explain about State - Legislature, Legislative Assembly and State Council.</p> <p>To understand the Centre - state Relations.</p>	To acquaint the students with the basic concepts of State executive.	a Classroom Teaching with examples.	<p>a. Puri, K.K. (2006). Indian Administration. Jalandhar: Bharat Prakashan</p> <p>b. Sapru, R.K. (2001). Indian Administration. Ludhiana: Kalyani Publishers.</p> <p>c. Sharma, P.D. and Sharma, B.M. (2009). Indian Administration Retrospect and Prospect. Jaipur: Rawat Publication.</p>

## UNIT-3

Topics	Teaching points	Specific objectives	Method	Resources & Links
<p>1. Union and State Judiciary: Supreme Court – Composition, Functions and Role</p> <p>2. High Court – Composition, Functions and Role Control over Administration: Legislative and Judicial</p> <p>3. Delegated Legislation: Meaning, Reasons and Safeguards</p>	<p>Explain concept, Union and State Judiciary</p> <p>Explain about High Court - Composition and Role.</p> <p>To understand the Centre -Delegated Legislation</p>	To acquaint the students with the basic concepts Union & State Judiciary.	Classroom teaching with examples.	<p>A. Sharma, P.D. and Sharma, B.M. (2009). Indian Administration Retrospect and Prospect. Jaipur: Rawat Publication.</p> <p>B. Singh, Sahib and Singh, Swinder (2007). Public Administration: Theory and Practice. Jalandhar: New Academic Publishing Co.</p>

## UNIT-4

Topics	Teaching points	Specific objective	Method	Resources & Links
1. Cabinet Secretariat– Composition, Functions and Role 2. State Secretariat– Composition, Functions and Role 3. District Administration: Structure and Functions	a.Explain concept of Cabinet Secretariat.  b . Explain Composition, Functions and Role of District Administration.	To acquaint the students with the basic concepts of of Cabinet Secretariat and State Secretariat	Classroom teaching with Examples.	a) Maheshwari, S.R. (2001). Indian Administration. New Delhi: Orient Longman. b) Puri, K.K. (2006). Indian Administration. Jalandhar: Bharat Prakashan c) Sapru, R.K. (2001). Indian Administration. Ludhiana: Kalyani Publishers. d) Government of India (2009). Organisational Structure of Government of India - Fifteenth Report. New Delhi: Second Administrative Reforms Commission.