



**Subject:** Union Government and Administration - BATPA14314

**Type of course:** Major

**Prerequisite:** NA

**Rationale:**

This course provides a comprehensive understanding of India's constitutional provisions, key institutions like the President, Prime Minister, Council of Ministers, and Cabinet. It explores the core of union administration, including the Prime Minister's Office, Secretariat, ministries, and public enterprises. Additionally, it covers administrative reforms pre- and post-independence, along with modern initiatives like Digital India, Mission Karmayogi, and Citizen Charter, essential for understanding governance, administrative functioning, and reforms shaping India's democratic structure.

**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>Constitutional Frame Work &amp; Union Executive</b> <ul style="list-style-type: none"> <li>● Constitutional Provisions</li> <li>● President &amp; Prime Minister</li> <li>● Council of Minister</li> <li>● The Cabinet</li> </ul>	15	25%
2	<b>The Core of Union Administration</b> <ul style="list-style-type: none"> <li>● The Prime Minister's Office - Structure and Function</li> <li>● The Cabinet Secretariat - Structure and Function</li> <li>● The Central Secretariat - Structure and Function</li> </ul>	15	25%
3	<b>Indian Government: Ministries and Public Cooperatives</b> <ul style="list-style-type: none"> <li>● Ministries - Structure and Function</li> <li>● Departments - Structure and Function</li> <li>● Public Corporations – Types , Structure and Function</li> </ul>	15	25 %
4	<b>Administrative Reforms in India</b> <ul style="list-style-type: none"> <li>● Administrative Reforms Before Independence</li> <li>● Administrative Reforms After Independence</li> <li>● Administrative Reforms Commission</li> </ul>	15	25 %

**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 %	40%	-	20%	-	-

**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 table.



**Continuous Assessment:**

Sr. No	Active Learning Activities	Marks
1	<b>Constitutional Amendment Simulation:</b> Students have to draft and present proposed changes to the Union Executive, discuss their effects, and upload the report to the GMIU portal.	10
2	<b>Constitutional Quiz Bowl:</b> Students have to organize a quiz on articles, schedules, and key points of the Union Executive and administrative reforms, then upload a summary report to the GMIU portal.	10
3	<b>Comparative Analysis Projects:</b> Students have to research and compare India's administrative system with other countries and upload a report to the GMIU portal.	10
4	<b>Problem-Solving Workshops:</b> Students have to organize problem-solving workshops on administrative challenges, suggest innovative solutions using constitutional and administrative principles, and upload the findings to the GMIU portal.	10
5	<b>Policy Drafting Exercise:</b> Students have to draft a simple citizen charter or reform proposal based on their understanding of administrative structures and upload the report to the GMIU portal.	10
6	<b>MCQ Development on Administrative Reforms:</b> Students have to prepare a set of MCQs on Administrative Reforms—covering historical, structural, and contemporary reforms—and upload the compiled MCQ document to the GMIU portal.	10
7	<b>Attendance</b>	10
Total		70



**Course Outcome:**

After learning the course, the students should be able to:	
CO1	Explain constitutional provisions, roles of President, Prime Minister, Council of Ministers, and the Cabinet.
CO2	Understand the core functions of the Prime Minister's Office, Cabinet Secretariat, and Central Secretariat in Union administration.
CO3	Describe the structure of Indian ministries, public enterprises, and the roles of ministers and departments.
CO4	Analyze the evolution of administrative reforms in India.

**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] पटेल, अ.स. (2014). भारतीय शासन व्यवस्था. नवयुग प्रकाशन
- [2] राहोड, वी. (2015). भारतनं संविधान अने शासन. शेठ प्रकाशन
- [3] शर्मा, एस. (2015). भारतीय प्रशासन और सरकार. राजकमल प्रकाशन
- [4] मिश्रा, एस. (2017). भारतीय संविधान और प्रशासन. वाणी प्रकाशन
- [5] सिंह, आर. (2019). संविधान और प्रशासन. नवीन प्रकाशन
- [6] Jain, M. P. (2019). Indian Administrative System. Koshal Publishing House
- [7] Singh, M. P. (2018). Governance in India: Policies and Reforms. Pearson Education

