

ಡಾ. ಮನಮೋಹನ ಸಿಂಗ್
ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



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No.BCU/BoS/SEP/Public Admn./ 120 /2026-27

Date:09.07.2026

NOTIFICATION

- Sub: B.A I & II Semesters Public Administration Syllabus of Dr. Manmohan Singh Bengaluru City University-reg.
- Ref: 1.Recommendations of the Board of Studies in the Public Administration [UG]
2. Approval of the Vice-Chancellor dated.09.07.2026

In pursuance of the recommendation in the BoS in Public Administration [UG] and with the approval of the Vice-Chancellor, the Syllabus of BA I & II Semester Public Administration is hereby notified for information of the concerned. This Syllabus will be effective from the academic year 2026-27.

The copy of the Syllabus is notified in the University Website: www.bcu.ac.in for information of the concerned.

REGISTRAR

To:

The Registrar (Evaluation), Dr. Manmohan Singh Bengaluru City University, Bengaluru.

Copy to;

1. The Dean, Faculty of Arts, MSBCU.
2. The Chairman & Members of BoS in Public Administration [UG], MSBCU.
3. Principals of all affiliated Colleges of MSBCU.
4. The P.S. to Vice-Chancellor/Registrar/Registrar (Evaluation), MSBCU.
5. Office copy / Guard file / University Website: www.bcu.ac.in

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DR. MANMOHAN SINGH
BENGALURU CITY UNIVERSITY

Central college campus, Ambedkar Veedhi Bengaluru-560001

CHOICE BASED CREDIT SYSTEM
(as per SEP 2024)

Syllabus for I to IV Semester
Public Administration (UG)

BA Public Administration

2026-27

B.A. Public Administration Syllabus

The B.A. in Public Administration is designed to provide students with knowledge about governance, public policy, administration, organizational management, development processes, and democratic institutions. The syllabus generally includes core areas such as administrative theory, Indian administration, public personnel administration, financial administration, local governance, and development administration. This syllabus is designed to provide students with theoretical knowledge, administrative skills, governance perspectives, and practical understanding of public institutions and policy processes.

BA SEMESTER-I

Course Title: <u>Paper I: Introduction to Public Administration</u>	
Total Contact hours: 60	Course Credits: 5
Formative Assessment Marks: 20	Summative assessment marks: 80
Duration of Exam: 3 hours	Teaching Hours: 05 hrs/Per week

Course Outcomes:

By the end of the semester, the student should be able to:

- To introduce the meaning, nature, and scope of Public Administration.
- To understand administrative principles and organization.
- To study classical and modern approaches to administration.

Unit I: Introduction to Public Administration

12-hours

1. Meaning, Nature and Scope
2. Evolution of Public Administration
3. Importance of Public Administration
4. Public and Private Administration
5. New Public Administration

Unit II: Principles of Organization

10-hours

1. Meaning, Nature and Basis of an Organization
2. Hierarchy
3. Unity of Command
4. Span of Control
5. Coordination

Unit III: Administrative Thinkers

14-hours

1. Max Weber
2. F.W. Taylor
3. Henri Fayol
4. Mary Parker Follett
5. Chester Barnard and Herbert Simon

Unit IV: Administrative Behaviour

12-hours

1. Leadership
2. Communication
3. Decision Making
4. Motivation & Morale
5. Administrative Ethics

Unit V: Contemporary Trends

12-hours

1. Good Governance
2. New Public Management
3. E-Governance
4. Accountability
5. Transparency

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- Dhal, S. C., & Singh, M. (2025). E-Governance in India: Heralding a new era of inclusive governance. *Routledge India*.
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- Second Administrative Reforms Commission. (2007). Ethics in governance. *Government of India*.

BA SEMESTER-II

Course Title: <u>Paper II: Administrative Theories & Approaches</u>	
Total Contact hours: 60	Course Credits: 5
Formative Assessment Marks: 20	Summative assessment marks: 80
Duration of Exam: 3 hours	Teaching Hours: 05 hrs/Per week

Course Outcomes:

By the end of the semester, the student should be able to:

- To study classical, behavioural, and modern administrative theories.
- To understand organizational behaviour and decision-making.

Unit I: Classical Theories

12-hours

1. Meaning and Nature
2. Scientific Management
3. Administrative Management
4. Bureaucratic Theory
5. Evaluation of Classical Theories

Unit II: Human Relations Theories

12-hours

1. Elton Mayo - Hawthorne Experiments
2. Motivation Theories- Traditional & Modern
3. Informal Organization
4. Communication Theories

Unit III: Behavioural Theories

12-hours

1. Meaning and Nature
2. Bounded Rationality & Administrative Decision making
3. Incrementalism in Public policy
4. Organizational Equilibrium theory
5. Public Choice and Behavioural Assumptions

Unit IV: Systems and Ecological Approaches

12-hours

1. Meaning & Nature
2. Systems Theory
3. Ecological Approach
4. Comparative Administrative Theory
5. Developmental Administrative theory
6. Feminist Theory

Unit V: Contemporary Approaches

12-hours

1. Governance Theory
2. Public Choice Theory
3. New Public Service
4. Digital Governance

Reference Books

- Avasthi, A., & Maheshwari, S. R. (2021). *Public administration* (48th ed.). Lakshmi Narain Agarwal.
- Basu, R. (2019). *Public administration: Concepts and theories* (8th ed.). Sterling Publishers.
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- Weber, M. (1947). *The theory of social and economic organization* (A. M. Henderson & T. Parsons, Trans.). Free Press.

Suggested Journal:

- *Public Administration Review*
- *International Review of Administrative Sciences*
- *Governance*
- *Journal of Public Administration Research and Theory*
- *Indian Journal of Public Administration*
- *Economic and Political Weekly*
- *Mainstream Weekly*
- *Kurukshetra*
- *Indian Journal of Public Administration*.

BA SEMESTER-III

Course Title: <u>Paper III: Indian Administration and Administrative Thinkers</u>	
Total Contact hours: 60	Course Credits: 5
Formative Assessment Marks: 20	Summative assessment marks: 80
Duration of Exam: 3 hours	Teaching Hours: 05 hrs/Per week

Course Outcomes:

By the end of the semester, the student should be able to:

- Explain the historical evolution of Indian administration.
- Understand the constitutional and institutional framework of governance.
- Analyse the administrative ideas of major Indian thinkers.
- Examine the structure and functioning of local self-government institutions.

Unit I: Evolution of Indian Administration **14 Hours**

1. Meaning, Nature and Scope
2. Historical Evolution of Administration in India
3. Ancient Administration: Administrative Ideas in Arthashastra
4. Medieval Administration: the Delhi Sultanate and Mughal Empire
5. Colonial Administration: British Rule (1773 - 1947)
6. Transition from Colonial Administration to Democratic Governance

Unit II: Indian Thinkers and Administrative Ideas **12 Hours**

1. Kautilya
2. Mahatma Gandhi
3. B. R. Ambedkar
4. Jawaharlal Nehru
5. Sardar Vallabhai Patel

Unit III: Constitutional and Institutional Framework **14 Hours**

1. Constitutional Foundations of Indian Administration
2. Union and State Executive
3. Parliament and State Legislatures
4. Federalism and Centre–State Relations
5. Judiciary and Judicial Review
6. Constitutional and Statutory Bodies

Unit IV: Public Administration in India **10 Hours**

1. Organization of Central and State Administration
2. District Administration: Role of District Collector and District Administration
3. All India Services and Civil Services
4. Administrative Reforms in India
5. Lokpal and Lokayukta

Unit V: Local Self-Government

10 Hours

1. Concept, Significance and Evolution of Local Self-Government in India
2. 73rd and 74th Constitutional Amendment Acts
3. Rural and Urban Local Governance
4. State Finance Commission and Local Governance
5. Challenges and Prospects of Decentralized Governance

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- Jain, R. B. (2017). Public administration and governance in India: Emerging challenges. *Indian Journal of Public Administration*, 63(4), 523–537.
- Mathew, G. (2016). Panchayati Raj institutions and grassroots democracy in India. *Journal of Rural Development*, 35(2), 181–196.
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BA SEMESTER-IV

Course Title: <u>Paper IV: Public Personnel Administration</u>	
Total Contact hours: 60	Course Credits: 5
Formative Assessment Marks: 20	Summative assessment marks: 80
Duration of Exam: 3 hours	Teaching Hours: 05 hrs/Per week

Course Outcomes:

By the end of the semester, the student should be able to:

- To understand recruitment, training, and personnel management.
- To examine ethics and accountability in public services.

Unit I: Introduction

12-hours

1. Meaning and Scope
2. Importance of Personnel Administration
3. Civil Service System
4. Neutrality
5. Ethics in Administration

Unit II: Recruitment and Training

12-hours

1. Recruitment Methods – Direct & Indirect
2. Competitive Examinations
3. Training
4. Promotion
5. Performance Appraisal

Unit III: Employee Welfare

12-hours

1. Compensation Management
2. Employee Motivation
3. Discipline
4. Morale
5. Retirement Benefits

Unit IV: Public Service Commissions

12-hours

1. UPSC
2. State PSCs
3. Joint State PSCs
4. Staff Selection Commissions
5. Challenges

Unit V: Contemporary Issues & Challenges

12-hours

1. Gender and Administration
2. Civil Service Reforms
3. Corruption
4. Accountability
5. Citizen Charter

References

Books:

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- Avasthi, A., & Maheshwari, S. R. (2021). *Public administration*. Lakshmi Narain Agarwal.
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- Union Public Service Commission *Annual Reports*

Journals:

- *Administration & Society*
- *Gender, Work & Organization*
- *Indian Journal of Public Administration*
- *International Review of Administrative Sciences*
- *Journal of Development Studies*
- *Journal of Public Administration Research and Theory*
- *Public Administration Review*
- *Public Integrity*
- *Review of Public Personnel Administration*