

**Department of Public Administration**  
**Kurukshetra University Kurukshetra**  
**(Establishment by the State Legislature Act XII of 1956)**  
**Syllabus of the Courses of Reading and Scheme of Examinations**

**For the UG Programme (Semester System)**

**Subject: Public Administration**

**(According to Revised Curriculum Framework of U.G. Programme under NEP-2020)**

**To be implemented w.e.f. the Session 2023-24**

**(In the *Phased Manner*)**

Semester	Course Type	Course Code	Name of the Course	Credits	Contact Hours Per-week	Internal Assessment Marks	End Term Exam Marks	Max. Marks	Duration of Exam. (Hrs.)
<b>First Year</b>									
<b>I</b>	CC-1/MCC-1 Public Administration	B23-PAD-101	Elements of Public Administration	4	4	30	70	100	3
	MCC-2 Public Administration	B23-PAD-102	Indian Constitution	4	4	30	70	100	3
	CCM-1 Public Administration	B23-PAD-103	Issues in Public Administration	2	2	15	35	50	3
	MDC-1 Public Administration	B23-PAD-104	Public Administration in India	3	3	25	50	75	3
<b>II</b>	CC-2/MCC-3 Public Administration	B23-PAD-201	Basics of Public Administration	4	4	30	70	100	3
	DSEC-1 Public Administration	B23-PAD-202	Urban Local Governance	4	4	30	70	100	3

	CCM-2 Public Administration	B23-PAD-203	Rural Local Governance	2	2	15	35	50	3
	MDC-2 Public Administration	B23-PAD-204	Public Financial Administration	3	3	25	50	75	3
<b>Second Year</b>									
III	CC-3/MCC-4 Public Administration	B23-PAD-301	Central Administration	4	4	30	70	100	3
	MCC-5 Public Administration	B23-PAD-302	Citizen and Administration	4	4	30	70	100	3
	MDC-3 Public Administration	B23-PAD-303	Development Administration	3	3	25	50	75	3
IV	CC-4/MCC-6 Public Administration	B23-PAD-401	State and District Administration	4	4	30	70	100	3
	MCC-7 Public Administration	B23-PAD-402	Administrative Thinkers	4	4	30	70	100	3
	MCC-8 Public Administration	B23-PAD-403	Administrative Theory	4	4	30	70	100	3
	DSE-1 Public Administration	B23-PAD-404	Administrative Ethics & Governance	4	4	30	70	100	3
			<b>OR</b>						
	B23-PAD-405	Disaster Management	4	4	30	70	100	3	

**Third Year**

V	CC-5/MCC-9 Public Administration	B23- PAD- 501	Local Government in India	4	4	30	70	100	3
	MCC-10 Public Administration	B23- PAD- 502	Rural Development Administration	4	4	30	70	100	3
	DSE-2 Public Administration	B23- PAD- 503	Labour Welfare Administration	4	4	30	70	100	3
<b>OR</b>									
		B23- PAD- 504	Management of NGO's.	4		30	70	100	3
	DSE-3 Public Administration	B23- PAD- 505	Social Welfare Administration	4	4	30	70	100	3
<b>OR</b>									
		B23- PAD- 506	Administrative Law	4	4	30	70	100	3
VI	CC-6/MCC-11 Public Administration	B23- PAD- 601	Urban Local Government in India, UK, France & USA.	4	4	30	70	100	3
	MCC-12 Public Administration	B23- PAD- 602	Financial Administration	4	4	30	70	100	3
	DSE-4 Public Administration	B23- PAD- 603	Personnel Administration	4	4	30	70	100	3
<b>OR</b>									

		B23-PAD-604	Economic Policy and Administration	4	4	30	70	100	3	
	DSE-5 Public Administration	B23-PAD-605	Issues in Public Administration	4	4	30	70	100	3	
<b>OR</b>										
		B23-PAD-606	Indian Constitution	4	4	30	70	100	3	
<b>Fourth Year</b>										
VII	CC-H1 Public Administration	B23-PAD-701	Social Welfare Administration	4	4	30	70	100	3	
	CC-H2 Public Administration	B23-PAD-702	Research Methods in Public Administration	4	4	30	70	100	3	
	CC-H3 Public Administration	B23-PAD-703	Introduction to Public Policy	4	4	30	70	100	3	
	DSE-6 Public Administration	B23-PAD-704	Indian Constitution	4	4	30	70	100	3	
		<b>OR</b>								
		B23-PAD-705	Environmental Policy & Administration	4	4	30	70	100	3	
	PC-H1	B23-PAD-706	Governance & Ethics	4	4	30	70	100	3	

VIII	CC-H4 Public Administration	B23-PAD-801	Public Personnel Administration in India, UK, USA & France	4	4	30	70	100	3
	CC-H5 Public Administration	B23-PAD-802	Labour Welfare Administration	4	4	30	70	100	3
	CC-H6 Public Administration	B23-PAD-803	Health Policy & Administration	4	4	30	70	100	3
	DSE-7 Public Administration	B23-PAD-804	Financial Administration	4	4	30	70	100	3
			<b>OR</b>						
	PC-H2	B23-PAD-806	Administrative Thinkers	4	4	30	70	100	3
<b>OR</b>									
	CC-H4 Public Administration	B23-PAD-801	Public Personnel Administration in India, UK, USA & France	4	4	30	70	100	3
	CC-H5 Public Administration	B23-PAD-802	Labour Welfare Administration	4	4	30	70	100	3
		B23-PAD-807	Dissertation	12				300	

**Detailed Syllabus, Courses of Reading and Scheme of Examinations:**

**CC**

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	I		
Name of the Course	Elements of Public Administration		
Course Code	B23-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
<b>Max. Marks:100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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	<b>Introduction</b> 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	<b>Principles of Organisation</b> Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Co-ordination, Supervision and Control, Communication, Decentralization and Delegation		12
III	<b>Formal Institutions of Government</b>		12

	Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission and Independent Regulatory Commission	
IV	<b>Basic Agencies in Administration</b> Chief Executive: Meaning, Types and Role. Line, Staff and Auxiliary Agencies. Public Relations: Meaning, Means and Significance.	12
V	Tutorial	12
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15		<b>End Term Examination: 70</b>
<b>Part-C Learning Resources</b>		
<b>Recommended Books/E-Resources/LMS:</b>		
<b>Reference:</b>		
<ul style="list-style-type: none"> <li>• Hoshiar Singh and Pardeep Sachdeva (2011) Public Administration: Theory and Practice, Pearson Publication, Noida.</li> <li>• Avasthi, A and Maheshwari, S R (2013) PublicAdministration. Lakshmi NarainAgarwal: Agra</li> <li>• Basu, Rumki (2008) PublicAdministration: Concepts and Theories. Sterling Publishers: New Delhi</li> <li>• Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) PublicAdministration. S. Chand: Jalandhar</li> <li>• Bhambri, C. P. (2010) PublicAdministration Theory and Practice(21stEdition). Educational Publishers: Meerut</li> <li>• Bhattacharaya, Mohit (2008) New Horizons of PublicAdministration. Jawahar Publishers and Distributors: New Delhi</li> <li>• Henry, Nicholas(2013). PublicAdministration and Public Affairs (13thEdition). Taylor and Francis: New York</li> <li>• Medury, Uma (2010) PublicAdministration in the Globalization Era – The New Public Management Perspective. Orient Blackswan: New Delhi</li> <li>• Sharma, M P and Sadana, B L (2000) PublicAdministration in Theory and Practice. KitabMahal: New Delhi</li> </ul>		

## MCC

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	I		
Name of the Course	Indian Constitution		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Knowledge about the evolution, growth, framing, framing and features of Indian Constitution</li> <li>2. To acquire comprehensive knowledge of Basic Premises and Institutions i.e. Preamble, Fundamental Rights and Fundamental Duties and Directive Principles of State Policy.</li> <li>3. Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general</li> <li>4. Awareness about the institutions and mechanism of Indian Constitutional Commissions</li> </ol>		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
<b>Max. Marks:100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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	<b>Introduction</b> a) Framing of Indian Constitution (1947-1950) b) Salient Features and Significance c) Indian Federation: Features, Provisions and Issues		12
II	<b>Basic Premises</b> a) Preamble b) Fundamental Rights and Fundamental Duties		12

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

<b>Part-C Learning Resources</b>
<b>Recommended Books/E-Resources/LMS:</b>
<b>Reference:</b>
<ul style="list-style-type: none"> <li>• Indian Administration – Hoshiar Singh &amp; Pankaj Singh ,Pearson’s Publication(2012)</li> <li>• Bhartiya Prashasan ( Hindi) – Hoshiar Singh &amp; Pankaj Singh ,Pearson’s Publication</li> <li>• Avasthi &amp; Avasthi (2002), Indian Administration, Laxmi Narain Aggarwal, Agra</li> <li>• Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi.</li> <li>• Fadia and Fadia, Indian Administration (2012), Sahitya Bhawan Publication, Agra.</li> <li>• Granville Austin (1999), The Indian Constitution – Corner Stone of a Nation, OUP, New Delhi.</li> <li>• Maheshwari, S.R. (2001), Indian Administration, Orient Black Swan, Hyderabad.</li> <li>• Pylee, M.V. (2009), An Introduction to the Constitution of India, Vikas, New Delhi.</li> <li>• Sathe, S.P. (2002), Judicial Activism in India, New Delhi: Oxford University Press.</li> <li>• Subash C. Kashyap (1989), Indian Polity: Retrospect and Prospect, Allahabad University Alumni Association, National Public House.</li> <li>• The Constitution of India, Government of India, 2009.</li> </ul>

## CCM

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	I		
Name of the Course	Issues in Public Administration		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Acquaint with the concept of Student will be able to Parliamentary, Executive and Judicial Control over Administration.</li> <li>2. Understand the basic principles and Agencies for checking Corruption at Union and State Level.</li> <li>3. Students will acquire theoretical clarity of basic concepts and Good Governance &amp; Right to Information</li> <li>4. Student will gain knowledge about the Generalists and Specialist Relationship and Administrative Reforms</li> </ol>		
Credits	Theory	Tutorial	Total
	2	--	2
Contact Hours	2	--	2
<b>Max. Marks:50</b> <b>Internal Assessment Marks:15</b> <b>End Term Exam Marks: 35</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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	<b>Understanding in Indian Administration</b> Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration. Lok Pal and Lok Ayukta.	6	
II	<b>Administrative Agencies</b> Integrity in Administration: Means and Agencies for checking Corruption at Union and State Level.	6	

III	<b>Awareness about the Rights</b> Emerging Issues: Good Governance, Right to Information. Consumer Protection Act, 2005.	6
IV	<b>Political and Administrative Integrity</b> Political and Permanent Executive. Generalists and Specialist Relationship. Administrative Reforms.	6
V	Tutorial	6
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation-04 Seminar/Presentation/Assignment/Quiz/Class Test etc.-04 Mid Term Exam:07		<b>End Term Examination:</b> <b>35</b>

<b>Part-C Learning Resources</b>
<b>Recommended Books/E-Resources/LMS:</b>
<b>Reference:</b> <ul style="list-style-type: none"> <li>• Hoshiar Singh &amp; Pankaj Singh: Indian Administration, Pearson, New Delhi.</li> <li>• S.R. Maheshwari: Indian Administration, Orient Longman.</li> <li>• K.K. Puri: Indian Administration, Bharat Prakashan, Jalandhar.</li> <li>• S.S.Khera: District Administration, Asia Publishing House, New Delhi.</li> <li>• A. Avasthi: Central Administration, Tata McGraw Hill, New Delhi.</li> <li>• Ashok Chandra: Indian Administration, Allen &amp; Unwin, London.</li> </ul>

## MDC

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	I		
Name of the Course	Public Administration in India		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1.Knowledge about the evolution and growth of Indian Administration</li> <li>Grasping the role of Union Executive</li> <li>2.Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general</li> <li>3.Delineating the constitutional provisions and dynamics of union -state relationships</li> <li>4.Awareness about the institutions and mechanism in force for citizen-state interface</li> </ol>		
Credits	Theory	Tutorial	Total
	2	1	3
Contact Hours	2	1	3
<b>Max. Marks:75</b> <b>Internal Assessment Marks:25</b> <b>End Term Exam Marks: 50</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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	<b>Historical Background And Constitutional Context</b> Evolution Constitutional Context: Parliament, Executive and Judiciary- Structures, functions and work processes Salient Features		9
II	<b>Union Executive</b> President Prime Minister and Council of Ministers – Cabinet Secretariat & Prime Minister Office Central Secretariat		9
III	<b>System Of Government</b>		9

	Federal and Unitary Features in constitutional context Union-States Relations and Trends in Centre-State Relations Inter-States Relations- Issues and Resolution Mechanism	
IV	<b>Constitutional, Statutory and Non-Statutory Authorities</b> Election Commission of India National Human Rights Commission Niti Ayog National Development Council	9
V	Tutorial	9
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.-07 Mid Term Exam:13		<b>End Term Examination: 50</b>
<b>Part-C Learning Resources</b>		
<b>Recommended Books/E-Resources/LMS:</b>		
<b>Reference:</b>		
<ul style="list-style-type: none"> <li>• Indian Administration – Hoshiar Singh &amp; Pankaj Singh ,Pearson’s Publication(2012)</li> <li>• Bhartiya Prashasan ( Hindi) – Hoshiar Singh &amp; Pankaj Singh ,Pearson’s Publication</li> <li>• Avasthi and Avasthi (2002) Indian Administration, Laxmi Narain Aggarwal: Agra</li> <li>• Basu, D.D. (2000) Introduction to the Constitution of India, Wadhwa &amp; Company: New Delhi</li> <li>• Bhambri, C. P. (1973) Public Administration in India, Delhi, Vikas</li> <li>• Bhaskar Rao, V.Venkateshwarulu,B.(eds.) (1987) Parliamentary Democracy in India: Trends and Issues, Delhi: Mittal Publications</li> <li>• Chatterjee, Sibranjan (1997) Restructuring Centre-State Relations: The Sarkaria Commission and Beyond, Minerva Associates: Calcutta</li> <li>• Government of India (2005) Second Administrative Reform Commission Reports (1-15), Ministry of Personnel, Public Grievances &amp; Pensions, Department of Administrative Reforms and Public Grievances: New Delhi</li> <li>• Granville, Austin (1999) The Indian Constitution-Cornerstone of Nation, OUP: New Delhi</li> <li>• Jain R.B.(1976) Contemporary Issues in Indian Administration, Delhi: Vishal</li> <li>• Kashyap, Subash C. (2010) Indian Constitution: Conflicts and Controversies, Vitasta</li> <li>• Maheshwari, S.R.(2004) Indian Administration, Orient Blackswan : Delhi</li> <li>• Sarkar, Jadunath (2009) The Mughal Administration, Six Lectures BiblioLife</li> </ul>		

CC

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	II		
Name of the Course	Basics of Public Administration		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Will be equipped with the knowledge and conceptual clarity of Evolution, Importance, International, and Theories of Organization in Public Administration.</li> <li>2. Knowledge about the Approaches Bureaucratic, General Systems, Decision Making and Personnel Administration.</li> <li>3. Knowledge of different Budget: Principles, Preparation and Enactment.</li> <li>4. Clarity re-administrative systems and their accountability mechanisms of Administrative Law and Delegated Legislation India</li> </ol>		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
<b>Max. Marks:100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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).			
<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>	
I	<p><b>Introduction of Theories</b></p> <p>Theories of Organization: Scientific Management Theory (F.W.Taylor), Classical (Henry Fayol, Luther Gulick, M.P. Follet, Mooney and Reiley.), Bureaucratic (Max Weber).</p>	12	
II	<p><b>Personnel Administration</b></p> <p>Personnel Administration: Meaning; Nature and Significance. Elements of personnel Administration: Recruitment; Training; Promotion; and joint Consultative Machinery.</p>	12	
III	<b>Budgetary Process</b>	12	

	Budget: Principles, Preparation and Enactment of Budget. Financial Control: Parliamentary (Parliament and its committees) and Executive Control.	
IV	<b>Administrative Process in Administration</b> Meaning and Significance of followings: Administrative Law. Administrative Tribunal. Public Policy.	12
V	Tutorial	12
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.-05+05 Mid Term Exam:15		<b>End Term Examination:</b> <b>75</b>
<b>Part-C Learning Resources</b>		
<b>Recommended Books/E-Resources/LMS:</b>		
<b>Reference:</b>		
<ul style="list-style-type: none"> <li>• Hoshiar Singh and Pardeep Sachdeva (2011) Public Administration: Theory and Practice, Pearson Publication, Noida.</li> <li>• Avasthi, A and Maheshwari, S R (2013) PublicAdministration. Lakshmi NarainAgarwal: Agra</li> <li>• Basu, Rumki (2008) PublicAdministration: Concepts and Theories. Sterling Publishers: New Delhi</li> <li>• Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) PublicAdministration. S. Chand: Jalandhar</li> <li>• Bhambri, C. P. (2010) PublicAdministration Theory and Practice(21<sup>st</sup>Edition). Educational Publishers: Meerut</li> <li>• Bhattacharaya, Mohit (2008) New Horizons of PublicAdministration. Jawahar Publishers and Distributors: New Delhi</li> <li>• Henry, Nicholas(2013). PublicAdministration and Public Affairs (13<sup>th</sup>Edition). Taylor and Francis: New York</li> <li>• Medury, Uma (2010) PublicAdministration in the Globalization Era – The New Public Management Perspective. Orient Blackswan: New Delhi</li> <li>• Sharma, M P and Sadana, B L (2000) PublicAdministration in Theory and Practice. KitabMahal: New Delhi</li> </ul>		

## DSEC

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	II		
Name of the Course	Urban Local Governance		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <p>1 The students would learn about the knowledge of the evolution and growth of urban local bodies in India</p> <p>2 The students would learn about the composition, role, functions, and resources of urban local bodies</p> <p>3It would help the students to acquired of the structure and working of urban development programmes</p> <p>4 Students will get insight about Urban Development Programmes like AMRUT, NUHM etc.; SMART cities.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
<b>Max. Marks:100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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	<b>Introduction:</b> Evolution of Local Governance in India. Urbanization: Concept; Trends; Challenges and Remedies. Features of Urban Local Government in India,		12
II	<b>Organizational Framework for Urban Governance:</b> 74 <sup>th</sup> Constitutional Amendment Act; Structure, Composition and Functions of Metropolitan Committees, Municipal Corporations, Municipal Councils and Nagar Panchayats; State Finance Commission; State Election Commission		12
III	<b>Urban Development Programmes and Urban Governance:</b>		12

	Urban Development Programmes like AMRUT, NUHM etc.; SMART cities and other recent trends; Sources of Finance of Urban Local Government.	
IV	<b>Issue Areas in Urban Governance:</b> State-Local relations; Rural-Urban relations; Globalization and Urban governance.	12
V	Tutorial	12
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.-05+05 Mid Term Exam:15		<b>End Term Examination:</b> <b>75</b>
<b>Part-C Learning Resources</b>		
<b>Recommended Books/E-Resources/LMS:</b>		
<b>Reference:</b>		
<ul style="list-style-type: none"> <li>• Urban Local Government in India - Dr. Pankaj Singh, KitabMahal Publisher.(2013)</li> <li>• Ahluwalia, Isher Judge (2014) Transforming our Cities: Facing up to India's Growing Challenge: Postcards of Change. HarperCollins: New Delhi</li> <li>• Ahluwalia, Isher Judge; Kanbur, Ravi and Mohanty, P K (2014) Urbanization in India: Challenges, Opportunities and the Way Forward. Sage: New Delhi</li> <li>• 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</li> <li>• Bhattacharya, Mohit (1976) Management of Urban Government in India. Uppal: New Delhi</li> <li>• Burns, Dany; Hambleton, Robin and Hogget Paul (1994) The Politics of Decentralisation: Revitalising Local Democracy.Macmillan: London</li> <li>• Chand, Mahesh and Puri, V K (2011) Regional Planning in India. Allied Publishers: New Delhi</li> <li>• 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</li> <li>• 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</li> <li>• Jha, Gangadhar (2018) Fragile Urban Governance: Evolution, Decline, and Empowerment of Local Self-Government in India. Routedledge:New York</li> <li>• Kaur, Jaswinder (2017) Urban Infrastructure Development in India: A Case Study of JNNURM in Ludhiana. New Era Book Agency: Chandigarh</li> <li>• Mani, N (2016) Smart Cities &amp; Urban Development in India. New Century Publications: New Delhi.</li> </ul>		

## CCM

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	II		
Name of the Course	Rural Local Governance		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <p>1 Acquiring the theoretical knowledge and understanding of the evolution and growth of rural local governance with special reference to Panchayati raj institutions</p> <p>2 Gaining insights about composition, role and functions, resources of Panchayati raj institutions</p> <p>3 Connecting the role and relationships of rural local democratic decentralized institutions (PRIs) with other related issues and institutions</p> <p>4 Knowledge of Issues: Panchayati Raj Finance; Devolution of powers, functions</p>		
Credits	Theory	Tutorial	Total
	2	--	2
Contact Hours	2	--	2
<b>Max. Marks:50</b> <b>Internal Assessment Marks:15</b> <b>End Term Exam Marks: 35</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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	<b>Introduction:</b> 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.		6
II	<b>Panchayati Raj Institutions:</b> 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 ZilaParishad – composition, functions and role	
III	<b>Institutional Framework for PRIs:</b> District Rural Development Agency; District Planning Committee; State Election Commission; State Finance Commission	6
IV	<b>Issues:</b> Panchayati Raj Finance; Devolution of powers, functions and Activity Mapping; Panchayati Raj Bureaucracy in Rural Development.	6
V	Tutorial	6
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation-04 Seminar/Presentation/Assignment/Quiz/Class Test etc.-04 Mid Term Exam:07		<b>End Term Examination:</b> <b>35</b>

<b>Part-C Learning Resources</b>
<b>Recommended Books/E-Resources/LMS:</b>
<b>Reference:</b>
<ul style="list-style-type: none"> <li>• Pankaj Singh (2018) Rural Local Government In India, Kitab Mahal Publisher, New Delhi.</li> <li>• Agarwal, Amba( 2005) Fiscal Decentralization: Financing of Panchayati Raj Institutions in India. Serial Publications: New Delhi</li> <li>• Baluchamy, S (2004) Panchayati Raj Institutions. Mittal Publications: New Delhi</li> <li>• Bhadouria, B D S and Dubey, V P (1989) Panchayati Raj and Rural Development.Commonwealth Publishers: New Delhi</li> <li>• Biju, M R (2008) Panchayati Raj System in India: A Symbol of Participatory Democracy and Decentralized Development. Kaniska Publication: New Delhi</li> <li>• Dharmaraj, Sengmalam (2008) Panchayati Raj System in India.Abhijeet Publications: New Delhi</li> <li>• Dube, M P and Padalia, Munni (Eds.) (2002) Democratic Decentralization and Panchayati Raj in India.Anamika Publishers: New Delhi</li> <li>• Hochgesang, Thomas W (1994) Rural Local Self-Government in India. NIRD: Hyderabad</li> <li>• Jayal, Niraja Gopal; Prakash, Amit and Sharma, Pradeep Kumar (2007) Local Governance in India – Decentralisation and Beyond, Oxford University Press:New Delhi</li> <li>• Khanna, B S (1992) Rural Development in South Asia. Deep and Deep : New Delhi</li> <li>• Maheshwari, S R (2015) Local Government in India. Lakshmi Narain Agarwal: Agra</li> <li>• Maheswari, Shriram (2016) Local Government in India, Lakshmi Narain Agarwal: Agra</li> </ul>

## MDC

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	II		
Name of the Course	Public Financial Administration		
Course Code	B23-PAD-204		
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)	<p>After completing this course, the learner will be able to:</p> <p>1. The students would be conceptual clarity about features of Indian Administrative systems and other terms covering various aspects of Indian administration</p> <p>.2 Detailed understanding of the President, Prime Minister &amp; Council of Ministers &amp; Central Secretariat and Cabinet Secretariat.</p> <p>3Critical understanding the issues of Organisation and Role of Ministries</p> <p>4 Knowledge about the civil service in Indian administration</p>		
Credits	Theory	Tutorial	Total
	2	1	3
Contact Hours	2	1	3
<b>Max. Marks:75</b> <b>Internal Assessment Marks:25</b> <b>End Term Exam Marks: 50</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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	Financial administration. Budget: Concept of Budget, Budgetary Process – Formulation, Enactment and Execution, Performance Budgeting, Zero Based Budgeting.	9	
II	Fiscal Federalism in India. Objectives of the Fiscal Policy; Interdependence of Fiscal Policy and Monetary Policies. Centre-State Financial Relations in India. Characteristics of Good Tax System.	9	
III	Development Financial Institutions: IFCI, IDBI, SFC; Working Capital: Concept, Component, Importance. Factors Affecting Working Capital	9	

	Requirement. Financial Control Agencies: Parliamentary Financial Control.	
IV	Finance Ministry: Organisation and Working. Role of Comptroller & Auditor-General (CAG). Reserve Bank of India: Organisation and Functions, Monetary Policy and Instruments of Credit Control.	9
V	Tutorial	9
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b>		<b>End Term Examination:</b>
<ul style="list-style-type: none"> <li>➤ <b>Theory</b></li> <li>Class Participation-05</li> <li>Seminar/Presentation/Assignment/Quiz/Class Test etc.-07</li> <li>Mid Term Exam:13</li> </ul>		<b>50</b>

<b>Part-C Learning Resources</b>
<b>Recommended Books/E-Resources/LMS:</b>
<b>Reference:</b>
<ul style="list-style-type: none"> <li>• A Sarapa,,: Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.</li> <li>• Manjusha Sharma &amp; O.P.Bohra, Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi 2005</li> <li>• B.P. Tyagi: Public Finance, Meerut, Jai Prakash Nath 1997.</li> <li>• G.S.Lal: Financial Administration in India, New Delhi, HPJ Kapoor, 1987.</li> <li>• MJK Thavaraj: Financial Administration in India, Delhi: Sultan Chand &amp; Sons, 1996.</li> <li>• Andley, Sundharam: Public Finance, Agra: Rattan Prakashan Mandir, 1979.</li> <li>• Ruddar Dutt &amp; K.P.Sundharam: Indian Economy, New Delhi, S. Chand &amp; Co. Pvt. Ltd. 1997</li> <li>• M.Y.Khan and P.K.Jain: Finance Management, New Delhi, Tata McGraw Hill 1982.</li> <li>• R.N. Srivastava: Management of Financial Institutions, Bombay, Himalaya Publishing House, 1988.</li> <li>• C.P.Bhambhri: Public Administration in India, Bombay: Vikas Publishing House, 1973.</li> <li>• S.L.Goel, Public Financial Administration, New Delhi, Deep &amp; Deep Publications, 2004.</li> <li>• Dutt and Sundharam: Indian Economy, Delhi: S.Chand &amp; Co.2004.</li> </ul>

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<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	III		
Name of the Course	Central Administration		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. To understand the role and main features of Indian Administration.</li> <li>2. To know the constitutional framework and important position in Central Administration</li> <li>3. To understand the organisation of various ministries and commissions.</li> <li>4. To know the recruitment system of All India Services and Central Services</li> </ol>		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
<b>Max. Marks:100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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, Finance Commission and Comptroller & Auditor General.	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
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b>		<b>End Term Examination:</b>
<ul style="list-style-type: none"> <li>➤ <b>Theory</b></li> <li>Class Participation-05</li> <li>Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05</li> <li>Mid Term Exam:15</li> </ul>		<b>70</b>
<b>Part-C Learning Resources</b>		
<b>Recommended Books/E-Resources/LMS:</b>		
<b>Reference:</b>		
<ul style="list-style-type: none"> <li>• Indian Administration – Hoshiar Singh &amp; Pankaj Singh ,Pearson’s Publication(2012)</li> <li>• Bhartiya Prashasan ( Hindi) – Hoshiar Singh &amp; Pankaj Singh ,Pearson’s Publication</li> <li>• Avasthi A. 1980. Central Administration: Tata Mc graw Hill: New Delhi.</li> <li>• Chanda Ashok: 1967. Indian Administration: Allen and Unwin: London.</li> <li>• Jain, R. B., 1976. Contemporary Issues in Indian Administration, Vishal Publications: New Delhi.</li> <li>• Johari, J.C., 1977. Indian Government and Politics : Vishal Publications: Delhi.</li> <li>• Khera, S.S. 1975. The Central Executive. Orient Longman: New Delhi.</li> <li>• Maheshwari, S.R., 2007. Indian Administration (English &amp; Hindi). Orient Longman: New Delhi.</li> <li>• Misra B.B., 1970. The Administrative History of India; Oxford University Press: London.</li> <li>• Muttalib, M.A. 1967. Union Public Service Commission, I.I.P.A.: New Delhi.</li> <li>• Puri, K.K., 1985, Indian Administration, Bharat Prakashan, Jalandhar.</li> <li>• Prasad, Bishwanath 1968. The Indian Administrative Service; S. Chand &amp; Company: Delhi.</li> <li>• Singh Hoshiar and Singh Mohinder, 1989. Public Administration in India: Theory and Practice; Sterling Publishers Private Ltd., New Delhi.</li> <li>• Subramaniam, Malathi, 1987, Management of Public Administration, Deputy Publications:Delhi.</li> <li>• Subramaniam, V. 1971. Social Background of India’s Administrators, Publication Division, Government of India: New Delhi.</li> </ul>		

## MCC

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	III		
Name of the Course	Citizen and Administration		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. WILL be equipped with the knowledge and conceptual clarity of Concept of Citizen Centric Administration</li> <li>2. Knowledge about the Approaches of Citizens' Charters: Evolution, Features and Applications in India</li> <li>3. Knowledge of different Decentralisation Process in Administration &amp; Development Institutions.</li> <li>4. Clarity re-administrative systems and their accountability mechanisms and Working of National Grievances Machinery in India.</li> </ol>		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
<b>Max. Marks:100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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	<b>Introduction</b>  Concept of Citizen Centric Administration: Evolution, Concept, Features and Significance. Functions of Government: Regulatory functions, Service providing functions and Developmental functions.		12
II	<b>Citizens' Charters: Evolution, Features and Applications</b>		12

	Citizens' Charters: Evolution, Features and Applications. Citizens' Participation in Administration: Concept, Agencies, Significance and Limitations	
III	<b>Decentralisation Process in Administration</b> Decentralisation and Delegation: Concept and Benefits. Grievance Redressal Mechanism: Grievance-Meaning and Agencies for Redressal of Grievances at centre and state levels	12
IV	<b>National Grievances Machinery</b> Consumer Protection: Consumer Protection Act and Working of the Consumer Courts in India. National Consumer Disputes Redressal Commission	12
V	Tutorial	12
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15		<b>End Term Examination: 70</b>

<b>Part-C Learning Resources</b>
<b>Recommended Books/E-Resources/LMS:</b>
<b>Reference:</b>
<ul style="list-style-type: none"> <li>• A Sarapa,,: Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.</li> <li>• Hoshiar Singh and Pardeep Sachdeva (2011) Public Administration: Theory and Practice, Pearson Publication, Noida.</li> <li>• B.P. Tyagi: Public Finance, Meerut, Jai Prakash Nath 1997.</li> <li>• G.S.Lal: Financial Administration in India, New Delhi, HPJ Kapoor, 1987.</li> <li>• MJK Thavaraj: Financial Administration in India, Delhi: Sultan Chand &amp; Sons, 1996.</li> <li>• Andley, Sundharam: Public Finance, Agra: Rattan Prakashan Mandir, 1979</li> <li>• Ruddar Dutt &amp; K.P.Sundharam: Indian Economy, New Delhi, S. Chand &amp; 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.</li> <li>• C.P.Bhambhri: Public Administration in India, Bombay: Vikas Publishing House, 1973.</li> <li>• S.L.Goel, Public Financial Administration, New Delhi, Deep &amp; Deep Publications, 2004.</li> <li>• Dutt and Sundharam: Indian Economy, Delhi: S.Chand &amp; Co.2004.</li> </ul>

## MDC

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	III		
Name of the Course	Development Administration		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Knowledge of the evolution and growth of Development and Modernization. Problems and Prospects</li> <li>2. Understanding about the Social Development: Concept, Features, Objectives, Obstacles and Problems. Status of Development Administration</li> <li>3. Understanding of the Citizens and Development Administration. Development Administration and Administrative Capability</li> <li>4. Gaining insights about Development Planning: Meaning, Types, Need; Machinery for Development Planning</li> </ol>		
Credits	Theory	Tutorial	Total
	2	1	3
Contact Hours	2	1	3
<b>Max. Marks:75</b> <b>Internal Assessment Marks:25</b> <b>End Term Exam Marks: 50</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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	<b>Introduction</b>  Development Administration: Concept, Nature, Scope, Features and Significance. Objectives of Development Administration. Administrative ability for development and administration,		9

	Administrative ability for development organization and development management.	
II	<b>Ecology of Development Administration</b> Development Administration and Non-Development Administration Dichotomy. Ecology of Development Administration. Administrative Development: Concept, Need, Problems and Sources. Relations between Administrative Development and Development Administration.	9
III	<b>Administrative Capability</b> Administrative Organisation for Development at Centre, State and Local levels. Bureaucracy and Development Administration; Citizens and Development Administration. Development Administration and Administrative Capability, NGOs and Development Administration.	9
IV	<b>Process of Development Planning</b> Development Planning: Meaning, Types, Need; Machinery for Development Planning; Process of Development Planning: Formulation and Implementation and Evaluation. Project Formulation, Implementation and Evaluation.	9
V	Tutorial	9
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 07 Mid Term Exam:13		<b>End Term Examination: 50</b>

<b>Part-C Learning Resources</b>
<b>Recommended Books/E-Resources/LMS:</b>
<b>Reference:</b>
<ul style="list-style-type: none"> <li>• Preeta Joshi: Vikash Prashashan, Jaipur, RBSA, Swai Man Singh, Highway, Chaura Rasta 2<sup>nd</sup> Ed. 1991.</li> <li>• R.K. Sapru, Development Administration, Sterling Publishers Pvt. Ltd, New Delhi, 2003.</li> <li>• S.P. Verma and S.K.Sharma (ed.): Development Administration, New Delhi, IIPA.</li> <li>• C.N.Bhalerao (ed.): Administration, Politics and Development in India, Bombay, Lal Pani Publishing House, 1972.</li> <li>• S.K. Chatterjee Development Administration in India, Surjeet Publications, Delhi, 2005</li> </ul>

- R. Braibhanti and J.S.Spengler: Administration and Economic Development in India, Duke Univ. Press.
- UNO: Development Administration: Current Approaches and Trends in Public Administration for National Development, New York, UNI 1975.
- S.K.Sharma (ed.), Dynamics of Development (Two volumes), New Delhi: Concept Publishing House.
- Fred W. Riggs (ed.), Frontiers of Development Administration, Durham: N.C. Duke University Press, 1970.
- Irving, Swndlow (ed.): Development Administration: Concepts and Problems, Syracuse: NY Syracuse University Press, 1963,
- Joseph, La Palombara (ed.): Bureaucracy and Political Development, Princeton: NJ Princeton University Press, 1963.
- Gabriel Almond and G.B. Well: Comparative Politics: A Developmental Approach, Oxford & IBH Pub. Co. New Delhi, 1976.

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<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	IV		
Name of the Course	State and District Administration		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:            After the completion of this course, the learner will be able :</p> <ol style="list-style-type: none"> <li>1. To understand the evolution and growth of the State Machinery and structural evolution</li> <li>2. To know the organisation of state government and its various departments</li> <li>3. To understand the role of District administration in development</li> <li>4. To comprehend the working of Municipal and Rural Local bodies</li> </ol>		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
<b>Max. Marks:100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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 Panchayat Officer, Tehsildar.	12
V	Tutorial	12
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15		<b>End Term Examination:</b> <b>70</b>

<b>Part-C Learning Resources</b>
<b>Recommended Books/E-Resources/LMS:</b>
<b>Reference:</b>
<ul style="list-style-type: none"> <li>• Avasthi A. 1980. Central Administration: Tata McGraw Hill: New Delhi.</li> <li>• Basu, D. D. 1988. Introduction to the Constitution of India; Prentice Hall: New Delhi.</li> <li>• Indian Administration – Hoshiar Singh &amp; Pankaj Singh ,Pearson’s Publication(2012)</li> <li>• Bhartiya Prashasan ( Hindi) – Hoshiar Singh &amp; Pankaj Singh ,Pearson’s Publication</li> <li>• Dayal, Ishwar, Mathur Kuldeep and Battacharya M, 1976. District Administration: McMillan: Delhi.</li> <li>• Jain, R.B. 1980. District Administration: Indian Institute of Public Administration.</li> <li>• Khera, S.S., 1974. District Administration in India: Asia Publishing House: New York.</li> <li>• Misra, S.C., 1972. Police Administration in India: National Police Academy: Mount Abu.</li> <li>• Maheshwari, Shriram. 1979. State Government in India; The Macmillan Company of India limited: Delhi.</li> <li>• Pandey, Lallu Behari, 1984. The State Executives; Amar Prakashan: Delhi</li> <li>• Puri, K.K. 1985, Local Government in India, Bharat Prakashan, Jalandhar.</li> <li>• Pylee, M.V. 1967. India’s Constitution; Asia Publishing House: Bombay.</li> <li>• Reddy, Ram. G. and Seshadri K. 1972. Police in a developing society: Osmania University: Hyderabad.</li> <li>• Sharma, P.D. 1971. Indian Police – A Developmental Approach: Research: Delhi.</li> </ul>

## MCC

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	IV		
Name of the Course	Administrative Thinkers		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. An understanding about the philosophy of ethics with special Administrative Ecology and Behaviourism : Structural – Functional Approach, Theory of Prismatic Society and Development Models.</li> <li>2. Understanding the basic concepts such as Motivational Concept Theories – I and II.</li> <li>3. Knowledge of different Organizational Behavior: Rationale, Change: Concept Process, Resistance to Change and Rationale .</li> <li>4. Clarity re-administrative systems and Administrative Ecology and Behaviorism</li> </ol>		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
<b>Max. Marks:100</b>	<b>Time:3 hrs</b>		
<b>Internal Assessment Marks:30</b>			
<b>End Term Exam Marks: 70</b>			
<b>Part-B Contents of the Course</b>			
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	<b>Administrative Ecology and Behaviorism</b>		12
	a) Ecology of Public Administration		
	b) Structural – Functional Approach		
	c) Theory of Prismatic Society		

	d) Development Models e) Herbert Simon. Behaviouralism and Decision Making	
II	<b>People in Organization: Motivational Concept Theories – I</b> a) Abraham Maslow: Needs Hierarchy b) Victor Vroom: Expectancy Theory of Motivation c) Douglas McGregor: Theory X and Theory Y	12
III	<b>People in Organization: Motivational Concept Theories - II</b> a) Frederick Herzberg: Hygiene and Motivation Factors b) Chris Argyris: Integrating the Individual and the Organization c) Rensis Likert: Systems Management	12
IV	<b>Organizational Behavior:</b> 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
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15		<b>End Term Examination: 70</b>

<b>Part-C Learning Resources</b>
<b>Recommended Books/E-Resources/LMS:</b>
<b>Reference:</b>
<ul style="list-style-type: none"> <li>• Argyris, Chris (1957), Personality and Organization, Harper, New York</li> <li>• Donald Menzel et.al (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. M. E. Sharpe.</li> <li>• Drucker, Peter (2012), Management Challenges for the 21<sup>st</sup> 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.</li> <li>• Herbert A. Simon (1965), Administrative Behavior: A Study of Decision-making Process in Administrative Organizations, Free Press, New York.</li> <li>• JanetV. Denhardt and Robert B. Denhard (2007),The New Public Service, Serving, Not Steering, M.E.Sharpe, New York</li> </ul>

- 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 Bemis (2005), *Reinventing Leadership: Strategies to Empower the Organization*, HarperBusiness, NY

## MCC

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	IV		
Name of the Course	Administrative Theory		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Awareness about the evolution and growth of the discipline of PublicAdministration.</li> <li>2. Learning of basic principles and Challenges of Globalization and Public Administration.</li> <li>3. Understanding the Learning of basic principles and approaches of PublicAdministration.</li> <li>4. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.</li> </ol>		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
<b>Max. Marks:100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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	<b>Introduction</b> 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	<b>Principles of Organisation</b>		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	<b>Administrative Control</b> 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	<b>Mechanism of Public Administration</b> 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
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15		<b>End Term Examination: 70</b>
<b>Part-C Learning Resources</b>		
<b>Recommended Books/E-Resources/LMS:</b>		
<b>Reference:</b>		
<ul style="list-style-type: none"> <li>• Hoshiar Singh and Pardeep Sachdeva (2011) Public Administration: Theory and Practice, Pearson Publication, Noida.</li> <li>• Avasthi and Maheshwari: Public Administration, Laxmi Narain Aggarwal, Agra, 1988.</li> <li>• M.P. Sharma and B.L.Sadana: Public Administration in Theory and Practice, Kitab Mahal, Allahabad, 1988.</li> <li>• J.D. Straussman: Public Administration, Holt, Rinehart and Winslow, New York, 1985.</li> <li>• Mohit Bhattacharya: Public Administration, Calcutta: World Press (2<sup>nd</sup> Ed.) 1991.</li> <li>• A.R. Tyagi, Public Administration – Principles and Practices, Delhi Atma Ram &amp; Sons (6<sup>th</sup> ed.) 1992.</li> <li>• S.L.Goel: Public Administration (Theory &amp; Practice), New Delhi: Deep &amp; Deep Publications 2003</li> </ul>		

## DSE

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	IV		
Name of the Course	Administrative Ethics & Governance		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. The students with a deep understanding of various concepts of Ethics and governance and will make students aware of various ethical issues.</li> <li>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.</li> <li>3. Students will be able to Ethics and Human Interface: Essence, Determinants and Consequences of Ethics in-HumanActions.</li> <li>4. Understanding of the Law, Rule, Regulations and Conscience as Sources of Ethical guidance.</li> </ol>		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
<b>Max. Marks:100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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	<b>Introduction- Ethics and Human Interface</b> <ol style="list-style-type: none"> <li>1. Ethics and Human Interface: Essence, Determinants and Consequences of Ethics in-HumanActions;</li> </ol>		12

	<ol style="list-style-type: none"> <li>2. Dimensions of ethics; Morality, values and Ethics.</li> <li>3. Ethics – in Private and Public relationships.</li> <li>4. Role of Family Society and Educational Institutions in Inculcating Values.</li> </ol>	
II	<p><b>Ethical and Moral Values in governance</b></p> <ol style="list-style-type: none"> <li>1. Ethics in Public Life: Civil Service Neutrality, Impartiality and Anonymity.</li> <li>2. Emotional Intelligence-Concepts, and their Utilities and Application in Administration and governance.</li> <li>3. Strengthening of Ethical and Moral Values in governance;</li> <li>4. Concerns and Dilemmas related to Ethics in Government Institutions.</li> </ol>	12
III	<p><b>Ethical and Moral Values in governance</b></p> <ol style="list-style-type: none"> <li>1. Civil service values and ethics in Public Administration: Status and problems.</li> <li>2. Ethical concerns and Dilemmas in Government and Private Institutions;</li> <li>3. Law, Rule, Regulations and Conscience as Sources of Ethical guidance;</li> <li>4. Accountability and Ethical governance.</li> </ol>	12
IV	<p><b>Information Sharing and Transparency in government</b></p> <ol style="list-style-type: none"> <li>1. Probity in Governance: Concept of Public Service, Philosophical Basis of governance and Probity.</li> <li>2. Information Sharing and Transparency in government, Right to Information.</li> <li>3. Code Ethics, Codes of conduct.</li> </ol>	12
V	Tutorial	12
<b>Suggested Evaluation Methods</b>		
<p><b>Internal Assessment:</b></p> <p>➤ <b>Theory</b>  Class Participation-05  Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05</p>		<p><b>End Term Examination:</b>  <b>70</b></p>

**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 Ghree..
- Ghree, 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 (3<sup>rd</sup> 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.

## DSE

<b>Session 2023-2024</b>			
<b>Part-A Introduction</b>			
Subject	Public Administration		
Semester	IV		
Name of the Course	Disaster Management		
Course Code	B23-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)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Students will be equipped with the knowledge and conceptual clarity of Classifications and Functioning of Disaster Management.</li> <li>2. Knowledge about the Basic Principles and Elements of Disaster Mitigation.</li> <li>3. Knowledge of different Disaster Prevention and Preparedness.</li> <li>4. Clarity re-administrative systems and Rehabilitation and Reconstruction, Strategies for Effective Disaster Management.</li> </ol>		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
<b>Max. Marks:100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>	<b>Time:3 hrs</b>		
<b>Part-B Contents of the Course</b>			
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	<b>Introduction</b> 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	<b>Basic Principles and Elements of Disaster Mitigation</b> 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	<b>Disaster Prevention and Preparedness</b> 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	<b>Rehabilitation and Strategies for Disaster Management</b> 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
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> ➤ <b>Theory</b> Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15		<b>End Term Examination: 70</b>
<b>Part-C Learning Resources</b>		
<b>Recommended Books/E-Resources/LMS:</b>		
<b>Reference:</b>		
<ul style="list-style-type: none"> <li>• V.K. Sharma: Disaster Management, New Delhi: New United Process, A-26 Narain INDL Area Phase-II, 1995.</li> <li>• David Alexander: Natural Disaster, London: UCL Press, 1993.</li> <li>• Kathakali Bagchi S: Drought Prone India: Problems and Prospects: New Delhi: Agricale, 1991.</li> <li>• Melvin A Benarde: Race against Famine Orient Longmans, Bombay, 1972.</li> <li>• Gopal Bhargana: Environmental Challenges and Ecological Disaster- Global Prospective, New Delhi, Mittal Pub., 1992.</li> <li>• V.V Borkar: Impact of drought on Rural Life, New Delhi: Popular Prakashan, 1975.</li> <li>• W. Nick Carter: Disaster Management: A Disaster Managers Handbook, Manila Asian Development Bank, 1995.</li> </ul>		