DEPARTMENT OF PUBLIC ADMINISTRATION
KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)

('A+' Grade NAAC Accredited)

Course Curriculum

B.A.(General) in Public Administration

Choice Based Credit System (CBCS)

Subject: PublicAdministration

DEPARTMENT OF PUBLIC ADMINISTRATION

KURUKSHETRA UNIVERSITY KURUKSHETRA (HARYANA)

2020-2021

(Choice Based Credit System)/LOCF
Subject: PublicAdministration
Scheme of Examination (w.e.f. 2020-2021)

Total Credit= 86   **Minimum Credit required for UG Degree=50**

Maximum Marks:150Time: 3 Hours

Theory:120 Marks

Internal Assessment: 30Marks (Division of Marks as given below)

One test/Seminar/Assignment (For each Paper) : 15 Marks

One test/Seminar/Assignment (For each Paper): 10 Marks

Attendance: 05 Marks

Marks of attendance will be given as under:-

        (1) 91% onwards: 5 Marks (2)81% to 90%: 04 Marks

        (3) 75% to 80%: 03 Marks(4) 70% to 74%: 02* Marks

        (5) 65% to 69%: 01* Marks

* For students engaged in co-curricular activities of the University only/authenticated medical grounds duly approved by the concerned Principal.

Scheme of examination of the Course alongwith POs, PSOs, COs and Mapping Matrix

PROGRAMME OUTCOMES (POs):-
PO 1: Demonstrate a detailed knowledge and understanding of selected fields of study in core disciplines in the humanities, social sciences and languages;
PO 2: Apply critical and analytical skills and methods to the identification and resolution of problems within complex changing social context.
PO 3: Demonstrate a general understanding of the concepts and principles of selected areas of study outside core disciplines of the humanities, social sciences and languages;
PO 4: Apply and independent approach to knowledge that uses rigorous methods of inquiry and appropriate theories;
PO 5: Articulate the relationship between diverse form of knowledge and the social, historical and cultural context that produced them**;**
PO 6: Communicate effectively and show ability to read, write, listen to and speak in chosen languages with fluency;
PO 7: Act as informed and critically discerning participants within the community of scholars, as citizens and in the work force;
PO 8: Work with independence, self-reflection and creativity to meet goals and challenge in the workplace and personal life.

PROGRAMME SPECIFIC OUTCOMES (PSOs):-
PSO1: The students would be able to understand the basic concepts, need&growth of the discipline
PSO2: The program would provide the critical reasoning and analysis of key issues alongwith different concepts of administration.
PSO3: The students would be able to apply the theoretical interpretations to administrative system as well as they will acquire skill to identify social issues through scientific enquiry.
PSO4: The students would be able to have analytical and empirical understanding of administrative phenomena which leads to formulate the administrative planning and policies.

        The Course of Public Administration in B.A. has been divided into Six Semesters spread over three years. Every students has to pass 50 credits (24 Core Courses+2 Credits of skill Enhancement Course+ 12 Credits of Discipline Specific Elective and 6 Credits in V Semester & 6 Credits in VI Semester from other Department i.e. Generic Elective Paper as necessary to complete the course under CBCS Scheme out of 86 credits. However, the choice of Discipline Specific Elective Credits is subjected to the availability of teaching faculty in the institution. The paper scheme details semester-wise is as follow:

Scheme of Examination & Syllabus for the Course of B.A. (General), Public Administration, Semester System under CBCS/LOCF to be introduced at IIHS W.E.F. 2020-2021 in phased manner.

Semester	Courses	Paper	Nominclature of the paper	Credits	Time Contact hrs Theory+ Tutorial	Internal Assessment Marks	External Marks	Total Marks	Duration of Exam.
1	CC- Public Administration	B-PAD-101	Elements of Public Administration	6	5+1	30	120	150	3 hours
II	CC- Public Administration	B-PAD-201	Public Personnel Administration	6	5+1	30	120	150	3 hours
III	CC- Public Administration	B-PAD-301	Public Financial Administration	6	5+1	30	120	150	3 hours
	SEC-1 Public Administration	B-PAD SEC-1	**Any one of the following:**	Credit Only = 2	Only = 2	Only = 10	Only = 40	Only = 50	
			1.Digital Governance	2	2	10	40	50	3 hours
			2. Management of NGOs	2	2	10	40	50	3 hours
			3.Training of Community Resource Persons	2	2	10	40	50	3 hours
IV	CC- Public Administration	B-PAD-401	Indian Administration	6	5+1	30	120	150	3 hours
V	DSE-A Public Administration	B-PAD	**Any one of the following:**						
		B-PAD 501	1.Comparative Public Administration	6	5+1	30	120	150	3 hours
		B-PAD 502	2. Rural Local Governance	6	5+1	30	120	150	3 hours
		B-PAD 503	3. Research Methods	6	5+1	30	120	150	3 hours
			OR						
		B-PAD-504	**MOOC Course from Swayam Portal	6	-	-	-	-	3 hours
	GE-1	B-PAD-GE-1-(101)	Elements of Public Administration	6	5+1	30	120	150	3 hours
VI	DSE-B Public Administration	B-PAD-	**Any one of the following:**						
		B-PAD-601	1.Development Administration	6	5+1	30	120	150	3 hours
		B-PAD-602	2. Disaster Management	6	5+1	30	120	150	3 hours
		B-PAD-603	3.Administrative Ethics and Governance	6	5+1	30	120	150	3 hours
		B-PAD-604	4. Urban Local Governance	6	5+1	30	120	150	3 hours
	GE-2	B-PAD-GE-2-(301)	Public Financial Administration	6	5+1	30	120	150	3 hours
				86	80	400	1600	2000	

Abbreviation: CC: Core Courses,(DSE):Discipline Specific Elective, (SEC): Skill Enhancement Course, GE: Generic Elective,

**MOOC Course from Swayam Portal CAN OPTED ONLY WHEN University approves the same from time to time.

SEMESTER – I
CORE COURSE (CC)
Code: B-PAD-101
Elements of Public Administration

Maximum Marks-150
Theory- 120
Internal Assessment Marks- 30
Time- 3 hours
L:T:FW
Credit:5:1:0=6

After completion of the course the student will be able to :

Course outcomes (COs):-

B-PAD- 101.1 Student will be able to awareness about the evolution and growth of the discipline of Public Administration.
B-PAD- 101.2 Students will learn about the basic principles and approaches of Public Administration.
B-PAD- 101.3 Students will acquire theoretical clarity of basic concepts and basis principles of organization
B-PAD- 101.4 Student will gain knowledge about the forms of Organizations: Formal and Informal

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

Unit-I
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.

Unit-II
Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Co-ordination, Supervision and Control, Communication, Decentralization and Delegation.

Unit-III
Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission and Independent Regulatory Commission.

Unit-IV
Chief Executive: Meaning, Types and Role. Line, Staff and Auxiliary Agencies. Public Relations: Meaning, Means and Significance.

Reference:
- 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
- Laxmikanth, M (2011) PublicAdministration. Tata McGraw: New Delhi
- 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

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

Table 1: Scale of mapping between COs and POs

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/101**) assuming that there are 08 POs and 4COs.

Table 2: CO-PO Matrix for the Course B-PAD/101

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/101.1	3	3	2	3	3	3	2	3
B-AD/101.2	3	3	2	3	3	3	2	3
B-AD/101.3	3	3	2	3	3	3	2	3
B-AD/101.4	3	3	2	3	3	3	2	3
Average	3	3	2	3	3	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/101) assuming that there are 4 PSOs and 4COs.

Table 3: CO-PSO Matrix for the Course M-SOCC-101

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/101.1	3	3	3	2
B-AD/101.2	3	3	3	2
B-AD/101.3	3	3	3	2
B-AD/101.4	3	3	3	2
Average	3	3	3	2

Maximum Marks-150
Theory- 120
Internal Assessment Marks- 30
Time- 3 hours
L:T:FW
Credit:5:1:0=6

After completion of the course the student will be able to :

Course outcomes(COs):-

B-PAD- 201.1 The students would learn about the evolution and growth theories of Organization

B-PAD- 201.2 The students would learn about familiarity with the Personnel Administration framework on which Indian administration is based.

B-PAD- 201.3 It will help the students grasping the role of Recruitment, Classification, Training, Promotion, Conduct Rules, Disciplinary Actions of Personnel Administration

B-PAD- 201.4 Students will acquire Delineating the constitutional provisions and dynamics of Administrative and Legislative agencies

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

Unit-I

Public Personnel Administration – Concept, Nature, Scope, and Significance.   Bureaucracy: Meaning, Concepts, Types, Recent Trends and Its Role in Modern Society. Public Services and their Importance in Modern Society.

Unit-II

Personnel System in India with reference to: Recruitment, Classification, Training,Promotion, Service Conditions and Conduct Rules, Disciplinary Actions and Removal   and Appeals, Retirement Benefits.

Unit-III

Personnel System in UK with reference to Recruitment, Classification, Training,Promotion, Conduct Rules, Disciplinary Actions, Removal and Appeals and Retirement   Benefits.

Unit-IV

Personnel System in France and USA with Reference to Recruitment, Classification, Training, Promotion, Disciplinary Actions; Removal; and Appeals and Retirement   Benefits. Political Rights and Rights to Strike of Civil Servants in USA .

Reference:
Arora, Ramesh K. and Goyal, Rajni (1997) Indian PublicAdministration: Institutions and Issues. New Age International Publishers: New Delhi

Avasthi, A and Avasthi, A P (2004) Indian Administration. Laksmi Narain Aggarwal: Agra

Basu, D D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi

Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi

Cott, J E Woola (1986) British Rule in India. Anmol: Delhi

Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra

Ghuman, B S; Monga, Anil and Johal, RamanjitKaur (Eds.) (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries.Aalekh Publishers: Jaipur

Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi

Palmer, N D (1961) Indian Political System. George Allen and Unwin : London

Sharma, M (2007) Indian Administration. Anmol: New Delhi

Sharma, Prabhu Datta and Sharma, B M(2009) Indian Administration: Retrospect and Prospect. Rawat Publications: Jaipur

Mapping Matrix of Course B-PAD/201

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

Table 1: Scale of mapping between COs and POs

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/201**) assuming that there are 08 POs and 4COs.

Table 2: CO-PO Matrix for the Course B-PAD/201

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/201.1	3	3	2	3	3	3	2	3
B-AD/201.2	3	3	2	3	3	3	2	3
B-AD/201.3	3	3	2	3	3	3	2	3
B-AD/201.4	3	3	2	3	3	3	2	3
Average	3	3	2	3	3	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/201) assuming that there are 4 PSOs and 4COs.

Table 3: CO-PSO Matrix for the Course B-PAD/201

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/201.1	3	3	3	2
B-AD/201.2	3	3	3	2
B-AD/201.3	3	3	3	2
B-AD/201.4	3	3	3	2
Average	3	3	3	2

CORE COURSE (CC)
Code: B-PAD-301
PublicFinancial Administration

Maximum Marks-150
Theory- 120
Internal Assessment Marks- 30
Time- 3 hours
L:T:FW
Credit:5:1:0=6

After completion of the course the student will be able to :

Course outcomes(COs):-

B-PAD-301.1 The students would be conceptual clarity aboutfeatures of Indian Administrative systems and other terms covering various aspectsof Indianadministration

B-PAD-301.2 Detailed understanding of the President, Prime Minister & Council of Ministers&Central Secretariat and Cabinet Secretariat.

B-PAD-301.3Critical understanding the issues of Organisation and Role of Ministries

B-PAD-301.4 Knowledge about the civil service in Indian administration

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

Unit-I

Financial administration. Budget: Concept of Budget, Budgetary Process – Formulation, Enactment and Execution, Performance Budgeting, Zero Based Budgeting. E-Governance and Financial Administration.

Unit-II

Fiscal Federalism in India. Objectives of the Fiscal Policy; Interdependence of Fiscal Policy and Monetary Policies. Centre-State Financial Relations in India. Tax Administration: Characteristics of Good Tax System; Structure at Union level; Problems and Suggestions.

Unit-III

Development Financial Institutions: IFCI; IDBI, SFC; Working Capital: Concept, Component, Importance. Factors Affecting Working Capital Requirement. Financial Control Agencies: Parliamentary Financial Control, Public Accounts Committee, Estimates Committee, Committee on Public Undertaking.

Unit-IV

Finance Ministry: Organisation and Working. Accounting and Audit System in India: Role of Comptroller & Auditor-General (CAG). Reserve Bank of India: Organisation and Functions, Monetary Policy and Instruments of Credit Control. Indian Money Market (IMM): Composition, Features and Reforms.

Reference:

A Sarapa,: Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.
Manjusha Sharma & O.P.Bohra, Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi 2005
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
M.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.

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<center>**Table 1: Scale of mapping between COs and POs**</center>

Scale	
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3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

<center>Same scale may be used to define the correlation between Cos and PSOs</center>

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/301**) assuming that there are 08 POs and 4COs.
<center>**Table 2: CO-PO Matrix for the Course B-PAD/301**</center>

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/301.1	3	3	2	3	3	3	2	3
B-AD/301.2	3	3	2	3	3	3	2	3
B-AD/301.3	3	3	2	3	3	3	2	3
B-AD/301.4	3	3	2	3	3	3	2	3
Average	3	3	2	3	3	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/301) assuming that there are 4 PSOs and 4COs.
<center>**Table 3: CO-PSO Matrix for the Course B-PAD/301**</center>

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/301.1	3	3	3	2
B-AD/301.2	3	3	3	2
B-AD/301.3	3	3	3	2
B-AD/301.4	3	3	3	2
Average	3	3	3	2

Skill Enhancement Course: (SEC-1)
Course Code: B-PAD/ SEC-1
(1) Digital Governance

Maximum Marks-50
Theory- 40
Internal Assessment Marks- 10
Time- 3 hours
L:T:FW
Credit:2:0:0=2

After completion of the course the student will be able to :

Course outcomes (COs)

B-PAD- SEC-1.1It would help the students to acquired fundamental knowledge of e-governance and digital governance.

B-PAD-SEC-1.2 It would enable students to understands the Legal Framework, Issues & Challenges for e-Governance**:** IT ActComprehend policy formulation for DG

B-PAD-SEC-1.3 Students will get insight about an overview of action plans for various services&Digital Governance Policy Formulation.

B-PAD-SEC-1.4 It would impartunderstands about Digital Action Plan for civic services and transactional services.

Note: - The Paper setter shall set 8 questions, 10 marks each from all four units of the syllabus givinginternal choice. The examinees have to attempt four questions in all.

UNIT - I
Conceptual constructs: Meaning, scope and importance – difference between e-governance and digital governance; Digital transformation continuum;Paradigm shifts
Digital Strategies for Governance: Principles of improving digital services; Benefits of digitizing; Digital capability strategies.

UNIT - II
Legal Framework, Issues & Challenges for e-Governance: I T Act – 2001 (ICT Act and important features of the Act); Information and Cyber Security. e-Readiness; Digital Divide (Gender, Geographic, Economic, Social and Political); Challenges; Resistance to Change,

UNIT - III
Digital Governance Policy Formulation: Principles of Public policy formulation for Digital Governance; Policy formulation for digital assets; Information sharing in government-digital tools

UNIT - IV
Digital Governance Policy Implementation: Digital Action Plan for civic services and transactional services; Implementation Impediments of Digital Governance-Factors influencing Digital Governance; Digital Efficiency Report; Case Studies – international and national (e.g. OECD; Wipro etc.)

References:

Anttiroiko, Ari-veikko andMalkia, Matti (2006) Encyclopedia of Digital Governance. IGI Global Publications: Pennsylvania, USA

Bélanger, F and Carter,L (2006) The Effects of the Digital Divide on e-Government: An Empirical Evaluation, Proceedings of the 39th Hawaii International Conference on System Sciences, Vol. 4, pp. 1-7

Biesdorf, S and Niederman, F (2013) Healthcare's digital future. McKinsey & Company: New York

Dunleavy, Patrick; Margetts, Helen; Bastow Simon; and Tinkler, Janae(2007) Digital Era Governance – IT Corporations, the State and e-Governments Oxford University Press: Oxford

Fang,Z (2002) e-Government in Digital Era: Concept, Practice and Development. International Journal of the Computer, the Internet and Information, Vol. 10, No. 2, pp. 1-22

Landsbergen, D (2010) Government as Part of the Revolution: Using Social Media to Achieve Public Goals, Electronic Journal of e-Government, Vol. 8, No. 2, pp. 135- 147

Mickoleit, A (2014) Social media use by governments: A policy primer to discuss trends, identify policy opportunities and guide decision makers. OECD Working Papers on Public Governance, No. 26. OECD Publishing: Paris

Milakovich, Michael E (2012) Digital Governance: New Technologies for Improving Public Service. Addison-Wesley: Boston

Sharma, Sangeeta(2006). Ecology of e-governance in Enclclopedia of Digital Government by Ari veikko (Author, Editor), Matti, Malkia (Author, Editor), pp. 423-31. IGI Global: Pennsylvania

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Table 1: Scale of mapping between COs and POs

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3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/ SEC-1**) assuming that there are 08 POs and 4COs.
Table 2: CO-PO Matrix for the Course B-PAD/ SEC-1

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/301.1	3	3	3	3	3	3	2	3
B-AD/301.2	3	3	3	3	3	3	2	3
B-AD/301.3	3	3	3	3	3	3	2	3
B-AD/301.4	3	3	3	3	3	3	2	3
Average	3	3	3	3	3	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/SEC-1) assuming that there are 4 PSOs and 4COs.
Table 3: CO-PSO Matrix for the Course B-PAD/ SEC-1

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-PAD/ SEC-1.1	3	3	3	2
B-PAD/ SEC-1.2	3	3	3	2
B-PAD/ SEC-1.3	3	3	3	2
B-PAD/ SEC-1.4	3	3	3	2
Average	3	3	3	2

Skill Enhancement Course: (SEC-1)
Course Code: B-PAD/ SEC-1
(2) Management of NGOs

Maximum Marks-50
Theory- 40
Internal Assessment Marks- 10
Time- 3 hours
L:T:FW
Credit:2:0:0=2

After completion of the course the student will be able to :

Course outcomes (COs)

B-PAD/SEC-1.1 The students would be able to understand the comprehending the theoretical conceptualization of NGOs and the Public Sector
B-PAD/SEC-1.2 Students will acquire critically understanding the National Policy on Voluntary Sector and Government-NGO interface
B-PAD/SEC-1.3 Students will Learn about the Knowledge of Issues, Accountability, Mechanism & Problemsof NGOs
B-PAD/SEC-1.4 It will help the students understanding capacity Case Studies: Self Employed Women's Association

Note: - The Paper setter shall set 8 questions, 10 marks each from all four units of the syllabus giving internal choice. The examinees have to attempt four questions in all.

UNIT - I

Non-Governmental Organisations (NGOs): Concept, Rationale and Scope; National Policy on the Voluntary Sector 2007; NGO-Government Interface in India with special reference to the NITI Ayog, Ministries and Departents.

UNIT - II

Organisational Forms and Governance Structures of NGOs: Trust; Society; Company; NGO-Government & NGO-Private sector partnerships: Rationale and practice; Sources of NGO Funding; Government and Foreign Grants: Eligibility, Requirements & Procedures with special reference to Foreign Contributions

UNIT - III

Issues, Accountability, Mechanism & Problems: Issues of Governance; Capacity Building; Autonomy; Ethics. Accountability of NGOs: Rationale, Mechanisms and Problems; Formulation of a Welfare/Development Project Proposal including Monitoring and Evaluation arrangements.

UNIT - IV

Case Studies: Self Employed Women's Association (SEWA): Organisation, Functions and Working; Red Cross Society of India: Organisation, Functions and Working; Voluntary Action Network India (VANI); and OXFAM India

References:

Bava, N (Ed.) (1997) Non-Government Organisations in Development: Theory and Practice. Kanishka Publishers: New Delhi

Chandra, Suresh (2015) Non-Government Organisations. Rawat: Jaipur

Chatterjee, A (1998) NGOs: An Alternative Democracy in Hiranmay Karlekar Independent India:

Gangrade, K D and Jain S (1995) NGOs: Retrospect and Prospect. Friedrich Ebert Stiftung: New Delhi

Government of India (1994) An Action Plan to bring about Collaborative Relationship between Voluntary Organizations and Government. CAPART, Government of India: New Delhi (Available at: http:pcserver.nic.in/ngo/reports.aspx)

Government of India (2007) Report of the Steering Committee on Voluntary Sector for the Eleventh Five-Year Plan. Planning Commission: New Delhi

Handy, C (1990) Understanding Voluntary Organizations – How to make them Function Effectively?. Penguin Books: London

Jain, N (2009)Handbook for NGOs: An Encyclopaedia for Non-Governmental Organisations and Voluntary Agencies, (I & II). Nabhi Publications: New Delhi

Jain, R B (1995) NGOs in Development Perspective. Vivek Prakashan: New Delhi

Kalima, R. (1992). Where Women are Leaders: The Sewa Movement in India. Vistaar Publications: New Delhi

Khaira, Dahlia (2017) Appreciation & Evaluation of MGNREGA in Punjab. Adroit Publishers: New Delhi

Meher, Nanavaty and Kulkarni P (1998). NGOs in the Changing Scenario. Uppal Publishing House: New Delhi

Mapping Matrix of Course B-PAD/ SEC-1

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

Table 1: Scale of mapping between COs and POs

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/ SEC-1**) assuming that there are 08 POs and 4COs.
Table 2: CO-PO Matrix for the Course B-PAD/ SEC-1

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/301.1	3	3	3	3	3	3	2	3
B-AD/301.2	3	3	3	3	3	3	2	3
B-AD/301.3	3	3	3	3	3	3	2	3
B-AD/301.4	3	3	3	3	3	3	2	3
Average	3	3	3	3	3	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/SEC-1) assuming that there are 4 PSOs and 4COs.
Table 3: CO-PSO Matrix for the Course B-PAD/ SEC-1

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-PAD/ SEC-1.1	3	3	3	2
B-PAD/ SEC-1.2	3	3	3	2
B-PAD/ SEC-1.3	3	3	3	2
B-PAD/ SEC-1.4	3	3	3	2
Average	3	3	3	2

SEMESTER – III
Skill Enhancement Course: (SEC-1)

15

(3) Training of Community Resource Persons

Maximum Marks-50
Theory- 40
Internal Assessment Marks- 10
Time- 3 hours
L:T:FW
Credit:2:0:0=2

After completion of the course the student will be able to :
Course outcomes (COs)
B-PAD/ SEC-1.1 The students would be able to understand development of the ability to understand self, others and the society by gaining the conceptual understanding of youth issues, set of transferable skills, positive attitude to work
B-PAD/ SEC-1.2 Students will Learn about the knowledge of the capacity to deal with various social problems in professional manner by using scientific methods and approaches
B-PAD/ SEC-1.3 students would be able to facilitation of students to become capable to serve as an instrument for bringing transformation in the lives of youth and communities through research, policy, direct practice and teaching
B-PAD/ SEC-1.4 It will help the students become professional workers in designing, organizing and delivering services for bringing change in the lives of young people, especially the socially and economically disadvantaged categories.
Note: - The Paper setter shall set 8 questions, 10 marks each from all four units of the syllabus   giving internal choice. The examinees have to attempt four questions in all.

UNIT – I
Introduction, Education and Employability/Skill Development: Community: Definition; Approaches/ Models and Theories of Community. Steps in Planning, Monitoring and Evaluation of Community Programmes and Projects.Job Description of Community Resource Person.Community Engagement/Service, Participation and Civic Engagement in Governance.
UNIT - II
Recruitment and Qualifications of a Community Resource Person.Training: Significance, Types and Role of Community Trainers.Challenges faced by community Resource Persons.Soft Skills, Leadership and Managerial Skills, Social Entrepreneurship, Career Guidance. Enablement and Capacity Building for Disadvantaged Youth.
UNIT – III
Inclusion and Social Justice, Health and Healthy Lifestyle: Social Concern and Tolerance, Gender Equity, Economic opportunities for marginalized and disadvantaged youth. Healthy Lifestyle and Nutrition, Preventive Care (Prevention and Control of non-communicable diseases like Diabetes, Hypertension. Participation, Engagement and Governance: Youth and Socio-Political Responsibilities,
UNIT - IV
Cancer, Coronary Vascular Disorders and Strokes), Promotion of Emotional and Mental Health among Youth, Awareness and Prevention of High Risk Behaviour among Youth (substance abuse, smoking, alcoholism, STI, STD, HIV/AIDS etc.)

References:
Banerjee, G R (1967) Concept of Being and Becoming in the Practice of Social Work. Indian Journal of Social Work, Tata Institute of Social Sciences: Mumbai
Bhattacharya, Sanjay (2008) Social Work an Integrated Approach. Deep & Deep Publications: New Delhi
Gangrade, K.D (1971) Community Organization in India. Popular Prakashan: Bombay
Mukherjee, Amitava (Ed.) (1995) Participatory Rural Appraisal, Methods and Application in Rural Planning. Vikas Publishing House: Delhi.

Mapping Matrix of Course B-PAD/ SEC-1

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

Table 1: Scale of mapping between COs and POs

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/ SEC-1**) assuming that there are 08 POs and 4COs.
Table 2: CO-PO Matrix for the Course B-PAD/ SEC-1

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/301.1	3	3	3	3	3	3	2	3
B-AD/301.2	3	3	3	3	3	3	2	3
B-AD/301.3	3	3	3	3	3	3	2	3
B-AD/301.4	3	3	3	3	3	3	2	3
Average	3	3	3	3	3	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/SEC-1) assuming that there are 4 PSOs and 4COs.
Table 3: CO-PSO Matrix for the Course B-PAD/ SEC-1

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-PAD/ SEC-1.1	3	3	3	2
B-PAD/ SEC-1.2	3	3	3	2
B-PAD/ SEC-1.3	3	3	3	2
B-PAD/ SEC-1.4	3	3	3	2
Average	3	3	3	2

Maximum Marks-150
Theory- 120
Internal Assessment Marks- 30
Time- 3 hours
L:T:FW
Credit:5:1:0=6

After completion of the course the student will be able to :
Course outcomes (COs)
B-PAD-401.1 Students will be equipped with the knowledge and conceptual clarity of approaches, constitutional frame work of states in India
B-PAD-401.2 The students would learn about familiarity with the accountability mechanisms of State Secretariat .
B-PAD-401.3 Students will get insight about understanding of local governmental system in Indian Administartion.
B-PAD-401.4 Students will acquire understanding of organisation, Role and Functions of Superintendent of Police andothersfunctionaries.
Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

Unit-I

Evolution of Indian Administration: Ancient, Mughal Period and British ; Features of Indian Administration, Political Executive at the Union Level: President; Prime Minister; and Council of Ministers. The Cabinet Secretariat and Central Secretariat. Administrative Reforms.

Unit-II

Administrative Organisation and Functions of Ministry of Home, Defence and External Affairs. Administration of Law and Order at Centre State and District Levels. Board and Commissions: Railways Board And Finance Commission. Centre-State Relations –- Legislative, Administrative, Financial.

Unit-III

 Public Services: All India Services; Central and State Services – Classification, Recruitment, Training, and Promotion. Service Rules and Political Rights of Civil Servants. Central Personnel Agency- Union Public Service Commission. Integrity in Administration.

Unit: IV

State and District Administration: Governor, Chief Minister and Council of Ministers. State Administration; State Secretariat and Chief Secretary, District Administration: District Collector, Powers, Functions and his Changing Role. District Rural Development Agency and Special Development Programmes. Administration for welfare of SCs and STs. Lok Pal & Lok Ayukt.

References: G.P. Pilani & Hoshiar Singh: Administration & Social Changes, Jaipur: Printwell Publishers, 1985.
Avasthi: Central Administrative, Tata McGraw Hill, Publishers Co. Pvt. Ltd.1988, New Delhi.
R.B.Jain: Contemporary Issues in Indian Administration, Delhi: Vishal Publishers,1976.
S.R.Maheshwari: Indian Administration, Delhi: Orient Longman, 1989.
C.P. Bhambri: Public Administration in India, Delhi, Vikas 1973.
V. Bhaskara Rao and b. Venkateswarlu (ed.): Parliamentary Democracy in India: Trends and Issues, Delhi, Mittal Pub. 1987.
Pramatama Sharan: Public Administration in India, Meerut: Meenakshi Publications, 1978

<p style="text-align:center">Mapping Matrix of Course B-PAD/401</p>

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

<p style="text-align:center">Table 1: Scale of mapping between COs and POs</p>

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

<p style="text-align:center">Same scale may be used to define the correlation between Cos and PSOs</p>

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/401**) assuming that there are 08 POs and 4COs.

<p style="text-align:center">Table 2: CO-PO Matrix for the Course B-PAD/401</p>

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/401.1	3	3	2	3	2	3	2	3
B-AD/401.2	3	3	2	3	2	3	2	3
B-AD/401.3	3	3	2	3	2	3	2	3
B-AD/401.4	3	3	2	3	2	3	2	3
Average	3	3	2	3	2	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/401) assuming that there are 4 PSOs and 4COs.

<p style="text-align:center">Table 3: CO-PSO Matrix for the Course B-PAD/401</p>

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/401.1	3	2	3	2
B-AD/401.2	3	2	3	2
B-AD/401.3	3	2	3	2
B-AD/401.4	3	2	3	2
Average	3	2	3	2

Discipline Specifice Elective (DSE-A)
Code: B-PAD-501
(1) Comparative Public Administration

Maximum Marks-150
Theory- 120
Internal Assessment Marks- 30
Time- 3 hours
L:T:FW
Credit:5:1:0=6

After completion of the course the student will be able to :

CourseOutcomes

B-PAD-501.1 It would impart understands about theknowledge and conceptual of comparative Public Administration

B-PAD-501.2The students would be understand the issuesof approaches, indices, and models of comparative Public Administration

B-PAD-501.3 It would enable students to understands about the administrative systems and their accountability mechanisms of UK, USA and France

B-PAD-501.4 Students will acquire understanding of local governmental system, grievance redressal mechanisms and relevance of comparative approach in globalized perspective

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

UNIT - I

Introduction: Comparative PublicAdministration: Meaning, Nature, Scope and Significance. Salient Features of Administration in Developed & Developing Countries: Social, Economic, Political and Administrative

UNIT - II

Approaches: Structural Functional Approach; Behavioural Approach; and Ecological Approach

UNIT – III

Administrative Systems & Accountability : Salient features of Administration in UK, USA, Japan, Chief Executive of UK, USA, Japan. Accountability: Control Machinery of UK, USA, Japan.

UNIT - IV

Local government of UK, USA, Japan. Grievance Redressal Machinery of UK, USA, Japan. Relevance of Comparative PublicAdministration in the era of Liberalization, Privatization and Globalization

References:
Arora, R K and Sharma, S (Eds.) (1992) Comparative and Development Administration: Ideas and Actions. Arihant Centre for Administrative Change: Jaipur
Bhatt, A and Ranjan, R (2010) Comparative Government and Politics (1st Edition). Anmol Publications: New Delhi
Chaturvedi, T N (1994) Tulnatmak LokPrashashan. College Book Depot: Jaipur
Dahiya, Sewa Singh and Singh, Ravindra (2012) Comparative PublicAdministration. Sterling Publishers: New Delhi
Farazmand, A (Ed.) (2001) Handbook of Comparative and Development PublicAdministration (2nd Edition). Marcell Dekker: New York
Heady, Ferrel (2001) PublicAdministration: A Comparative Perspective (6th Edition). Marcel Dekker: New York
Nadkarni, Vidya and Noonan, Norman C (Eds.) (2013) Emerging Powers in a Comparative Perspective: The Political and Economic Rise of the BRIC Countries. Bloomsbury Academic: London
Ray, S N (2004) Modern Comparative Politics: Approaches, Methods and Issues. Prentice Hall of India: New Delhi
Riggs, F W (1964) Administration in Developing Countries: The Theory of Prismatic Society. Houghton Mifflin Co.: Boston
Special Issue on Comparative Chinese/American PublicAdministration (December 2009) PublicAdministration Review, Vol. 69, IssueS1. Wiley: New Delhi.

Mapping Matrix of Course B-PAD/501

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

Table 1: Scale of mapping between COs and POs

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/501**) assuming that there are 08 POs and 4COs.

Table 2: CO-PO Matrix for the Course B-PAD/501

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/401.1	3	3	2	3	2	3	2	3
B-AD/401.2	3	3	2	3	2	3	2	3
B-AD/401.3	3	3	2	3	2	3	2	3
B-AD/401.4	3	3	2	3	2	3	2	3
Average	3	3	2	3	2	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/501) assuming that there are 4 PSOs and 4COs.

Table 3: CO-PSO Matrix for the Course B-PAD/501

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/501.1	3	3	3	2
B-AD/501.2	3	3	3	2
B-AD/501.3	3	3	3	2
B-AD/501.4	3	3	3	2
Average	3	3	3	2

SEMESTER – V
Discipline Specifice Elective (DSE-A)

(2) Rural Local Governance

Maximum Marks-150
Theory- 120
Internal Assessment Marks- 30
Time- 3 hours
L:T:FW
Credit:5:1:0=6

After completion of the course the student will be able to :
CourseOutcomes (Cos)

B-PAD-502.1Acquiring the theoretical knowledge and understanding of the evolution and growth of rural local governance with special reference to Panchayati raj institutions

B-PAD-502.2Gaining insights about composition, role and functions, resourcesof Panchayati raj institutions

B-PAD-502.3Connecting the role and relationships of rural local democratic decentralized institutions (PRIs) with other related issues and institutions

B-PAD-502.4 Knowledge of Issues**:** Panchayati Raj Finance; Devolution of powers, functions

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

UNIT – I
Introduction: Evolution and Growth of rural local governance in India focusing on constitutional provisions, community development program and committees and commissions on Panchayati raj constituted by the Government of India.

UNIT - II
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

UNIT - III
Institutional Framework for PRIs: District Rural Development Agency; District Planning Committee; State Election Commission; State Finance Commission

UNIT - IV
Issues: Panchayati Raj Finance; Devolution of powers, functions and Activity Mapping; Panchayati Raj Bureaucracy in Rural Development.

Reference:
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

Mapping Matrix of Course B-PAD/502

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

Table 1: Scale of mapping between COs and POs

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/502**) assuming that there are 08 POs and 4COs.

Table 2: CO-PO Matrix for the Course B-PAD/502

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/401.1	3	3	2	3	2	3	2	3
B-AD/401.2	3	3	2	3	2	3	2	3
B-AD/401.3	3	3	2	3	2	3	2	3
B-AD/401.4	3	3	2	3	2	3	2	3
Average	3	3	2	3	2	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/502) assuming that there are 4 PSOs and 4COs.

Table 3: CO-PSO Matrix for the Course B-PAD/502

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/501.1	3	3	3	2
B-AD/501.2	3	3	3	2
B-AD/501.3	3	3	3	2
B-AD/501.4	3	3	3	2
Average	3	3	3	2

After completion of the course the student will be able to :

CourseOutcomes (COs)

B-PAD-503.1The students would learn about thetheoretical Development of an intellectual understanding of the fundamental knowledge of research methodology.

B-PAD-503.2The students would learn about familiarity with the comprehend the research process in an appropriate manner

B-PAD-503.3It would help the students to acquired inculcation of the necessary skills to use research tools to undertake research study

B-PAD-503.4It would impart understands aboutcompetence to evaluate governmental policy or programme/projects on the basis of primary and secondary data

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

UNIT - I

Foundations of PublicAdministration Research: Key concepts in research methods; Types of research; Research process – Defining research problem, steps of research and application of research methods in PublicAdministration; Hypothesis; Current trends in research

UNIT - II
Research Design: Concept and importance; Types of research designs; Application of various types of research designs in PublicAdministration; Problems of research design

UNIT – III
Scientific Method, Measurement and Sampling Techniques: Concept of scientific method; Measurement and scaling concept; Basics of sampling and types of sampling

UNIT – IV
Data Collection, Processing and Analysis: SSRT-Observation method, Questionnaire, Interview; Case Study method; Secondary data analysis; Data preparation, Analysis and Report writing.

References:

Kothari, C R and Garg, G (2018) Research Methodology: Methods and Techniques. New Age International Publishers: New Delhi

Kumar, Ranjit (2011) Research Methodology: A Step by Step Guide for Beginner. Sage Publications: London

McNabb, David E (2017) Research Methods in PublicAdministration and Non profit Management (4th Edition). Routledge: UK

Miller, G J and Yang, K (Eds.) (2007) Handbook of Research Methods in PublicAdministration. CRC Press: New York

Nachmias, C V and Nachmias, D (2005) Research Methods in Social Sciences. Hodder Headline Group: London

Young, de Tim and Perlman, Bruce J (1984)Teaching Research Methodology in PublicAdministration. Teaching Political Science, Vol.11, Issue 2, pp. 63-69

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

Table 1: Scale of mapping between COs and POs

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/503**) assuming that there are 08 POs and 4COs.

Table 2: CO-PO Matrix for the Course B-PAD/503

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/501.1	3	3	2	3	2	3	2	3
B-AD/501.2	3	3	2	3	2	3	2	3
B-AD/501.3	3	3	2	3	2	3	2	3
B-AD/501.4	3	3	2	3	2	3	2	3
Average	3	3	2	3	2	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/503) assuming that there are 4 PSOs and 4COs.

Table 3: CO-PSO Matrix for the Course B-PAD/503

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/501.1	3	3	3	2
B-AD/501.2	3	3	3	2
B-AD/501.3	3	3	3	2
B-AD/501.4	3	3	3	2
Average	3	3	3	2

DISCIPLINE SPECIFIC ELECTIVE: (DSE-A)
Course Code: B-PAD-504   **Credit: 6**

One of the MOOC Course available on Swayam Portal (UGC).

Generic Elective (GE-1)
Code: B-PAD-101
Elements of Public Administration

Maximum Marks-150
Theory- 120
Internal Assessment Marks- 30
Time- 3 hours
L:T:FW
Credit:5:1:0=6

After completion of the course the student will be able to :
Course outcomes (COs):-

B-PAD-101.1 Student will be able to awareness about the evolution and growth of the discipline of Public Administration.
B-PAD-101.2 Students will learn about the basic principles and approaches of Public Administration.
B-PAD-101.3 Students will acquire theoretical clarity of basic concepts and basis principles of organization
B-PAD-101.4 Student will gain knowledge about the forms of organizations: Formal and Informal

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

Unit-I
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.

Unit-II
Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Co-ordination, Supervision and Control, Communication, Decentralization and Delegation.

Unit-III
Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission and Independent Regulatory Commission.

Unit-IV
Chief Executive: Meaning, Types and Role. Line, Staff and Auxiliary Agencies. Public Relations: Meaning, Means and Significance.

References:

- 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

- Laxmikanth, M (2011) PublicAdministration. Tata McGraw: New Delhi

- 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

<p style="text-align:center">Mapping Matrix of Course B-PAD/101</p>

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

<p style="text-align:center">Table 1: Scale of mapping between COs and POs</p>

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

<p style="text-align:center">Same scale may be used to define the correlation between Cos and PSOs</p>

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/101**) assuming that there are 08 POs and 4COs.

<p style="text-align:center">Table 2: CO-PO Matrix for the Course B-PAD/101</p>

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/101.1	3	3	2	3	3	3	2	3
B-AD/101.2	3	3	2	3	3	3	2	3
B-AD/101.3	3	3	2	3	3	3	2	3
B-AD/101.4	3	3	2	3	3	3	2	3
Average	3	3	2	3	3	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/101) assuming that there are 4 PSOs and 4COs.

<p style="text-align:center">Table 3: CO-PSO Matrix for the Course B-PAD/101</p>

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/101.1	3	3	3	2
B-AD/101.2	3	3	3	2
B-AD/101.3	3	3	3	2
B-AD/101.4	3	3	3	2
Average	3	3	3	2

Maximum Marks-150
Theory- 120
Internal Assessment Marks- 30
Time- 3 hours
L:T:FW
Credit:5:1:0=6

After completion of the course the student will be able to :

CourseOutcomes (COs)

B-PAD-601.1The students would learn about familiarity with thebasic intellectual understanding of development, its approaches and sustainable development

B-PAD-601.2It would help the students to acquiredconceptual and theoretical understanding of development administration including the ecological and post-globalization contexts

B-PAD-601.3Students will get insight aboutfamiliarity with issues/new perspectives such as Public Private Partnership, Corporate Social Responsibility,

B-PAD-601.4It would enable students to understandsDevelopment, Sustainable Development Goals and Human Development Indicators

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

UNIT - I

Introduction: Development and its dimensions; Development and Modernization; Problems   and Prospects of Development.

Approaches of Development.Sustainable Development.

UNIT - II

Conceptual Constructs: Development Administration – concept, nature, scope and objectives; Features and Significance of

Development Administration; Contribution of Ralph Braibanti, Edward Weidner, Fred W. Riggs and Dwight Waldo

UNIT - III

Issues: Globalization and Development Administration; Emergence of Non-State Actors in Development Administration;

Gender Parity in Development; Role of Bureaucracy in Development

UNIT – IV

New Prespectives of Development: Public Private Partnership; Corporate Social Responsibility; Inclusive Development;

Sustainable Development Goals (SDGs); Human Development Indicators and Social Audit

Reference:
Barnett, A Doak and Riggs, Fred Warren (1970) Frontiers of Development Administration. Duke University Press: USA.
Dwivedi,O P (1994) Development Administration: From Under-development to Sustainable Development. Macmillan: UK
Palekar, S L (2012) Development Administration, PHI Learning: New Delhi
Puri, K K and Barara, G S (2013) Development Administration in India (Hindi). Bharat Prakashan: Jalandhar
Ramulu,   Ch. Bala (2016) Governance of Food Security Policies in India, KalpazPublications: New Delhi
Ramulu,   Ch. Bala (2000) Technology and Rural Development, Rawat Publications: Jaipur
Ramulu, Ch. Bala (1999) International Organizations and Rural Employment Programs in India: Emerging Trends. Om Publishers: Faridabad, New Delhi
Sapru, R K (2008) Development Administration. Sterling : New Delhi

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

Table 1: Scale of mapping between COs and POs

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/601**) assuming that there are 08 POs and 4COs.

Table 2: CO-PO Matrix for the Course B-PAD/601

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/401.1	3	3	2	3	2	3	2	3
B-AD/401.2	3	3	2	3	2	3	2	3
B-AD/401.3	3	3	2	3	2	3	2	3
B-AD/401.4	3	3	2	3	2	3	2	3
Average	3	3	2	3	2	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/601) assuming that there are 4 PSOs and 4COs.

Table 3: CO-PSO Matrix for the Course B-PAD/601

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/401.1	3	2	3	2
B-AD/401.2	3	2	3	2
B-AD/401.3	3	2	3	2
B-AD/401.4	3	2	3	2
Average	3	2	3	2

Discipline Specifice Elective (DSE-B)
Code: B-PAD-602
Disaster Management

Maximum Marks-150
Theory- 120
Internal Assessment Marks- 30
Time- 3 hours
L:T:FW
Credit:5:1:0=6

After completion of the course the student will be able to :

Course Outcomes (COs)

B-PAD602.1   Functioning of Disaster Management Organisation, Methodology to cope with Disaster in India

B-PAD602.2 Gaining conceptual and theoretical understanding of Development Administration including the ecological and post-globalization contexts

B-PAD602.3 Gaining familiarity with issues/new perspectives such as Public Private Partnership, Corporate Social Responsibility,

B-PAD602.4 Inclusive Development, Sustainable Development Goals and Human Development Indicators

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

Unit-I

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.

Unit-II

Disaster Mitigation, Basic Principles and Elements of Disaster Mitigation, Flood mitigation Practices in India, Action Plan for Earthquake Disaster Mitigation, Cost-Benefit Consideration of Mitigation, Resource Analysis and Mobilization.

Unit-III

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.

Unit-IV

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.

References:

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

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

3. KathakaliBagchi S: Drought Prone India: Problems and Prospects: New Delhi: Agricale, 1991.

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

5. GopalBhargana: Environmental Challenges and Ecological Disaster- Global Prospective, New Delhi, Mittal Pub., 1992.

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

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

8. Jack D Kartez: Crisis Response Planning: Forward a Contingent Analysis, Journal of The American Planning Association 50 (1), Winter, 1984.

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

Table 1: Scale of mapping between COs and POs

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/602**) assuming that there are 08 POs and 4COs.

Table 2: CO-PO Matrix for the Course B-PAD/602

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/401.1	3	3	2	3	2	3	2	3
B-AD/401.2	3	3	2	3	2	3	2	3
B-AD/401.3	3	3	2	3	2	3	2	3
B-AD/401.4	3	3	2	3	2	3	2	3
Average	3	3	2	3	2	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/602) assuming that there are 4 PSOs and 4COs.

Table 3: CO-PSO Matrix for the Course B-PAD/602

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/401.1	3	2	3	2
B-AD/401.2	3	2	3	2
B-AD/401.3	3	2	3	2
B-AD/401.4	3	2	3	2
Average	3	2	3	2

Discipline Specifice Elective (DSE-B)
Code: B-PAD-603
Administrative Ethics and Governance

Maximum Marks-150

Theory- 120
Internal Assessment Marks- 30
Time- 3 hours
L:T:FW
Credit:5:1:0=6

After completion of the course the student will be able to :
Course Outcomes (COs)

B-PAD-603.1 An understanding about the philosophy of ethics with special reference to ethics in Public life and accountability of Public services

B-PAD-603.2 Enhanced problemsolving skills in situations involving integrity, probity in Public life and acquiring problem solving approach

B-PAD -603.3 Capacity to logically and effectively communicate on ethics and governance

B-PAD-603.4 Ethics in Public Life: Civil Service Neutrality and Anonymity

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

UNIT - I

Introduction: Ethics – concept and significance; Key concepts – Right, Duty, Freedom, Equality, Fraternity, Karma, Purusharthas, and Dharma. Contribution of Kautilya: Character Building, Measures to tackle Corruption; Contribution of Mahatma Gandhi –Satyagraha and Truth.

UNIT - II

Applied Ethics: Issues of Inequality, Abortion, Foeticide, Suicide, Environment Degradation, Capital Punishment; and Nature of Moral Dilemmas., Contribution of Western Administrative Thinkers to Ethics with special reference to Socrates (Moral Theory) and Immanuel Kant (Deontological Theory)

UNIT - III

Ethics in Public Life: Civil Service Neutrality and Anonymity; Significance of Ethical and Moral Values in Governance. Code of Ethics and Code of Conduct for Civil Services in India

UNIT - IV

Probity in Governance: Corruption – Causes, Remedies; Institutional Arrangements for fighting Corruption in India: CVC, CBI, Lokpal and Lokayukta

References:
Arora, R K (2008) Ethics in Governance: Innovations Issues and Instrumentalities. Rawat: Jaipur
Arora, Ramesh K (Ed.) (2014) Ethics, Integrity and Values in Public Service. New Age International: New Delhi
Bhargava, R (2006) Politics and Ethics of the Indian Constitution. Oxford University Press: New Delhi
Chakraborty, Bidyut (2016) Ethics in Governance in India. Routledge: New Delhi
Chaturvedi, T N (Ed.) (1996) Ethics in Public Life. IIPA: New Delhi
Gandhi, Mahatma (2009) Hind Swaraj. Rajpal& Sons: Delhi
Godbole, M (2003) Public Accountability and Transparency: The Imperatives of Good Governance. Orient Longman: New Delhi
Hooja, R (2008) Corruption, Ethics and Accountability: Essays by an Administrator. IIPA: New Delhi
Mathur, B P (2014) Ethics for Governance: Reinventing Public Services. Routledge Taylor and Francis Group: New Delhi
Rangarajan, L N (Ed.) (1987) TheArthashastra. Penguin Books: New Delhi
Sawshilya, A (2012) Ethics and Governance. Pearson Education: New Delhi

Mapping Matrix of Course B-PAD/603

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

Table 1: Scale of mapping between COs and POs

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/603**) assuming that there are 08 POs and 4COs.

Table 2: CO-PO Matrix for the Course B-PAD/603

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/501.1	3	3	2	3	2	3	2	3
B-AD/501.2	3	3	2	3	2	3	2	3
B-AD/501.3	3	3	2	3	2	3	2	3
B-AD/501.4	3	3	2	3	2	3	2	3
Average	3	3	2	3	2	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/603) assuming that there are 4 PSOs and 4COs.

Table 3: CO-PSO Matrix for the Course B-PAD/603

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/501.1	3	3	3	2
B-AD/501.2	3	3	3	2
B-AD/501.3	3	3	3	2
B-AD/501.4	3	3	3	2
Average	3	3	3	2

Discipline Specifice Elective (DSE-B)
Code: B-PAD-604
Urban Local Governance

Maximum Marks-150
Theory- 120
Internal Assessment Marks- 30
Time- 3 hours
L:T:FW
Credit:5:1:0=6

After completion of the course the student will be able to :

Course Outcomes (COs)

B-PAD-604.1   The students would learn about the knowledge of the evolution and growth of urban local bodies in India

B-PAD-604.2The students would learn about the composition, role, functions, and resources of urban local bodies

B-PAD-604.3It would help the students to acquired of the structure and working of urban development programmes

B-PAD-604.4 Students will get insight about Urban Development Programmes like AMRUT, NUHM etc.; SMART cities.
Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

UNIT – I

Introduction: Evolution of Local Governance in India. Urbanization: Concept; Trends; Challenges and Remedies. Features of Urban Local Government in India,

UNIT - 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 Finance Commission; State Election Commission

UNIT - III

Urban Development Programmes and Urban Governance: Urban Development Programmes like AMRUT, NUHM etc.; SMART cities and other recent trends; Sources of Finance of Urban Local Government; Personnel Administration; Bureaucracy and Local Governance

UNIT –IV

Issue Areas in Urban Governance: State-Local relations; Rural-Urban relations;Globalization and Urban governance; Administrative Reforms in Local Governance

References:

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: New Delhi.

Mapping Matrix of Course B-PAD/604

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

Table 1: Scale of mapping between COs and POs

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

Same scale may be used to define the correlation between Cos and PSOs

Mapping of Course Outcomes to Programme Outcomes:(CO-PO Mapping Matrix)

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/604**) assuming that there are 08 POs and 4COs.

Table 2: CO-PO Matrix for the Course B-PAD/604

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/501.1	3	3	2	3	2	3	2	3
B-AD/501.2	3	3	2	3	2	3	2	3
B-AD/501.3	3	3	2	3	2	3	2	3
B-AD/501.4	3	3	2	3	2	3	2	3
Average	3	3	2	3	2	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:(CO-PSO Mapping Matrix)

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/604) assuming that there are 4 PSOs and 4COs.

Table 3: CO-PSO Matrix for the Course B-PAD/604

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/501.1	3	3	3	2
B-AD/501.2	3	3	3	2
B-AD/501.3	3	3	3	2
B-AD/501.4	3	3	3	2
Average	3	3	3	2

Maximum Marks-150
Theory- 120
Internal Assessment Marks- 30
Time- 3 hours
L:T:FW
Credit:5:1:0=6

After completion of the course the student will be able to :

Course outcomes(COs):-

B-PAD-301.1 The students would be conceptual clarity aboutfeatures of Indian Administrative systems and other terms covering various aspectsof Indianadministration

B-PAD-301.2 Detailed understanding of the President, Prime Minister & Council of Ministers&Central Secretariat and Cabinet Secretariat.

B-PAD-301.3Critical understanding the issues of Organisation and Role of Ministries

B-PAD-301.4 Knowledge about the civil service in Indian administration

Note: - The Paper setter shall set 8 questions, 25 marks each from all four units of the syllabus giving internal choice. However, one compulsory question in addition is to be set under fifth unit based entire syllabus. This compulsory question would comprise four questions, 5 marks each. Such way, the examinees have to attempt five questions in all.

Unit-I

Financial administration. Budget: Concept of Budget, Budgetary Process – Formulation, Enactment and Execution, Performance Budgeting, Zero Based Budgeting. E-Governance and Financial Administration.

Unit-II

Fiscal Federalism in India. Objectives of the Fiscal Policy; Interdependence of Fiscal Policy and Monetary Policies. Centre-State Financial Relations in India. Tax Administration: Characteristics of Good Tax System; Structure at Union level; Problems and Suggestions.

Unit-III

Development Financial Institutions: IFCI; IDBI, SFC; Working Capital: Concept, Component, Importance. Factors Affecting Working Capital Requirement. Financial Control Agencies: Parliamentary Financial Control, Public Accounts Committee, Estimates Committee, Committee on Public Undertaking.

Unit-IV

Finance Ministry: Organisation and Working. Accounting and Audit System in India: Role of Comptroller & Auditor-General (CAG). Reserve Bank of India: Organisation and Functions, Monetary Policy and Instruments of Credit Control. Indian Money Market (IMM): Composition, Features and Reforms.

Reference:
A Sarapa,: Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.
Manjusha Sharma & O.P.Bohra, Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi 2005
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
M.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.

<p style="text-align:center">Mapping Matrix of Course B-PAD/301</p>

Mapping: Mapping is a process of representing the correlation between COs and POs, COs and PSOs in the scale of 1 to 3 as follows (Table 1):

<p style="text-align:center"><u>Table 1: Scale of mapping between COs and POs</u></p>

Scale	
1	If the contents of course have low correlation (i.e. in agreement with the particular PO to a small extent) with the particular Programme outcome
2	If the contents of course have medium correlation (i.e. in agreement with the particular PO to a reasonable extent) with the particular Programme outcome
3	If the contents of course have strong correlation (i.e. in agreement with the particular PO to a large extent) with the particular Programme outcome

<p style="text-align:center">Same scale may be used to define the correlation between Cos and PSOs</p>

Mapping of Course Outcomes to Programme Outcomes:<u>(CO-PO Mapping Matrix)</u>

Table 2 shows the CO-PO mapping matrix for a course (**B-PAD/301**) assuming that there are 08 POs and 4COs.

<p style="text-align:center"><u>Table 2: CO-PO Matrix for the Course B-PAD/301</u></p>

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
B-AD/301.1	3	3	2	3	3	3	2	3
B-AD/301.2	3	3	2	3	3	3	2	3
B-AD/301.3	3	3	2	3	3	3	2	3
B-AD/301.4	3	3	2	3	3	3	2	3
Average	3	3	2	3	3	3	2	3

Note: It is not necessary that each CO has a correlation with all the POs.

Mapping of Course Outcomes to Programme Specific Outcomes:<u>(CO-PSO Mapping Matrix)</u>

Table 3 shows the CO-PSO mapping matrix for a course (B-PAD/301- GE-2) assuming that there are 4 PSOs and 4COs.

<p style="text-align:center"><u>Table 3: CO-PSO Matrix for the Course B-PAD/301 -GE-2</u></p>

CO	PSO 1	PSO 2	PSO 3	PSO 4
B-AD/301.1	3	3	3	2
B-AD/301.2	3	3	3	2
B-AD/301.3	3	3	3	2
B-AD/301.4	3	3	3	2
Average	3	3	3	2