



**Gyanmanjari**  
Innovative University

Course Syllabus  
Gyanmanjari Institute of Arts  
Semester- 3 (B.A)

**Subject:** Administrative Accountability and Administrative Law - BATPA13310

**Type of course:** Major

**Prerequisite:** NA

**Rationale:**

This syllabus provides the crucial aspects of administrative accountability and control. It begins by defining key concepts and differentiating accountability from responsibility. It then explores various types of accountability and the significance of administrative control. The framework analyzes citizen-administration interactions globally and in India, highlighting institutions like the CBI, CVC, Lokpal, and Lokayukta. It emphasizes people's participation, the role of civil society, and the legal framework, including administrative law and tribunals, to ensure transparency and efficiency. This comprehensive approach ensures a thorough understanding of administrative governance.

**Teaching and Examination Scheme:**

Teaching Scheme			Credits	Examination Marks			Total Marks
CI	T	P	C	SEE	CCE		
					MSE	ALA	
4	0	0	4	100	30	70	200

**Legends:** CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; ESE-End Semester Examination; MSE- Mid Semester Examination; V – Viva; CA - Continuous Assessment; ALA- Active Learning Activities.

4 Credits \* 25 Marks = 100 Marks (each credit carries 25 Marks)

SEE 100 Marks will be converted in to 50 Marks

CCE 100 Marks will be converted in to 50 Marks

It is compulsory to pass in each individual component.



**Course Content:**

Unit	Course content	Hrs.	% Weightage
1	<b>Introduction</b> <ul style="list-style-type: none"> <li>• Meaning, Definition</li> <li>• Concept of Administrative Accountability and Control</li> <li>• Different between Accountability and Responsibilities</li> <li>• Types of Administrative Control</li> <li>• Importance of Administrative Control</li> </ul>	15	25
2	<b>Administrative Law</b> <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Types</li> <li>• Importance and Limitation</li> <li>• Administrative Tribunals</li> </ul>	15	25
3	<b>Citizen and Administration - 1</b> <ul style="list-style-type: none"> <li>• Global Scenario</li> <li>• Indian Scenario - 1</li> <li>• CBI</li> <li>• CVC</li> </ul>	15	25
4	<b>Citizen and Administration - 11</b> <ul style="list-style-type: none"> <li>• Indian Scenario - 2 <ul style="list-style-type: none"> <li>◦ Lokpal</li> <li>◦ Lokayukta</li> <li>◦ Ombudsman</li> </ul> </li> <li>• People's Participation in Administration</li> <li>• People's Participation in Development of Administration</li> <li>• Role of Civil Society</li> </ul>	15	25





**Continuous Assessment:**

Sr. No	Active Learning Activities	Marks
1	<b>Concept Mapping</b> Students individually create concept maps linking terms like accountability, control, responsibility, transparency, ethics and governance. Upload the report to the GMIU web portal.	10
2	<b>Categorization Exercise</b> Teacher Provide a list of accountability mechanisms (e.g., legislative oversight, judicial review, public audits). Students categorize them into different types of accountability and upload it's report to the GMIU web portal.	10
3	<b>Control System Design</b> Students into groups and assign them a specific administrative process (e.g., procurement, budgeting). Groups design a control system to ensure efficiency and accountability and submit their document to the GMIU web portal.	10
4	<b>Comparative Analysis</b> Students compare and contrast citizen-administration interactions in different countries and submit your report to the GMIU web portal.	10
5	<b>News Article Analysis</b> Students find and analyze recent news articles relating to the CBI or CVC and upload your report it to the GMIU web portal.	10
6	<b>Comparative Chart</b> Students create a comparative chart highlighting the similarities and differences between the Lokpal, Lokayukta, and Ombudsman and upload document to the GMIU web portal.	10
7	<b>Attendance</b>	10
<b>Total</b>		70

**Suggested Specification table with Marks (Theory): 100**

Distribution of Theory Marks (Revised Bloom's Taxonomy)						
Level	Remembrance (R)	Understanding (U)	Application (A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage	40%	30%	-	20 %	10%	-

**Note:** This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above.





**Course Outcome:**

After learning the course the students should be able to:	
CO1	Define administrative accountability, control, and differentiate between responsibilities, understanding their types and importance.
CO2	Analyze global and Indian scenarios of citizen-administration interaction, including the roles of CBI, CVC, Lokpal, and Ombudsman.
CO3	Evaluate the significance of people's participation and civil society in administrative development and function.
CO4	Explain administrative law's meaning, types, importance, limitations, and the role of administrative tribunals.

**Instructional Method:**

The course delivery method will depend upon the requirement of content and the needs of students.

The teacher, in addition to conventional teaching methods by black board, may also use any tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction.

Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses, Virtual Laboratory

The internal evaluation will be done on the basis of Active Learning Assignment

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in the laboratory.

**Reference Books:**

- [1] लक्ष्मीकांत एम., 'लोक प्रशासन', टाटा मैकग्रा हिल एजुकेशन प्राइवेट लिमिटेड, चेन्नई
- [2] कटारिया एस., 'तुलनात्मक लोक प्रशासन', आरबीएसए पब्लिशर्स, जयपुर
- [3] फाड़िया बी, फाड़िया के., भारत में लोक प्रशासन, साहित्य भवन, आगरा

