

BA Honours- 4 Years Course
Central University of Kashmir

Major Course - English: Total 60 Credits

Minor Course - Public Administration: Total 32 Credits

Course Code: BA-MA-PA-101 (PAD-MN-101) – Updated

Eight Semesters (8x4= 32 Credits)

Semester wise Course Name and Credits Particulars:

Semester	Title of the Course/Paper	No. of Credits	Remarks
1st Semester	Basics of Public Administration	4	
2 nd Semester	Development Dynamics and Emerging Trends	4	
3 rd Semester	Indian Administration	4	
4 th Semester	State Administration and Emerging Issues	4	
5 th Semester	Human Resource Management	4	
	Local Governance in India	4	
6 th Semester		Nil	
7 th Semester	Financial and Materials Management	4	
	Office Administration and ICT	4	
8 th Semester		Nil	
		8x4=32	

Syllabus of Under Graduate Programme –in Public Administration

Department of Politics and Governance

Central University of Kashmir, Green Campus, Ganderbal.

BA Honours –I Year, Semester –I

Course Title: **Basics of Public Administration**

(Effect From 2024-2025 onwards)

Course Objectives: The course aims to introduce students to the basics of public administration i.e. meaning, nature, scope and importance of Public Administration. The students will understand the contribution of different classical thinkers to the public administration. The course will further describe the human relation and socio-psychological approaches to study the public administration.

Unit-I: Introduction to Public Administration

1. Meaning, nature, scope and importance of Public Administration
2. Public and Private Administration- similarities and differences
3. State and Evolution of Public Administration

Unit-II: Classical Approaches

4. Classical Approach- Henri Fayol, Luther Gullick and Lindall Urwick
5. Scientific Management- F. W. Taylor
6. Bureaucratic Approach- Max Weber

Unit-III: Human Relations and Behavioural Approaches

7. Human Relations Approach- Elton Mayo
8. Authority and Organisation- Chester I. Bernard
9. Decision making/ Behavioural Approach- H. A. Simon

Unit-IV: Socio-Psychological Approaches

10. Hierarchy of Needs- Abraham Maslow
11. Theory – ‘X’ and Theory – ‘Y’: Douglas McGregor
12. Motivation Theory (Two Factor Theory)- Herzberg

Course Outcomes: On successful completion of the course, student will learn the following:

S. No.	Abilities	Course Outcomes
1.	Remembering	Remember the meaning, nature and scope of public administration
2.	Understanding	Understand the differences between different approaches and theories within the field of public administration
3.	Applying	Apply the various concepts and theories of thinkers to understand the state and evolution of public administration
4.	Analysing	Analyse the working of public and private administration
5.	Evaluating	Assess the human relations and socio-psychological approaches to public administration
6.	Creating	Explore the ideas by critically evaluating and relating them with the contemporary developments in public administration

Syllabus of Under Graduate Programme –in Public Administration

Department of Politics and Governance
Central University of Kashmir, Green Campus, Ganderbal.
BA Honours –I Year, Semester –II
Course Title: **Development Dynamics and Emerging Trends**
(Effect From 2024-2025 onwards)

Course Objectives: The course will discuss the features and significance of Ecological Approach and examine the concepts and importance of comparative and development administration. The students will understand the various concepts and principles of public administration and learn about the emerging trends in public administration.

Unit-I: Comparative and Development Administration.

1. Ecological Approach – F. W. Riggs
2. Comparative Public Administration
3. Development Administration and Changing Dynamics

Unit-II: Principle of Public Administration

4. Administrative Planning
5. Leadership and Supervision
6. Communication and Public Relations

Unit-III: New Concepts

7. New Public Administration
8. New Public Management
9. Public Choice Theory

Unit-IV: Emerging Trends

10. Public Policy and Governance
11. Good Governance and E- Governance
12. Globalisation and Public Administration

Course Outcomes: On successful completion of the course, student will learn the following:

S. No.	Abilities	Course Outcomes
1.	Remembering	Understand the concepts and importance of comparative and development administration
2.	Understanding	Interpret the differences between new public administration and new public management
3.	Applying	Apply the public administration to everyday working of administration in different organizations
4.	Analysing	Analyse the working of public choice theory in the context of developing countries
5.	Evaluating	Assess the nature and working of good governance and e-governance in a globalized world
6.	Creating	Create awareness about the emerging trends in public policy and governance

Syllabus of Under Graduate Programme –in Public Administration

Department of Politics and Governance
Central University of Kashmir, Green Campus, Ganderbal.
BA Honours –II Year, Semester –III
Course Title: **Indian Administration**
(With Effect from 2025-2026 onwards)

Course Objectives: The course will focus on the historical evolution and transformative role of Indian administration and trace-out the transformative role of Indian administration. The students will understand the forms and substance of India administration and appreciate the emerging issues in Indian administration in the contemporary era.

Unit-I: Historical and evolution of Indian Administration

1. Evolution of Indian Administration: Ancient, Medieval and British period; Continuity and Changes
2. Indian Administration –in the context of Social, Economic and Political
3. Constitutional Framework of India Administration

Unit-II: Union/ Central Administration

4. Political Executive at Central Level: The President, Prime Minister, and Council of Ministers
5. Central Secretariat, Cabinet Secretariat and Prime Minister's Office
6. Minister and Secretary's Relations

Unit-III: Constitutional and other National Bodies/Institutions

7. Union Public Service Commission, Election Commission of India
8. NITI Aayog, Comptroller and Auditor General (CAG), Central Vigilance Commission
9. National Human Rights Commission, National Information Commission

Unit-III: Centre and State Relations

10. Centre and State Administrative Relations
11. Independent Judiciary System
12. Central Administrative Tribunals, National Green Tribunal

Course Outcomes: On successful completion of the course, student will learn the following:

S. No.	Abilities	Course Outcomes
1.	Remembering	Remember the evolution of Indian administration
2.	Understanding	Understand the working of various constitutional and other National and state bodies
3.	Applying	Apply the constitutional framework of Indian administration to the working of various levels of administration
4.	Analysing	Analyse the working of Union administration through the working of political executive at Central level
5.	Evaluating	Assess nature and working of Indian judicial system
6.	Creating	Give insights about the centre and state administrative relations through case studies of different states

Syllabus of Under Graduate Programme –in Public Administration

Department of Politics and Governance
Central University of Kashmir, Green Campus, Ganderbal.
BA Honours –II Year, Semester –IV
Course Title: **State Administration in J& K and Emerging Issues**
(Effect from 2025-2026 onwards)

Course Objectives: The course will introduce the students to the historical background of administrative J&K and the constituent of State administration. The students will learn to analyse the emerging issues in State administration in the contemporary period.

Unit-I: State Administration: Structure and Process

1. Evolution of Administrative system in Jammu and Kashmir post 1950s to till date
2. Political Executive at State Level - the Lt. Governor- powers and functions
3. Chief Minister and Council of Ministers

Unit-II: State and District Administrative Mechanisms

4. State Secretariat- Structure and Functions; Chief Secretary –powers and functions
5. Secretariat and Directorates Relations
6. District Administration – Concepts and Evolution; Powers and function of District Collector/ Commissioner

Unit-III: Technology and Integrity in Governance

7. ICT Policy in Jammu and Kashmir – Evolution
8. E-Governance at State and Local governments
9. Values and Ethics in Administration

Unit-IV: Emerging issues and Control over Administration

10. Right to Information Act, Citizen's Charters.
11. Legislative and Judicial control on Administration
12. Redressal Mechanisms- Lokpal, Lokayukta, Administrative Tribunals, HRCs, Consumer Protection Forums

Course Outcomes: On successful completion of the course, student will learn the following:

S. No.	Abilities	Course Outcomes
1.	Remembering	Study the evolution of administrative system in J&K post 1950s
2.	Understanding	Understand the working of political executive at the State level in J&K
3.	Applying	Apply the understanding of administrative system to the working of state secretariat and district administration
4.	Analysing	Analyse the evolution of ICT policy and the emergence of e-governance at state and local levels of administration in J&K
5.	Evaluating	Assess the impact of RTI Act and Citizen's Charters and the working of various redressal mechanisms
6.	Creating	Give insights about the values and ethics in administration through case studies

Syllabus of Under Graduate Programme –in Public Administration

Department of Politics and Governance
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BA Honours –III Year, Semester –V
Course Title: **Human Resource Management**
(w.e.f. 2026-2027 onwards)

Course Objectives: The course will discuss the concepts and significance of management of resources. The students will recognise the importance of Civil Services and its role and identify the procedure of human resource management. Further the course will also deal with the emerging trends in human resource management.

Unit-I: Introduction

1. Meaning, Scope and significance of management of resources
2. Importance of Human Resource Development and Human Resource Management
3. Manpower planning – strategies and importance

Unit-II: Civil Services and Recruiting Agencies

4. Classification of Civil Services: All India Services, Central and State Services
5. Recruiting Agencies – UPSC, JKPSB, and JKSSB
6. Civil Services Associations and Employees Unions

Unit-III: Personnel Management

7. Recruitment: meaning, procedures and importance
8. Training: meaning, methods and significance
9. Promotion and Performance Evaluation

Unit-IV: Emerging Trends

10. Use of ICT, Morale and Motivation
11. Corruption and Integrity in Civil Services
12. Stress management

Course Outcomes: On successful completion of the course, student will learn the following:

S. No.	Abilities	Course Outcomes
1.	Remembering	Understand the meaning, scope and significance of resource management
2.	Understanding	Know the basic functioning of civil services and recruiting agencies
3.	Applying	Apply the strategies of manpower planning to understand the process of personnel management
4.	Analysing	Analyse the emerging trends and issues in Civil services
5.	Evaluating	Assess the importance of human resource development and management
6.	Creating	Write case-studies on the use of ICT and issues of corruption and integrity in civil services

Syllabus of Under Graduate Programme –in Public Administration

Department of Politics and Governance
Central University of Kashmir, Green Campus, Ganderbal.
BA Honours –III Year, Semester –V
Course Title: Local Governance in India
(Effect from 2026-2027 onwards)

Course Objectives: The course will introduce the students to the meaning, features and importance of Local Governments in India. Students will learn about the important committees' recommendations on Local Governments and understand the structure of functioning of Local Governments. The course will also discuss the contemporary developments in Local governance.

Unit-I: Introduction

1. Local government: meaning, features, importance and evolution
2. Democratic Decentralisation: Concepts and Features
3. Balwant Ray Mehta and Ashok Mehta Committees Recommendations

Unit-II: Panchayat Raj Institutions and Programmes

4. Three Tier system of Panchayat Raj Institutions: structure, power and functions
5. 73rd Constitution Amendment Act – its salient features
6. Programmes for Rural Developments: DWCRA, MGNREGA etc.

Unit-III: Urban Local Governance

7. Urban Local Governments- meaning, Features and Importance
8. Structure of Urban Local Bodies: Municipal Corporations, Municipalities
9. 74th Constitution Amendment Act –features and significance.

Unit-IV: Emerging Trends and Issues

10. Localization of SDGs – the role of youth and students.
11. Self Help Groups, Voluntary Agencies and NGOs
12. Rural and urban unrest – causes and solutions

Course Outcomes: On successful completion of the course, student will learn the following:

S. No.	Abilities	Course Outcomes
1.	Remembering	Understand the evolution of local governance in India
2.	Understanding	Interpret the concepts and features of democratic decentralisation
3.	Applying	Apply the theory of decentralisation to understand the rural and urban local governance
4.	Analysing	Analyse the working of rural and urban local bodies and the challenges posed by rural and urban unrest
5.	Evaluating	Assess the various programmes for rural development and evaluate the role of various agencies involved
6.	Creating	Create sensitisation about the role of youth and students in rural and urban local development

Syllabus of Under Graduate Programme –in Public Administration

Department of Politics and Governance
Central University of Kashmir, Green Campus, Ganderbal.
BA Honours –IV Year, Semester –VII
Course Title: **Financial and Materials Management**
(Effect from 2027-2028 onwards)

Course Objectives: Through this course, the students will learn about the concepts and importance of management of finance and Materials and identify the principle and importance of Budget. The course will encourage students to recognise the procedure of accounting and auditing and trace-out significance of Materials management.

Unit-I: Introduction

1. Financial Administration: meaning, scope, principle
2. Importance of Financial Management
3. The structure and role of Financial Ministry

Unit-II: Budget

4. Budget: Meaning, principles and Importance
5. Preparation, enactment and execution of Budget

Unit-III: Accounting and Auditing

6. Accounting and Auditing: meaning, and importance
7. The role of Comptroller and auditor General (CAG)
8. Parliamentary Committees: (a) Estimates Committees (b) Public Accounts Committees (c) Public Undertaking Committees

Unit-IV: Materials Management

9. Materials Management: meaning, scope and importance
10. Procurement: meaning, principles and methods of Procurement
11. Storage: meaning, classification, functions and importance
12. Distribution: meaning, principle, methods and importance

Course Outcomes: On successful completion of the course, student will learn the following:

S. No.	Abilities	Course Outcomes
1.	Remembering	Study the meaning and scope of financial and materials management
2.	Understanding	Understand the preparation, enactment and execution of budget
3.	Applying	Apply the meaning of accounting and auditing to the working of CAG and parliamentary committees
4.	Analysing	Analyse the steps involved in the process of materials management
5.	Evaluating	Assess the structure and role of finance ministry in financial administration
6.	Creating	Write observation reports on the working of procurement and storage in materials management

Syllabus of Under Graduate Programme –in Public Administration

Department of Politics and Governance
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BA Honours –IV Year, Semester –VII
Course Title: Office Management and ICT
(Effect from 2027-2028 onwards)

Course Objectives: The course will introduce students to the meaning, scope, principle of office management. Students will be able to identify the importance of office management and know the organisation and management. Further the course will also discuss the role of ICT in the office management.

Unit-I: Introduction

1. Office management: meaning, scope and principle
2. Importance of office Management
3. Office Planning, E- Office- Concepts and importance

Unit-II: Organisation and Management

4. Office Accommodation, Layout and Environment
5. Forms: Management and Control; Filing System
6. Office Communication and Correspondence
7. Management of Office Records and Office stationery

Unit-III: Processes

8. Front Office and Back Office -Concepts and operations
9. Work Study, Work Measurement, and Work Simplification
10. Office Supervision and Staff Welfare

Unit-IV: Trends and Issues

11. Introduction of ICT; Office Automation; Paperless Office
12. Office Computerization, E-Office- Concepts and importance
13. Internet and Intranet: concepts, importance and issues

Course Outcomes: On successful completion of the course, student will learn the following:

S. No.	Abilities	Course Outcomes
1.	Remembering	Understand the basics of office management
2.	Understanding	Learn the methods of office planning, office accommodation, office communication and correspondence and office supervision
3.	Applying	Apply the principles of office management to the operation of front office and back office
4.	Analysing	Analyse the role of e-office, office automation and computerisation in increasing the work efficiency
5.	Evaluating	Assess the role of internet, intranet and ICT tools in achieving the goal of paperless office
6.	Creating	Write observation reports and case studies on organisation and management of various offices in local areas
