SCHEME OF EXAMINATION & SYLLABI

of

Under Graduate Programme Public Administration

with Multiple Entry and Exit

As per National Education Policy 2020

with effect from academic session 2024-25

Indira Gandhi University, Meerpur, Rewari
122502

INDIRA GANDHI UNIVERSITY,

MEERPUR ,REWARI

Scheme of Examination for Undergraduate Programmes

Subject: Public Administration

According to Curriculum Framework for Undergraduate Programmes

<u>as per NEP 2020</u>

Type of Courses in UG Programme

AEC	Ability Enhancement Course
CC	Core Course
CC-H	Core course in Honours discipline
CC-HM	Core Course in Minor Subject of of Honours Program
DSE	Discipline Specific Elective Course
DSE-H	Discipline Specific Elective Course in Honours
H	Honours
M	Minor
MDC	Multi-Disciplinary Course
PC	Practicum Course
PC-H	Practicum Course in Honours
SEC	Skill Enhancement Course
V	Vocational
VAC	Value Added Course

(Multiple Entry-Exit, Internships and Choice Based Credit System)
Semester-1

Applicable Scheme	Course Type	Course Code	Nomenclature of the course	Credits	Contact hours/weeks			Internal marks	End term Marks	Total Marks	Duration of exam (Hrs.)
					Theory	Tutorial	Total				
A,B&C	CC-1 MCC-1 (4 Credits)	24L4.5-PAD-101	Elements of Public Administration	4	3	1	4	30	70	100	3
C	MCC-2 (4 Credits)	24L4.5-PAD-102	Indian Constitution	4	3	1	4	30	70	100	3
A,B&D	*CC-M1 (2 Credits)	24L4.5-PAD-103	Issues in Public Administration	2	2	NA	2	15	35	50	3
C	CC-M1	From Available CC-1/MCC-1 for 4 credits as per NEP									
A,B&C	MDC 1	From Available Pool of Multi Disciplinary Courses from a Subject of Different Discipline (Arts)									
A,B&C	AEC-1	From Available AEC 1 for 2 credits as per NEP									
	SEC-1	From Available SEC 1 for 3 credits as per NEP									
	VAC-1	From Available VAC 1 for 2 credits as per NEP									

* CC-M1: For Students who opt Public Administration as Minor Subject

CC: Core Course   CC-M: Core Course Minor
MDC: Multidisciplinary Course   AEC: Ability Enhancement Course
SEC: Skill Enhancement Course   VAC: Value Added Course

Semester II

Applicable Scheme	Course Type	Course Code	Nomenclature of the course	Credits	Contact hours/weeks			Internal marks	End term Marks	Total Marks	Duration of Exam (Hrs.)
					Theory	Tutorial	Total				
A,B&C	CC-2 MCC-3 (4 Credits)	24L4.5-PAD-201	Basics of Public Administration	4	3	1	4	30	70	100	3
C	DSEC-1 (4 Credits)	24L4.5-PAD-202	Urban Local Governance	4	3	1	4	30	70	100	3
A,B&D	*CC-M2 (2 Credits)	24L4.5-PAD-203	Rural Local Governance	2	2	NA	2	15	35	50	3
A,B&C	Internship	24L4.5-PAD-204	Internship of 4 Credits of 4-6 weeks after 2nd Semester (mandatory in case of exit)								
C	CC-M2	From Available CC-2/MCC-3 for 4 credits as per NEP									
A,B&C	MDC 2	From Available Pool of Multi Disciplinary Courses from a Subject of Different Discipline (Arts)									
A,B&C	AEC-2	From Available AEC 2 for 2 credits as per NEP									
	SEC-2	From Available SEC 2 for 3 credits as per NEP									
	VAC-2	From Available VAC 2 for 2 credits as per NEP									

* CC-M2: For Students who opt Public Administration as Minor Subject

CC: Core Course   CC-M: Core Course Minor
MDC: Multidisciplinary Course   AEC: Ability Enhancement Course
SEC: Skill Enhancement Course   VAC: Value Added Course
DSEC: Discipline Skill Enhancement Course

Semester III

Applicable Scheme	Course Type	Course Code	Nomenclature of paper	Credits	Contact hours/weeks			Internal marks	End term Marks	Total Marks	Duration of exam (Hrs.)
					Theory	Tutorial	Total				
A,B&C	CC-3 MCC-4 (4 Credits)	24L5.0-PAD-301	Central Administration	4	3	1	4	30	70	100	3
B&C	MCC-5 (4 Credits)	24L5.0-PAD-302	Citizen and Administration	4	3	1	4	30	70	100	3
B	MCC-2 (4 Credits)	24L5.0-PAD-102	Indian Constitution	4	3	1	4	30	70	100	3
A&C	CC-M3	From Available Pool of CC-3/MCC-4 for 4 credits as per NEP									
A,B&C	MDC 3	From Available Pool of Multi Disciplinary Courses from a Subject of Different Discipline (Arts)									
A, B & C	AEC-3	From Available pool of AEC-3 for 2 credits as per NEP									
	SEC-3	From Available pool of SEC-3 for 3 credits as per NEP									
C	VAC-3	From Available pool of VAC-3 for 2 credits as per NEP									
B	CC-M3 (V)	From Available pool of minor Course Vocational VOC-1									

CC: Core Course   CC-M: Core Course Minor
MDC: Multidisciplinary Course   AEC: Ability Enhancement Course
SEC: Skill Enhancement Course   VAC: Value Added Course

Semester IV

Applicable Scheme	Course Type	Course Code	Nomenclature of the course	Credits	Contact hours/weeks			Internal marks	End term Marks	Total Marks	Duration of exam (Hrs.)
					Theory	Tutorial	Total				
A,B&C	CC-4 MCC-6 (4 Credits)	24L5.0-PAD-401	State and District Administration	4	3	1	4	30	70	100	3
B&C	MCC-7 (4 Credits)	24L5.0-PAD-402	Administrative Thinkers	4	3	1	4	30	70	100	3
B&C	MCC-8 (4 Credits)	24L5.0-PAD-403	Administrative Theory	4	3	1	4	30	70	100	3
B&C	DSE-1 (4 Credits)	24L5.0-PAD-404	Administrative Ethics & Governance	4	3	1	4	30	70	100	3
		Or									
		24L5.0-PAD-405	Disaster Management	4	3	1	4	30	70	100	3
A,B&C	Internship	24L5.0-PAD-406	Internship of 4 Credits of 4-6 weeks duration after 4th semester (Mandatory in case of exit) if not done in 2nd semester								
A,B&C	AEC-4	From Available pool of AEC-4 for 2 credits as per NEP									
A&B	VAC-3	From Available VAC 3 for 2 credits as per NEP									
C	VAC-4	From Available VAC 4 for 2 credits as per NEP									
A,B&C	CC-M4 (V)	From Available pool of minor Course Vocational VOC-2									

CC: Core Course

MDC: Multidisciplinary Course

CC-M: Core Course Minor

VAC: Value Added Course

Semester V

Applicable Scheme	Course Type	Course Code	Nomenclature of paper	Credits	Contact hours/weeks			Internal marks	End Term Marks	Total Marks	Duration of Exam (Hrs.)
					Theory	Tutorial	Total				
A,B&C	CC-5 MCC-9 (4 Credits)	24L5.5-PAD-501	Local Government in Indi	4	3	1	4	30	70	100	3
B&C	MCC-10 (4 Credits)	24L5.5-PAD-502	Rural Development Administration	4	3	1	4	30	70	100	3
B&C	DSE-2 (4 Credits)	24L5.5-PAD-503	Labour Welfare Administration	4	3	1	4	30	70	100	3
		Or									
		24L5.5-PAD-504	Management of NGO's	4	3	1	4	30	70	100	3
B&C	DSE-3 (4 Credits)	24L5.5-PAD-505	Social Welfare Administration	4	3	1	4	30	70	100	3
		Or									
		24L5.5-PAD-506	Administrative law	4	3	1	4	30	70	100	3
A,B&C	Internship (4 Credits)	24L5.5-PAD-507	Internship of 4 Credits 4-6 weeks duration (if not done after 2nd or 4th semester)								
A&C	CC-M5 (v) (4 Credits)		From Available pool of Minor Courses Vocational VOC-1								

CC: Core Course   CC-M: Core Course Minor

DSE: Discipline Specific Elective Course

Semester VI

Applicable Scheme	Course Type	Course Code	Nomenclature of the course	Credits	Contact hours/weeks			Internal Marks	End Term Marks	Total Marks	Duration of Exam (Hrs.)
					Theory	Tutorial	Total				
A,B&C	CC-6 MCC-11 (4 Credits)	24L5.5-PAD-601	Urban Local Government in India, UK, France & USA	4	3	1	4	30	70	100	3
B&C	MCC-12 (4 Credits)	24L5.5-PAD-602	Financial Administration	4	3	1	4	30	70	100	3
B&C	DSE-4 (4 Credits)	24L5.5-PAD-603	Personal Administration	4	3	1	4	30	70	100	3
			Or								
		24L5.5-PAD-604	Economic Policy and Administration	4	3	1	4	30	70	100	3
B&C	DSE-5 (4 Credits)	24L5.5-PAD-605	Issues in Public Administration	4	3	1	4	30	70	100	3
			Or								
		24L5.5-PAD-606	Indian Constitution	4	3	1	4	30	70	100	3
A	CC-M6	From Available pool of CC-6/MCC-11 for 4 credits as per NEP									
C	SEC-4	From Available pool of SEC-4 for 2 credits as per NEP									
B	CC-M5 (v)	From Available pool of Minor Courses Vocational VOC-3									
C	CC-M6 (V)	From Available pool of Minor Courses Vocational VOC-3									
A	CC-M7 (V)	From Available pool of Minor Courses Vocational VOC-3									

CC: Core Course   CC-M: Core Course Minor
DSE: Discipline Specific Elective Course   SEC: Skill Enhancement Course

Semester VII

Applicable Scheme	Course Type	Course Code	Nomenclature of the course	Credits	Contact hours/weeks			Internal Marks	End Term Marks	Total Marks	Duration of Exam (Hrs.)
					Theory	Tutorial	Total				
B & C	CC-H1 (4 Credits)	24L6.0-PAD-701	Social Welfare Administration	4	3	1	4	30	70	100	3
	CC-H2 (4 Credits)	24L6.0-PAD-702	Research Methods in Public Administration	4	3	1	4	30	70	100	3
	CC-H3 (4 Credits)	24L6.0-PAD-703	Introduction to Public Policy	4	3	1	4	30	70	100	3
	DSE-H1 (4 Credits)	24L6.0-PAD-704	Indian Constitution	4	3	1	4	30	70	100	3
		Or									
		24L6.0-PAD-705	Environmental Policy & Administration	4	3	1	4	30	70	100	3
	PC-H1 (4 Credits)	24L6.0-PAD-706	Governance and Ethics	4	3	1	4	30	70	100	3
	CC-HM1	From available core courses in Minor subject of 4 credits as per NEP									

CC: Core Course
DSE: Discipline Specific Elective Course
PC: Practicum Course

CC-HM: Core Course Honours Minor
SEC: Skill Enhancement Course

Semester VIII

For Honors in Public Administration

Applicable Scheme	Course Type	Course Code	Nomenclature of the course	Credits	Contact hours/weeks			Internal Marks	End Term Marks	Total Marks	Duration of Exam (Hrs.)
					Theory	Tutorial	Total				
B & C	CC-H4 (4 Credits)	24L6.0-PAD-801	Public Personal Administration in India, UK, USA & France	4	3	1	4	30	70	100	3
	CC-H5 (4 Credits)	24L6.0-PAD-802	Labour Welfare Administration	4	3	1	4	30	70	100	3
	CC-H6 (4 Credits)	24L6.0-PAD-803	Health Policy & Administration	4	3	1	4	30	70	100	3
	DSE-H2 (4 Credits)	24L6.0-PAD-804	Financial Administration	4	3	1	4	30	70	100	3
			Or								
		24L6.0-PAD-805	Issues in Public Administration	4	3	1	4	30	70	100	3
	PC-H2 (4 Credits)	24L6.0-PAD-806	Administrative Thinkers	4	3	1	4	30	70	100	3
B & C	CC-HM2	From available Core Courses in Minor subject of 4 credits as per NEP									

OR

Semester VIII

FOR HONOURS WITH RESEARCH IN Public Administration

Applicable Scheme	Course Type	Course Code	Nomenclature of the course	Credits	Contact hours/weeks			Internal marks	End term Marks	Total Marks	Duration of exam (Hrs.)
					Theory	Tutorial	Total				
B & C	CC-H4 (4 Credits)	24L6.0-PAD-801	Public Personal Administration in India, UK, USA & France	4	3	1	4	30	70	100	3
	CC-H5 (4 Credits)	24L6.0-PAD-802	Labour Welfare Administration	4	3	1	4	30	70	100	3
	Research (12 Credits)	24L6.0-PAD-807	Dissertation	12	-	-	-	-	300	300	
	CC-HM2 (4 Credits)	From available core courses in Minor subject of 4 credits as per NEP									

CC: Core Course   CC-HM: Core Course Honours Minor
DSE: Discipline Specific Elective Course   PC: Practicum Course

POOL OF MULTI DISCPLINARY COURSES
(MDC)

Applicable Scheme	Course Type	Course Code	Nomenclature of the course	Credits	Contact hours/weeks			Internal Marks	End Term Marks	Total Marks	Duration of Exam (Hrs.)
					Theory	Tutorial	Total				
A,B,C& D	MDC-1 (3 Credits)	24L4.5-PAD-104	Basics of Public Administration	3	2	1	3	25	50	75	3
A,B,C & D	MDC-2 (3 Credits)	24L4.5-PAD-205	Indian Administration	3	2	1	3	25	50	75	3
A, B & C	MDC-3 (3 Credits)	24L5.0-PAD-303	Local Government Administration	3	2	1	3	25	50	75	3

Detailed Syllabus, Courses of Reading and Scheme of Examinations:

CC

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	I
Name of the Course	Elements of Public Administration
Course Code	24L4.5-PAD-101
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC
Level of the course (As per Annexure-I)	100-199
Pre-requisite for the course (if any)	10+2/Sr. Secondary/Equivalent Exam
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Acquaint with the concept the student will be able to awareness about the evolution and growth of the discipline of Public Administration 2. Understand the basic Principles and approaches of Public Administration. 3. Student will acquire theoretical clarity of basic concept and basic principles of Organization. 4. Student will gain knowledge about the forms of Organization – Formal and Informal

Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4

Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**
Part-B Contents of the Course	

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have
seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	**Introduction** Public Administration: Evolution, Meaning, Nature, Scope, Significance and its relations with Political Science, Economics and Law; Public and Private Administration; New Public Administration; and New Public Management	12
II	**Principles of Organisation** Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Co-ordination, Decentralization and Delegation	12

III	**Formal Institutions of Government**	12
	Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission	
IV	**Basic Agencies in Administration** Chief Executive: Meaning, Types and Role. Line and Staff Agencies. Public Relations: Meaning, Means and Significance.	12
V	Tutorial	12

Suggested Evaluation Methods	

Internal Assessment:
 	
  ➤ **Theory**
    Class Participation-05
    Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05
    Mid Term Exam:15
	End Term Examination: 70

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

- Hoshiar Singh and Pardeep Sachdeva (2011) Public Administration: Theory and Practice, Pearson Publication, Noida.
- Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi NarainAgarwal: Agra
- Basu, Rumki (2008) PublicAdministration: Concepts and Theories. Sterling Publishers: New Delhi
- Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) PublicAdministration. S. Chand: Jalandhar
- Bhambri, C. P. (2010) Public Administration Theory and Practice(21stEdition). Educational Publishers: Meerut
- Bhattacharaya, Mohit (2008) New Horizons of PublicAdministration. Jawahar Publishers and Distributors: New Delhi
- Henry, Nicholas(2013). Public Administration and Public Affairs (13thEdition). Taylor and Francis: New York
- Medury, Uma (2010) Public Administration in the Globalization Era – The New Public Management Perspective. Orient Blackswan: New Delhi
- Sharma, M P and Sadana, B L (2000) Public Administration in Theory and Practice. KitabMahal: New Delhi
- Suresh Kumar: (2024) Lok Parkashan, JBD, Pvt. Lmt. Ibrahim Mandi Karnal Haryana

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	I
Name of the Course	Indian Constitution
Course Code	24L4.5-PAD-102
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MCC
Level of the course (As per Annexure-I)	100-199
Pre-requisite for the course (if any)	10+2/Sr. Secondary/Equivalent Exam
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Knowledge about the evolution, growth, framing, framing and features of Indian Constitution 2. To acquire comprehensive knowledge of Basic Premises and Institutions i.e. Preamble, Fundamental Rights and Fundamental Duties and Directive Principles of State Policy. 3. Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general 4. Awareness about the institutions and mechanism of Indian Constitutional Commissions

Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4

Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**
Part-B Contents of the Course	

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have
seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	**Introduction** a) Framing of Indian Constitution (1947-1950) b) Preamble c) Salient Features and Significance of the Indian Constitution	12

II	**Basic Premises**	12
	a) Fundamental Rights and Fundamental Duties	
	b) Directive Principles of State Policy	
	c) Indian Federation: Features, Provisions and Issues	
III	**Institutions And Distinctive Features**	12
	a) Parliament and State Legislatures	
	b) Supreme Court and High Courts	
	c) Emergency Provisions	
	d) Constitutional Amendment Process	
IV	**Constitutional Commissions**	12
	a) National Commission for Scheduled Castes	
	b) National Commission for Scheduled Tribes	
	c) National Commission for Backward Classes	
	d) National Commission for Minorities	
V	Tutorial	12
Suggested Evaluation Methods		
Internal Assessment: ➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.-05 + 05 Mid Term Exam:15		**End Term Examination: 70**

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

- Indian Administration – Hoshiar Singh & Pankaj Singh ,Pearson's Publication(2012)

- Bhartiya Prashasan (Hindi) – Hoshiar Singh & Pankaj Singh ,Pearson's Publication

- Avasthi & Avasthi (2002), Indian Administration, Laxmi Narain Aggarwal, Agra

- Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi.

- Fadia and Fadia, Indian Administration (2012), Sahitya Bhawan Publication, Agra.

- Granville Austin (1999), The Indian Constitution – Corner Stone of a Nation, OUP, New Delhi.

- Maheshwari, S.R. (2001), Indian Administration, Orient Black Swan, Hyderabad.

- Pylee, M.V. (2009), An Introduction to the Constitution of India, Vikas, New Delhi.

- Sathe, S.P. (2002), Judicial Activism in India, New Delhi: Oxford University Press.

- Subash C. Kashyap (1989), Indian Polity: Retrospect and Prospect, Allahabad University Alumni Association, National Public House.

- The Constitution of India, Government of India, 2009.
- Suresh Kumar (2023), Bhartiya Savidhan, JBD, Pvt. Lmt. Ibrahim Mandi, Karnal Haryana.

CCM

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	I
Name of the Course	Issues in Public Administration
Course Code	24L4.5-PAD-103
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CCM
Level of the course (As per Annexure-I)	100-199
Pre-requisite for the course (if any)	10+2/Sr. Secondary/Equivalent Exam
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Acquaint with the concept of Student will be able to Parliamentary, Executive and Judicial Control over Administration. 2. Understand the basic principles and Agencies for checking Corruption at Union and State Level. 3. Students will acquire theoretical clarity of basic concepts and Good Governance & Right to Information 4. Student will gain knowledge about the Generalists and Specialist Relationship and Administrative Reforms

Credits	Theory	Tutorial	Total
	2	--	2
Contact Hours	2	--	2

Max. Marks:50 **Internal Assessment Marks:15** **End Term Exam Marks: 35**	**Time:3 hrs**
Part-B Contents of the Course	

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have
seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	**Understanding in Indian Administration** Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration.	6

II	**Administrative Agencies For Checking Corruption**	6
	Lokpal, Lokayukta and CBI.	

III	**Awareness about the Rights**	6
	Emerging Issues: Good Governance, Right to Information.	
	Consumer Protection Act, 2005.	
IV	**Political and Administrative Integrity**	6
	Political and Permanent Executive. Generalists and	
	Specialist Relationship. Administrative Reforms.	
V	Tutorial	6

Suggested Evaluation Methods	
Internal Assessment:	**End Term Examination: 35**
➢ **Theory** Class Participation-04 Seminar/Presentation/Assignment/Quiz/Class Test etc.-04 Mid Term Exam:07	

Part-C Learning Resources
Recommended Books/E-Resources/LMS: **Reference:** • Hoshiar Singh & Pankaj Singh: Indian Administration, Pearson, New Delhi. • S.R. Maheshwari: Indian Administration, Orient Longman. • K.K. Puri: Indian Administration, Bharat Prakashan, Jallandhar. • S.S.Khera: District Administration, Asia Publishing House, New Delhi. • Avasthi: Central Administration, Tata McGraw Hill, New Delhi. • Ashok Chandra: Indian Administration, Allen & Unwin, London.

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	II
Name of the Course	Basics of Public Administration
Course Code	24L4.5-PAD-201
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC
Level of the course (As per Annexure-I)	200-299
Pre-requisite for the course (if any)	------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Will be equipped with the knowledge and conceptual clarity of Evolution, Importance, International, and Theories of Organization in Public Administration. 2. Knowledge about the Approaches Bureaucratic, General Systems, Decision Making and Personnel Administration. 3. Knowledge of different Budget: Principles, Preparation and Enactment. 4. Clarity re-administrative systems and their accountability mechanisms of Administrative Law and Delegated Legislation India

Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4

Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**
Part-B Contents of the Course	

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	**Introduction of Theories** Theories of Organization: Scientific Management Theory (F.W.Taylor), Classical (Henry Fayol, Luther Gulick, M.P. Follet.), Bureaucratic (Max Weber).	12
II	**Personnel Administration** Personnel Administration: Meaning; Nature and Significance. Elements of personnel Administration: Recruitment; Training and Promotion.	12
III	**Budgetary Process**	12

	Budget: Principles, Preparation and Enactment of Budget. Financial Control: Parliamentary (Parliament and its committees) and Executive Control.	
IV	**Administrative Process in Administration** Meaning and Significance of followings: Administrative Law. Administrative Tribunal. Public Policy.	12
V	Tutorial	12

Suggested Evaluation Methods

Internal Assessment:
 	
  ➥ **Theory**
    Class Participation-05
    Seminar/Presentation/Assignment/Quiz/Class Test etc.-05+05
    Mid Term Exam:15
	End Term Examination: 75

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

• Hoshiar Singh and Pardeep Sachdeva (2011) Public Administration: Theory and Practice, Pearson Publication, Noida.

• Avasthi, A and Maheshwari, S R (2013) PublicAdministration. Lakshmi NarainAgarwal: Agra

• Basu, Rumki (2008) PublicAdministration: Concepts and Theories. Sterling Publishers: New Delhi

• Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) PublicAdministration. S. Chand: Jalandhar

• Bhambri, C. P. (2010) PublicAdministration Theory and Practice(21stEdition). Educational Publishers: Meerut

• Bhattacharaya, Mohit (2008) New Horizons of PublicAdministration. Jawahar Publishers and Distributors: New Delhi

• Henry, Nicholas(2013). PublicAdministration and Public Affairs (13thEdition). Taylor and Francis: New York

• Medury, Uma (2010) PublicAdministration in the Globalization Era – The New Public Management Perspective. Orient Blackswan: New Delhi

• Sharma, M P and Sadana, B L (2000) PublicAdministration in Theory and Practice. KitabMahal: New Delhi

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	II
Name of the Course	Urban Local Governance
Course Code	24L4.5-PAD-202
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSEC
Level of the course (As per Annexure-I)	200-299
Pre-requisite for the course (if any)	------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1 The students would learn about the knowledge of the evolution and growth of urban local bodies in India 2 The students would learn about the composition, role, functions, and resources of urban local bodies 3It would help the students to acquired of the structure and working of urban development programmes 4 Students will get insight about Urban Development Programmes like AMRUT, NUHM etc.; SMART cities.

Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4

Max. Marks:100	**Time:3 hrs**
Internal Assessment Marks:30 **End Term Exam Marks: 70**	

Part-B Contents of the Course

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	**Introduction**: Evolution of Local Governance in India. Urbanization: Concept; Challenges and Remedies. Features of Urban Local Government in India,	12
II	**Organizational Framework for Urban Governance**: 74th Constitutional Amendment Act; Structure, Composition and Functions of Metropolitan Committees, Municipal Corporations: Composition and Functions, Municipal Councils: Composition and Functions, Nagar Panchayats: Composition and Functions	12
III	**Urban Development Programmes and Urban Governance**:	12

	Urban Development Programmes like AMRUT, NUHM etc.; SMART Cities, Town Area Committee, Notified Area Committee, Cantonment Board Improvement Trust and Board Trust	
IV	**Issue Areas in Urban Governance:** State-Local relations; Rural-Urban relations; Globalization and Urban governance.	12
V	Tutorial	12

Suggested Evaluation Methods	
Internal Assessment: ➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.-05+05 Mid Term Exam:15	**End Term Examination: 75**

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

- Urban Local Government in India - Dr. Pankaj Singh, KitabMahal Publisher.(2013)
- Ahluwalia, Isher Judge (2014) Transforming our Cities: Facing up to India's Growing Challenge: Postcards of Change. HarperCollins: New Delhi
- Ahluwalia, Isher Judge; Kanbur, Ravi and Mohanty, P K (2014) Urbanization in India: Challenges, Opportunities and the Way Forward. Sage: New Delhi
- Baud, I S A and Wit, J Dee (Eds.)(2008) New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations. Sage: New Delhi
- Bhattacharya, Mohit (1976) Management of Urban Government in India. Uppal: New Delhi
- Burns, Dany; Hambleton, Robin and Hogget Paul (1994) The Politics of Decentralisation: Revitalising Local Democracy.Macmillan: London
- Chand, Mahesh and Puri, V K (2011) Regional Planning in India. Allied Publishers: New Delhi
- Dasgupta, Biplab; Buch, M N ; and Sivaramakrishanan, K C (Eds.) (1993) Urbanisation in India: Basic Services and People's Participation. Concept Publishing Company: New Delhi
- Ghuman, B S and Mehta, Akshat (2010) Privatisation of Public Services by Urban Local Governments in India: A Case Study of Municipal Council Panchkula, Nagarlok, Vol. XLII, No. 1, Pp. 50-68
- Jha, Gangadhar (2018) Fragile Urban Governance: Evolution, Decline, and Empowerment of Local Self-Government in India. Routeledge:New York
- Kaur, Jaswinder (2017) Urban Infrastructure Development in India: A Case Study of JNNURM in Ludhiana. New Era Book Agency: Chandigarh
- Mani, N (2016) Smart Cities & Urban Development in India. New Century Publications:

CCM

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	II
Name of the Course	Rural Local Governance
Course Code	24L4.5-PAD-203
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CCM
Level of the course (As per Annexure-I)	200-299
Pre-requisite for the course (if any)	------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1Acquiring the theoretical knowledge and understanding of the evolution and growth of rural local governance with special reference to Panchayati raj institutions 2Gaining insights about composition, role and functions, resourcesof Panchayati raj institutions 3Connecting the role and relationships of rural local democratic decentralized institutions (PRIs) with other related issues and institutions 4 Knowledge of Issues: Panchayati Raj Finance; Devolution of powers, functions

Credits	Theory	Tutorial	Total
	2	--	2
Contact Hours	2	--	2

Max. Marks:50 **Internal Assessment Marks:15** **End Term Exam Marks: 35**	**Time:3 hrs**

Part-B Contents of the Course

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	**Introduction**: Evolution and Growth of rural local governance in India focusing on constitutional provisions, community development program, committees and commissions on Panchayati raj constituted by the Government of India.	6
II	**Panchayati Raj Institutions:** 73rd Constitutional Amendment Act, 1992; Gram Sabha – composition, functions and role; Gram Panchayat – composition, functions and role;	6

	Panchayat Samiti – composition, functions and role; and Zila Parishad – composition, functions and role	
III	**Institutional Framework for PRIs**: District Rural Development Agency; District Planning Committee; State Election Commission; State Finance Commission	6
IV	**Issues:** Panchayati Raj Finance; Devolution of powers, functions and Activity Mapping; Panchayati Raj Bureaucracy in Rural Development.	6
V	Tutorial	6

Suggested Evaluation Methods	

Internal Assessment:
 	
    ➢ **Theory**
      Class Participation-04
      Seminar/Presentation/Assignment/Quiz/Class Test etc.-04
      Mid Term Exam:07
	End Term Examination: 35

Part-C Learning Resources
Recommended Books/E-Resources/LMS: **Reference:**   • Pankaj Singh (2018) Rural Local Government In India, Kitab Mahal Publisher, New Delhi.   • Agarwal, Amba(2005) Fiscal Decentralization: Financing of Panchayati Raj Institutions in India. Serial Publications: New Delhi   • Baluchamy, S (2004) Panchayati Raj Institutions. Mittal Publications: New Delhi   • Bhadouria, B D S and Dubey, V P (1989) Panchayati Raj and Rural Development.Commonwealth Publishers: New Delhi   • Biju, M R (2008) Panchayati Raj System in India: A Symbol of Participatory Democracy and Decentralized Development. Kaniska Publication: New Delhi   • Dharmaraj, Sengmalam (2008) Panchayati Raj System in India.Abhijeet Publications: New Delhi   • Dube, M P and Padalia, Munni (Eds.) (2002) Democratic Decentralization and Panchayati Raj in India.Anamika Publishers: New Delhi   • Hochgesang, Thomas W (1994) Rural Local Self-Government in India. NIRD: Hyderabad   • Jayal, Niraja Gopal; Prakash, Amit and Sharma, Pradeep Kumar (2007) Local Governance in India – Decentralisation and Beyond, Oxford University Press:New Delhi   • Khanna, B S (1992) Rural Development in South Asia. Deep and Deep : New Delhi   • Maheshwari, S R (2015) Local Government in India. Lakshmi Narain Agarwal: Agra   • Maheswari, Shriram (2016) Local Government in India, Lakshmi Narain Agarwal: Agra

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	III		
Name of the Course	Central Administration		
Course Code	24L5.0-PAD-301		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC		
Level of the course (As per Annexure-I)	200-299		
Pre-requisite for the course (if any)	------------		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. To understand the role and main features of Indian Administration. 2. To know the constitutional framework and important position in Central Administration 3. To understand the organisation of various ministries and commissions. 4. To know the recruitment system of All India Services and Central Services		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).			

Unit	Topics	Contact Hours
I	British Legacies over Indian Administration. Features of Indian Administration. Role of Indian Administration in Socio-Economic Development. Fundamental Rights and Duties.	12
II	President: Election, Impeachment, Powers and Position. Prime Minister & Council of Ministers: Appointment, Powers and Role. Central Secretariat and Cabinet Secretariat: Organisation, Role and Functions.	12

III	Ministry of Home Affairs: Organisation and Role, Ministry of Finance: Organisation and Functions, Ministry of Personnel, Public Grievance and Pension: Organisation and Functions, Ministry of Defence: Organisation and Functions	12
IV	Civil Service in India: Role and Significance. Union Public Service Commission: Composition and Functions. Recruitment and Training of All India and Central Services.	12
V	Tutorial	12

Suggested Evaluation Methods

Internal Assessment:	End Term Examination: 70
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

• Indian Administration – Hoshiar Singh & Pankaj Singh ,Pearson's Publication(2012)

• Bhartiya Prashasan (Hindi) – Hoshiar Singh & Pankaj Singh ,Pearson's Publication

• Avasthi A. 1980. Central Administration: Tata Mc graw Hill: New Delhi.

• Chanda Ashok: 1967. Indian Administration: Allen and Unwin: London.

• Jain, R. B., 1976. Contemporary Issues in Indian Administration, Vishal Publications: New Delhi.

• Johari, J.C., 1977. Indian Government and Politics : Vishal Publications: Delhi.

• Khera, S.S. 1975. The Central Executive. Orient Longman: New Delhi.

• Maheshwari, S.R., 2007. Indian Administration (English & Hindi). Orient Longman: New Delhi.

• Misra B.B., 1970. The Administrative History of India; Oxford University Press: London.

• Muttalib, M.A. 1967. Union Public Service Commission, I.I.P.A.: New Delhi.

• Puri, K.K., 1985, Indian Administration, Bharat Prakashan, Jalandhar.

• Prasad, Bishwanath 1968. The Indian Administrative Service; S. Chand & Company: Delhi.

• Singh Hoshiar and Singh Mohinder, 1989. Public Administration in India: Theory and

• Practice; Sterling Publishers Private Ltd., New Delhi.

• Subramaniam, Malathi, 1987, Management of Public Administration, Deputy Publications:Delhi.

• Subramaniam, V. 1971. Social Backgrouond of India's Administrators, Publication Division,

• Government of India: New Delhi.

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	III
Name of the Course	Citizen and Administration
Course Code	24L5.0-PAD-302
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MCC
Level of the course (As per Annexure-I)	200-299
Pre-requisite for the course (if any)	------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. WILL be equipped with the knowledge and conceptual clarity of Concept of Citizen Centric Administration 2. Knowledge about the Approaches of Citizens' Charters: Evolution, Features and Applications in India 3. Knowledge of different Decentralisation Process in Administration & Development Institutions. 4. Clarity re-administrative systems and their accountability mechanisms and Working of National Grievances Machinery in India.

Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4

Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**
Part-B Contents of the Course	

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	**Introduction** Concept of Citizen Centric Administration: Evolution, Concept, Features and Significance. Functions of Government: Regulatory functions, Service providing functions and Developmental functions.	12
II	**Citizens' Charters: Evolution, Features and Applications**	12

	Citizens' Charters: Evolution, Features and Applications. Citizens' Participation in Administration: Concept, Agencies, Significance and Limitations		
III	**Decentralisation Process in Administration** Decentralisation and Delegation: Concept and Benefits. Grievance Redressal Mechanism: Grievance-Meaning and Agencies for Redressal of Grievances at centre and state levels	12	
IV	**National Grievances Machinery** Consumer Protection: Consumer Protection Act and Working of the Consumer Courts in India. National Consumer Disputes Redressal Commission	12	
V	Tutorial	12	

Suggested Evaluation Methods	
Internal Assessment: ➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15	**End Term Examination: 70**

Part-C Learning Resources
Recommended Books/E-Resources/LMS: **Reference:**   • A Sarapa,: Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.   • Hoshiar Singh and Pardeep Sachdeva (2011) Public Administration: Theory and Practice, Pearson Publication, Noida.   • B.P. Tyagi: Public Finance, Meerut, Jai Prakash Nath 1997.   • G.S.Lal: Financial Administration in India, New Delhi, HPJ Kapoor, 1987.   • MJK Thavaraj: Financial Administration in India, Delhhi: Sultan Chand & Sons, 1996.   • Andley, Sundharam: Public Finance, Agra: Rattan Prakashan Mandir, 1979   • Ruddar Dutt & K.P.Sundharam: Indian Economy, New Delhi, S. Chand & Co. Pvt. Ltd. 1997.Y.Khan and P.K.Jain: Finance Management, New Delhi, Tata McGraw Hill 1982.R.N. Srivastava: Management of Financial Institutions, Bombay, Himalaya Publishing House, 1988.   • C.P.Bhambhri: Public Administration in India, Bombay: Vikas Publishing House, 1973.   • S.L.Goel, Public Financial Administration, New Delhi, Deep & Deep Publications, 2004.   • Dutt and Sundharam: Indian Economy, Delhi: S.Chand & Co.2004.

CC

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	IV
Name of the Course	State and District Administration
Course Code	24L5.0-PAD-401
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC
Level of the course (As per Annexure-I)	200-299
Pre-requisite for the course (if any)	------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: After the completion of this course, the learner will be able : 1. To understand the evolution and growth of the State Machinery and structural evolution 2. To know the organisation of state government and its various departments 3. To understand the role of District administration in development 4. To comprehend the working of Municipal and Rural Local bodies

Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4

Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**
Part-B Contents of the Course	

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	Constitution Frame work of States in India, Governor: Appointment Powers & Functions. Chief Minister: Powers, Role and Position. Council of Ministers and State Legislature. Organisation and Structure of State Administration.	12

II	State Secretariat and Directorate: Organisation and Functions. Chief Secretary: Role and Position in State Administration. State Planning Department and Board. Divisional Commissioner: Powers, Functions and Position.	12
III	District Administration: Evolution, Features and Functions. District	12

	Collector: Evolution, Appointment. Functions and Position.	
IV	Police Administration at District Level: Organisation and Functions. Role and Functions of Superintendent of Police. Other Functionaries and Sub-District Level: Sub-Divisional Magistrate, Block Development and	12
	Panchayat Officer, Tehsildar.	
V	Tutorial	12
Suggested Evaluation Methods		

Internal Assessment:
 	
    ➢ **Theory**
        Class Participation-05
        Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05
        Mid Term Exam:15
		End Term Examination: 70

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

- Avasthi A. 1980. Central Administration: Tata McGraw Hill: New Delhi.

- Basu, D. D. 1988. Introduction to the Constitution of India; Prentice Hall: New Delhi.

- Indian Administration – Hoshiar Singh & Pankaj Singh ,Pearson's Publication(2012)

- Bhartiya Prashasan (Hindi) – Hoshiar Singh & Pankaj Singh ,Pearson's Publication

- Dayal, Ishwar, Mathur Kuldeep and Battacharya M, 1976. District Administration: McMillan: Delhi.

- Jain, R.B. 1980. District Administration: Indian Institute of Public Administration.

- Khera, S.S., 1974. District Administration in India: Asia Publishing House: New York.

- Misra, S.C., 1972. Police Administration in India: National Police Academy: Mount Abu.

- Maheshwari, Shriram. 1979. State Government in India; The Macmillan Company of India limited: Delhi.

- Pandey, Lallu Behari, 1984. The State Executives; Amar Prakashan: Delhi

- Puri, K.K. 1985, Local Government in India, Bharat Prakashan, Jalandhar.

- Pylee, M.V. 1967. India's Constitution; Asia Publishing House: Bombay.

- Reddy, Ram. G. and Seshadri K. 1972. Police in a developing society: Osmania University:

- Hyderabad.

- Sharma, P.D. 1971. Indian Police – A Developmental Approach: Research: Delhi.

MCC

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	IV
Name of the Course	Administrative Thinkers
Course Code	24L5.0-PAD-402
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MCC
Level of the course (As per Annexure-I)	200-299
Pre-requisite for the course (if any)	------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. An understanding about the philosophy of ethics with special Administrative Ecology and Behaviourlism : Structural – Functional Approach, Theory of Prismatic Society and Development Models. 2. Understanding the basic concepts such as Motivational Concept Theories – I and II. 3. Knowledge of different Organizational Behavior: Rationale, Change: Concept Process, Resistance to Change and Rationale . 4. Clarity re-administrative systems and Administrative Ecology and Behaviorism

Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4

Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**
Part-B Contents of the Course	

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have
seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	**Administrative Ecology and Behaviorism** a) Ecology of Public Administration b) Structural – Functional Approach c) Theory of Prismatic Society	12
	d) Development Models e) Herbert Simon. Behaviouralism and Decision Making	
II	**People in Organization: Motivational Concept Theories – I** a) Abraham Maslow: Needs Hierarchy b) Victor Vroom: Expectancy Theory of Motivation c) Douglas McGregor: Theory X and Theory Y	12
III	**People in Organization: Motivational Concept Theories - II** a) Frederick Herzberg: Hygiene and Motivation Factors b) Chris Argyris: Integrating the Individual and the Organization c) Rensis Likert: Systems Management	12
IV	**Organizational Behavior:** a) Organizational Behavior: Concept and Rationale b) Organizational Change: Concept Process, Resistance to Change c) Organizational Effectiveness: Concept and Approaches d) Organizational Development: Concept and Rationale	12
V	Tutorial	12
Suggested Evaluation Methods		
Internal Assessment: ➤ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15		**End Term Examination: 70**

Part-C Learning Resources
• **Recommended Books/E-Resources/LMS:**   • **Reference:**   • Argyris, Chris (1957), Personality and Organization, Harper, New York   • Donald Menzel et.al (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. M. E. Sharpe.   • Drucker, Peter (2012), Management Challenges for the 21st Century, Harper business. Fox, Richard C (2005), Critical Social Theory in Public Administration, PHI, New Delhi George Frederickson (2008),The Public Administration Primer,Westview Press.   • Herbert A. Simon (1965), Administrative Behavior: A Study of Decision-making Process in Administrative Organizations, Free Press, New York.   • JanetV. Denhardt and Robert B. Denhard (2007),The New Public Service, Serving, Not Steering,   • M.E.Sharpe, New York

• Likert, Rensis (1976), New Patterns of Management, McGraw-Hill, New York

• Luthans, Fred, (2005) Organizational Behaviour, McGraw- Hill, New York

• Maslow, Abraham (1954), Motivation and Personality, Harper & Row. NY

• McGregor, Douglas(1960),The Human Side of Enterprise, McGraw- Hill, New York

• Miller, H and Fox.CJ (2007), Post Modern Public Administration, ME Sharp, New York

• Ostrom, Elinor (2003), Governing the Commons-The Evolution of Institutions for collective Action, Cambridge

• Ostrom,Vincent (1973) The Intellectual Crisis in American Public Administration. University of Alabama Press: Alabama.

• Prasad, Ravindra D (et al) eds. Administrative Thinkers (2013), Sterling Publishers, New Delhi

• Vroom, Victor H (1964),Work Motivation, John Wiely and Sons, New York

• Waldo, Dwight (1968),The Study of Public Administration, Random house, New York

• Warren Bemiis (2005), Reinventing Leadership: Strategies to Empower the Organization, HarperBusiness, NY

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	IV
Name of the Course	Administrative Theory
Course Code	24L5.0-PAD-403
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MCC
Level of the course (As per Annexure-I)	200-299
Pre-requisite for the course (if any)	------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Awareness about the evolution and growth of the discipline of PublicAdministration. 2. Learning of basic principles and Challenges of Globalization and Public Administration. 3. Understanding the Learning of basic principles and approaches of PublicAdministration. 4. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.

Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4

Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**

Part-B Contents of the Course

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	**Introduction** Meaning, Nature, Scope and Significance of Public Administration, Public and Private Administration: Its Role in Developed and Developing Societies. Evolution of Public Administration as an independent discipline; New Public Administration; and New Public Management Perspective.	12

II	**Principles of Organisation**	12
	Theories of Organisation: Concept of Organisation, Formal and Informal Organisation, Scientific Management Theory, Bureaucratic Theory, Principles of Organisation: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility, Centralization and Decentralization, Delegation, Supervision, Coordination.	
III	**Administrative Control** Structure of Organisation: Chief Executive – Role and Functions, Line, Staff and Auxiliary Agencies, Departments, Corporations, Companies, Boards and Commissions, Headquarters and Field Relationship.	12
IV	**Mechanism of Public Administration** Accountability and Control – Concept of Accountability and Control, Legislative, Executive and Judicial Control over Administration, Transparency in Administration, Citizens and Administration. Public Policy, Formulation, Implementation and Evaluation.	12
V	Tutorial	12

Suggested Evaluation Methods	

Internal Assessment:
 	
  ➢ **Theory**
    Class Participation-05
    Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05
    Mid Term Exam:15
	End Term Examination: 70

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

• Hoshiar Singh and Pardeep Sachdeva (2011) Public Administration: Theory and Practice, Pearson Publication, Noida.
• Avasthi and Maheshwari: Public Administration, Laxmi Narain Aggarwal, Agra, 1988.
• M.P. Sharma and B.L.Sadana: Public Administration in Theory and Practice, Kitab Mahal, Allahabad, 1988.
• J.D. Straussman: Public Administration, Holt, Rinehart and Winslow, New York, 1985.
• Mohit Bhattacharya: Public Administration, Calcutta: World Press (2nd Ed.) 1991.
• A.R. Tyagi, Public Administration – Principles and Practices, Delhi Atma Ram & Sons (6th ed.) 1992.
• S.L.Goel: Public Administration (Theory & Practice), New Delhi: Deep & Deep Publications 2003

DSE

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	IV
Name of the Course	Administrative Ethics & Governance
Course Code	24L5.0-PAD-404
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE
Level of the course (As per Annexure-I)	200-299
Pre-requisite for the course (if any)	------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. The students with a deep understanding of various concepts of Ethics and governance and will make students aware of various ethical issues. 2. This course will also help in accountability and developing among them problem solving skills on situations relating to integrity, probity in public life and problem solving approach. 3. Students will be able to Ethics and Human Interface: Essence, Determinants and Consequences of Ethics in-HumanActions. 4. Understanding of the Law, Rule, Regulations and Conscience as Sources of Ethical guidance.
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**
Part-B Contents of the Course	
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).	

Unit	Topics	Contact Hours
I	**Introduction- Ethics and Human Interface** 1. Ethics and Human Interface: Essence, Determinants and Consequences of Ethics in-HumanActions;	12
	2. Dimensions of ethics; Morality, values and Ethics. 3. Ethics – in Private and Public relationships. 4. Role of Family Society and Educational Institutions in Inculcating Values.	

II	**Ethical and Moral Values in governance**
	    1. Ethics in Public Life: Civil Service Neutrality, Impartiality and Anonymity.
	    2. Emotional Intelligence-Concepts, and their Utilities and Application in Administration andgovernance.
	    3. Strengthening of Ethical and Moral Values in governance;
	    4. Concerns and Dilemmas related to Ethics in Government Institutions.
		12

III	**Ethical and Moral Values in governance**
	    1. Civil service values and ethics in Public Administration: Status and problems.
	    2. Ethical concerns and Dilemmas in Government and Private Institutions;
	    3. Law, Rule, Regulations and Conscience as Sources of Ethical guidance;
	    4. Accountability and Ethical governance.
		12

IV	**Information Sharing and Transparency in government**
	    1. Probity in Governance: Concept of Public Service, Philosophical Basis of governance and Probity.
	    2. Information Sharing and Transparency in government, Right to Information.
	    3. Code Ethics, Codes of conduct.
		12

V	Tutorial	12
Suggested Evaluation Methods		

Internal Assessment:
 	
    ➢ **Theory**
      Class Participation-05
      Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05
		End Term Examination: 70

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

- Bhattacharya, Mohit (2007) Lok PrashasanKeNayeAyam. New Delhi: Jawahar Publishers andDistributors.

- Fox, W. (2009) a Theory of General Ethics – Human Relationships, Nature and the BuiltEnvironment. New Delhi: PHI Learning.

- Gandhi, Mahatma (2009) Hind Swaraj. Delhi: Rajpal& Sons Ghere..

- Ghere, R.K. & Frederickson, H. G. (Eds.) (2007) ethics in Public Management. New Delhi: PHILearning.

- Lillie, William (1948) Introduction to Ethics. Methuen: London.

- Rangrajan, L. N. (ed.) (1987). The arthashashtra. New Delhi: Penguin Books.

- Vivek Nanda (3rd Vol.) Complete works of Swami Vivekananda Kolkata: AdvaityaAsharam.http://www.advaitaashrama.org/cw/content.php.

- Bhargva, R. (2006) Politics and Ethics of Indian Constitution. New Delhi: OUP.

- Chaturvedi, T. N. (eds.) (1996) Ethics in Public life. New Delhi IIPA.

- Hooja, R. (2008) Corruption, Ethics and accountability essays by an administrator. New DelhiIIPA.

- Sawshilya, A. (2012) Ethics and governance. New Delhi: Pearson Education.

- Sheeran, P. J. (2006) Ethics in Public Administration – A Philosophical approach. Jaipur: Rawat.

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	IV
Name of the Course	Disaster Management
Course Code	24L5.0-PAD-405
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE
Level of the course (As per Annexure-I)	200-299
Pre-requisite for the course (if any)	------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Students will be equipped with the knowledge and conceptual clarity of Classifications and Functioning of Disaster Management. 2. Knowledge about the Basic Principles and Elements of Disaster Mitigation. 3. Knowledge of different Disaster Prevention and Preparedness. 4. Clarity re-administrative systems and Rehabilitation and Reconstruction, Strategies for Effective Disaster Management.

Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4

Max. Marks:100	Time:3 hrs
Internal Assessment Marks:30	
End Term Exam Marks: 70	

Part-B Contents of the Course	

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have

seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	**Introduction** Meaning and Classifications of Disasters, Functioning of Disaster Management Organisation, Methodology to cope with Disaster in India, Disaster Management Cycle, Disaster Management- Recent Trends, Impact of Natural Disasters on Environment and Development.	12
II	**Basic Principles and Elements of Disaster Mitigation** Disaster Mitigation, Basic Principles and Elements of Disaster Mitigation, Flood mitigation Practices in India, Action Plan for	12

		Earthquake Disaster Mitigation, Cost-Benefit Consideration of Mitigation, Resource Analysis and Mobilisation.	
III	**Disaster Prevention and Preparedness** Disaster Prevention and Preparedness, Vulnerability Analysis and Risk Assessment, Role of Community in Disaster Management, Communication Systems and Protocol, Legislation/ Existing Laws. Disaster Awareness, Role of Disaster Managers, Role of NGOs, Training of Disaster Managers, Use of Formal Education System, Emerging Issues and Lessons for Future.	12
IV	**Rehabilitation and Strategies for Disaster Management** Rehabilitation and Reconstruction, Strategies for Effective Disaster Management, Skill Training-search, Rescue and Evacuation, Distribution of Relief Material, Emergency Operation Centers, Damage Assessment, Temporary Shelters and Warehousing Stock Pilling.	12
V	Tutorial	12
Suggested Evaluation Methods		
Internal Assessment: ➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15	**End Term Examination: 70**

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

• V.K. Sharma: Disaster Management, New Delhi: New United Process, A-26 Narain INDL Area Phase-II, 1995.

• David Alexander: Natural Disaster, London: UCL Press, 1993.

• Kathakali Bagchi S: Drought Prone India: Problems and Prospects: New Delhi: Agricale, 1991.

• Melvin A Benarde: Race against Famine Orient Longmans, Bombay, 1972.

• Gopal Bhargana: Environmental Challenges and Ecological Disaster- Global Prospective, New Delhi, Mittal Pub., 1992.

• V.V Borkar: Impact of drought on Rural Life, New Delhi: Popular Prakashan, 1975.

• W. Nick Carter: Disaster Management: A Disaster Managers Handbook, Manila Asian Development Bank, 1995.

MDC

Session 2023-2024				
Part-A Introduction				
Subject	Public Administration			
Semester	I			
Name of the Course	Basics of Public Administration			
Course Code	24L4.5-PAD-104			
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MDC			
Level of the course (As per Annexure-I)	100-199			
Pre-requisite for the course (if any)	10+2/Sr. Secondary/Equivalent Exam			
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Will be equipped with the knowledge and conceptual clarity of Evolution, Importance, International, and Theories of Organization in Public Administration. 2. Knowledge about the Approaches Bureaucratic, General Systems, Decision Making and Personnel Administration. 3. Knowledge of different Budget: Principles, Preparation and Enactment. 4. Clarity re-administrative systems and their accountability mechanisms of Administrative Law and Delegated Legislation India			
Credits	Theory	Tutorial	Total	
	2	1	3	
Contact Hours	2	1	3	
Max. Marks:75 **Internal Assessment Marks:25 End Term Exam Marks: 50**	**Time:3 hrs**			
Part-B Contents of the Course				
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).				
Unit	Topics		**Contact Hours**	
I	**Introduction of Public Administration** Public Administration: Evolution, Meaning, Nature, Scope and Significance, Public and Private Administration		9	

II	**Introduction of Theories** Theories of Organization: Scientific Management Theory (F.W.Taylor), Classical (Henry Fayol, Luther Gulick, M.P. Follet, Bureaucratic (Max Weber).		9	
III	**Personnel Administration**		9	
	Personnel Administration: Meaning; Nature and Significance. Elements of personnel Administration: Recruitment; Training; Promotion;			
IV	**Budgetary Process** Budget: Principles, Preparation and Enactment of Budget. Financial Control: Parliamentary (Parliament and its committees) and Executive Control.		9	
V	Tutorial		9	

Suggested Evaluation Methods

Internal Assessment:	End Term Examination: 50
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.-07 Mid Term Exam:13	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

- Hoshiar Singh and Pardeep Sachdeva (2011) Public Administration: Theory and Practice, Pearson Publication, Noida.
- Avasthi, A and Maheshwari, S R (2013) PublicAdministration. Lakshmi NarainAgarwal: Agra
- Basu, Rumki (2008) PublicAdministration: Concepts and Theories. Sterling Publishers: New Delhi
- Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) PublicAdministration. S. Chand: Jalandhar
- Bhambri, C. P. (2010) PublicAdministration Theory and Practice(21stEdition). Educational Publishers: Meerut
- Bhattacharaya, Mohit (2008) New Horizons of PublicAdministration. Jawahar Publishers and Distributors: New Delhi
- Henry, Nicholas(2013). PublicAdministration and Public Affairs (13thEdition). Taylor and Francis: New York
- Medury, Uma (2010) PublicAdministration in the Globalization Era – The New Public Management Perspective. Orient Blackswan: New Delhi
- Sharma, M P and Sadana, B L (2000) PublicAdministration in Theory and Practice. KitabMahal: New Delhi

MDC

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	II
Name of the Course	Indian Administration
Course Code	24L4.5-PAD-205
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MDC
Level of the course (As per Annexure-I)	200-299
Pre-requisite for the course (if any)	------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. The students would be conceptual clarity about features of Indian Administrative systems and other terms covering various aspects of Indian administration .2 Detailed understanding of the President, Prime Minister & Council of Ministers & Central Secretariat and Cabinet Secretariat. 3 Critical understanding the issues of Organisation and Role of Ministries 4 Knowledge about the civil service in Indian administration

Credits	Theory	Tutorial	Total
	2	1	3
Contact Hours	2	1	3

Max. Marks:75 **Internal Assessment Marks:25** **End Term Exam Marks: 50**	**Time:3 hrs**
Part-B Contents of the Course	

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	Evolution of Indian Administration: Ancient and Mughal, British Legacies over Indian Administration. Features of Indian Administration. Role of Indian Administration in Socio-Economic Development.	9
II	President: Election, Impeachment, Powers and Position. Prime Minister & Council of Ministers:Appointment, Powers and Role. Central Secretariat and Cabinet Secretariat: Organisation, Role and Functions.	9
III	Ministry of Home Affairs: Organisation and Role, Ministry of Finance: Organisation and Functions, Ministry of Personnel, Public Grievance and Pension: Organisation & Functions	9

IV	Civil Service in India: Role and Significance. Union Public Service Commission: Composition and Functions. Recruitment and Training of All India and Central Services	9
V	Tutorial	9

Suggested Evaluation Methods

Internal Assessment:	**End Term Examination: 50**
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.-07 Mid Term Exam:13	

Part-C Learning Resources
Recommended Books/E-Resources/LMS:
Reference:

- Indian Administration – Hoshiar Singh & Pankaj Singh ,Pearson's Publication(2012)

- Bhartiya Prashasan (Hindi) – Hoshiar Singh & Pankaj Singh ,Pearson's Publication

- Avasthi A. 1980. Central Administration: Tata Mc graw Hill: New Delhi.

- Chanda Ashok: 1967. Indian Administration: Allen and Unwin: London.

- Jain, R. B., 1976. Contemporary Issues in Indian Administration, Vishal Publications: New Delhi.

- Johari, J.C., 1977. Indian Government and Politics : Vishal Publications: Delhi.

- Khera, S.S. 1975. The Central Executive. Orient Longman: New Delhi.

- Maheshwari, S.R., 2007. Indian Administration (English & Hindi). Orient Longman: New Delhi.

- Misra B.B., 1970. The Administrative History of India; Oxford University Press: London.

- Muttalib, M.A. 1967. Union Public Service Commission, I.I.P.A.: New Delhi.

- Puri, K.K., 1985, Indian Administration, Bharat Prakashan, Jalandhar.

- Prasad, Bishwanath 1968. The Indian Administrative Service; S. Chand & Company: Delhi.

- Singh Hoshiar and Singh Mohinder, 1989. Public Administration in India: Theory and

- Practice; Sterling Publishers Private Ltd., New Delhi.

- Subramaniam, Malathi, 1987, Management of Public Administration, Deputy Publications:Delhi.

- Subramaniam, V. 1971. Social Backgrouond of India's Administrators, Publication Division,

- Government of India: New Delhi.

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	III		
Name of the Course	Local Government Administration		
Course Code	24L5.0-PAD-303		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MDC		
Level of the course (As per Annexure-I)	200-299		
Pre-requisite for the course (if any)	------------		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Gaining insights about composition, role and functions, resources of Panchayati raj institutions 2. The students would learn about the composition, role, functions, and resources of urban local bodies 3. Get the detailed knowledge of the other institutional bodies of the PRIs. 4. Students will get insight about Urban Development Programmes like AMRUT, NUHM etc.; SMART cities.		
Credits	Theory	Tutorial	Total
	2	1	3
Contact Hours	2	1	3
Max. Marks:75 **Internal Assessment Marks:25** **End Term Exam Marks: 50**	**Time:3 hrs**		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	**Topics**		**Contact Hours**

I	**Panchayati Raj Institutions:** 73rd Constitutional Amendment Act, 1992; Gram Sabha – composition, functions and role; Gram Panchayat – composition, functions and role; Panchayat Samiti – composition, functions and role; and ZilaParishad – composition, functions and role	9	
II	**Organizational Framework for Urban Governance**: 74th Constitutional Amendment Act; Structure, Composition and Functions of Metropolitan Committees, Municipal Corporations, Municipal Councils and Nagar Panchayats; State Government control over Municipal Corporation	9	
III	**Institutional Framework for PRIs**: District Rural Development Agency; District Planning Committee; State Election Commission; State Finance Commission	9	
IV	**Urban Development Programmes and Other Bodies**: Urban Development Programmes like AMRUT, NUHM etc.; SMART cities, Town Area Committee, Notified Area Committee, Cantonment Board Improvement Trust and Board Trust	9	
V	Tutorial	9	
Suggested Evaluation Methods			

Internal Assessment:
 	
Theory
    Class Participation-05
    Seminar/Presentation/Assignment/Quiz/Class Test etc.- 07
    Mid Term Exam:13
		End Term Examination: 50	

Recommended Books/E-Resources/LMS:
Reference:

- Urban Local Government in India - Dr. Pankaj Singh, KitabMahal Publisher.(2013)
- · Ahluwalia, Isher Judge (2014) Transforming our Cities: Facing up to India's Growing Challenge: Postcards of Change. HarperCollins: New Delhi

- · Ahluwalia, Isher Judge; Kanbur, Ravi and Mohanty, P K (2014) Urbanization in India: Challenges, Opportunities and the Way Forward.Sage: New Delhi
- · Baud, I S A and Wit, J Dee (Eds.)(2008) New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations. Sage: New Delhi·
- Bhattacharya, Mohit (1976) Management of Urban Government in India. Uppal: New Delhi
- · Burns, Dany; Hambleton, Robin and Hogget Paul (1994) The Politics of Decentralisation: Revitalising Local Democracy.Macmillan: London
- Chand, Mahesh and Puri, V K (2011) Regional Planning in India. Allied Publishers: New Delhi
- · Pankaj Singh (2018) Rural Local Government In India, Kitab Mahal Publisher, New Delhi.
- Agarwal, Amba(2005) Fiscal Decentralization: Financing of Panchayati Raj Institutions in India. Serial Publications: New Delhi
- Baluchamy, S (2004) Panchayati Raj Institutions. Mittal Publications: New Delhi
- Bhadouria, B D S and Dubey, V P (1989) Panchayati Raj and Rural Development, Commonwealth Publishers: New Delhi
- Biju, M R (2008) Panchayati Raj System in India: A Symbol of Participatory Democracy and Decentralized Development. Kaniska Publication: New Delhi·
- Dharmaraj, Sengmalam (2008) Panchayati Raj System in India.Abhijeet Publications: New Delhi