

# **Kurukshetra University, Kurukshetra**

(Established by the State Legislature Act-XII of 1956)

(“A++” Grade, NAAC Accredited)



## **Syllabus of the Programme for Post Graduate Programme**

### **M.A. PUBLIC ADMINISTRATION**

as per NEP 2020

**Curriculum and Credit Framework for Postgraduate Programme**

**With Multiple Entry-Exit, Internship and CBCS-LOCF**

**With effect from the session 2024-25 (in phased manner)**

**DEPARTMENT OF PUBLIC ADMINISTRATION  
FACULTY OF SOCIAL SCIENCES**

**KURUKSHETRA UNIVERSITY, KURUKSHETRA -136119  
HARYANA, INDIA**

**CC-1**

**Session: 2024-25**

<b>Part A - Introduction</b>			
Name of Programme	M.A. Public Administration		
Semester	I		
Name of the Course	Public Administration: An Introduction		
Course Code	M24-PAD-101		
Course Type	CC-1		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1: Awareness about the evolution and growth of the discipline of Public Administration.</p> <p>CLO 2: Learning of basic principles and Challenges of Globalization and Public Administration.</p> <p>CLO 3: Understanding the Learning of basic principles and approaches of Public Administration.</p> <p>CLO 4: Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
<b>Part B-Contents of the Course</b>			
<b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
<b>Unit</b>	<b>Topics</b>		<b>Contact Hours</b>
I	<b>Introduction</b> Meaning , Nature, Scope and Importance of Public Administration Evolution of Public Administration and its Present Status, Politics & Administration Dichotomy Debate, New Public Administration		15
II	<b>Globalization And Public Administration</b> Challenges of Liberalization and Privatization, Good Governance, New Public Management		15
III	<b>Principles</b> Hierarchy, Unity of Command, Span of Control, Division of Work and Coordination		15
IV	<b>Principles</b> Centralization, Decentralization and Delegation, Authority, Power and		15

Responsibility, Supervision and Control, Line, Staff and Auxiliary Agencies			
<b>Total Contact Hours</b>			60
<b>Suggested Evaluation Methods</b>			
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>	
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory:</b>	<b>70</b>
• Class Participation:	5	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.:	10		
• Mid-Term Exam:	15		
<b>Part C-Learning Resources</b>			
<b>Recommended Books/e-resources/LMS:</b>			
<ul style="list-style-type: none"> <li>• Hoshiar Singh and PADrdeep Sachdeva (2011) Public Administration: Theory and Practice, Pearson Publication, Noida.</li> <li>• Avasthi &amp; Maheshwari (2012), Public Administration, Lakshmi Naraiian Agarwal, Agra</li> <li>• Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire</li> <li>• Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, PADris</li> <li>• Bhattacharya, Mohit (2013), New Horizons of Public Administration: Issues, Challenges and Opportunities, New York, MO.E. Sharpe</li> <li>• Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi</li> <li>• Jan-Erik Lane, (2000), New Public Management: An Introduction, Routledge, London.</li> <li>• Ravindra Prasad, D. Prasad, V S Prasad, Satyanarayana P, and Y Pardhasaradhi, (eds.) (2013), Administrative Thinkers, Sterling, New Delhi</li> <li>• Donald Menzel (ed.) (2011). The State of Public Administration; Issues, Challenges and Opportunity, New York: M.E. Sharpe</li> <li>• Frank J. Goodnow, Politics and Administration: A study in Governance, Transaction Publishers, New York, 2003</li> <li>• O'Leary, Rosemary Et.al. (2010), The Future of Public Administration around the World: The Minnowbrook Perspective, George Town University Press, DC</li> <li>• Martin Albrow (1970), Bureaucracy, MacMillan, London, 1970</li> <li>• UN, Department of Economic and Social Affairs, Development Administration; Current Approaches and Trends in Public Administration for Development, New York, UN, 1975</li> <li>• Wilson, Woodrow."The Study of Administration," Political Science Quarterly 2(June 1887)</li> </ul>			

### Mapping Matrix of Course M24-PAD-101

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-101.1	3	3	2	3	3	2	3	3	3
M24-PAD-101.2	3	3	2	3	3	2	3	3	3
M24-PAD-101.3	3	3	2	3	3	2	3	3	3
M24-PAD-101.4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**CC-2**

**Session: 2024-25**

**Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	I		
Name of the Course	Research Methodology & Methods		
Course Code	M24-PAD-102		
Course Type	CC-2		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1: Development of an intellectual understanding of the fundamental knowledge of research methodology.</p> <p>CLO 2: Comprehend the research process in an appropriate manner</p> <p>CLO 3: Inculcation of the necessary skills to use research tools to undertake research study</p> <p>CLO 4: Competence to evaluate governmental policy or programme/projects on the basis of primary and secondary data</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B-Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Introduction</b> Social Science Research: Conceptual Dimensions, Types of Social Science Research, Research Process	15
II	<b>Tools and Methods</b> Identification and Formulation of Research Questions and Hypotheses, Research Designs: Qualitative and Quantitative, Sampling Methods and Techniques	15
III	<b>Methods And Techniques Of Data Collection &amp; Its Organization</b> Methods of Data Collection: Documents, Observation Method, Questionnaire and Interview methods, Case Study Method, Coding, Tabulation and Scaling Techniques	15

IV	<b>Data Analysis Research Writing</b> Statistical Methods: Meaning, Significance and Basic Techniques like Central tendencies and Measures of Dispersion, SPSS Based Statistical Analysis, Writing a Research Paper / Research Report: Contents and Guidelines, Writing Notes and References, Research Ethics in Public Administration	15
<b>Total Contact Hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory:</b> <b>70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• BajPADi, S.R.: Methods of Social Survey &amp; Research (Hindi &amp; English), Kanpur, Kitab Mahal.</li> <li>• Brent Edward E., Jt. Ronal E. Anderson (1990), Computer Applications in the Social Sciences, McGraw Hill</li> <li>• Bryman, Alan (2004), Social Research Methods, Delhi: Oxford University Press</li> <li>• Burton, Dawn (Eds.) (2000) Research Training for Social Scientists, Sage Publications, New Delhi</li> <li>• Gerber Eller (2013), Public Administration Research Methods – Tools for Evaluation and Evidence based practices, Rutledge, New York.</li> <li>• Galtung, John(1967) Theory &amp; Methods of Social Research, New Delhi, Colombia University Press</li> <li>• Goode William J. and D. Paul K. Hatt (2006), Methods in Social Research, McGraw Hill Book ComPADny, USA</li> <li>• Gupta S.P. (2011), Statistical Methods, Sultan Chand &amp; Sons, New Delhi</li> <li>• Kothari, C.R., and Gaurav Garg (2014), Research Methodology – Methods and Techniques, New Age, New Delhi</li> <li>• Locke, L.E., et.al (2007) Proposal that Work: A Guide for Planning Dissertations and Grant Proposals, New Delhi: Sage.</li> <li>• Loseke, Donileen R. (2013), Methodological Thinking, New Delhi: Sage</li> <li>• McNabb David E (2013). Research Methods in Public Administration and Nonprofit Management Quantitative and Qualitative Approaches, M. E. Sharpe</li> <li>• Trivedi, R.N. and Shukla O.P.: Research Methodology, Jaipur Research Publication (Hindi).</li> <li>• Miller Gerald J., Kaifeng Yang (2007) Handbook of Research Methods in Public Administration, CRC Press.</li> <li>• Pearsons, C.J.(1973) Thesis &amp; Project Work, A Guide to Research &amp; Thesis Writing, London; Allen &amp; Unwin</li> <li>• White Jay (Eds.) (1994), Research in Public Administration: Reflection on Theory and Practice, Sage, London.</li> <li>• Young, D. Pauline V. (1970) Scientific Social Survey &amp; Research, New Delhi, Printice Hall of India</li> </ul>		

### Mapping Matrix of Course M24-PAD-102

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-102.1	3	3	2	3	3	2	3	3	3
M24-PAD-102.2	3	3	2	3	3	2	3	3	3
M24-PAD-102.3	3	3	2	3	3	2	3	3	3
M24-PAD-102.4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**CC-3**

**Session: 2024-25**

**Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	I		
Name of the Course	Local Government in India, U.K., U.S.A. & France		
Course Code	M24-PAD-103		
Course Type	CC-3		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Historical background and growth of Urban Local Administration.</p> <p>CLO 2 Grasping the role of Local Government in Different countries.</p> <p>CLO 3 Understanding the in-built control mechanisms over constitutional bodies in Particular and administration in general.</p> <p>CLO 4 Acquire comprehensive knowledge of mainstream theories that have shaped and influenced Local politics and assess the relevance of these theories in present context.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Meaning, Scope and Significance of Urban local Government. Features of Urban Local Government in India, UK, USA and France.	15
II	Structure, Organisation and Functions of Urban Local Governments in India, Britain, France and USA. Municipal Finance in Britain and France.	15
III	State- Local Relations in India and USA. Central-Local Relations in Britain and France. Local Government Reforms in India, Britain, France and USA. Municipal Finance in USA.	15
IV	Municipal Personnel Administration; Municipal Leadership; Role of	15



Political Parties; People's Participation. Municipal Finance In India.			
<b>Total Contact Hours</b>			60
<b>Suggested Evaluation Methods</b>			
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>	
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory:</b>	<b>70</b>
• Class Participation:	5	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.:	10		
• Mid-Term Exam:	15		
<b>Part C-Learning Resources</b>			
<b>Recommended Books/e-resources/LMS:</b>			
<ul style="list-style-type: none"> <li>• S. L. Kaushik: Leadership in Urban Government in India, Allahabad: Kitab Mahal 1989.</li> <li>• Sahib Singh and Swinder Singh: Local Government in India, Jalandhar: New Academic Publishing Co. 1991.</li> <li>• David Wilson &amp; Chris Game &amp; others: Local Government in the United Kingdom, London: Macmillan 1994.</li> <li>• Tony Byrne: Local Government in Britain, London: Penguin Press 5th Ed. 1990.</li> <li>• Vincent Ostrom and Others: Local Government in the United States, San Francisco, California, ICS Press, 1988.</li> <li>• Michael Keating: Comparative Urban Politics, Edward Elgar Publishing Ltd. Hamshire, England, Governor House Croft road, Aldershot, 1992.</li> <li>• D.A. Chandler (ed.), Local Government in Liberal Democracies: An Introductory Survey, London: Routledge 11, New Fetter Lane, EC4P, 1992</li> </ul>			

### Mapping Matrix of Course M24-PAD-103

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-103. 1	3	3	2	3	3	2	3	3	3
M24-PAD-103. 2	3	3	2	3	3	2	3	3	3
M24-PAD-103. 3	3	3	2	3	3	2	3	3	3
M24-PAD-103. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**CC-4**

<b>Session: 2024-25</b>			
<b>Part A - Introduction</b>			
Name of Programme	M.A. Public Administration		
Semester	I		
Name of the Course	Social Welfare Administration		
Course Code	M24-PAD-104		
Course Type	CC-4		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Social Administration. Social Policy – A Study of Relevant Constitutional Articles and Provisions in the Five Year Plan Documents. Need for Adoption of a Social Resolution for India.</p> <p>CLO 2 Field of Social Administration. Need for Creation of State and Local Cadre of Social Administration.</p> <p>CLO 3 National Commission for SCs and STs – Programmes for the Development of SCs &amp; STs and Women.</p> <p>CLO 4 Major Social Sectors – Health and Education, Social Planning and Five Year Plans.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
<b>Part B- Contents of the Course</b>			
<b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours

I	<b>Introduction of Social Welfare Administration</b> Concepts of Social Welfare, Social Justice and Social Change. Meaning, Nature, Scope and Principles of Social Administration. Social Policy – A Study of Relevant Constitutional Articles and Provisions in the Five Year Plan Documents. Need for Adoption of a Social Resolution for India. Post Independence Social Legislation with Special Reference to Legislation for Women and Children.	15
II	<b>Organisation of Social Welfare Administration</b> Organisation and Functions: Ministry of Social Justice and Empowerment. Department of Women and Child Development at Central Level Need for Integration of Social Functions at Central level. Central Social Welfare Board – Its Composition, Functions and Status.	15
III	<b>Organisation of State Social Welfare Administration</b> Organisation at the State Level (Haryana) – Directorates of Social Justice and Empowerment, Welfare of SCs & BCs; and Women & Child Development – Composition and Functions. State Social Welfare Advisory Board: Composition, Powers and Personnel Practices in the Field of Social Administration. Need for Creation of State and Local Cadre of Social Administration.	15
IV	<b>Major Social Sectors of State Social Welfare Administration</b> National Commission for SCs and STs – Programmes for the Development of SCs & STs and Women. Welfare of the Disabled and Aged. Drug De-addiction. Methods of Social Administration: Social Case Work; Group Work; and Community Organisation and their Applicability in India. Major Social Sectors – Health and Education, Social Planning and Five Year Plans. Role of Voluntary/Non-Governmental Agencies in Socio-economic Development.	15
<b>Total Contact Hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Surendra Kataria, Social Administration (Hindi), RBSA Publishers, SMS High Way, Jhaipur, 2002.</li> <li>• C.P. Barthwal (Ed.), Social Justice in India, Bharat Book Centre, 17, Ashok Marg, Lucknow, 1998.</li> <li>• D.R. Sachdeva, Social Welfare Administration (English and Hindi), Kitab Mahal, Allahabad, 2004.</li> <li>• Davis C. March: An Introduction to Social Administration, Routledge and Kegan D. Paul, London, 1965.</li> <li>• P.D.Kulkarni: Centre Social Welfare Board, New Delhi: Asia Publishing House, 1961.</li> </ul>		

- V. Jaganadhan: Social Welfare Organisation, New Delhi, IIPAD 1966.
- D.K.Mishra: social Administration (Hindi) Jaipur: College Book Depot, Tripolia Bazar, 1990.
- D. D. Paul Chowdhry: Social Welfare Administration, New Delhi, Atma Ram & Sons, 1979.
- S. L. Goel and R.K.Jain: Social Welfare Administration, vol. I, New Delhi: Deep & Deep, 1988.
- T. N. Chaturvedi and S.K. Chandra: Social Administration Development and Change, New Delhi, IIPAD 1980.
- D.P. Chowdhry: Social Welfare Administration, Atma Ram & Sons, Deli 1992.
- Mohinder Singh (ed.): Social Policy and Administration in India, M.D. Publications Pvt. Ltd., New Delhi, 1996.

### Mapping Matrix of Course M24-PAD-104

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-104. 1	3	3	2	3	3	2	3	3	3
M24-PAD-104. 2	3	3	2	3	3	2	3	3	3
M24-PAD-104. 3	3	3	2	3	3	2	3	3	3
M24-PAD-104. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-1****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	I		
Name of the Course	Indian Constitution - I		
Course Code	M24-PAD-105		
Course Type	DEC-1		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Knowledge about the Constitutional Development and Framing of Present Constitution. Features, Preamble, Fundamental Rights; Directive Principles of the State Policy; Rule of Law; and Constitutional Conventions.</p> <p>CLO 2 Grasping the role of President - Powers and Position; Prime Minister and his relations with Council of Ministers, Parliament.</p> <p>CLO.3 Understanding the in-built up Lok Sabha and Rajya Sabha, Committee System and State Legislature.</p> <p>CLO 4 Delineating the constitutional provisions Supreme Court and High Court and 42<sup>nd</sup> and 44<sup>th</sup> Amendments.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Evolution & Development of Indian Constitution, Framing of Present Indian Constitution. Features, Preamble and Significance of Indian Constitution, Formation of new States and alteration of areas.	15
II	Indian Executive: President – Appointment, Powers and Functions, Vice-President – Appointment, Powers and Functions, Prime Minister - Appointment, Powers and functions, Council of Ministers.	15

III	Parliament: Lok Sabha– Composition, Functions, Powers, Rajya Sabha – Composition, Functions, Powers, The Committee System - The Public Accounts Committee and Estimate Committee.	15
IV	Judiciary: Supreme Court – organization, powers and functions, High Court – organization, powers and functions, Union-State Relationship – Administrative, Legislative and Financial, Judicial Reforms.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
•Class Participation:	5	Written Examination
•Seminar/presentation/assignment/quiz/class test etc.:	10	
•Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Bombwall, K.R.: Government and Politics in India, Ambala Cantt. Modern Publications, 1981.</li> <li>• D.D.Basu: Constitutional Law of India, Bombay: Prentice Hall of India.</li> <li>• B.K. Gokhale: The Constitution of India and Its Working, Meerut City: Educational Publishers.</li> <li>• S.C. Dube (Ed.): Public Services and Social Responsibility, New Delhi, Vikas 1979.</li> <li>• Anurud Prasad: Centre and State Powers Under Indian Federation, New Delhi: Deep &amp; Deep Publications.</li> <li>• B.L. Fadia: Indian Government and Politics, Agra: Sahitya Bhawan, 1992.</li> <li>• Morris-Jones, W.H.: The Government and Politics in India, Bombay: B.I. Publishing 1971.</li> <li>• Palmer-Norman, D.: Elections and Political Development, New Delhi, Vikas 1976.</li> <li>• Shiva Rao: The Framing of Indian Constitution, Bombay: N.M. Tripathi &amp; Co. 1969.</li> </ul>		

### Mapping Matrix of Course M24-PAD-105

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-105. 1	3	3	2	3	3	2	3	3	3
M24-PAD-105. 2	3	3	2	3	3	2	3	3	3
M24-PAD-105. 3	3	3	2	3	3	2	3	3	3
M24-PAD-105. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-1****Session: 2024-25****Part A - Introduction**

<b>Session: 2024-25</b>			
<b>Part A - Introduction</b>			
Name of Programme	M.A. Public Administration		
Semester	I		
Name of the Course	Administrative Law - I		
Course Code	M24-PAD-106		
Course Type	DEC-1		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Developing an understanding of Administrative Law- Scope &amp; Importance, Legal Basis of Modern State, Doctrine of Separation of Powers; Principles of Checks and Balances, and Principles of National Justice</p> <p>CLO 2 To acquire comprehensive knowledge of Basic Administrative Control i.e Delegated Legislation, Doctrine of Ultra Virus, Droit Administration and Principles and Natural Justice.</p> <p>CLO 3 To understanding the changing nature of Administrative Tribunal: Reason for Growth, Procedure, Types of Administrative Tribunals and Administrative Authorities.</p> <p>CLO 4 Grasping the genesis, growth and concept of Administrative Appellate Authority: Central Administrative Tribunals, Income Tax Appellate – Tribunals, Regulatory and Insurance Regulatory And Development Authority (IRDA)</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
<b>Part B- Contents of the Course</b>			
<b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Introduction</b> Administrative Law- Meaning, Nature, Scope & Importance, Government and Administration: Legal Basis of Modern State, Rule of Law: Procedure, Implementation and Impact in administration.	15
II	<b>Administrative Control</b> Delegated Legislation- Meaning, Need, Types, Scope and Importance, Doctrine of Ultra Virus, Droit Administration: Procedure and types, Judicial Control of Administration, Rights Remedies writs and Principles and Natural Justice.	15
III	<b>Administrative Tribunals</b> Administrative Tribunal: Meaning, Structure, Types and Procedure, Administrative Authorities and Tribunals: Railway Rates Tribunals, Income Tax Appellate Tribunals, Haryana Administrative Tribunal for Disciplinary Proceedings.	15
IV	<b>Administrative Appellate Authority</b> Central Administrative Tribunals: Composition, Functions and Powers, Income Tax Appellate – Tribunals, types and process, Regulatory Authority – Telecom Regulatory Authority of India (TRAI), Insurance Regulatory And Development Authority (IRDA)	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Jai Jai Ram UpADhya, Administrative Law, Central Law Agency 30-D/1, Moti Lal Nehru Road, Allahabad-2 (U.P.) 2015.</li> <li>• M .P. Jain &amp; S. N. Jain, Principles of Administrative Law, (6th edition), Published by Wadhwa Book ComPADny, Delhi Law House, New Delhi 2013,</li> <li>• M.A. F, Judicial Control of Administrative Action in India, Oxford Clarendon Press, London ,(1969).</li> <li>• Genevra Richardson and Hazel Genn , Administrative law and government action : the courts and alternative mechanisms of review, Oxford (England): Clarendon Press, 1994.</li> <li>• D. G.T. Williams, Administrative Law in England: The Emergence of a New Remedy, Wolfson College, Oxford Clarendon Press, London ,(1969).</li> <li>• J.A.G. Griffith, Principles of Administrative Law (4th Ed.), Published by Pitman Publishing Lincoln, United Kingdom, 1973</li> <li>• A. P. Hassumani: Some Problems of Administrative Law in India, Published by Asia Publishing House, Mumbai, India, 1984.</li> <li>• Christopher Forsyth, Mark Elliott, Swati Jhaveri, Effective Judicial Review: A Cornerstone of Good Governance (Oxford University Press, 2010).</li> </ul>		



- Christopher N. May and Allan Ides, Constitutional Law: National Power and Federalism (3rd Edition, Aspen Publishers, 2004).
- Elizabeth Giussani, Constitutional and Administrative Law (Sweet and Maxwell, 2008).
- Mahendra P. Singh, Comparative Constitutional Law (Eastern Book ComPADny, 1989).
- Neal Devins and Louis Fisher, The Democratic Constitution (Oxford University Press, 2010).
- Sudhir Krishna Swamy, Democracy and constitutionalism in India – A study of the Basic Structure Doctrine (Oxford University Press, 2009).
- Vikram David Amar, Mark Tushnet, Global Perspectives on Constitutional Law (Oxford University Press, 2009).
- Bharati on Constitutional Status of Fundamental Rights”, Vol. 26 (2) South Asian Studies 299-309 (July-December 2011).
- Anne Smith, “Internationalization and Constitutional Borrowing in Drafting Bills of Rights” 60(4) International and Comparative Law Quarterly 867-894 (2011October).
- Daryl Levinson and Richard H. Pildes “Separation of Parties, Not Powers” 119(8) Harvard Law Review. 2311-2386 (2006).
- Daryl Levinson and Richard H. Pildes, “Separation of Parties, Not Powers” 119(8) Harvard Law Review 2311-2386 (2006).
- David Anoussamy, “Who Governs India?” 14 (4) South Asia Politics 18-21 (August 2011).
- David King, “Formalizing Local Constitutional Standards of Review and the Implications for Federalism” 97 (7) Virginia Law Review 1685-1726 (November 2011).
- David Staruss, “Do we Have a Living Constitution” 59 (4) Drake Law Review 973-984 (2011 Summer)
- Devi Prasad Singh, “Sovereignty, Judicial Review and Separation of Power”, 7(5) Supreme Court Cases J-13 (September 2012)
- G.N. Ray, “Mass Media and Parliamentary Democracy” 31 (2) Press Council of India Review 1-10 (April 2010).

#### Mapping Matrix of Course M24-PAD-106

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-106.1	3	3	2	3	3	2	3	3	3
M24-PAD-106.2	3	3	2	3	3	2	3	3	3
M24-PAD-106.3	3	3	2	3	3	2	3	3	3
M24-PAD-106.4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-1**

<b>Session: 2024-25</b>			
<b>Part A - Introduction</b>			
Name of Programme	M.A. Public Administration		
Semester	I		
Name of the Course	Introduction to Public Policy		
Course Code	M24-PAD-107		
Course Type	DEC-1		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Understanding the basic concepts such as public policy, policy analysis, public policy process and governance</p> <p>CLO 2 Knowledge of different stages of the Public policy process in terms of theoretical formulation and the process</p> <p>CLO 3 Necessary competence to undertake policy Implementation analysis</p> <p>CLO 4 Policy Evaluation –Concept, Techniques and Policy Impact and Policy Outcomes.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
<b>Part B- Contents of the Course</b>			
<b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours
I	<b>Introduction</b> Public Policy- Meaning, Nature, Scope and Importance, Evolution of Public Policy Sciences, Public Policy and Public Administration		15
II	<b>Theories And Public Policy Making</b> Perspectives of Policy Making Process, Theories and Models of Public Policy Making (Group Theoretic, Elite, Incremental, Institutional, Rational, Game Theoretic and System Theoretic Model), Institutions of Policy Making Process		15

III	<b>Policy Implementation</b> Policy Implementation- Concept, Policy Implementation- Determinants Techniques, Policy Implementations- Problems and issues	15
IV	<b>Policy Evaluation</b> Policy Evaluation –Concept, Policy Evaluation- Techniques, Policy Impact and Policy Outcomes	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory:</b> <b>70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Anderson J.E. (2006) Public Policy Making: An Introduction, Boston, Houghton.</li> <li>• Bardach, Eugene (1977) The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT</li> <li>• Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI, Greenwood Press.</li> <li>• Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making Armonk; M.E. Sharpe.</li> <li>• Brewer, Gary D., and Peter de Leon (1983), The Foundations of Policy Analysis, Homewood, IL: The Dorsey Press.</li> <li>• Dahl, Robert and Charles Lindblom, (1976), Politics, Economics and Welfare, New York Harper</li> <li>• Dror, Y. (1989), Public Policy Making Re-examined, 2nd ed., San Francisco, Chandler</li> <li>• Dye Thomas (2008), Understanding Public Policy Singapore, Pearson Education.</li> <li>• Hill Michael, (2005), The Public Policy Process, Harlow, UK, Pearson Education 5th Edition.</li> <li>• Howlett, Michael, and M. Ramesh (1995) Studying Public Policy, Policy Cycles and Policy Subsystems, OUP, Toronto.</li> <li>• Jones, C.O, (1970): An Introduction to the Study of Public Policy, Belmont, Prentice Hall.</li> <li>• Learner, D. and H.D. Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press.</li> <li>• Lindblom, C.E., and E.J, Woodhouse, (1993), The Policy making Process, 3es ed. New Jersey., Prentice Hall.</li> <li>• McCool Daniel C. (ed.) (1995) Public Policy Theories, Models, and Concepts: An Anthology, NJ; Prentice Hall.</li> <li>• Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, New York.</li> <li>• Nachmias, David, (1979), Public Policy Evaluation: Approaches and Methods, New York: St. Martin’s Press.</li> <li>• Jay M. Shafritz (ed.) (1998), International Encyclopedia of Public policy and Administration, Westview Press.</li> </ul>		

### Mapping Matrix of Course M24-PAD-107

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-107.1	3	3	2	3	3	2	3	3	3
M24-PAD-107.2	3	3	2	3	3	2	3	3	3
M24-PAD-107.3	3	3	2	3	3	2	3	3	3
M24-PAD-107.4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

### DEC-1

Session: 2024-25			
Part A - Introduction			
Name of Programme	M.A. Public Administration		
Semester	II		
Name of the Course	Public Administration & Computer Applications		
Course Code	M24-PAD-108		
Course Type	DEC-1		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Developing an understanding of Management through Information System, Decision-Making and Role of Computer Technology in Development and Maintenance of MIS.</p> <p>CLO 2 To acquire comprehensive knowledge of Basic Administrative Model of Computer System, Classification of Computers and Hardware vs. Software.</p> <p>CLO 3 To understanding the changing nature of Functions of an Operating System, Introduction to MS-windows and Word Processing,</p> <p>CLO 4 Grasping the genesis, growth and concept of Using MS-Excel, Graphs &amp; Charts and Functions like Statistical.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B- Contents of the Course			
<p><b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.</p>			
Unit	Topics		Contact Hours
I	Meaning, Nature, Need, Role, Evolution of Management through Information System. Relatedness of MIS with Management Activities. Management Functions and Decision-Making. Components of MIS with special emphasis in Reporting System, Data Organisation, Concept of		15

	Data Base. Data and Data Processing Operation, Data Base vs. Information System. Role of Computer Technology in Development and Maintenance of MIS.	
II	Introduction to Computers: A General Model of Computer System: Brief description of Various Components; Input/Output Devices; Types of Auxiliary storage, Data Storage on different types of Media, Classification of Computers on Chronology, Size and Architecture; Hardware vs. Software, Types of Software, Problems Solving on Computers; Steps in Problem Solving on Computers.	15
III	Introduction to Operating System: Functions of an Operating System; Types of Operating System. Introduction to MS-windows. Introduction to Word Processing, Word Processing Concepts; General Characteristics of Word Processing Packages; Using MS Word.	15
IV	Introduction to Spread Sheet: Data Organisation Concepts; Using MS-Excel. Data Organization Concepts, Graphs & Charts, Various Types of Functions like Statistical, Mathematical & Financial Function etc. Creating Spread-Sheets on the basis of Simple Formulas, Computer Application in Public Administration with Special Reference to Record Keeping, Research and Communication.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Gear, C. Williams: Computer Organisation and Programming with an Emphasis on Personal Computer (IV Ed.), New York, McGraw Hill 1986.</li> <li>• P.K.Sinha, Computer Fundamentals, BPB, 3rd Ed.</li> <li>• R.K. Taxali: PC Software Made Simple, Tata McGraw Hill</li> <li>• Saxena &amp; Steyer: Basic principles of Data Processing.</li> <li>• Murdic, Ross, Management Information System, Prentice Hall of India, latest Edition</li> <li>• P.K.Sinha, Foundations of Computing, BPB</li> <li>• S.K.Bajendra, Computer Today, Galgotia Publishers.</li> </ul>		

### Mapping Matrix of Course M24-PAD-108

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-108. 1	3	3	2	3	3	2	3	3	3
M24-PAD-108. 2	3	3	2	3	3	2	3	3	3
M24-PAD-108. 3	3	3	2	3	3	2	3	3	3



109.4									
Average	3	3	2.50	3	3	2.75	3	3	3

### CC-5

<b>Session: 2024-25</b>			
<b>Part A - Introduction</b>			
Name of Programme	M.A. Public Administration		
Semester	II		
Name of the Course	Public Personnel Administration in India, U.K., U.S.A. & France		
Course Code	M24-PAD-201		
Course Type	CC-5		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Conceptual clarity of Public personnel Administration, its issues, career systems and other terms covering various aspects of personnel administration</p> <p>CLO 2 Detailed understanding of the Public personnel system of the Indian personnel administration</p> <p>CLO 3 Learning of basic principles, Challenges of Administrative Structure and Principles of USA Public Personnel System</p> <p>CLO 4 Critical understanding of issues like UK Public Personnel System and processes and Civil Service Reforms</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
<b>Part B- Contents of the Course</b>			
<b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the			



compulsory question. All questions will carry equal marks.

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
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.	15
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, Central Administrative Tribunals.	15
III	Personnel System in UK with reference to Recruitment, Classification, Training, Promotion, Conduct Rules, Disciplinary Actions, Removal and Appeals and Retirement Benefits. Whitleyism in UK.	15
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 & France.	15
<b>Total Contact Hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Prof. Rajesh Kumar Bhatt &amp; Dr. Jyoti Bhatt (2024), Personnel Administrative System in India, U.K., U.S.A, &amp; France, R.K. Publisher, Coimbatore (Tamil Nadu).</li> <li>• Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan PADge, London.</li> <li>• AswathapAD K. (2013) Human Resource Management: Text and Cases, McGraw Hill, New Delhi</li> <li>• Farazmand, Ali (1994), Handbook of Bureaucracy, Taylor &amp; Francis, New York</li> <li>• Flippo Edvin B., (1976), Principles of Personnel Management, McGraw-Hill</li> <li>• Goel, S.L.&amp; Rajneeesh, Shalini(2003), Public Personnel Administration, Deep &amp; Deep, New Delhi</li> <li>• Government of India, Second ARC,Tenth Report on 'Refurbishing of Personnel Administration'</li> <li>• Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration,Taylor &amp; Francis, New York.</li> <li>• Jain, R.B.(1994), Aspects of Personnel Administration, IIPAD, New Delhi</li> <li>• Maheswari Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi</li> </ul>		

- Naff , Katherine C, Norma M. Riccucci, (2014) personnel Management in Government: Politics and Process( Seventh Edition), CRC, Taylor &" Francis, New York.
- Riccucci ,Norma(2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, New York.
- Shafritzjay M et.al. (2001), Personnel Management in Government, Marcel Dekker, New York.
- Stahl O. Glenn (1983), Public Personnel Administration, Harper & Row.
- Tead , Ordway (1920), Personnel Administration, University of California Libraries.
- C.M. Jain, H.C. Sharma and A.S. Rathod, Research Publications, 89 Tripolia Bazar, Jaipur, 2014

**Mapping Matrix of Course M24-PAD-201**

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-201. 1	3	3	2	3	3	2	3	3	3
M24-PAD-201. 2	3	3	2	3	3	2	3	3	3
M24-PAD-201. 3	3	3	2	3	3	2	3	3	3
M24-PAD-201. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**CC-6**

**Session: 2024-25**

**Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	II		
Name of the Course	Public Policy: Models & Analysis		
Course Code	M24-PAD-202		
Course Type	CC-6		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Understanding the basic concepts such as public policy, policy analysis, public policy process and governance</p> <p>CLO 2 Knowledge of different stages of the Public policy process in terms of theoretical formulation and the process</p> <p>CLO 3 Necessary competence to undertake policy Implementation analysis</p> <p>CLO 4 Policy Evaluation –Concept, Techniques and Policy Impact and Policy Outcomes.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<p><b>Models of Public Policy-I</b>                      Vilfredo Pareto: Optimality and Improvement, John Rawls: A Theory of Justice, Gabriel Almond: Interest Aggregation and Articulation, Harold Lasswell: Policy Sciences</p>	15

II	<b>Models of Public Policy-II</b> Yehezkel Dror: Meta Policy, Charles Lindblom: Incrementalism, William Niskanen: Budget Maximizing Model, Elinor Ostrom: Institutional Rational Choice, Amartya Sen: Development as Freedom	15
III	<b>Approaches to Public Policy Analysis</b> The Process Approach, The Logical Positivist Approach, The Phenomenological Approach, The Participatory Approach and Normative Approach	15
IV	<b>Globalization and Public Policy</b> Global Policy Process, Transnational Actors: Impact on Public Policy Making, Impact of Globalization on Policy Making	15
<b>Total Contact Hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Anderson J.E. (2006) Public Policy Making: An Introduction, Boston, Houghton.</li> <li>• Bardach, Eugene (1977) The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT</li> <li>• Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI, Greenwood Press.</li> <li>• Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making Armonk; M.E. Sharpe.</li> <li>• Brewer, Gary D., and Peter de Leon (1983), The Foundations of Policy Analysis, Homewood, IL: The Dorsey Press.</li> <li>• Dahl, Robert and Charles Lindblom, (1976), Politics, Economics and Welfare, New York Harper</li> <li>• Dror, Y. (1989), Public Policy Making Re-examined, 2nd ed., San Francisco, Chandler</li> <li>• Dye Thomas (2008), Understanding Public Policy Singapore, Pearson Education.</li> <li>• Hill Michael, (2005), The Public Policy Process, Harlow, UK, Pearson Education 5th Edition.</li> <li>• Howlett, Michael, and M. Ramesh (1995) Studying Public Policy, Policy Cycles and Policy Subsystems, OUP, Toronto.</li> <li>• Jones, C.O, (1970): An Introduction to the Study of Public Policy, Belmont, Prentice Hall.</li> <li>• Learner, D. and H.D. Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press.</li> <li>• Lindblom, C.E., and E.J, Woodhouse, (1993), The Policy making Process, 3es ed. New Jersey., Prentice Hall.</li> <li>• McCool Daniel C. (ed.) (1995) Public Policy Theories, Models, and Concepts: An Anthology, NJ; Prentice Hall.</li> <li>• Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, New York.</li> </ul>		

- Nachmias, David, (1979), *Public Policy Evaluation: Approaches and Methods*, New York: St. Martin's Press.
- Jay M. Shafritz (ed.) (1998), *International Encyclopedia of Public policy and Administration*, Westview Press.

**Mapping Matrix of Course M24-PAD-202**

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-202. 1	3	3	2	3	3	2	3	3	3
M24-PAD-202. 2	3	3	2	3	3	2	3	3	3
M24-PAD-202. 3	3	3	2	3	3	2	3	3	3
M24-PAD-202. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**CC-7**

**Session: 2024-25**

**Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	II		
Name of the Course	Labour Welfare Administration		
Course Code	M24-PAD-203		
Course Type	CC-7		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Will be equipped with the knowledge and conceptual clarity of Evolution, Importance, International, and Labour Welfare and Labour Administration</p> <p>CLO 2 Knowledge about the Approaches Organisation and Working of State Labour Department and Directorate of Labour. Dispute Settlement: Machinery at District, Factory and Plant levels.</p> <p>CLO 3 Knowledge of different Development Machinery at District, Factory and Plant levels.</p> <p>CLO 4 Clarity re-administrative systems and their accountability mechanisms of Workers Participation in Management.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
<b>Part B- Contents of the Course</b>			
<b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The			

examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>INTRODUCTION</b> Meaning, Nature, Scope and Principles of Labour Welfare and Labour Administration. Theories of Labour Welfare. Labour Policy in India. Five Year Plans and Labour Welfare in India. Labour Welfare with Special Reference to the Study of Worker's Education and Training, Housing Schemes and Health.	15
II	<b>ORGANISATIOAL MACHINERY</b> Ministry of Labour, Government of India – Organisation and Functions. National Commission on Labour Organisation: Powers and functions. Organisation and Working of State Labour Department and Directorate of Labour. Dispute Settlement: Machinery at District, Factory and Plant levels.	15
III	<b>INSTITUTIONAL SET-UP</b> Labour Welfare Officer its – Powers, Functions, Status and Role. Trade Union – Brief History, Organisation and Role. Workers Participation in Management. Main Recommendations of National Commission on Labour (with Special Reference to Labour Welfare), ILO and Labour Welfare in India.	15
IV	<b>LABOUR LEGISLATIONS</b> Labour Legislation in India with special reference to the Study of the Main Provisions of the following legislations and their Administrative Problems.  a) Factories Act 1948; Industrial Disputes 1947; b) Trade Unions Act 1926; c) Main Provisions and Administrative Problems of: Payment of Wages Act, 1936; d) Employees State Insurance Act,1948; e) Employees Provident Act 1952; and Industrial Employment (Standing Orders) Act,1946; Equal Remuneration Act 1976.	15
<b>Total Contact Hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		

- Factories Act 1948; Industrial Disputes 1947; Trade Unions Act 1926; Minimum Wages Act 1948; Workmen's Compensation Act 1923.
- K.N.Vaid: Labour Welfare in India, Sri Ram Centre for Industrial Relations, New Delhi, 1970.
- India: Report of the Committee on Labour Welfare, Ministry of Labour, Employment and Rehabilitation 1969.
- R.C.Saxena: Labour Problems and Social Welfare, Meerut: K. Nath and Co. 1988.
- M.L.Monga: Industrial Relations and Labour Laws in India, New Delhi: Deep & Deep 1984.
- G.K.Sharma: Labour Movement in India, New Delhi: Sterling Publishers, 1972.
- Malhotra: The Law of Industrial Disputes, NM TriPADthi, Bombay 1968.
- K.M. Subramaniam: Labour Management Relations in India, Bombay: Asia Pub. House, 1967.
- S. Malik: Industrial Law, Eastern Book ComPADny, Delhi, 1983.
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- C.B. Memoria & S. Memoria: Dynamics of Industrial Relations in India, Bombay: Himalaya Publishing House, 1987.
- DeePADk Bhatnagar: Labour Welfare and Social Security Legislation in India, New Delhi: Deep & Deep 1985.
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### Mapping Matrix of Course M24-PAD-203

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-203. 1	3	3	2	3	3	2	3	3	3
M24-PAD-203. 2	3	3	2	3	3	2	3	3	3
M24-PAD-203. 3	3	3	2	3	3	2	3	3	3
M24-PAD-203. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3



**CC-8**

**Session: 2024-25**

**Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	II		
Name of the Course	Public Financial Administration		
Course Code	M24-PAD-204		
Course Type	CC-8		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Knowledge of various aspects of Public Financial Administration in general and in the Indian context in Particular</p> <p>CLO 2 Understanding Public budgeting, Public financial institutions and financial resource mobilization strategies in the Indian context</p> <p>CLO 3 Comprehensive the system and dynamics of Indian fiscal federalism</p> <p>CLO 4 Deep understanding of the role of Comptroller and Auditor General Reserve Bank of India in a public financial administration.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Introduction</b> Meaning , Significance, Scope, Agencies and Principles of Public	15

	Administration, Tax Administration : Principles, Types and Method of Taxation, Tax Avoidance, and Evasion: Issues and Challenges, Evaluation of the Indian Tax System	
II	<b>Budgeting And Governance</b> Budget: Meaning , Evolution and Principles, Budget Preparation, Authorization and Execution with special reference to India, Budget as Instrument of Management, Types of Budget: Zero Based Budget, Gender Budget, Green Budget and Sunset Budget, Centre state Financial Relations	15
III	<b>Financial Management</b> Financial Institution: IFCI, IDBI, SFC Working Capital: Concept, Component, Importance and Factors Indian Money Market: Composition, Features and Reforms. Fiscal Policy: Objectives, Instruments, Techniques and Limitations. Monitory Policy: Objectives, Prinicipals, International Monitory Policy	15
IV	<b>Control Over Finance</b> Ministry of Financing as an Agency of Expenditure Control Financial Committee: PADC, EC, COPU Controller and Auditor General of India (CAGI) Reserve Bank of India: Organisation, Function, Credit Control, Monitor RBI	15
<b>Total Contact Hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Carlos , Santiso(2009) the political economy of government auditing, Taylor and Francis</li> <li>• Sanjev Kumar Mahajan and AnuPADma Puri Mahajan, Financial Administration in India, PHI Learning Private Limited.. Delhi 2014.</li> <li>• Manjusha Sharma &amp; O.P. Bohra, Financial Administration in India, Kitab Publication, Delhi, 2015</li> <li>• Chen Greg g et. Al (eds) (2008), budget tools: financial methods in the public sector, CQ press.</li> <li>• Government of India, second administrative reforms commission, fourteenth report, strengthening financial management, systems, April 2009.</li> </ul>		

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- Sharma: Personnel Management and Industrial Relations, Meerut: SJ Publishers, 1988.

#### Mapping Matrix of Course M24-PAD-204

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-204. 1	3	3	2	3	3	2	3	3	3
M24-PAD-204. 2	3	3	2	3	3	2	3	3	3
M24-PAD-204. 3	3	3	2	3	3	2	3	3	3
M24-PAD-204. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-2****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	II		
Name of the Course	Indian Constitution - II		
Course Code	M24-PAD-205		
Course Type	DEC-2		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Knowledge about the Constitutional Development and Framing of Present Constitution. Features, Preamble, Fundamental Rights; Directive Principles of the State Policy; Rule of Law; and Constitutional Conventions.</p> <p>CLO 2 Grasping the role of President - Powers and Position; Prime Minister and his relations with Council of Ministers, Parliament.</p> <p>CLO.3 Understanding the in-built up Lok Sabha and Rajya Sabha, Committee System and State Legislature.</p> <p>CLO 4 Delineating the constitutional provisions Supreme Court and High Court and 42<sup>nd</sup> and 44<sup>th</sup> Amendments.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Fundamental Rights: Definition and types, Fundamental Duties- Definition and types, Directive Principles of the State Policy, Rule of Law.	15
II	Governor: Appointment, Functions and Powers, Chief Minister: Appointment, Functions and Powers, Chief Secretary: Role, Power and functions, General Administration of States: Home, Finance and Education.	15
III	State Legislature: Vidhan Sabha -composition. Powers and functions,	15

	Vidhan Parishad - composition. Powers and functions, State Finance Commission: Power and functions. State Election Commission: Power and functions.	
IV	Constitutional Amendment Process and Constitutional Amendments with special reference to 42 <sup>nd</sup> , 44 <sup>th</sup> , 52 <sup>nd</sup> and latest Amendments, Judicial Activism: Role and process, Lok Pal and Lokayukta.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory:</b> <b>70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Bombwall, K.R.: Government and Politics in India, Ambala Cantt. Modern Publications, 1981.</li> <li>• D.D.Basu: Constitutional Law of India, Bombay: Prentice Hall of India.</li> <li>• B.K. Gokhale: The Constitution of India and Its Working, Meerut City: Educational Publishers.</li> <li>• S.C. Dube (Ed.): Public Services and Social Responsibility, New Delhi, Vikas 1979.</li> <li>• Anurud Prasad: Centre and State Powers Under Indian Federation, New Delhi: Deep &amp; Deep Publications.</li> <li>• B.L. Fadia: Indian Government and Politics, Agra: Sahitya Bhawan, 1992.</li> <li>• Morris-Jones, W.H.: The Government and Politics in India, Bombay: B.I. Publishing 1971.</li> <li>• Palmer-Norman, D.: Elections and Political Development, New Delhi, Vikas 1976.</li> <li>• Shiva Rao: The Framing of Indian Constitution, Bombay: N.M. Tripathi &amp; Co. 1969.</li> </ul>		

#### Mapping Matrix of Course M24-PAD-205

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-205. 1	3	3	2	3	3	2	3	3	3
M24-PAD-205. 2	3	3	2	3	3	2	3	3	3
M24-PAD-205. 3	3	3	2	3	3	2	3	3	3
M24-PAD-205. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-2****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	II		
Name of the Course	Administrative Law - II		
Course Code	M24-PAD-206		
Course Type	DEC-2		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Developing an understanding of Administrative Law- Scope &amp; Importance, Legal Basis of Modern State, Doctrine of Separation of Powers; Principles of Checks and Balances, and Principles of National Justice</p> <p>CLO 2 To acquire comprehensive knowledge of Basic Administrative Control i.e Delegated Legislation, Doctrine of Ultra Virus, Droit Administration and Principles and Natural Justice.</p> <p>CLO 3 To understanding the changing nature of Administrative Tribunal: Reason for Growth, Procedure, Types of Administrative Tribunals and Administrative Authorities.</p> <p>CLO 4 Grasping the genesis, growth and concept of Administrative Appellate Authority: Central Administrative Tribunals, Income Tax Appellate – Tribunals, Regulatory and Insurance Regulatory And Development Authority (IRDA)</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Introduction</b> Administrative Law: Nature, Concept and fundamentals, Doctrine of	15

	Separation of Powers; Principles of Checks and Balances, and Principles of Natural Justice, Administrative law and state Jurisdiction.	
II	<b>Administrative Control</b> Administrative Control: Meaning, Types and procedure, Administrative Control: Objectives and features, Classification of Administrative functions and distinctions, Control over delegated legislation procedural, judicial and Parliamentary control.	15
III	<b>Administrative Tribunals</b> Administrative Tribunal: Meaning, Merits and Demerits of Tribunals, Distinction between courts and tribunals, Public Corporation: meaning, classification, characteristics, controls and formation.	15
IV	<b>Administrative Appellate Authority</b> State Administrative Tribunals: Composition, Functions, and Powers, State Income Tax Appellate Authority: Types and Procedure, Remedies: Constitutional and ordinary, Administrative Tribunal Acts in India.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory:</b> <b>70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Jai Jai Ram UpPADhya, Administrative Law, Central Law Agency 30-D/1, Moti Lal Nehru Road, Allahabad-2 (U.P.) 2015.</li> <li>• M .P. Jain &amp; S. N. Jain, Principles of Administrative Law, (6th edition), Published by Wadhwa Book ComPADny, Delhi Law House, New Delhi 2013,</li> <li>• M.A. F, Judicial Control of Administrative Action in India, Oxford Clarendon Press, London ,(1969).</li> <li>• Genevra Richardson and Hazel Genn , Administrative law and government action : the courts and alternative mechanisms of review, Oxford (England): Clarendon Press, 1994.</li> <li>• D. G.T. Williams, Administrative Law in England: The Emergence of a New Remedy, Wolfson College, Oxford Clarendon Press, London ,(1969).</li> <li>• J.A.G. Griffith, Principles of Administrative Law (4th Ed.), Published by Pitman Publishing Lincoln, United Kingdom, 1973</li> <li>• A. P. Hassumani: Some Problems of Administrative Law in India, Published by Asia Publishing House, Mumbai, India, 1984.</li> <li>• Christopher Forsyth, Mark Elliott, Swati Jhaveri, Effective Judicial Review: A Cornerstone of Good Governance (Oxford University Press, 2010).</li> <li>• Christopher N. May and Allan Ides, Constitutional Law: National Power and Federalism (3rd Edition, Aspen Publishers, 2004).</li> <li>• Elizabeth Giussani, Constitutional and Administrative Law (Sweet and Maxwell, 2008).</li> <li>• Mahendra P. Singh, Comparative Constitutional Law (Eastern Book ComPADny, 1989).</li> <li>• Neal Devins and Louis Fisher, The Democratic Constitution (Oxford University Press, 2010).</li> </ul>		

- Sudhir Krishna Swamy, Democracy and constitutionalism in India – A study of the Basic Structure Doctrine (Oxford University Press, 2009).
- Vikram David Amar, Mark Tushnet, Global Perspectives on Constitutional Law (Oxford University Press, 2009).
- Bharati on Constitutional Status of Fundamental Rights”, Vol. 26 (2) South Asian Studies 299-309 (July-December 2011).
- Anne Smith, “Internationalization and Constitutional Borrowing in Drafting Bills of Rights” 60(4) International and Comparative Law Quarterly 867-894 (2011October).
- Daryl Levinson and Richard H. Pildes “Separation of Parties, Not Powers” 119(8) Harvard Law Review. 2311-2386 (2006).
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- David Annonssamy, “Who Governs India?” 14 (4) South Asia Politics 18-21 (August 2011).
- David King, “Formalizing Local Constitutional Standards of Review and the Implications for Federalism” 97 (7) Virginia Law Review 1685-1726 (November 2011).
- David Staruss, “Do we Have a Living Constitution” 59 (4) Drake Law Review 973-984 (2011 Summer)
- Devi Prasad Singh, “Sovereignty, Judicial Review and Separation of Power”, 7(5) Supreme Court Cases J-13 (September 2012)
- G.N. Ray, “Mass Media and Parliamentary Democracy” 31 (2) Press Council of India Review 1-10 (April 2010).

#### Mapping Matrix of Course M24-PAD-206

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-206. 1	3	3	2	3	3	2	3	3	3
M24-PAD-206. 2	3	3	2	3	3	2	3	3	3
M24-PAD-206. 3	3	3	2	3	3	2	3	3	3
M24-PAD-206. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3



**DEC-2****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	II		
Name of the Course	Administrative Thought & Theories -I		
Course Code	M24-PAD-207		
Course Type	DEC-2		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1: Development of an intellectual understanding of the fundamental knowledge of Organisational Goals, Organisational Change: Meaning, Change, Process, Resistance to Change.</p> <p>CLO 2: Comprehend the Organisational Theories- Classical, Neo-Classical, Human Relations, Bureaucratic, and Systems Approach.</p> <p>CLO 3: Inculcation of the necessary skills to use the different administrative thinkers.</p> <p>CLO 4: Competence to evaluate the theory of the thinkers.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Administrative Thought</b> Administrative Thought: Evolution, Importance and Structure, Organisational Goals: Concept, Functions and Types. Goal Succession, Displacement and Distortion. Environmental Influence Over Organisational Goal.	15
II	<b>Theories and Thoughts</b> Organisational Theories- Classical, Neo-Classical, Human Relations, Bureaucratic and Behavioral Approach.	15

III	<b>Administrative Thinkers and Thoughts</b> Woodrow Wilson, F.W.Taylor, Henry Fayol, Gulick ,Urwick, and Mary P. Follet.	15
IV	<b>Administrative Thinkers and Thoughts</b> Kautilya, Herbert Simon, Maslow, McGregor Herzberg, Rensis Likert	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Likert, K. New PADtterns of Management, New York: McGraw Hill, 1961.</li> <li>• A. Etzioni: Modern Organisation, New Delhi: Prentice Hall of India, 1981 (5<sup>th</sup> Edition).</li> <li>• Sharma, R.A.: Organisational Theory and Behaviour, New Delhi: Tata McGraw Hill Pub. Co. 1985.</li> <li>• Nisa Alia, Administrative Thinkers, New Delhi, Associated Pub. 1987.</li> <li>• R.S. Dwivedi, Human Relations and Organisational Behaviour, New Delhi, Oxford and IBH Pub. 1987.</li> <li>• M.R.Minto, : Management Thinkers, New Delhi: Allied Pub. Ltd. 1989.</li> <li>• R.K.Sapru, , Theories of Administration, New Delhi: S. Chand &amp; Co. Ltd. 1996.</li> <li>• MJ Mathew, : Organisation, Theory and Behaviour, Jaipur: RBSA Pub. SMS Highway</li> </ul>		

### Mapping Matrix of Course M24-PAD-207

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-207. 1	3	3	2	3	3	2	3	3	3
M24-PAD-207. 2	3	3	2	3	3	2	3	3	3
M24-PAD-207. 3	3	3	2	3	3	2	3	3	3
M24-PAD-207. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-2**

<b>Session: 2024-25</b>			
<b>Part A - Introduction</b>			
Name of Programme	M.A. Public Administration		
Semester	II		
Name of the Course	Environmental Policy & Administration in India		
Course Code	M24-PAD-208		
Course Type	DEC-2		
Level of the course	400-499		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Understanding the basic concepts such as Environment, Eco-system, Ecology and Causes and Factors of Environmental Pollution. Constitutional Provisions Relating to Environmental Protection.</p> <p>CLO 2 Knowledge of different stages of the Environment Laws and Planning in India. Air Quality Management, Pollution Control, Pollution and Eco-System.</p> <p>CLO 3 Necessary competence to undertake Environment Control Administrative Machinery.</p> <p>CLO 4 Effect and Climatic Change Challenges, Urbanisation, Industrialization, Judicial Activism and Environmental Protection and Environment Education.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
<b>Part B- Contents of the Course</b>			
<b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No.1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours
I	Environment Meaning, Component, Eco-system, Ecology and Biosphere. Environment Problems– Causes and Factors of Environmental Pollution. Environmental Policy in India. Constitutional Provisions Relating to Environmental Protection.		15
II	Environment Laws and Planning in India. Air Quality Management, Pollution Control, Pollution and Eco-System.		15
III	Environment Control Administrative Machinery at the National, State and District levels. Environment Programmes of the Government of India. Environment and Human Health, Role of Information Technology		15

	in Environment.	
IV	The Environmental Effect and Climatic Change Challenges to Environment, Various Factors – Urbanisation, Industrialization etc., Judiciary and Environmental Prevention. Judicial Activism and Environmental Protection. Citizens and Environment. People’s Participation in Conservation. NGOs Role in Environmental Protection. Environment Education.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Hoshiar Singh (ed.): Environment Policy and Administration, Jaipur, Printwell Publishers, 1992.</li> <li>• Shyam Divan &amp; Armin Rosenerang: Environmental Law and Policy in India, Oxfore University Press, New Delhi, 2001.</li> <li>• Shekhar Singh (ed.): Environmental Policy in India, New Delhi, IIPAD 1984.</li> <li>• India, NCEP: Draft Report of the State of the Environment, Delhi, December 1981.</li> <li>• O.P.Dwivedi, India: Pollution Control Policy and Programmes, International Review of Administrative Sciences, vol.XLIII, Nos. 2, 1977.</li> <li>• S.C. Bhatia (ed.): Papers in Environmental Education, Indian University Association for Continuing Education, 1984.</li> <li>• A.K. Sharma and A. Sharma (ed.): Impact of the Development of Science and Technology on Environment, Indian Science Congress Association, 1981.</li> <li>• Desh Bandhu: Environmental Management, Indian Environmental Society, 1981.</li> <li>• UNESCO: “Environmental Education in Asia and the Pacific” Bulletin of the UNESCO Regional Office for Education in Asia and the Pacific 1981.</li> <li>• H.N.Tiwari: Environmental Law, Allahabad Law Agency, Faridabad, 2001.</li> <li>• V.N. Srivastava &amp; B.P. Rai, Environment and Ecology, Vasundra Publications, Gorakhpur, 1998</li> <li>• Report of the Committee for Recommending Legislative Measures and Administrative Machinery for Ensuring Environmental Protection, Department of Science and Technology, 1980.</li> </ul>		

### Mapping Matrix of Course M24-PAD-208

Course Learning Outcomes	PLO 1	PLO2	PLO3	PLO4	PLO 5	PLO6	PLO7	PLO 8	PLO9
M24-PAD-208. 1	3	3	2	3	3	2	3	3	3
M24-PAD-208. 2	3	3	2	3	3	2	3	3	3
M24-PAD-208. 3	3	3	2	3	3	2	3	3	3
M24-PAD-208. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

## CHM

**Session: 2024-25**

### Part A - Introduction

Name of the Programme	M.A. Public Administration		
Semester	II		
Name of the Course	Constitutional, Human and Moral Values, and IPR		
Course Code	M24-CHM-201		
Course Type	CHM		
Level of the course (As per Annexure-I)	400-499		
Pre-requisite for the course (if any)	-		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1. Learn the need, nature and significance of the different Constitutional Values enshrined in our Law of the Land.</p> <p>CLO-2 Understand the need, nature and significance of the different Human Values required to be a good Human Being.</p> <p>CLO-3 Grasp the need, nature and significance of the different Moral Values required to be fit to become a Part of the civil society.</p> <p>CLO-4 Acquaint with the need, nature and significance of the Ethical and Professional Conduct in order to develop a strong sense of integrity and responsibility.</p>		
Credits	Theory	Tutorial	Total
	2	0	2
Teaching Hours per week	2	0	2
Internal Assessment Marks	15	0	15
End Term Exam Marks	35	0	35
Max. Marks	50	0	50
Examination Time	3 hours		

### Part B- Contents of the Course

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<p><b>Constitutional Values:</b> Historical Perspective of Indian Constitution: Cultural Ethos and Idealism of National Movement; Basic Values enshrined in the Preamble; Concept of Constitutional Morality; Patriotic Values and Ingredients Nation Building; Scheme of Fundamental Rights and the Idea of Human Rights; Directive Principles of the State Policy; Scheme of Fundamental Duties and the Idea of Good Citizenship</p>	7

II	<b>Human Values:</b> Humanism, Human Virtues and Civic Sense: Duties and Rights; Social Responsibilities of Human Beings; Respect for Others and Living Peacefully with Others: Guiding Values; Basic Human Aspirations and Way to fulfill it; Living Harmoniously with Others; Idea of International Peace and Brotherhood; Living Harmoniously with the Nature	8
III	<b>Moral Values:</b> Understanding Morality and Moral Values; Moral Education: Need, Contents and Purpose; Character Building: Fighting the Five Capital Evils; Integrity and Personal Ethics; Relations with Siblings, Partners, Elders, Neighbors and Peers; Sexual Relations: Taboo, Moral Dilemmas and Sex Abuse; Gendered Practices/Issues and Need of Gender Sensitization; Issues relating to the Weaker Sections of Society: SCs, STs, OBCs & DAs: Need of Affirmative Action; Ecological/Environmental Values	8
IV	<b>Ethical and Professional Conduct:</b> Understanding Ethical Human Conduct; Challenges for Ethical Conduct in Educational Institutions; Inter-Personal Relations in Campus; Issues of Drug, Tobacco Addiction and Alcoholism: Role of Students; Ethical Leadership: Scope for Students; Professional Conduct: Business Ethics, Corporate Ethics, Engineering Ethics; Plagiarism and Intellectual Property Rights (IPR); Environmental Ethics; Cyber Ethics and Ethics of Social Media	7
<b>Total Contact Hours</b>		30
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 15</b>		<b>End Term Examination: 35</b>
➤ <b>Theory</b>	<b>15</b>	➤ <b>Theory</b>
• Class Participation:	4	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	4	
• Mid-Term Exam:	7	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<i>Prof. Rajesh Kumar Bhatt &amp; Dr. Jyoti Bhatt (2024), Personnel Administrative System in India, U.K., U.S.A, &amp; France, R.K. Publisher, Coimbatore (Tamil Nadu).</i>		
Bajpai, B. L., <i>Indian Ethos and Modern Management</i> , New Royal Book Co., Lucknow, 2004.		
Basu, D.D., <i>Introduction to the Constitution of India</i> (Students Edition) Prentice Hall of India Pvt. Ltd., New Delhi, 20th ed., 2008.		
Dhar, P.L. & R.R. Gaur, <i>Science and Humanism</i> , Commonwealth Publishers, New Delhi, 1990.		
George, Sussan, <i>How the Other Half Dies</i> , Penguin Press, 1976.		
Govindarajan, M., S. Natarajan, V.S. Sendilkumar (eds.), <i>Engineering Ethics (Including Human Values)</i> , Prentice Hall of India Private Ltd, New Delhi, 2004.		
Harries, Charles E., Michael S. Pritchard & Michael J. Robins, <i>Engineering Ethics</i> , Thompson Asia, New Delhi, 2003.		
Illich, Ivan, <i>Energy &amp; Equity</i> , Trinity Press, Worcester, 1974.		
Meadows, Donella H., Dennis L. Meadows, Jorgen Randers & William W. Behrens, <i>Limits to Growth:</i>		

*Club of Rome's Report*, Universe Books, 1972.

PADlekar, Subhas, *How to practice Natural Farming*, Pracheen (Vaidik) Krishi Tantra Shodh, Amravati, 2000.

Phaneesh, K.R., *Constitution of India and Professional Ethics*, New Delhi.

Pylee, M.V., *An Introduction to Constitution of India*, Vikas Publishing, New Delhi, 2002.

Raman, B.S., *Constitution of India*, New Delhi, 2002.

Reddy, N.H., Santosh Ajmera, *Ethics, Integrity and Aptitude*, McGraw Hill, New Delhi.

Sharma, Brij Kishore, *Introduction to the Constitution of India*, New Delhi,

Schumacher, E.F., *Small is Beautiful: A Study of Economics as if People Mattered*, Blond & Briggs, Britain, 1973.

Singles, Shubham et. al., *Constitution of India and Professional Ethics*, Cengage Learning India Pvt. Ltd., Latest Edition, New Delhi, 2018.

TriPADthy, A.N., *Human Values*, New Age International Publishers, New Delhi, 2003.

**Relevant Websites, Movies and Documentaries:**

Value Education websites, <http://uhv.ac.in>, <http://www.uptu.ac.in>

Story of Stuff, <http://www.storyofstuff.com>

Al Gore, *An Inconvenient Truth*, PADramount Classics, USA.

Charlie Chaplin, *Modern Times*, United Artists, USA.

*Modern Technology – the Untold Story*, IIT, Delhi.

A. Gandhi, *Right Here Right Now*, Cyclewala Productions.

**Mapping Matrix of CourseM24-CHM-201**

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-CHM-201.1	3	3	2	3	3	2	3	3	3
M24-CHM-201.2	3	3	3	3	3	3	3	3	3
M24-CHM-201.3	3	3	2	3	3	3	3	3	3
M24-CHM-201.4	3	3	3	3	3	3	3	3	3
Average	3	3	2.50	3	3	2.75	3	3	3

**CC-9**

**Session: 2024-25**

**Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	Public Administration in India		
Course Code	M24-PAD-301		
Course Type	CC-9		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Knowledge about the evolution and growth of Indian Administration</p> <p>CLO 2 Grasping the role of Union Executive</p> <p>CLO 3 Understanding the in-built control mechanisms over constitutional bodies in Particular and administration in general</p> <p>CLO 4 Delineating the constitutional provisions and dynamics of union -state relationships. Awareness about the institutions and mechanism in force for citizen-state interface.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No.1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Historical Background And Constitutional Context</b> Evolution, Constitutional Context: Parliament, Executive and Judiciary-Structures, functions and work processes, Salient Features	15
II	<b>Union Executive</b> President, Prime Minister and Council of Ministers –Cabinet and Cabinet Committees, Cabinet Secretariat & Prime Minister Office, Central Secretariat, Ministry of Home Affairs	15
III	<b>System Of Government</b> Federal and Unitary Features in constitutional context, Union-States Relations and Trends in Centre-State Relations, Union Government and	15



	Law Order Administration-National Police Commission, Central Police and Paramilitary Forces including NIA, Inter-States Relations- Issues and Resolution Mechanism	
IV	<b>Constitutional, Statutory And Non-Statutory Authorities</b> Election Commission of India, National Human Rights Commission, National Commissions for- Scheduled Castes, Scheduled Tribes, Backward Classes, Minorities, Women and Children, Niti Ayog and National Development Council	15
<b>Total Contact Hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Prof. Rajesh Kumar Bhatt &amp; Dr. Jyoti Bhatt (2024), Personnel Administrative System in India, U.K., U.S.A, &amp; France, R.K. Publisher, Coimbatore (Tamil Nadu).</li> <li>• Hoshiar Singh &amp; Pankaj Singh(2012) Bhartiya Prashasan ( Hindi) Pearson's Publication, Noida</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; ComPADny: 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, Sibransan (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> <li>• Singh, Hoshiar &amp; Singh, Mohinder (1990) Public Administration in India: Theory &amp; Practice, New Delhi: Sterling</li> </ul>		

### Mapping Matrix of Course M24-PAD-301

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-301.1	3	3	2	3	3	2	3	3	3
M24-PAD-301.2	3	3	2	3	3	2	3	3	3
M24-PAD-301.3	3	3	2	3	3	2	3	3	3
M24-PAD-301.4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**CC-10**

**Session: 2024-25**

**Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	Economic Policy & Administration		
Course Code	M24-PAD-302		
Course Type	CC-10		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Causes of an Underdeveloped Economy, Role of Government and Machinery for Planning NITI AYOOG &amp; National Development Council.</p> <p>CLO 2 Field of Process of Plan Formulation and Implementation and New Economic Policy.</p> <p>CLO 3 Industrial Policies and Major Forms of Organisation.</p> <p>CLO 4 Governing Boards of Public Enterprises, Public Enterprises and Autonomy and Accountability.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Meaning, Features and Causes of an Underdeveloped Economy in India. Role of Government in Economic Development. Nature and Reasons of Growing importance of Economic Planning in Under-developed Regions of the World with Particular Reference to India. NITI Ayog: Composition, Powers and Functions, National Development Council: Composition, Powers and Functions.	15
II	Process of Plan Formulation and Implementation at Central, State and local Levels. Five Year Plan in India. New Economic Policy – Liberalisation, Privatisation and Globalisation and their Impact on Indian Economy.	15
III	Industrial Policies of 1948, 1956, 1977, 1980 and 1991. Role of Public Sector in India. Major Forms of Organisation of Public Enterprises:	15

	Departmental, Company and Corporation.	
IV	Governing Boards of Public Enterprises: Nature, Composition and Problems. Management of Investment, Pricing and Other Policies. Personnel Administration in Public Enterprises: Recruitment and Training. Autonomy and Accountability of Public Enterprises. Parliamentary, Ministerial and Audit Controls.	15
<b>Total Contact Hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Dutt and Sundharam: Indian Economy, Delhi: S. Chand &amp; Co., 2004.</li> <li>• B.L.Mathur: Economic Policy and Administration (Hindi), Jaipur: RBSA Publishers, SMS Highway 1990.</li> <li>• R.P.Mishra: District Planning, New Delhi, Concept Publishing ComPADny 1986.</li> <li>• Kamta Prasad: Planning in Market, Economy: A Study of the French Planning System, New Delhi: IIPAD, 1984.</li> <li>• Saul Estrin and P. Holmes: French Planning in Theory and Practice, London: George Allen and Unwin 1983.</li> <li>• V.V.Ramanadhan (ed.), Public Enterprises and the Developing World, London: Groom Helm, 1984.</li> <li>• A.H. Hansen: Public Enterprises and Economic Development, London: Routledge and Kegan, 1972</li> <li>• Laxmi Narain: Principles and Practice of Public Enterprises Management, New Delhi: S. Chand &amp; Co. 1988.</li> <li>• S.C. Kuchhal: The Industrial Economy of India, Agra: Chaitanya Pub. House, 1987.</li> <li>• Prahlad Kumar Basu: Public Enterprises: Policy Performance and Professionalism, New Delhi, Allied 1982.</li> </ul>		

#### Mapping Matrix of Course M24-PAD-302

Course Learning Outcomes	PLO 1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-302. 1	3	3	2	3	3	2	3	3	3
M24-PAD-302. 2	3	3	2	3	3	2	3	3	3
M24-PAD-302. 3	3	3	2	3	3	2	3	3	3
M24-PAD-302. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-3****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	Disaster Management		
Course Code	M24-PAD-303		
Course Type	DEC-3		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Understanding the basic concepts such as Classifications of Disasters.</p> <p>CLO 2 Knowledge of different stages of the Basic Principles and Elements of Disaster Mitigation.</p> <p>CLO 3 Necessary competence to undertake Disaster Prevention and Prevention, Vulnerability Analysis and Risk Assessment, Role of Community in Disaster Management</p> <p>CLO 4 Rehabilitation and Reconstruction, Strategies for Effective Disaster Management, Skill Training-searches.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No.1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
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.	15
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 Mobilisation.	15
III	Disaster Prevention and Preparedness, Vulnerability Analysis and Risk Assessment, Role of Community in Disaster Management,	15

	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.	
IV	Rehabilitation and Reconstruction, Strategies for Effective Disaster Management, Skill Training-search, Rescue and Evacuation, Distribution of Relief Material, Emergency Operation Centers, Damage <b>Assessment, Temporary Shelters and Warehousing Stock Piling.</b>	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</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> <li>• Jack D Kartez: Crisis Response Planning: Forward a Contingent Analysis, Journal of The American Planning Association 50 (1), Winter, 1984.</li> </ul>		

**Mapping Matrix of Course M24-PAD-303**

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-303. 1	3	3	2	3	3	2	3	3	3
M24-PAD-303. 2	3	3	2	3	3	2	3	3	3
M24-PAD-303. 3	3	3	2	3	3	2	3	3	3
M24-PAD-303. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-3****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	Comparative Public Administration - I		
Course Code	M24-PAD-304		
Course Type	DEC-3		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Will be equipped with the knowledge and conceptual clarity of Evolution, Importance, International, and Critique of Comparative Public Administration</p> <p>CLO 2 Knowledge about the Approaches Bureaucratic, General Systems, Decision Making and Ecological Approach</p> <p>CLO 3 Knowledge of different Development Models of F.W. Riggs</p> <p>CLO 4 Clarity re-administrative systems and their accountability mechanisms of India, USA, UK and Japan</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Comparative Public Administration: Concept, Nature, Scope and Significance. Public administration and Environment. Approaches and Method to the Study of CPAD: Institutional, Behavioural, Structural – Functional, Ecological and Systems Approaches. Problems of Comparative Research.	15
II	Weber's Typology of Authority and Administrative Systems with Particular Reference to Ideal type of Bureaucratic Model, Administrative Development and Development Administration: Problems and Prospects.	15

	Models of Development Administration: Sustainable Development, Human Development & Inclusive Development.	
III	<b>Developing Administrative System</b> Developing Administrative System – India Developing Administrative System – USA Developing Administrative System – UK Modern Administrative System – France	15
IV	Citizen and Administration: A Comparative Study of Machinery for the Removal of Public Grievances with Special Reference to UK, USA, France.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory:</b> <b>70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Prof. Rajesh Kumar Bhatt &amp; Dr. Jyoti Bhatt (2024), Personnel Administrative System in India, U.K., U.S.A, &amp; France, R.K. Publisher, Coimbatore (Tamil Nadu).</li> <li>• Ali Farazmand, (2001) Handbook of Comparative and Development Public Administration, Marcel Dekker, NY.</li> <li>• Esman, Milton J. (1970). CA Gand the study of public administration. In F.W.Riggs (Ed.), The frontiers of development administration (pp.41-71). Durham, North Carolina: Duke University Press.</li> <li>• Heady, F (1996). Public administration: A Comparative perspective (5thed.). New York: Marcel Dekker. Heaphey, J. (1968). Comparative public administration: Comments on current characteristics. Public Administration Review, 28(3),242-249.</li> <li>• Montgomery, J. (1966). Approaches to development politics, administration and change, New York: McGraw Hill.</li> <li>• Pai Panandikar, V.A. (1964). Development administration: An approach. Indian Journal of PublicAdministration,10(1),34-44. Raphaeli, N.(1967). Readings in Comparative public administration, Boston, Massachusetts: Ally and Bacon.</li> <li>• Riggs, F.W. (1970). The ecology of administration. Bloomington: Indiana University.</li> <li>• Riggs, F.W. (1956). Public administration: An elected factor in economic development. Annal so the American Academy of Political and Social Sciences, No.305,Agrarian Societies in Transition (May1956),70-80.</li> <li>• Swerdlow, I. (1963). (Ed.) Development administration: concepts and problems. Syracuse, New York: Syracuse University Press.</li> </ul>		



- W.E. Weidner (Ed.) (1970), Development administration in Asia, Durham, North Carolina: Duke University Press.
- Waldo, D.(1963). Comparative public administration prologue, performance and problems. Indian Journal of Political Science, 24(3), 177-216.
- Weidner, W .E. (1970a). (Ed.), Development administration in Asia, Durham, North Carolina: Duke
- F. W. Riggs: Administration in Developing Countries - The Theory of Prismatic Society, Houghton Mifflin Co. Boston 1964.
- F. Heady and Stokes: Papers in Comparative Public Administration, Institute of Public Administration, University of Michigan USA., 1964
- Arora, R.K. and Sharma, Sangeeta, Comparative and Development Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992
- Chaturvedi, T.N., Tulntmak Lok Prashashan, Jaipur, College Book Depot, 1994.
- Kataria Surrender, Tulnatmak Lok Prashasha, Jaipur: RBSA Publishers, 2001

#### **Mapping Matrix of Course M24-PAD-304**

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-304. 1	3	3	2	3	3	2	3	3	3
M24-PAD-304. 2	3	3	2	3	3	2	3	3	3
M24-PAD-304. 3	3	3	2	3	3	2	3	3	3
M24-PAD-304. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-3**

<b>Session: 2024-25</b>			
<b>Part A - Introduction</b>			
Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	International Administration		
Course Code	M24-PAD-305		
Course Type	DEC-3		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Knowledge about the International Organisation Development, Pacific Methods for the Settlement of International Disputes.</p> <p>CLO 2 Grasping the Functions and Activities, Charter of UNO, Purposes and Principles Organs.</p> <p>CLO.3 Understanding the in-built up International Administration History of Development, The Place of International Administration in Modem World, and Causes for Increasing Importance.</p> <p>CLO 4 Delineating the constitutional provisions United Nations Secretarian and Organisation and Functions.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
<b>Part B- Contents of the Course</b>			
<p><b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.</p>			
Unit	Topics		Contact Hours
I	International Organisation –Nature, Scope, Growth and Development. Pacific Methods for the Settlement of International Disputes – Negotiation, Inquiry, Mediation, Arbitration, Judicial Settlement and others. Agencies and Institutions for International Organisation – League of Nations – An estimate of the work of the League, Defects, Deficiencies, Merits and Demerits, Causes of its Decline.		15
II	The Formation of UNO – Background, Purposes, Organisation,		15

	Functions and Activities, Charter of UNO, Purposes and Principles; Organs; Admission of States; Question of the Micro and Mini-States, UN Peace Making Operations. UNO – Its Specialised Agencies. Their Creation, Nature, Working, Relationship with Social and Economic Council in Particular and the UN in general. An Assessment of the Working of the UNO since its Inception upto Present. Role of UNO in solving World Problems.	
III	International Administration: History of Development of the International Administration. The Place of International Administration in Modern World, and Causes for Increasing Importance of International Administration. National, Administration and International Administration.	15
IV	The United Nations Secretariat: Organisation and Functions, Role of Secretary General, Personnel Administration- Recruitment and Training for International Service, Conditions of Service and Problems of International Civil Service. The Composition, Functions and Working of International Labour Organisation (ILO), The UNESCO, Food and Agricultural Organisation (FAO), and World Health Organisation (WHO).	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Goodspeed, Stephens: The Nature and Function of International Organisation, New York, Oxford University Press, 1971.</li> <li>• Goodrich, M.L. and Hampro: Charter of the United Nations, Contemporary and Documents, Columbia University Press, 1971.</li> <li>• Scott, George: The Rise and Fall of the League of Nations, Hutchinson of London, 1973.</li> <li>• Everyman's United Nations (1945-65): 8th Ed. (United Nations, New York, 1968).</li> <li>• Luard, Evan: The United Nations: How It and What it Does, Macmillan 1979.</li> </ul>		

#### Mapping Matrix of Course M24-PAD-305

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-305. 1	3	3	2	3	3	2	3	3	3
M24-PAD-305. 2	3	3	2	3	3	2	3	3	3
M24-PAD-305. 3	3	3	2	3	3	2	3	3	3
M24-PAD-305. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-3****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	Administrative Thought & Theories -II		
Course Code	M24-PAD-306		
Course Type	DEC-3		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1: Development of an intellectual understanding of the fundamental knowledge of Organisational Goals, Organisational Change: Meaning, Change, Process, Resistance to Change.</p> <p>CLO 2: Comprehend the Organisational Theories-Classical, Neo-Classical, Human Relations, Bureaucratic, and Systems Approach.</p> <p>CLO 3: Inculcation of the necessary skills to use the different administrative thinkers.</p> <p>CLO 4: Competence to evaluate the theory of the thinkers.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Administrative Thought</b> Administrative Thought: Organisational Change: Meaning, Change, Process, Resistance to Change. Basic concept of Organisational thought and theoris.	15
II	<b>Theories and Thoughts</b> Approaches to the study of Public Administration: Oriental Approach, Motivation, Organisational Humanism, Institutional and Systems	15

	Approach.	
III	<b>Administrative Thinkers and Thoughts</b> Elton Mayo, Weber, C.I. Barnard, Amartya Sen, B.R. Ambedkar.	15
IV	<b>Administrative Thinkers and Thoughts</b> Max Weber, Chris Argyris, Yehezkel Dror, Dwight Waldo, Victor A Thompson	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory:</b> <b>70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Likert, K. New Patterns of Management, New York: McGraw Hill, 1961.</li> <li>• A. Etzioni: Modern Organisation, New Delhi: Prentice Hall of India, 1981 (5<sup>th</sup> Edition).</li> <li>• Sharma, R.A.: Organisational Theory and Behaviour, New Delhi: Tata McGraw Hill Pub. Co. 1985.</li> <li>• Nisa Alia, Administrative Thinkers, New Delhi, Associated Pub. 1987.</li> <li>• R.S. Dwivedi, Human Relations and Organisational Behaviour, New Delhi, Oxford and IBH Pub. 1987.</li> <li>• M.R.Minto, Management Thinkers, New Delhi: Allied Pub. Ltd. 1989.</li> <li>• R.K.Sapru, Theories of Administration, New Delhi: S. Chand &amp; Co. Ltd. 1996.</li> <li>• MJ Mathew, Organisation, Theory and Behaviour, Jaipur: RBSA Pub. SMS Highway</li> </ul>		

#### Mapping Matrix of Course M24-PAD-306

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-306. 1	3	3	2	3	3	2	3	3	3
M24-PAD-306. 2	3	3	2	3	3	2	3	3	3
M24-PAD-306. 3	3	3	2	3	3	2	3	3	3
M24-PAD-306. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-4****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	Public International Law		
Course Code	M24-PAD-307		
Course Type	DEC-4		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO I Comprehend the meaning and effects of war and settlement of international disputes.</p> <p>CLO 2 Understand the significance of the laws of war and legality of instruments of warfare.</p> <p>CLO 3 Understand war crimes; treatment of POWs; rights and duties of neutral states.</p> <p>CLO 4 Understand various laws with regard to outer space and sea.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Nature, Scope and Sources of International Law, its Definition and Basis. Is International Law a True Law and its Weaknesses. Relationship between Municipal Law and International Law. Subjects of International Law: Recognition of States and Governments, International Persons, Place of individual in International Law..	15
II	State Jurisdiction: Territorial Jurisdiction of State over Land, Sea and Air. Limitations and Immunities from State Jurisdiction, Modes of Acquiring and Losing State territory. Nationality: Acquisition and Loss of Nationality and State lessees.	15
III	Extradition: Meaning and Essentials of Extradition, Principles of Non-extradition of Political Criminals, Asylum and Human Rights and Self-Determinations. Diplomatic Envoys: Classification and Gradation,	15

	Immunities of Diplomatic Envoys Vienna Convention.	
IV	Treaties - Character and Functions of Treaties, Ratification, Enforcement and Termination of Treaties, Effect of War on Treaties and Interpretation of Treaties. . Settlement of State Disputes: Amicable Settlement of State Disputes., Laws of Land Warfare, Sea-Warfare and Air Warfare, Geneva Convention and Act upon the Laws of war. Meaning, Concept of Neutrality, Rights and Duties of Neutrals, Blockade and Contraband, Right of Angary, Unnatural Service and Right of Visit and Search.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory:</b> <b>70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Anand, R.P.: New States International Law, Delhi: Vikas 1972.</li> <li>• Brownlie, Ian: Principles of Public International Law, Oxford: Clarendon Press, 1973, (2<sup>nd</sup> Edition).</li> <li>• Fenwich, C.G.: International Law, Bombay: Vakils, 1971.</li> <li>• LauterPADuht, H.: Oppenheim’s International Law: 4 Treaties, 2 Vols. (London 1955 Eighth Ed.)</li> <li>• Starke, J.G.: An Introduction to International Law, London: Butterworths, 1972.</li> <li>• Basu, D.D. (2000) Introduction to the Constitution of India, Wadhwa &amp; ComPADny: New Delhi</li> <li>• Maheshwari, S.R.(2004) Indian Administration, Orient Blackswan : 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>• Fadia B.L., Public Administration in India, Sahitya Bhawan Publisher, 2024</li> <li>• Laxmikant M, Public Administration in India, McGraw Hill Education Publisher</li> </ul>		

### Mapping Matrix of Course M24-PAD-307

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-307. 1	3	3	2	3	3	2	3	3	3
M24-PAD-307. 2	3	3	2	3	3	2	3	3	3
M24-PAD-307. 3	3	3	2	3	3	2	3	3	3
M24-PAD-307. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-4****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	Political Theory		
Course Code	M24-PAD-308		
Course Type	DEC-4		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Understand the comparative perspective and approaches to study political Political Theory Major Traditions of Political Theory.</p> <p>CLO 2 Analyze various issues and problems of Major Concepts, Origin and Theories of State, Classifications and Elements of State</p> <p>CLO 3 Understand the Political Theory: Political Development, Modernization, Nation Building and Its Problems.</p> <p>CLO 4 Develop an understanding of the Political Ideologies: Pluralism, Liberalism, Individualism, Idealism.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Politics and Political Theory Major Traditions of Political Theory, Approaches to the Study of Political Theory: Behaviour Approach, Structural Functional Approach. Systems Approach and Marxist Approach.	15
II	Major Concepts, Origin and Theories of State, Classifications and Elements of State. Basis Concepts; powers and authority; Liberty and Equality, Lights and Duties: Consensus and Legitimacy.	15



III	Political Culture, Political Delegation, Political Socialisation and Revolution. Contemporary Political Theory: Political Development, Modernization, Nation Building and Its Problems.	15
IV	Political Ideologies: Pluralism, Liberalism, Individualism, Idealism, Syndicalism, Guild Socialism. Potalitarianism and Socialism, Marxism and Democracy.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• C. James, Charlesworth (ed.) Contemporary Political Analysis, New York, 1967.</li> <li>• Robert Jahl: Modern Political Analysis, New Delhi 1967.</li> <li>• C.L. Waper, Political Thought, London, 1973.</li> <li>• Andres Lacker – Political Theory: Philosophy, Ideology and Sciences, New York 1961.</li> <li>• Lucian N. Pye: Aspects of Political Development, New Delhi: Amerind Publishing Co. Pvt. Ltd. 1966.</li> <li>• Gester, Jones and Lancaster, Masters Political Thought Vols.I, II and III, London, George Haprer, 1959.</li> <li>• P. Chatterjee: The State of Political Theory, Calcutta: K.P. Bagchi and Co. 1978.</li> <li>• S.P.Verma: Modern Political Theory – A Critical Survey, Delhi: Vikas, 1975.</li> <li>• David Easton: The Political System, II Varieties of Political Theories, Englewood Cliffs, Prentice Hall 1966</li> <li>• J.R. Siwach: Dynamics of Indian Government and Politics, New Delhi, Sterling Pub. Ltd., 1985.</li> <li>• S. Kothari &amp; Ramashray: Relations Between Politicians and Administrators, New Delhi: Indian Institute of Public Administration 1969</li> </ul>		

### Mapping Matrix of Course M24-PAD-308

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-308. 1	3	3	2	3	3	2	3	3	3
M24-PAD-308. 2	3	3	2	3	3	2	3	3	3
M24-PAD-308. 3	3	3	2	3	3	2	3	3	3
M24-PAD-308. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-4****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	Politics & Administration		
Course Code	M24-PAD-309		
Course Type	DEC-4		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Knowledge about the Political System – Structural Functional and System and Multi-Functionality of Political Structure.</p> <p>CLO 2 Grasping the role of President - Powers and Position; Prime Minister and his relations with Council of Ministers, Parliament.</p> <p>CLO.3 Understanding the in-built up Political Parties, Pressure Groups and Political System and. Bureaucracy and Political Ideology.</p> <p>CLO 4 Delineating the Bureaucracy, Political Parties and Pressure Groups. Bureaucracy and Social Changes.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Approaches to the Study of Political System – Structural Functional and System Approach. Importance of Comparative Analysis. Political System, Its Concept, Common Properties of Political System – The University of Political Functions, Multi-Functionality of Political Structure. The Concept of Political Culture and Models of Political System.	15
II	Political Parties, Pressure Groups and Political System. Concept of Political Development, Non-Western Political System in Dicel, Political Development, Political Systems of Developing Countries – Important	15

	Features with special reference to India and Nepal. The Concept of Administrative System, Relationship between Administrative and Political System.	
III	Bureaucracy – Weberian Interpretation – Studies in Bureaucracy by Blau and Merton. The Concept of Administrative State. Bureaucracy and Political Ideology – Marxist Interpretation of Bureaucracy.	15
IV	Bureaucracy and Political Development. The Bureaucracy, Political Parties and Pressure Groups. Bureaucracy and Social Changes: The Concept of Administrative Change.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Brecht: Political Theory: The Foundations of Twentieth Century Political Thought (Princeton: Princeton University Press 1959)</li> <li>• M.N. Roy: Parties, Politics and Powers, Calcutta, 1960.</li> <li>• Lucian W. Pye: Aspects of Political Development, New Delhi: Amerind Pub. Co. Pvt. Ltd. 1966.</li> <li>• Basu, D.D. (2000) Introduction to the Constitution of India, Wadhwa &amp; ComPADny: New Delhi</li> <li>• Maheshwari, S.R.(2004) Indian Administration, Orient Blackswan : 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>• Fadia B.L., Public Administration in India, Sahitya Bhawan Publisher, 2024</li> <li>• Laxmikant M, Public Administration in India, McGraw Hill Education Publisher</li> </ul>		

#### Mapping Matrix of Course M24-PAD-309

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-308. 1	3	3	2	3	3	2	3	3	3
M24-PAD-308. 2	3	3	2	3	3	2	3	3	3
M24-PAD-308. 3	3	3	2	3	3	2	3	3	3
M24-PAD-308. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-4****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	Public Sector Management - I		
Course Code	M24-PAD-310		
Course Type	DEC-4		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Knowledge about the evolution and growth of Public Enterprises Growth, Rationale, Objectives and Environment of Public Enterprises.</p> <p>CLO 2 Familiarity with the constitutional framework on Structure Of Public Enterprises which Indian Administration is based.</p> <p>CLO 3 Understanding the in-built control mechanisms over constitutional bodies in Particular Personal Policies Of Public Enterprises.</p> <p>CLO 4 Awareness about the institutions and mechanism in Stress Management, Business Ethics and Corporate Responsibility; and Time Management.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No.1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Introduction</b> Public Enterprises: Meaning, Nature and Types, Public Enterprises: Growth and Environment, Rationale and Objectives of Public Enterprises. Government's Policy towards the development of Public Enterprises.	15
II	<b>Structure of Public Enterprises</b> Role of Public Sector in India, Forms of Public Enterprises: Composition, power and functions of Corporation and Company, Department- Forms, Types and Structure.	15

III	<b>Personal Policies of Public Enterprises</b> Industrial Relations and Worker's Participation in Management. Personnel Management-Recruitment, Training and promotion. Performance Evaluation.	15
IV	<b>Issues</b> Stress Management: Meaning, Features, Types & Causes, Corporate Governance Act – 2013, Business Ethics and Corporate Responsibility, Time Management- Features, Causes & Techniques of Public Enterprises;	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• R. K. Singla: Business Management, V.K. Globe Publications Pvt. Ltd., 4323/3 Ansari Road, Darya Ganj, New Delhi-110002</li> <li>• A. Ghosh: Indian Economy – its Nature and Problems, Calcutta: The World Press Pvt.</li> <li>• Dutt and Sundharam: Indian Economy, Delhi: S. Chand &amp; Co., 2004.</li> <li>• B.L. Mathur: Economic Policy and Administration (Hindi), Jaipur: RBSA Publishers, SMS Highway 1990.</li> <li>• C. B. Matoria &amp; S. V. Gankar: Human Resource Management, Himalaya Publishing House, Ramdoot, Dr. Bhalerao Marg, Girgaon, Mumbai-400004.( Branch Office: Pooja ApPartments', 4-B, Murari Lal Street, Ansari Road, Darya Ganj, New Delhi-110002</li> <li>• V.V. Ramanadhan (ed.), Public Enterprises and Developing World, London: Groom Helm, 1984.</li> <li>• A.H. Hansen: Public Enterprises and Economic Development, London: Routledge and Kegan, 1972.</li> <li>• Laxmi Narain: Principles and Practice of Public Enterprises Management, New Delhi: S.Chand &amp; Co.</li> <li>• S.C. Kuchhal: The Industrial Economy of India. Agra: Chitanya Pub. House, 1987.</li> <li>• Prahlad Kumar Basu: Public Enterprises: Policy Performance and Professionalism, New Delhi, Allied 1982.</li> </ul>		

#### Mapping Matrix of Course M24-PAD-310

Course Learning Outcomes	PL O1	PL O2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-310. 1	3	3	2	3	3	2	3	3	3
M24-PAD-310. 2	3	3	2	3	3	2	3	3	3
M24-PAD-310. 3	3	3	2	3	3	2	3	3	3
M24-PAD-310. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-5****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	E-Governance		
Course Code	M24-PAD-311		
Course Type	DEC-5		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO I Knowledge about the concept, evolution, Models of e-governance concept of citizen centric governance</p> <p>CLO 2 Theoretical and conceptual knowledge of National e-Governance Plan, e-Governance in Urban Administration and e-Governance in Rural Development</p> <p>CLO 3 Understanding about the Cases : Electronic Citizen Services, E-Literacy, Digitalization of Land Records: Haryana and E-Disha</p> <p>CLO 4 Facing the challenges in establishing Issues: e-Readiness, e-Governance Critical Factors, Digital Divide</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Introduction</b> E-Governance-Meaning, Definitions, Evolution and Scope E-Governance- Concept, Historical Background and its importance Basic Models of e-governance (General Information Dissemination, Critical Information Dissemination, Advocacy and Interactive Models) E-Governance-Presence, Interaction, Transaction and Transformation	15

II	<b>NEGP And Applications</b> National e-Governance Plan, e-Governance in Urban Administration e-Governance in Rural Development, Role of e-Governance in Administrative Institutions	15
III	<b>Cases</b> Electronic Citizen Services: A Comparative Outlook, E-Literacy: Akshaya in Kerala, Digitalization of Land Records: Haryana, e-Disha	15
IV	<b>Issues</b> e-Readiness, e-Governance Critical Factors, Digital Divide, E- Governance: Issues and Challenges	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Bellamy, Christine and John, A., Taylor (1998), Governing in the Information Age, Buckingham Open University Press</li> <li>• Bhatnagar, S.C. (2004) E-Government – from Vision to Implementation: A practical guide with case studies, Sage Publications, New Delhi</li> <li>• Bhatnagar S.C. (2009), Unlocking E-Government Potential: Concepts, cases and practical insights, Sage Publications, New Delhi</li> <li>• Bouwman, Harry, and et. al., (2005), Information and Communication Technology in Organization, Sage Publications, London</li> <li>• Heeks, R., (2006), Implementing and Managing e-Government: An international text, Sage</li> <li>• Marchionini, G., (1965), Information Seeking in Electronic Environments, New York, The Press Syndicate of the University of Cambridge, USA</li> <li>• Michael E., Milakovich, (2012), digital governance – New Technologies for improving Public Service an Participation, Rutledge, Taylor and Francis group, New York.</li> <li>• Pardhasaradhi, Y. (et.al.) (2009), E-Governance and Indian Society; An Impact of Study, Kanishka, New Delhi.</li> <li>• Satyanarayana, J., (2004), E-Government: The Science of the possible, PHI Learning Pvt. Ltd., New Delhi.</li> </ul>		

### Mapping Matrix of Course M24-PAD-311

Course Learning Outcomes	PL O1	PL O2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-311. 1	3	3	2	3	3	2	3	3	3
M24-PAD-311. 2	3	3	2	3	3	2	3	3	3
M24-PAD-311. 3	3	3	2	3	3	2	3	3	3
M24-PAD-311. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-5****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	Accountability Reforms & Innovations in Administration - I		
Course Code	M24-PAD-312		
Course Type	DEC-5		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1: Attaining a theoretical understanding of administrative process of Introduction and Accountability, Value Premises of Administration, Control Mechanism, Integrity and Prevention of Corruption Issues and Responsiveness in administration</p> <p>CLO 2: Clarity of key concepts and knowledge of theoretical perspectives relating to regulation, regulatory governance and Administrative Reforms Initiatives.</p> <p>CLO 3: Delineation of the issues of independence, Some Innovations, Citizens Administration Interface, Right to Service, Social Audit, Public Private Partnership and Corporate Social Responsibility</p> <p>CLO 4: Exposure to mechanism and efficacy of regulators in various leading sectors.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Introduction And Accountability</b> Accountability-Meaning, Importance and its types Accountability and Control Mechanism in Indian Administration Integrity and Prevention of Corruption Issues Responsiveness-meaning, types and process in administration	15



II	<b>Reforms</b> Administrative Reforms Initiatives Good Governance – Meaning, Types and elements Citizen Centric Governance– Meaning, Types and process Transparency and Right to Information Act-2005	15
III	<b>Reforms And Institutions</b> Regulatory Authorities, Lok Pal and Lok Ayuktas. Grievance Redressal Mechanism, Citizen Charters	15
IV	<b>Some Innovations</b> Citizens Administration Interface, Public Service Delivery in Indian Administration, Social Audit, Public Private Partnership.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Anttiroikoet.al Eds. (2011) Innovations in Public Governance, IOS Press</li> <li>• Arora, R.K. and Rajni Goyal (2002) Indian Public Administration, Vishwa Prakashan, New Delhi</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; ComPADny: New Delhi</li> <li>• Bevir Mark ed. (2010) The Sage Handbook of Governance, Thousan Oaks CA: Sage Publications</li> <li>• Bhambri, C. P. (1973) Public Administration in India, Delhi, Vikas</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>• Government of India (2005-2014) Second Administrative Reforms Commission Reports (1-15)Min</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> </ul>		

#### Mapping Matrix of CourseM24-PAD-312

Course Learning Outcomes	PL O1	PL O2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-312. 1	3	3	2	3	3	2	3	3	3
M24-PAD-312. 2	3	3	2	3	3	2	3	3	3
M24-PAD-312. 3	3	3	2	3	3	2	3	3	3
M24-PAD-312. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-5****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	State Administration - I		
Course Code	M24-PAD-313		
Course Type	DEC-5		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Historical background and growth of State Machinery, Structural Evolution, Reorganization of State.</p> <p>CLO 2 Grasping the role of Local Government in Different countries.</p> <p>CLO 3 Understanding the in-built control mechanisms over constitutional bodies in Particular and administration in general Organisation of State Government.</p> <p>CLO 4 Acquire comprehensive knowledge of mainstream theories that have shaped and influenced State Public Service Commission. Leadership Development Programme.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	State Machinery: Evolution and Structural, Constitutional Provisions of Reorganization of States in India. The Linguistics Principle of new state formation. Centre-State Relationship: Administrative Dimensions.	15
II	Organisation of State Government. General Administration Department. Home Department, Education Department and Finance Department.	15
III	Divisional Commissioner: Powers and Functions, Role of Deputy Commissioner in the Development State Administration, District Development Officer: Role, Power and Functions. Administration and	15

	Politics in state.	
IV	State Public Service Commission: Composition, Power and Functions. Leadership Development Programme at state level. Urban Management: Meaning, causes and problems of Growing Cities, Role of Municipal Bodies in local administration.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Prof. Rajesh Kumar Bhatt &amp; Dr. Jyoti Bhatt (2024), Personnel Administrative System in India, U.K., U.S.A, &amp; France, R.K. Publisher, Coimbatore (Tamil Nadu).</li> <li>• Hoshiar Singh &amp; Pankaj Singh(2012) Indian Administration ,Pearson’s Publication, Noida</li> <li>• Administrative Reforms Commission, Report on State Administration, 1961.</li> <li>• C.P. Bhambhri, Bureaucracy and Politics in India.</li> <li>• M. Bhattacharya, ed., Urban Government.</li> <li>• S.S. Khera, District Administration in India.</li> <li>• S.R. Maheshwari, Local Government in India.</li> <li>• M.A. Muttalib and M.A.A. Khan, Theory of Local Government.</li> <li>• A.P., PADhi, ed., State Administration in India.</li> <li>• M.V. Pylee, Constitutional Government of India.</li> <li>• Reports on Administrative Re-Organisation of the state Governments.</li> <li>• M.A. Srinivasan, State Administration in Andhra Pradesh.</li> <li>• Avasthi &amp; Avasthi, Public Administration in India, Agra, Lakshmi Narain Aggarwal, 2001.</li> <li>• Harish Chander Sharma, State Administration in India (Hindi), Jaipur, College Book Depot, 2002.</li> <li>• E.N. Mangatri, State Administration in India, Harvard University, Press.</li> <li>• S.R. Maheshwari, State Governments in India, New Delhi, Macmillan, 2000.</li> </ul>		

#### Mapping Matrix of Course M24-PAD-313

Course Learning Outcomes	PL O1	PL O2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-313. 1	3	3	2	3	3	2	3	3	3
M24-PAD-313. 2	3	3	2	3	3	2	3	3	3
M24-PAD-313. 3	3	3	2	3	3	2	3	3	3
M24-PAD-313. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-5****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	III		
Name of the Course	Administration of Non-Governmental Organizations (NGOs) - I		
Course Code	M24-PAD-314		
Course Type	DEC-5		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1. Awareness about the evolution and growth of the Voluntary Agency Trends in India.</p> <p>CLO 2. Learning of basic principles and approaches of Management Of NGO'S.</p> <p>CLO 3. Understanding about the Approaches of Voluntary Agencies Resource Management, Project, Project Cycle Approach and Logical Framework Analysis</p> <p>CLO 4. Theoretical clarity of basic concepts and Other Issues: Voluntary Organisations and CAPART; Project Appraisal, Monitoring, Evaluation. Accountability and Control.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Introduction</b> Non-Governmental Organisations – Concept, Need, Types, Roles and Functions, Non-Governmental Agency Trends in India, Organisational Structure of Non-Governmental Organisations, Welfare Schemes and Non-Governmental Organisations.	15

II	<b>Management Of NGO'S</b> Voluntary Organisation: Meaning, Structure & Functions, Voluntary Organisations and Mobilisation of Local Resources, Management Accounting: Meaning, Types and Process, Legal and Policy Environment: Registration & Statutory Process.	15
III	<b>Approaches Of Voluntary Agencies</b> Human Resource Management, Project Management, Project Cycle Approach, Logical Framework Analysis.	15
IV	<b>Other Issues</b> a) Voluntary Organisations and CAPART- Working & Functions; b) Project Appraisal, Monitoring and Evaluation. c) Audit, Accountability and Control.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• D.D. Paul.Chaudhary: Profile of Social Welfare and Development in India, M.N.Publishers &amp; Distributors, New Delhi, 1985.</li> <li>• Mathivaanan: Voluntary Agencies and Social Change, Menas Publications, New Delhi, 1991.</li> <li>• Stephan, Hatch, Outside the State: Voluntary Organisations in Three English Towns, Croomhelm, London, 1980.</li> <li>• Avasthi and Maheshwari, Public Administration, Laxmi Narain Aggarwal, Agra, 1988.</li> <li>• Narman, Johnson: Voluntary Social Services, Basil Blackwell and Mortin Robertson Oxford, 1981.</li> <li>• Usha, Kapoor, Women Welfare: A Study of Voluntary Agencies, Indus Publishing Company, New Delhi, 1995.</li> <li>• P.D.Kulkarni, (ed.), Voluntary Action: Myth and Reality, NIPCCD, New Delhi, 1991.</li> <li>• R.B.Jain, (ed.), N.G.Os in Development Perspective, Vikas Publishing House, New Delhi, 1995.</li> <li>• E.A.Naryana, Voluntary Organisations and Rural Development in India, Uppal Publishing House, New Delhi, 1990.</li> <li>• IIPAD: Special Issue, Vol.33, No.3, July – September, 1987.</li> </ul>		

#### Mapping Matrix of Course M24-PAD-314

Course Learning Outcomes	PL O1	PL O2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-314. 1	3	3	2	3	3	2	3	3	3
M24-PAD-314. 2	3	3	2	3	3	2	3	3	3
M24-PAD-314. 3	3	3	2	3	3	2	3	3	3
M24-PAD-314. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**OEC**

**Session: 2025-26**

**Part A - Introduction**

Name of the Programme	M.A. Public Administration		
Semester	III		
Name of the Course	Civil Services in India		
Course Code	M24-OEC-315		
Course Type	OEC		
Level of the course (As per Annexure-I)	500-599		
Pre-requisite for the course (if any)	-		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1. Conceptual clarity All India Services, Central Services, State Services and Local Services, its issues, career systems and other terms covering various aspects of civil services in India.</p> <p>CLO-2. Detailed understanding of the Public personnel system of the Indian Bureaucracy.</p> <p>CLO-3. Learning of basic principles, Challenges of Recruitment, Training and Disciplinary Procedure for Civil Servants in Indian Public Personnel System.</p> <p>CLO-4. Critical understanding of issues like Civil Services – Citizenry Interface and processes and Civil Service Reforms</p>		
Credits	Theory	Tutorial	Total
	2	0	2
Teaching Hours per week	2	0	2
Internal Assessment Marks	15	0	15
End Term Exam Marks	35	0	35
Max. Marks	50	0	50
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<p><b>Civil Services: Concept and Evolution</b>                      Concept, Significance and Evolution of Civil Services, Classification of Civil services (All India Services, Central Services, State Services and Local Services), Union Public Service Commission and other Service Commissions</p>	7
II	<p><b>Bureaucracy</b>                      Concept of Bureaucracy – Historical Evolution, Civil Service: Neutrality and Commitment, Relationship between Politicians and Civil Servants</p>	8

III	<b>Public Personnel Administration</b> Recruitment: Methods and significance, Training of Public Servants in India – Promotion System in India, Disciplinary Procedure for Civil Servants	8
IV	<b>Civil Services – Citizenry Interface</b> Civil Society and Administration, Technology and Changing Nature of Public Services, Ethics and Accountability, Civil Service Reforms – IInd ARC Recommendations, Civil Services in the context of Globalization	7
<b>Total Contact Hours</b>		30
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 15</b>		<b>End Term Examination: 35</b>
➤ <b>Theory</b>	<b>15</b>	➤ <b>Theory</b> <b>35</b>
• Class Participation:	4	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	4	
• Mid-Term Exam:	7	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Prof. Rajesh Kumar Bhatt &amp; Dr. Jyoti Bhatt (2024), Personnel Administrative System in India, U.K., U.S.A, &amp; France, R.K. Publisher, Coimbatore (Tamil Nadu).</li> <li>• Armstrong, Michael (2009), A Handbook of Human Resource Management Practice, Kogan PADge, London.</li> <li>• AswathapAD K. (2013), Human Resource Management: Text and Cases, McGraw Hill, New Delhi.</li> <li>• Farazmand, Ali (1994), Hand of Bureaucracy, Taylor &amp; Francis, New York.</li> <li>• Flippo Edvin B., (1976), Principles of Personnel Management, McGraw Hill</li> <li>• Goel, S.L. &amp; Rajneesh, Shalini (2003), Public Personnel Administration, Deep &amp; Deep, New Delhi.</li> <li>• Government of India, Second ARC, Tenth Report on ‘Refurbishing of Personnel Administration.</li> <li>• Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor &amp; Francis, New York.</li> <li>• Jain, R.B. (1994), Aspects of Personnel Administration, IIPAD, New Delhi.</li> <li>• Maheshwari Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi.</li> <li>• Naff, Katherine C., Norma M. Riccucci, (2014), Personnel Management in Government: Politics and Process (Seventh Edition), CRC Taylor &amp; Francis, New York.</li> <li>• Riccucci, Norma(2007), Public Personnel Administration and Labor Relations, M.E. Sharpe, New York.</li> <li>• Shafritz Jay M et.al. (2001), Personnel Management in Government, Marcel Dekker, New York.</li> <li>• Stahl O. Glenn (1983), Public Personnel Administration, Harper &amp; Row.</li> <li>• Tead, Ordway (1920), Personnel Administration, <u>University of California Libraries.</u></li> </ul>		

**CC-11**

<b>Session: 2024-25</b>			
<b>Part A - Introduction</b>			
Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Rural Local Administration		
Course Code	M24-PAD-401		
Course Type	CC-11		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 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>CLO 2 Understanding about the Rural Development Programmes, functions, and resources of rural local bodies</p> <p>CLO 3 Understanding of the Urbanization Trends and Challenges working of urban development programmes</p> <p>CLO 4 Gaining insights about Programmes, Services &amp; Trends of Urban Development Programmes</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
<b>Part B- Contents of the Course</b>			
<p><b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.</p>			
Unit	Topics		Contact Hours
I	Meaning, Concept and Scope of Rural Local Administration. Growth of Rural Administrative Institutions in India. Impact of Balwant Rai and Ashok Mehta Committees Reports in Rural Development. Panchayati Raj in India: Organisation and Working of Gram Panchayat, Panchayat Samiti and Zila Parishad		15
II	Panchayati Raj Administration and Administrative Machinery for Rural		15



	Development at National, State, District and Block levels. Rural Leadership. People Participation. Role of Political Parties in Panchayati Raj. Panchayati Raj before and after 73 <sup>rd</sup> Constitutional Amendment Act. Panchayati Raj Finance.	
III	Policy and Programmes for Rural Development: Rural Energy Programme, Rural Development Programme under Five year plans. Agriculture and Rural Development. Role of District Industry Centre, Rural Industrialization,. Ministry of Rural Development-Organisation and Functions; IT and Rural Development.	15
IV	Cooperation and Rural Development. Role of Cooperatives, Cooperative Principles. Forms of Cooperatives. Cooperative Administration at the Centre, State and Local Levels, Relations between Cooperatives and Rural Local Bodies.	15
<b>Total Contact Hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Pankaj Singh (2018) Rural Local Government In India, Kitab Mahal Publisher, New Delhi.</li> <li>• S.R. Maheshwari: Local Government in India, New Delhi: Origin Longman 1984.</li> <li>• Bhatnagar: Rural Development in India, New Delhi: Light and Life Publishers, 1978.</li> <li>• S.R.Maheshwari: Rural Development in India, A Public Policy Approach, New Delhi: Sage Publications, 1985.</li> <li>• S.N.Mishra: New Horizons in Rural Development Administration, New Delhi: Mittal Publications, 1989.</li> <li>• Vasant Desai: Fundamentals of Rural Development: A Systems Approach, New Delhi: Himalaya Publishing House, 1991.</li> <li>• B.S.Khanna: Rural Development in India, New Delhi: Deep &amp; Deep Publications, 1992.</li> <li>• Journal of Rural Development, National Institute of Rural Development, Hyderabad.</li> <li>• Sahib Singh and Swinder Singh: Local Government in India, New Academic Publishing Co. Jalandhar, 1992.</li> <li>• A.S.Malik: Concept and Strategy of Rural Industrial Development, New Delhi: M.D. Publications, 1995.</li> </ul>		

#### Mapping Matrix of Course M24-PAD-401

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-401. 1	3	3	2	3	3	2	3	3	3
M24-PAD-401. 2	3	3	2	3	3	2	3	3	3
M24-PAD-401. 3	3	3	2	3	3	2	3	3	3
M24-PAD-401. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**CC-12**

**Session: 2024-25**

**Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Development Administration		
Course Code	M24-PAD-402		
Course Type	CC-12		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Developing a basic intellectual understanding of development, its approaches and sustainable development</p> <p>CLO 2 Gaining conceptual and theoretical understanding of Development Administration including theecological and post-globalization contexts</p> <p>CLO 3 Gaining familiarity with issues/new perspectives such as Development Methods And Strategy in India</p> <p>CLO 4 Learning of basic other issues and Non-National Agencies and Globalization and Development (PPP Model)</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Introduction</b> Development and its Socio-cultural, Political and Economic Dimensions, Nature, Scope and Elements of Development Administration, Development and Non Development Dichotomy, Goals and Challenges of Development Administration	15
II	<b>Theory And Models</b> F.W. Riggs, Sustainable Development, Human Development, Inclusive Development	15
III	<b>Development Methods And Strategy In India</b> Mixed Economy Approach, Economic Planning and Development-Institutions and Process in Historical Perspective, Niti Ayog and National Development Council,	15

	Decentralized Planning	
IV	<b>Other Issues And Non-National Agencies</b> Gender and Development, NGOs and Development, Globalization and Development (PPP Model), United Nation and other International Agencies in Development	15
<b>Total Contact Hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Ali Farazmand, (2001), Handbook of Comparative and Development Public Administration, Marcel Dekker, New York.</li> <li>• Montgomery, J. (1966), Approaches to development politics, administration and change, New York, McGraw Hill.</li> <li>• Pai Panandikar, V.A., (1964). Development administration: An approach. Indian Journal of Public Administration, 10(1), 34-44.</li> <li>• Riggs F.W. Ed. (19)The Frontiers of Development Administration, Durham, North Carolina: Duke University Press.</li> <li>• Riggs, F.W. (1970), The Ecology of administration, Bloomington: Indiana University.</li> <li>• Riggs, F.W. (1956), Public Administration: A neglected factor in economic development. Annals of the American Academy of Political and Social Sciences, No.305, Agarian Societies in Transition (May 1956), 70-80.</li> <li>• Swerdlow, L. (1963), Ed.), Development Administration: Concepts and Problems, Syracuse, New York: Syracuse university Press.</li> <li>• W.E. Weidner (Ed.) (1970), Development administration in Asia, Durham, North Caroline: Duke University Press.</li> </ul>		

#### Mapping Matrix of Course M24-PAD-402

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-402. 1	3	3	2	3	3	2	3	3	3
M24-PAD-402. 2	3	3	2	3	3	2	3	3	3
M24-PAD-402. 3	3	3	2	3	3	2	3	3	3
M24-PAD-402. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-6****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Public Sector Management - II		
Course Code	M24-PAD-403		
Course Type	DEC-6		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Knowledge about the evolution and growth of Public Enterprises Growth, Rationale, Objectives and Environment of Public Enterprises.</p> <p>CLO 2 Familiarity with the constitutional framework on Structure Of Public Enterprises which Indian Administration is based.</p> <p>CLO 3 Understanding the in-built control mechanisms over constitutional bodies in Particular Personal Policies Of Public Enterprises.</p> <p>CLO 4 Awareness about the institutions and mechanism in Stress Management, Business Ethics and Corporate Responsibility; and Time Management.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Introduction</b> Public Enterprises: Meaning, Features, Types & Causes, Public Enterprises in Industrial Policy, Public Sector Progress during five year plans, Public Sector in India: A Historical Perspective.	15
II	<b>Forms of Organisation</b> Forms of Public Enterprises: Commissions, Public trust and Commodity Board, Role of Bureau of Public Enterprises, Efficiency criterion of Public Enterprises, Board of Directors – Constitution, Power and Functions.	15

III	<b>Personal Policies of Public Enterprises</b> Privatisation of Public Enterprises: Meaning, Rationale, needs and Objectives, Problems of Public Enterprises: financial, Technical, Marketing, Performance Appraisal: Meaning, Methods, and Techniques.	15
IV	<b>Issues and Process</b> Public Enterprises: Project Planning and Limitation, Parliament and Public Accountability: Functions, constitution and membership, Public Enterprises and Budgetary Policies, Capital formation and Public Enterprises.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• R. K. Singla: Business Management, V.K. Globe Publications Pvt. Ltd., 4323/3 Ansari Road, Darya Ganj, New Delhi-110002</li> <li>• A. Ghosh: Indian Economy – its Nature and Problems, Calcutta: The World Press Pvt.</li> <li>• Dutt and Sundharam: Indian Economy, Delhi: S. Chand &amp; Co., 2004.</li> <li>• B.L. Mathur: Economic Policy and Administration (Hindi), Jaipur: RBSA Publishers, SMS Highway 1990.</li> <li>• C. B. Matoria &amp; S. V. Gankar: Human Resource Management, Himalaya Publishing House, Ramdoot, Dr. Bhalerao Marg, Girgaon, Mumbai-400004.( Branch Office: Pooja ApPartments', 4-B, Murari Lal Street, Ansari Road, Darya Ganj, New Delhi-110002</li> <li>• V.V. Ramanadhan (ed.), Public Enterprises and Developing World, London: Groom Helm, 1984.</li> <li>• A.H. Hansen: Public Enterprises and Economic Development, London: Routledge and Kegan, 1972.</li> <li>• Laxmi Narain: Principles and Practice of Public Enterprises Management, New Delhi: S.Chand &amp; Co.</li> <li>• S.C. Kuchhal: The Industrial Economy of India. Agra: Chitanya Pub. House, 1987.</li> <li>• Prahlad Kumar Basu: Public Enterprises: Policy Performance and Professionalism, New Delhi, Allied 1982.</li> </ul>		

#### Mapping Matrix of Course M24-PAD-403

Course Learning Outcomes	PL O1	PL O2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-403. 1	3	3	2	3	3	2	3	3	3
M24-PAD-403. 2	3	3	2	3	3	2	3	3	3
M24-PAD-403. 3	3	3	2	3	3	2	3	3	3
M24-PAD-403. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-6****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Educational Administration		
Course Code	M24-PAD-404		
Course Type	DEC-6		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Developing a basic intellectual understanding of development, its Educational Policy in India with special reference to study of Constitutional Provisions. CLO 2 Gaining conceptual and theoretical understanding of Development Administration including the ecological and post-globalization contexts Machinery for Educational Administration at the Central Level</p> <p>CLO 3 Gaining familiarity with issues/new perspectives such as Development Methods and Strategy in Machinery for Educational Administration at the District level.</p> <p>CLO 4 Learning of basic other issues and Machinery for Educational Administration at the District level and Globalization and Development (PPP Model)</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Basic Concept: Meaning, Nature, Scope and Principles of Educational Administration; Evolution of Educational Administration as an independent discipline, Educational Policy in India with special reference to study of Constitutional Provisions. Educational Administration and Local-Self Government Institutions: Rationale Behind Transferring the management of Schools to Local-Self:	15

	Government Institutions like Municipal Councils/ Corporations, Zila Parishads, Panchayat Samitis etc. Reforms in Educational Administration	
II	Machinery for Educational Administration at the Central Level: A Critical examination of the Composition, Functions and Powers of the Ministry of Education, University Grants Commission; Council for Scientific and Industrial Research and Indian Council of Social Sciences Research; A Study of Organisation of Central Universities. Methods of Imparting Education; A Critical Examination of Efficiency of Lecture, Discussion, Seminar, Tutorial Case Study and Demonstration Methods in the Indian & Context.	15
III	Machinery for Educational Administration at the State level: A Critical Examination of the Composition, Powers and Functions of the State Departments and Directorates of Education and their Inter-relationships; Financing of Education in India with special reference to Higher Education in India – Problems, Significance and Role – Problems of Voluntary or Philanthropic Agencies in Educational Administration with Special Reference to Need for State (Government) Supervision and Control over them.	15
IV	Machinery for Educational Administration at the District level: The Composition and functions of the District Inspectorate of Schools; Role of Inspectors and Deputy Inspectors of Schools; Composition of Higher Secondary School, Role of Principals/ Headmasters, their relationships. Personnel System for Educational Administration: The problems of finding suitable personnel for manning the administrative positions in Educational Administration with special reference to the desirability for creation of an All-India Service of Educational Administrators.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Atma Ram &amp; K.D. Sharma: National Policy on Education, New Delhi: Vikas Publishing House Pvt. Ltd. 1995.</li> <li>• P.D. Shukla: New Education Policy in India, New Delhi: Sterling Publishers Pvt. Ltd. 1988.</li> <li>• M. Sulochana: Financial Management of Higher Education in India, Allahabad, Chugh 1991.</li> <li>• S.L. Goel and Aruna Goel: Educational Policy and Administration, New Delhi: Deep &amp; Deep 1995.</li> <li>• Singh, M. (ed.): Some Problems of Higher Education in India, Delhi: Amar Prakashan, 1991.</li> <li>• S. Nath: Education: Style &amp; Strategies, Bhubaneswar: Mayur Publication 1984.</li> <li>• J.C. Aggarwal: Educational Administration, School Organisation and Supervision, New Delhi:</li> </ul>		

Arya Book Depot, 1967.

- Jaganath Mohanty: Educational Administration, Supervision and Finance, Cuttack: Takshila 1991.

**Mapping Matrix of Course M24-PAD-404**

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-404. 1	3	3	2	3	3	2	3	3	3
M24-PAD-404. 2	3	3	2	3	3	2	3	3	3
M24-PAD-404. 3	3	3	2	3	3	2	3	3	3
M24-PAD-404. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3



**DEC-6****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Police Administration in India		
Course Code	M24-PAD-405		
Course Type	DEC-6		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 This course intends to familiarize the students with the concept and rationale of organizational behavior with special reference to police administration;</p> <p>CLO 2 To acquire comprehensive knowledge of status, role, norms and values and concepts of social conformity, and social change; crowd, Violence, Casteism, Communalism and Ethnic Conflicts along with the role of police in dealing with them;</p> <p>CLO 3 To understanding the methods of investigation/interrogation; good qualities of an investigating officer; the procedure to be followed for registering an First Information Report to investigation and charge sheets/final report Preparation in various crime cases;</p> <p>CLO 4 designed to impart knowledge to the students on the laws governing the 'prevention and detection of crime' which is laid down as the primary duty in the Indian Police Act 1861, which include (i) the Indian Penal Code 1860; (ii) the Code of Criminal Procedure 1973; and (iii) the Evidence Act.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
<b>Part B- Contents of the Course</b>			
<b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
<b>Unit</b>	<b>Topics</b>		<b>Contact Hours</b>

I	<b>Introduction</b> Police Personnel Administration: Meaning, Nature, Scope and Significance. Principles of Personnel Administration, Union Ministry of Home Affairs; Organization and Working of Central Police organizations- Central Armed Police Forces, Central Investigating Agencies-CBI, NIA, IB & RAW; Bureau of Police Research and Development, State Policing System: Organization of Police Force at the State and District level; Commissionerate System of Policing; Police and Panchayati Raj Relations.	15
II	<b>Police Procedures and Investigation Techniques</b> Detection and Investigation: Qualities of Investigating Officer (IO). Preparation for interviewing, FIR: Essential ingredients. Procedure for Recording of Statements. Search and Seizure. Arrest and Test Identification PADrade (TIP), Disastrous situations: Duties of police in controlling and rehabilitation. Preventive measures: Duties and procedure for preventing crime.	15
III	<b>Correctional Administration</b> Prison Administration: Origin of Prison System, Statutory Prisons in India. Classification and Organization of Various Categories of Prisons in India, Parole: Concept, Origin and Development. Parole in India. Parole Conditions, Revocation and Discharge. Furlough, Probation: Concept, Origin and Development. Probation in India including Probation of Offenders Act, 1958. Probationary Supervision, Pre-Sentence Report	15
IV	<b>Police Psychology</b> Introduction and Scope of Psychology – Application of Psychology to Police Working. Trait Theories of Personality. Personality Development. Police Personality, Psychological Aspects of Aggression, Violence and Suicide. Stress: Symptoms and Theories. Stress Among Police Force and Coping Strategies, Emotions: Definition and Types. Motivation: Meaning and Theories in the Context of Policing. Abnormality: Definition and Type of Mental illness.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Scaramella, Gene L.: Introduction to Policing Sage Publication Cox steven M. India Pvt. Ltd., New Delhi, 2011.</li> <li>• Gupta, Anandswarup: The Police in British India: 1861-1947, Bureau of Police Research &amp; Development, New Delhi, 2007.</li> <li>• Bharti, Dalbir: Police Evam Log: Donon ke Adhikar Va Zimmedarian, A.P.H. Publishing</li> </ul>		

Corporation, New Delhi, 2007.

- Chaturvedi, J.C.: Police Administration and Investigation of Crime, Isha Books, Delhi, 2006.
- Dempsey, John S. &:An Introduction to Policing, Thomson- Linda S. Forst Wadsworth, CA, 2005.
- Dogra, R.S.D.: Nation Keepers: Central Reserve Police Force, (C.R.P.F.), A.P.H. Publishing Corporation.
- Srivastava, Aparna : Role of Police in a Changing Society, A.P.H. Publishing Corporation, New Delhi, 1999.
- Sen, Shankar: Indian Police Today, Ashish Publishing House, New Delhi, 1994.
- Ghosh, S.K. and: Encyclopedia of Police in India, Volume I Rustamji, K.F. Ashish Publishing House, New Delhi, 1993.
- Sharma, K.K.: Law and Order Administration, National Book Organization, New Delhi, 1985

### Mapping Matrix of Course M24-PAD-405

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-405. 1	3	3	2	3	3	2	3	3	3
M24-PAD-405. 2	3	3	2	3	3	2	3	3	3
M24-PAD-405. 3	3	3	2	3	3	2	3	3	3
M24-PAD-405. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-6****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	State Administration - II		
Course Code	M24-PAD-406		
Course Type	DEC-6		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Historical background and growth of State Machinery, Structural Evolution, Reorganization of State.</p> <p>CLO 2 Grasping the role of Local Government in Different countries.</p> <p>CLO 3 Understanding the in-built control mechanisms over constitutional bodies in Particular and administration in general Organisation of State Government.</p> <p>CLO 4 Acquire comprehensive knowledge of mainstream theories that have shaped and influenced State Public Service Commission. Leadership Development Programme.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Constitutional framework and process of state administration, office of the Governor. Role- Expectation and Role-Realization. Relationship with Political Executive.	15
II	Special Agencies of State Government: Advocate General; Board of Revenue; Financial Commissioners; and Vigilance Commission.	15
III	People Participation at Grassroots level in state administration. State Planning machinery: Board and Department. District Planning Committee: Composition, Power and Functions. Planning Exercise	15

	Programme: Implementation at rural level. Planning Human Resources.	
IV	Role of Rural Local Bodies after implantation of 73 <sup>rd</sup> constitutional amendment act, Directorate of Urban Administration: Composition, powers and functions. State Finance Commission: Composition, powers and functions.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Hoshiar Singh &amp; PADnkaj Singh(2012) Indian Administration ,Pearson’s Publication, Noida</li> <li>• Hoshiar Singh &amp; PADnkaj Singh(2012) Bhartiya Prashasan ( Hindi) Pearson’s Publication, Noida</li> <li>• Administrative Reforms Commission, Report on State Administration, 1961.</li> <li>• C.P. Bhambhri, Bureaucracy and Politics in India.</li> <li>• M. Bhattacharya, ed., Urban Government.</li> <li>• Asok Chanda, Indian Administration.</li> <li>• Foster, Area and Administration.</li> <li>• Government of India, Report of the Rural Urban Relationship Committee.</li> <li>• IIPAD, Organisation of the Government of India.</li> <li>• Ziauddin Khan, ed., State Administration in India.</li> <li>• S.S. Khera, District Administration in India.</li> <li>• S.R. Maheshwari, Local Government in India.</li> <li>• M.A. Muttalib and M.A.A. Khan, Theory of Local Government.</li> <li>• A.P., PADhi, ed., State Administration in India.</li> <li>• M.V. Pylee, Constitutional Government of India.</li> <li>• Reports on Administrative Re-Organisation of the state Governments.</li> <li>• M.A. Srinivasan, State Administration in Andhra Pradesh.</li> <li>• Avasthi &amp; Avasthi, Public Administration in India, Agra, Lakshmi Narain Aggarwal, 2001.</li> <li>• Harish Chander Sharma, State Administration in India (Hindi), Jaipur, College Book Depot, 2002.</li> <li>• E.N. Mangatri, State Administration in India, Harvard University, Press.</li> <li>• S.R. Maheshwari, State Governments in India, New Delhi, Macmillan, 2000.</li> </ul>		

### Mapping Matrix of Course M24-PAD-406

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-406.1	3	3	2	3	3	2	3	3	3
M24-PAD-406.2	3	3	2	3	3	2	3	3	3
M24-PAD-406.3	3	3	2	3	3	2	3	3	3
M24-PAD-406.4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-7****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Health & Hospital Administration		
Course Code	M24-PAD-407		
Course Type	DEC-7		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Understanding the basic concepts such as public policy, policy analysis, public policy process and Principles of Health Administration.</p> <p>CLO 2 Knowledge of different stages of the Machinery at the Central Level: A Critical Study of the Composition</p> <p>CLO 3 Necessary competence to undertake policy Implementation analysis State Departments and Directorates of Health and Family Welfare.</p> <p>CLO 4 Problems of Administration and Management of Municipal Hospitals and Primary Health Centres.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No.1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Basic Concept: Meaning, Nature, Scope and Principles of Health Administration. Evolution of Health Administration as a Discipline. A Critical Study of the Health and Family Welfare Policies in India. Personnel System for Medical, Health and Family Welfare Administration: The problems for finding suitable personnel for these areas, with special reference to the idea of creation of an all India Service of Health and Family Welfare Administrators.	15

II	Machinery at the Central Level: A Critical Study of the Composition; Powers and functions of Ministry of Health and Family Welfare, Directorate General of Health & Family Welfare - their Inter-relationship. The Composition, powers and functions of Indian Medical Council- Indian Council of Medical Research. Planning for Medical, Health and Family Welfare Services in India - A Critical Study of the various Five Year Plans and their Achievements in this field.	15
III	Machinery at the State Level: Composition, powers and functions of State Departments and Directorates of Health and Family Welfare- the problems of their inter-relationships - Composition, Powers and Functions of State Medical Councils - Composition, Function and Role of State Hospitals. Machinery at the District Level: Powers of District Medical Health & Family Welfare Officers - District Hospitals/ Dispensaries and Family Welfare Centres – Problems of their Organisation and Management.	15
IV	Machinery for Health & Family Welfare at the Local levels- Problems of Administration and Management of Municipal Hospitals and Primary Health Centres with special reference to the Need for evolving a Machinery Medical, Health and Family Welfare norms of the grassroots level.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• G. Ramesh Waram: Medical and Health Administration in Rural India, New Delhi: Ashish Publishing House, 1989.</li> <li>• The Central Health Education, Health Today, Director-General of Health Services, New Delhi, 1971.</li> <li>• S. L. Goel: Health Care Administration - levels and Aspects. New Delhi: Sterling Publishers 1980.</li> <li>• S. L. Goel: Health Care Administration: Ecology Principles and Modern Trends, New Delhi: Sterling Publishers Pvt. Ltd. 1980.</li> <li>• S.L. Goel: Public Health Administration : New Delhi : Sterling Publishers Pvt. Ltd 1984.</li> <li>• N.V. Ram Raghu: Health Administration and Policy Development, Hyderabad: Ramkrishna Printers and Publishers, 1971.</li> <li>• G.Broker: Health in Independent India (Latest Edition).</li> <li>• J.K. Owen Madan: Concepts of Hospital Administration (Latest Edition).</li> <li>• Brown and Fraling: The Doctor-PADtient Relationship (Latest Edition).</li> <li>• C.A. Robinson: Hospital Administration (Latest Edition)</li> <li>• M.T.Mac Eachiru: Hospital Organisation and Management (Latest Edition).</li> </ul>		



- A. Cart Wright: Human Relations and Hospital (Latest ed.)

**Mapping Matrix of Course M24-PAD-407**

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-407. 1	3	3	2	3	3	2	3	3	3
M24-PAD-407. 2	3	3	2	3	3	2	3	3	3
M24-PAD-407. 3	3	3	2	3	3	2	3	3	3
M24-PAD-407. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-7**

**Session: 2024-25**

**Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Criminology & Correctional Administration		
Course Code	M24-PAD-408		
Course Type	DEC-7		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1. Learn the need, nature and significance of the different Constitutional Values ; Causes of crime-Psychology factors - intelligence, mental deficiency, social – factors - family, companions, community, Economic factors</p> <p>CLO-2 Understand the need, nature and significance of the different Human Values required to be a Correctional Administration. Probation, Parole and Aftercare; Probation: Principle of Probation</p> <p>CLO-3 Grasp the need, nature and significance of the different Machinery for correctional Administration.</p> <p>CLO-4 Acquaint with the need, nature and significance of the Criminology and Criminal Law.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Evolution of Criminology as a Social Science; Nature of Criminal Behavior; Crime as a Social Problem; Crime statistics in India – Its Sources and Problems of collection; Causes of crime-Psychology factors - intelligence, mental deficiency, social – factors - family, companions, community, Economic factors – poverty, Unemployment, Ordinary Criminals; White-collar Criminals and Organised Crime; Role of Victim in Crime.	15

II	Meaning, Nature, Scope and Principles of Correctional Administration. Probation, PADrole and Aftercare; Probation: Principle of Probation, Probation Legislation; Organisation of Probation; Pre-sentence Investigation, Eligibility for Probation, Probationary Supervision; Probation homes and hostels; Revocation probation; Discharge from Probation, PADrole: Principles of PADrole; statutory and other basis of PADrole;	15
III	Machinery for correctional Administration: Ministry of Home Affairs, National Institute of Social Defence; Central Bureau of Investigation; Information Bureau; Centre of Police Research; Machinery at the State Level: Department of Home, Special Crime Branch; Bureaus of Police Information and Research; Jail Department etc. Origin of Prison Systems. Statutory Prison in India; Prison Reforms in India: All India Jail Manual Committee; U.N. Standards Minimum Rules, Classification and Organisation of various categories of Jails in India.	15
IV	Theories of Punishment:, Capital Punishment; Control of Crime and Delinquency; Prevention of Crimes like Juvenile Delinquency, Criminality among Women; Denotified ( ex-criminal tribes) Communities; Prostitution, Beggary and Suicide. Criminal Law and Procedure: Criminology and Criminal Law; Familiarization with the Organisation and content of the Indian Penal Code; Broad Survey of the Criminal Procedure Code; Basic Principles of the Law of Evidence etc. Need for Reforms in Correctional Administration in India: Prison Reforms - Reforms in Personnel Administration for Correctional work - Recruitment, Training, Promotion, etc. of Correctional Personnel.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• M.P. Singh: Crime and Delinquency: The Problems of Youth in Contemporary Society, Delhi: UDH Publishers. 4078, Nai Sarak, (Latest edition).</li> <li>• Dan A Lewis : Reactions to Crime, London: SAGE Publications, Beverly Hill.</li> <li>• Done. Gibbons: Society, Crime and Criminal Careers-An Introduction to Criminology ( ed.).</li> <li>• Allison, Richard (Ed.): Status Offenders and the Juvenile Justice System, National Council on Crime and Delinquency, Hackensack, N.J., 1978:</li> <li>• Tietelbaun, Lee E., and Gough Aidan (Ed.) Beyond Control, Ballinger Publishing Company, Cambridge; Mars, 1977.</li> <li>• B.N.Datir: Prison as a Social System, Population Prakashan, 1978.</li> </ul>		

### Mapping Matrix of Course M24-PAD-408

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-408.1	3	3	2	3	3	2	3	3	3
M24-PAD-408.2	3	3	2	3	3	2	3	3	3
M24-PAD-408.3	3	3	2	3	3	2	3	3	3
M24-PAD-408.4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-7****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Democracy & Development in India		
Course Code	M24-PAD-409		
Course Type	DEC-7		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	CLO 1 Knowledge about the evolution and growth of democracy and development CLO 2 Grasping the role of Legislature & Judiciary CLO.3 Understanding the in-built up Media and Public Policy Interest groups CLO 4 Delineating the constitutional provisions and dynamics of Economic Reforms, Globalisation and religious Politics		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Democracy and Development</b> Legacy of National Movement with reference to Development, Rights and Participation, Debates on Models of Development, Constitution and Social Transformation, Emerging trends of democracy and development	15
II	<b>State Institutions</b> Legislature, Bureaucracy, Police and Army, Legal System and Judiciary, Federalism, Devolution of powers and Local Self Government	15
III	<b>Political Process</b> Political Parties and Participation, Media and Public Policy, Interest groups and Policy Making, Identity Politics (caste, religion, language and ethnicity, Civil Society: Social Movements, NGOS and Voluntary Action	15

IV	<b>Challenge of Democracy and Development</b> Economic Reforms and Globalisation, Religious Politics, Ethnicity and Nation – State, Democracy and Development in India: An Assessment	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Avasthi and Avasthi (2002), Indian Administration, Laxmi Narain Aggarwal, Agra.</li> <li>• Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and ComPADny, New Delhi.</li> <li>• Fadia and Fadia, Indian Administration (2002), Sahitya Bhavan Publications, 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 Blackswan, Hyderabad</li> <li>• Pylee, M.V. (2009), An Introduction to the Constitution of India, Vikas, New Delhi.</li> <li>• Ramesh K. Arora and Rajni Goyal (2000), India Public Administration, Vishwa PADrkashan, New Delhi.</li> <li>• Sathe, S.P. (2002), Judicial Activism in India, New Delhi: Oxford University Press.</li> <li>• Subhash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies, Vitasta,</li> <li>• The Constitution of India, Government of India, 2009.</li> <li>• Tummala K. Krishna (1996), Public Administration in India, Allied Publications, New Delhi.</li> </ul>		

#### Mapping Matrix of Course M24-PAD-409

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-409. 1	3	3	2	3	3	2	3	3	3
M24-PAD-409. 2	3	3	2	3	3	2	3	3	3
M24-PAD-409. 3	3	3	2	3	3	2	3	3	3
M24-PAD-409. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-7****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Accountability Reforms & Innovations in Administration - II		
Course Code	M24-PAD-410		
Course Type	DEC-7		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1: Attaining a theoretical understanding of administrative process of Introduction and Accountability, Value Premises of Administration, Control Mechanism, Integrity and Prevention of Corruption Issues and Responsiveness in administration</p> <p>CLO 2: Clarity of key concepts and knowledge of theoretical perspectives relating to regulation, regulatory governance and Administrative Reforms Initiatives.</p> <p>CLO 3: Delineation of the issues of independence, Some Innovations, Citizens Administration Interface, Right to Service, Social Audit, Public Private Partnership and Corporate Social Responsibility</p> <p>CLO 4: Exposure to mechanism and efficacy of regulators in various leading sectors.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Accountability and Control</b> Accountability: Concepts of accountability, Control Mechanism: Legislative, Executive, and Judicial control over administration; Citizen and Administration.	15
II	<b>Role of Institutions</b>	15

	Role of media, interest groups, voluntary organizations; Civil society in Administration	
III	<b>Reforms And Institutions</b> Recommendation of Administrative reforms commissions: 1 <sup>st</sup> & 2 <sup>nd</sup> , State and local planning for administrative reforms, Role of Judiciary and Police Administration in reforms, Public Interest Litigation (PIL) for Public Reforms.	15
IV	<b>Some Innovations</b> Different Committee and Commissions to improve and reforms in administration, E-Governance initiatives in Indian administrative reforms, Corporate Social Responsibility, National e-Governance Service Delivery Gateway (NSDG).	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory:</b> <b>70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Anttiroikoet.al Eds. (2011) Innovations in Public Governance, IOS Press</li> <li>• Arora, R.K. and Rajni Goyal (2002) Indian Public Administration, Vishwa Prakashan, New Delhi</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; ComPADny: New Delhi</li> <li>• Bevir Mark ed. (2010) The Sage Handbook of Governance, Thousan Oaks CA: Sage Publications</li> <li>• Bhambri, C. P. (1973) Public Administration in India, Delhi, Vikas</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>• Government of India (2005-2014) Second Administrative Reforms Commission Reports (1-15)Min</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> </ul>		



### Mapping Matrix of Course M24-PAD-410

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-410.1	3	3	2	3	3	2	3	3	3
M24-PAD-410.2	3	3	2	3	3	2	3	3	3
M24-PAD-410.3	3	3	2	3	3	2	3	3	3
M24-PAD-410.4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-8****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Human Resource Management		
Course Code	M24-PAD-411		
Course Type	DEC-8		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	CLO 1 Conceptual clarity of Human resource management and other terms covering various CLO .2 Detailed understanding of recruitment, Training and Development CLO 3 Learning of basic principles, Challenges of Administrative Employee Benefits and Performance Appraisal CLO 4 Critical understanding of issues Discipline and Grievances, Human Resource Audit and Stress Management		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Human Resource Management: Meaning, Nature, Scope and Significance, Strategic Human Resource Management, Human Resource Planning and Strategy, Job Analysis and Job Design	15
II	Recruitment, Selection, Appointment and Promotion, Training and Development, Remuneration and Salary System, Rewards and Incentive Management	15
III	Employee Benefits, Redeployment and Reskilling, Learning and Development, Performance Appraisal	15
IV	Human Resource Management and Employee Involvement, Discipline and Grievances, Human Resource Audit, Stress Management	15

<b>Total Contact hours</b>			60
<b>Suggested Evaluation Methods</b>			
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>	
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory:</b>	<b>70</b>
• Class Participation:	5	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.:	10		
• Mid-Term Exam:	15		
<b>Part C-Learning Resources</b>			
<b>Recommended Books/e-resources/LMS:</b>			
<ul style="list-style-type: none"> <li>• David E. Klinger: Public Personnel Management, IPMA, Prentice Hall Inc., Englewood Cliffs, New Jersey, 1986.</li> <li>• India: Administrative Reforms Commission, Report on Personnel Administration, 1969.</li> <li>• C.M.Jain, Public Personnel Administration, Jaipur, College Book Depot, 2003.</li> <li>• V.M.Sinha: Personnel Administration, (English &amp; Hindi) Jaipur, RBSA Swai Man Singh Highway, 1985.</li> <li>• P Ghosh.: Personnel Administration, New Delhi, Sudha Publication, 1975.</li> <li>• O.Glenn Stanl: Public Personnel Administration, 7th Ed., Oxford IBH Publication ComPADny, New Delhi, 1977.</li> <li>• S.L.Goel: Public Personnel Administration, New Delhi, Deep &amp; Deep Publishers, 2004.</li> <li>• K.AswathapAD: Human Resource Management.</li> <li>• Tata McGraw Hill, New Delhi, 2008.</li> <li>• V.S.P.Rao, Human Resource Management, Excel Books, New Delhi, 2007.</li> <li>• A.K.Singh et. Al: Human Resource Management, Sun India Publications, New Delhi, 2005.</li> <li>• C.L.Chaturvedi: Manav Sansadhan Parbandh, Shri Mahavir Book Depot, 2603, Nai Sarak, Delhi.</li> <li>• Shahib Singh &amp; Swinder Singh: Public Financial Administration, New academic Publisher Company, Jalandhar, 2007.</li> </ul>			

**Mapping Matrix of CourseM24-PAD-411**

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-411. 1	3	3	2	3	3	2	3	3	3
M24-PAD-411. 2	3	3	2	3	3	2	3	3	3
M24-PAD-411. 3	3	3	2	3	3	2	3	3	3
M24-PAD-411. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-8**

**Session: 2024-25**

**Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Citizen Centric Administration		
Course Code	M24-PAD-412		
Course Type	DEC-8		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Historical background and growth of Rights and Obligations of Citizens: Civic Culture Service providing and Developmental functions of the Government</p> <p>CLO 2 Grasping the role of Citizen Charter, Features and Applications Social Audit</p> <p>CLO 3 Understanding the in-built control mechanisms over constitutional bodies in Particular Grievance Redressal – Concept; Agencies for Redressal of Grievances at centre and state levels</p> <p>CLO 4 Acquire comprehensive knowledge of Consumer Protection, Consumer Protection Act, 1986, Transparency and Accountability in Delivery of Public Service Act, 2018</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Concept of Citizen Centric Administration: Concept, Evolution, Features and Significance. Rights and Obligations of Citizens: Civic Culture Service providing and Developmental functions of the Government	15
II	Citizen Charter - Evolution, Features and Applications Social Audit - Evolution, Features and Applications Citizens' Participation in Administration: Concept, Significance and Limitations Citizen Engagement initiatives of GoI (My-Gov) at national level; Select state	15

	government initiatives (Bhagidari, Delhi; Citizen Report Card, Bengaluru)	
III	Right to Information Act, 2005, Lok Pal and Lok Ayukta in India Grievance Redressal – Concept; Agencies for Redressal of Grievances at centre and state levels in India	15
IV	Consumer Protection: Concept and Rationale The Consumer Protection Act, 1986, Transparency and Accountability in Delivery of Public Service Act, 2018	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory:</b> <b>70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Bakshi, P.M. (2008). Consumer Protection and Professionals reported in Law India, the ILI Publication.</li> <li>• Biswal, T. (2016). Governance and Citizenship. Jaipur: Rawat</li> <li>• Chaudhary, R.N.P. (2010). Consumer Protection Law: Provisions and Procedure. Deep &amp; Deep, New Delhi.</li> <li>• Chakrabarty, Bidyut and Prakash Chand. (2016). Public Policy: Concept, Theory and Practice. New Delhi: Sage</li> <li>• Government of India Second Administrative Reforms Commission. (2008). ‘Refurbishing of Personnel Administration – Scaling New Heights’, Tenth Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi.</li> <li>• Government of India Second Administrative Reforms Commission. (2009). ‘Promoting eGovernance: The Smart Way Forward’, 11th Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi.</li> <li>• Government of India Second Administrative Reforms Commission. (2009). ‘Citizen Centric Administration - The Heart of Governance’, Twelfth Report: Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi.</li> <li>• Public Affairs Centre. (2007). India’s Citizen’s Charters- A Decade of Experience, Public Affairs Centre: Bangalore</li> <li>• Singh, Shivani. Ed.) (2016). Governance: Issues and Challenges. Sage: New Delhi</li> <li>• Readings in Hindi</li> <li>• Rao N.Bhaskar (2016). Sushasan: Bhrashtachar Mukta Seva Ka Pradata. Sage Publications</li> </ul>		

### Mapping Matrix of Course M24-PAD-412

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-412.1	3	3	2	3	3	2	3	3	3
M24-PAD-412.2	3	3	2	3	3	2	3	3	3
M24-PAD-412.3	3	3	2	3	3	2	3	3	3
M24-PAD-412.4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-8****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Administration of Non-Governmental Organizations (NGOs) - II		
Course Code	M24-PAD-413		
Course Type	DEC-8		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1. Awareness about the evolution and growth of the Voluntary Agency Trends in India.</p> <p>CLO 2. Learning of basic principles and approaches of Management Of NGO'S.</p> <p>CLO 3. Understanding about the Approaches of Voluntary Agencies Resource Management, Project, Project Cycle Approach and Logical Framework Analysis</p> <p>CLO 4. Theoretical clarity of basic concepts and Other Issues: Voluntary Organisations and CAPART; Project Appraisal, Monitoring, Evaluation. Accountability and Control.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Introduction</b> Non-Governmental Organisations: Evolution, Characteristics, issues and challenges, Working and process of Non-Governmental organization, Relationship between Non-Governmental Organisations and Government, Non-Governmental Organisations: Opportunities,	15

	Perspectives and Ethical Concern	
II	<b>Management of NGO'S</b> Non- Governmental Organisation: Classification, Establishment and legal procedure, Societies Registration Act: Companies Act and Charitable Endowment Act, Memorandum of Association and Bye laws of Non-Governmental Organisation, Tax relief under various Acts.	15
III	<b>Institutional Management of NGOs</b> Process of Management: Planning, Organising and Staffing, Human Resource Management: Meaning, Types and sources, Human Resource Policy for Non-Governmental Organisation, Human Rights Commission: Meaning, Process and Schemes for NGOs under Government of India.	15
IV	<b>Other Issues</b> Planning Programmes and working with the community, Stakeholders analysis with NGOs, Resource Management: Staff development, Resource mobilization and financial management, Non- Governmental Organisation: Process Documentation, Monitoring and evaluation.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• D.D. Paul.Chaudhary: Profile of Social Welfare and Development in India, M.N.Publishers &amp; Distributors, New Delhi, 1985.</li> <li>• Mathivaanan: Voluntary Agencies and Social Change, Menas Publications, New Delhi, 1991.</li> <li>• Stephan, Hatch, Outside the State: Voluntary Organisations in Three English Towns, Croomhelm, London, 1980.</li> <li>• Avasthi and Maheshwari, Public Administration, Laxmi Narain Aggarwal, Agra, 1988.</li> <li>• Narman, Johnson: Voluntary Social Services, Basil Blackwell and Mortin Robertson Oxford, 1981.</li> <li>• Usha, Kapoor, Women Welfare: A Study of Voluntary Agencies, Indus Publishing ComPADny, New Delhi, 1995.</li> <li>• P.D.Kulkarni, (ed.), Voluntary Action: Myth and Reality, NIPCCD, New Delhi, 1991.</li> <li>• R.B.Jain, (ed.), N.G.Os in Development Perspective, Vikas Publishing House, New Delhi, 1995.</li> <li>• E.A.Naryana, Voluntary Organisations and Rural Development in India, Uppal Publishing House, New Delhi, 1990.</li> <li>• IIPAD: Special Issue, Vol.33, No.3, July – September, 1987.</li> </ul>		



### Mapping Matrix of Course M24-PAD-413

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-413.1	3	3	2	3	3	2	3	3	3
M24-PAD-413.2	3	3	2	3	3	2	3	3	3
M24-PAD-413.3	3	3	2	3	3	2	3	3	3
M24-PAD-413.4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-8****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Comparative Public Administration - II		
Course Code	M24-PAD-414		
Course Type	DEC-8		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Will be equipped with the knowledge and conceptual clarity of Evolution, Importance, International, and Critique of Comparative Public Administration</p> <p>CLO 2 Knowledge about the Approaches Bureaucratic, General Systems, Decision Making and Ecological Approach</p> <p>CLO 3 Knowledge of different Development Models of F.W. Riggs</p> <p>CLO 4 Clarity re-administrative systems and their accountability mechanisms of India, USA, UK and Japan</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Introduction</b> Comparative Public Administration: Meaning, Characteristics and Importance, Evolution of Comparative Public Administration, International Comparative Public Administration, Critique of Comparative Public Administration	15
II	<b>Approaches and Models</b> Approaches: Bureaucratic Approach, General Systems Approach, Decision Making Approach, Ecological Approach, F.W.Riggs Typology	15

	of Developing Societies with Particular Reference to the Prismatic Society and Sala Model.	
III	<b>Developing Administrative System</b> Administrative features of Office of the President of USA, Silent Administrative features of Parliamentary system in United Kingdom, Administrative system of Japan, Centralized Administrative system in France.	15
IV	<b>Control Mechanism in India</b> Citizen and Administration: A Comparative Study of Machinery for the Removal of Public Grievances with Special Reference to India, Joint Consultative machinery in India, Control Mechanism in India: Legislative, Judicial, Audit Control	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Ali Farazmand, (2001) Handbook of Comparative and Development Public Administration, Marcel Dekker, NY.</li> <li>• Esman, Milton J. (1970). CA Gand the study of public administration. In F.W.Riggs (Ed.), The frontiers of development administration (pp.41-71). Durham, North Carolina: Duke University Press.</li> <li>• Heady, F (1996). Public administration: A Comparative perspective (5thed.). New York: Marcel Dekker. Heaphey, J. (1968). Comparative public administration: Comments on current characteristics. Public Administration Review, 28(3),242-249.</li> <li>• Montgomery, J. (1966). Approaches to development politics, administration and change, New York: McGraw Hill.</li> <li>• Pai Panandikar, V.A. (1964). Development administration: An approach. Indian Journal of PublicAdministration,10(1),34-44. Raphaeli, N.(1967). Readings in Comparative public administration, Boston, Massachusetts: Ally and Bacon.</li> <li>• Riggs, F.W. (1970). The ecology of administration. Bloomington: Indiana University.</li> <li>• Riggs, F.W. (1956). Public administration: An elected factor in economic development. Annal so the American Academy of Political and Social Sciences, No.305,Agrarian Societies in Transition (May1956),70-80.</li> <li>• Swerdlow, I. (1963). (Ed.) Development administration: concepts and problems. Syracuse, New York: Syracuse University Press.</li> <li>• W.E. Weidner (Ed.) (1970), Development administration in Asia, Durham, North Carolina:</li> </ul>		

Duke University Press.

- Waldo, D.(1963). Comparative public administration prologue, performance and problems. Indian Journal of Political Science, 24(3), 177-216.
- Weidner, W .E. (1970a). (Ed.), Development administration in Asia, Durham, North Carolina: Duke
- F. W. Riggs: Administration in Developing Countries - The Theory of Prismatic Society, Houghton Mifflin Co. Boston 1964.
- F. Heady and Stokes: Papers in Comparative Public Administration, Institute of Public Administration, University of Michigan USA., 1964
- Arora, R.K. and Sharma, Sangeeta, Comparative and Development Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992
- Chaturvedi, T.N., Tulntmak Lok Prashashan, Jaipur, College Book Depot, 1994.
- Kataria Surrender, Tulnatmak Lok Prashasha, Jaipur: RBSA Publishers, 2001

#### Mapping Matrix of Course M24-PAD-414

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-414. 1	3	3	2	3	3	2	3	3	3
M24-PAD-414. 2	3	3	2	3	3	2	3	3	3
M24-PAD-414. 3	3	3	2	3	3	2	3	3	3
M24-PAD-414. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**EEC**

**Session: 2024-25**

**Part A - Introduction**

Name of the Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Corporate Governance		
Course Code	M24-PAD-415		
Course Type	EEC		
Level of the course (As per Annexure-I)	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1: Understand the genesis, growth and activities of the National Archives of India.</p> <p>CLO 2: Learn the origin and development of archival institutions in India and abroad.</p> <p>CLO 3: Familiar with the major records holdings of the National Archives of India.</p> <p>CLO 4: Acquaint with the functioning of the Indian National Archives' administration.</p>		
Credits	Theory	Tutorial	Total
	2	0	2
Teaching Hours per week	2	0	2
Internal Assessment Marks	15	0	15
End Term Exam Marks	35	0	35
Max. Marks	50	0	50
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Corporate Governance: Concept, Rationale and Evolution in India Theories of Corporate Governance: Stakeholders Theory: Agency Theory; Sociological Theory Principles of Corporate Governance with special reference to Principles of Organisation for Economic Co-operation and Development (OECD)	7
II	Structure and Forms of Organisations – Ministries/Departments, Corporations, ComPADnies, Boards and Commissions, Adhoc & Advisory Bodies, Regulatory Authorities, Public Private Partnerships Corporate Social Responsibility	8
III	Board of Directors: Types; Composition & Functions CEO: Appointment, Functions & Role Rights and Privileges of Share Holders and Investors	8
IV	Corporate Governance in Public Enterprises Corporate Governance in NGOs Future Trends of Corporate Governance in India	7

<b>Total Contact Hours</b>		30	
<b>Suggested Evaluation Methods</b>			
<b>Internal Assessment: 15</b>		<b>End Term Examination: 35</b>	
➤ <b>Theory</b>	<b>15</b>	➤ <b>Theory</b>	<b>35</b>
• Class Participation:	4	Written Examination	
• Seminar/presentation/assignment/quiz/class test etc.:	4		
• Mid-Term Exam:	7		
<b>Part C-Learning Resources</b>			
<b>Recommended Books/e-resources/LMS:</b>			
<ul style="list-style-type: none"> <li>• Bansal, C.L. (2005). Corporate Governance – Law Practice &amp; Procedures with Case Studies. New Delhi: Taxman Allied Services Pvt. Ltd.</li> <li>• Bhatia, S.K. (2004). Business Ethics and Corporate Governance . New Delhi: Deep and Deep Publication Pvt. Ltd.</li> <li>• Dewan, S.M. (2006). Corporate Governance in Public Sector Enterprises. New Delhi: Dorling Kindersley India Pvt. Ltd.</li> <li>• Millin, C.A. (2007). Corporate Governance. New Delhi: Oxford University Press</li> <li>• Prasad, D. (2006). Corporate Governance. New Delhi: Prentice Hall of India Pvt. Ltd.</li> <li>• Fernando, A.C. (2009). Corporate Governance – Principles, Policies &amp; Practices (3rd ed.). India: Dorling Kindersley Pvt. Ltd.</li> <li>• GoPADlsamy, N. (1998). Corporate Governance – The New PADradigm. New Delhi: Wheeler Publishing.</li> <li>• Hazarika, A. (1999). Corporate Governance – Balancing Value Creation &amp; Obligation in Oil industry. New Delhi: Tata McGraw Hill Publishing ComPADny Ltd.</li> <li>• Kumar, S. (2002). Corporate Governance – A Question of Ethics. New Delhi: Galgotia Publishing ComPADny.</li> <li>• Mathur, U.C. (2005). Corporate Governance and Business Ethics. New Delhi: Macmillan, India Ltd.</li> </ul>			

**OR**

**CC-11**

**Session: 2024-25**

**Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Rural Local Administration		
Course Code	M24-PAD-401		
Course Type	CC-11		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 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>CLO 2 Understanding about the Rural Development Programmes, functions, and resources of rural local bodies</p> <p>CLO 3 Understanding of the Urbanization Trends and Challenges working of urban development programmes</p> <p>CLO 4 Gaining insights about Programmes, Services &amp; Trends of Urban Development Programmes</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Meaning, Concept and Scope of Rural Local Administration. Growth of Rural Administrative Institutions in India. Impact of Balwant Rai and Ashok Mehta Committees Reports in Rural Development. Panchayati Raj in India: Organisation and Working of Gram Panchayat, Panchayat Samiti and Zila Parishad	15
II	Panchayati Raj Administration and Administrative Machinery for Rural Development at National, State, District and Block levels. Rural Leadership. People Participation. Role of Political Parties in Panchayati Raj. Panchayati Raj before and after 73 <sup>rd</sup> Constitutional Amendment Act.	15

	Panchayati Raj Finance.	
III	Policy and Programmes for Rural Development: Rural Energy Programme, Rural Development Programme under Five year plans. Agriculture and Rural Development. Role of District Industry Centre, Rural Industrialization,. Ministry of Rural Development-Organisation and Functions; IT and Rural Development.	15
IV	Cooperation and Rural Development. Role of Cooperatives, Cooperative Principles. Forms of Cooperatives. Cooperative Administration at the Centre, State and Local Levels, Relations between Cooperatives and Rural Local Bodies.	15
<b>Total Contact Hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Pankaj Singh (2018) Rural Local Government In India, Kitab Mahal Publisher, New Delhi.</li> <li>• S.R. Maheshwari: Local Government in India, New Delhi: Origin Longman 1984.</li> <li>• Bhatnagar: Rural Development in India, New Delhi: Light and Life Publishers, 1978.</li> <li>• S.R.Maheshwari: Rural Development in India, A Public Policy Approach, New Delhi: Sage Publications, 1985.</li> <li>• S.N.Mishra: New Horizons in Rural Development Administration, New Delhi: Mittal Publications, 1989.</li> <li>• Vasant Desai: Fundamentals of Rural Development: A Systems Approach, New Delhi: Himalaya Publishing House, 1991.</li> <li>• B.S.Khanna: Rural Development in India, New Delhi: Deep &amp; Deep Publications, 1992.</li> <li>• Journal of Rural Development, National Institute of Rural Development, Hyderabad.</li> <li>• Sahib Singh and Swinder Singh: Local Government in India, New Academic Publishing Co. Jalandhar, 1992.</li> <li>• A.S.Malik: Concept and Strategy of Rural Industrial Development, New Delhi: M.D. Publications, 1995.</li> </ul>		

### Mapping Matrix of Course M24-PAD-401

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10
M24-PAD-401. 1	3	3	2	3	3	2	3	3	3	3
M24-PAD-401. 2	3	3	2	3	3	2	3	3	3	3
M24-PAD-401. 3	3	3	2	3	3	2	3	3	3	3
M24-PAD-401. 4	3	3	2	3	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3	3



**DEC-6****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Public Sector Management - II		
Course Code	M24-PAD-403		
Course Type	DEC-6		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Knowledge about the evolution and growth of Public Enterprises Growth, Rationale, Objectives and Environment of Public Enterprises.</p> <p>CLO 2 Familiarity with the constitutional framework on Structure Of Public Enterprises which Indian Administration is based.</p> <p>CLO 3 Understanding the in-built control mechanisms over constitutional bodies in Particular Personal Policies Of Public Enterprises.</p> <p>CLO 4 Awareness about the institutions and mechanism in Stress Management, Business Ethics and Corporate Responsibility; and Time Management.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<b>Introduction</b> Public Enterprises: Meaning, Features, Types & Causes, Public Enterprises in Industrial Policy, Public Sector Progress during five year plans, Public Sector in India: A Historical Perspective.	15
II	<b>Forms of Organisation</b> Forms of Public Enterprises: Commissions, Public trust and Commodity Board, Role of Bureau of Public Enterprises, Efficiency criterion of Public Enterprises, Board of Directors – Constitution, Power and Functions.	15

III	<b>Personal Policies of Public Enterprises</b> Privatisation of Public Enterprises: Meaning, Rationale, needs and Objectives, Problems of Public Enterprises: financial, Technical, Marketing, Performance Appraisal: Meaning, Methods, Techniques.	15
IV	<b>Issues and Process</b> Public Enterprises: Project Planning and Limitation, Parliament and Public Accountability: Functions, constitution and membership, Public Enterprises and Budgetary Policies, Capital formation and Public Enterprises.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• R. K. Singla: Business Management, V.K. Globe Publications Pvt. Ltd., 4323/3 Ansari Road, Darya Ganj, New Delhi-110002</li> <li>• A. Ghosh: Indian Economy – its Nature and Problems, Calcutta: The World Press Pvt.</li> <li>• Dutt and Sundharam: Indian Economy, Delhi: S. Chand &amp; Co., 2004.</li> <li>• B.L. Mathur: Economic Policy and Administration (Hindi), Jaipur: RBSA Publishers, SMS Highway 1990.</li> <li>• C. B. Matoria &amp; S. V. Gankar: Human Resource Management, Himalaya Publishing House, Ramdoot, Dr. Bhalerao Marg, Girgaon, Mumbai-400004.( Branch Office: Pooja ApPartments', 4-B, Murari Lal Street, Ansari Road, Darya Ganj, New Delhi-110002</li> <li>• V.V. Ramanadhan (ed.), Public Enterprises and Developing World, London: Groom Helm, 1984.</li> <li>• A.H. Hansen: Public Enterprises and Economic Development, London: Routledge and Kegan, 1972.</li> <li>• Laxmi Narain: Principles and Practice of Public Enterprises Management, New Delhi: S.Chand &amp; Co.</li> <li>• S.C. Kuchhal: The Industrial Economy of India. Agra: Chitanya Pub. House, 1987.</li> <li>• Prahlad Kumar Basu: Public Enterprises: Policy Performance and Professionalism, New Delhi, Allied 1982.</li> </ul>		

#### Mapping Matrix of Course M24-PAD-403

Course Learning Outcomes	PL O1	PL O2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-403. 1	3	3	2	3	3	2	3	3	3
M24-PAD-403. 2	3	3	2	3	3	2	3	3	3
M24-PAD-403. 3	3	3	2	3	3	2	3	3	3
M24-PAD-403. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-6****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Educational Administration		
Course Code	M24-PAD-404		
Course Type	DEC-6		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Developing a basic intellectual understanding of development, its Educational Policy in India with special reference to study of Constitutional Provisions. CLO 2 Gaining conceptual and theoretical understanding of Development Administration including the ecological and post-globalization contexts Machinery for Educational Administration at the Central Level</p> <p>CLO 3 Gaining familiarity with issues/new perspectives such as Development Methods and Strategy in Machinery for Educational Administration at the District level.</p> <p>CLO 4 Learning of basic other issues and Machinery for Educational Administration at the District level and Globalization and Development (PPP Model)</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Basic Concept: Meaning, Nature, Scope and Principles of Educational Administration; Evolution of Educational Administration as an independent discipline, Educational Policy in India with special reference to study of Constitutional Provisions. Educational Administration and Local-Self Government Institutions: Rationale Behind Transferring the management of Schools to Local-Self:	15

	Government Institutions like Municipal Councils/ Corporations, Zila Parishads, Panchayat Samitis etc. Reforms in Educational Administration	
II	Machinery for Educational Administration at the Central Level: A Critical examination of the Composition, Functions and Powers of the Ministry of Education, University Grants Commission; Council for Scientific and Industrial Research and Indian Council of Social Sciences Research; A Study of Organisation of Central Universities. Methods of Imparting Education; A Critical Examination of Efficiency of Lecture, Discussion, Seminar, Tutorial Case Study and Demonstration Methods in the Indian & Context.	15
III	Machinery for Educational Administration at the State level: A Critical Examination of the Composition, Powers and Functions of the State Departments and Directorates of Education and their Inter-relationships; Financing of Education in India with special reference to Higher Education in India – Problems, Significance and Role – Problems of Voluntary or Philanthropic Agencies in Educational Administration with Special Reference to Need for State (Government) Supervision and Control over them.	15
IV	Machinery for Educational Administration at the District level: The Composition and functions of the District Inspectorate of Schools; Role of Inspectors and Deputy Inspectors of Schools; Composition of Higher Secondary School, Role of Principals/ Headmasters, their relationships. Personnel System for Educational Administration: The problems of finding suitable personnel for manning the administrative positions in Educational Administration with special reference to the desirability for creation of an All-India Service of Educational Administrators.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Atma Ram &amp; K.D. Sharma: National Policy on Education, New Delhi: Vikas Publishing House Pvt. Ltd. 1995.</li> <li>• P.D. Shukla: New Education Policy in India, New Delhi: Sterling Publishers Pvt. Ltd. 1988.</li> <li>• M. Sulochana: Financial Management of Higher Education in India, Allahabad, Chugh 1991.</li> <li>• S.L. Goel and Aruna Goel: Educational Policy and Administration, New Delhi: Deep &amp; Deep 1995.</li> <li>• Singh, M. (ed.): Some Problems of Higher Education in India, Delhi: Amar Prakashan, 1991.</li> <li>• S. Nath: Education: Style &amp; Strategies, Bhubaneswar: Mayur Publication 1984.</li> <li>• J.C. Aggarwal: Educational Administration, School Organisation and Supervision, New Delhi:</li> </ul>		

Arya Book Depot, 1967.

- Jaganath Mohanty: Educational Administration, Supervision and Finance, Cuttack: Takshila 1991.

**Mapping Matrix of Course M24-PAD-404**

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-404. 1	3	3	2	3	3	2	3	3	3
M24-PAD-404. 2	3	3	2	3	3	2	3	3	3
M24-PAD-404. 3	3	3	2	3	3	2	3	3	3
M24-PAD-404. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**DEC-6****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Police Administration in India		
Course Code	M24-PAD-405		
Course Type	DEC-6		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 This course intends to familiarize the students with the concept and rationale of organizational behavior with special reference to police administration;</p> <p>CLO 2 To acquire comprehensive knowledge of status, role, norms and values and concepts of social conformity, and social change; crowd, Violence, Casteism, Communalism and Ethnic Conflicts along with the role of police in dealing with them;</p> <p>CLO 3 To understanding the methods of investigation/interrogation; good qualities of an investigating officer; the procedure to be followed for registering an First Information Report to investigation and charge sheets/final report Preparation in various crime cases;</p> <p>CLO 4 designed to impart knowledge to the students on the laws governing the 'prevention and detection of crime' which is laid down as the primary duty in the Indian Police Act 1861, which include (i) the Indian Penal Code 1860; (ii) the Code of Criminal Procedure 1973; and (iii) the Evidence Act.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
<b>Part B- Contents of the Course</b>			
<b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
<b>Unit</b>	<b>Topics</b>		<b>Contact Hours</b>

I	<b>Introduction</b> Police Personnel Administration: Meaning, Nature, Scope and Significance. Principles of Personnel Administration, Union Ministry of Home Affairs; Organization and Working of Central Police organizations- Central Armed Police Forces, Central Investigating Agencies-CBI, NIA, IB & RAW; Bureau of Police Research and Development, State Policing System: Organization of Police Force at the State and District level; Commissionerate System of Policing; Police and Panchayati Raj Relations.	15
II	<b>Police Procedures and Investigation Techniques</b> Detection and Investigation: Qualities of Investigating Officer (IO). Preparation for interviewing, FIR: Essential ingredients. Procedure for Recording of Statements. Search and Seizure. Arrest and Test Identification Parade (TIP), Disastrous situations: Duties of police in controlling and rehabilitation. Preventive measures: Duties and procedure for preventing crime.	15
III	<b>Correctional Administration</b> Prison Administration: Origin of Prison System, Statutory Prisons in India. Classification and Organization of Various Categories of Prisons in India, Parole: Concept, Origin and Development. Parole in India. Parole Conditions, Revocation and Discharge. Furlough, Probation: Concept, Origin and Development. Probation in India including Probation of Offenders Act, 1958. Probationary Supervision, Pre-Sentence Report	15
IV	<b>Police Psychology</b> Introduction and Scope of Psychology – Application of Psychology to Police Working. Trait Theories of Personality. Personality Development. Police Personality, Psychological Aspects of Aggression, Violence and Suicide. Stress: Symptoms and Theories. Stress Among Police Force and Coping Strategies, Emotions: Definition and Types. Motivation: Meaning and Theories in the Context of Policing. Abnormality: Definition and Type of Mental illness.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Scaramella, Gene L.: Introduction to Policing Sage Publication Cox steven M. India Pvt. Ltd., New Delhi, 2011.</li> <li>• Gupta, Anandswarup: The Police in British India: 1861-1947, Bureau of Police Research &amp; Development, New Delhi, 2007.</li> <li>• Bharti, Dalbir: Police Evam Log: Donon ke Adhikar Va Zimmedarian, A.P.H. Publishing</li> </ul>		

Corporation, New Delhi, 2007.

- Chaturvedi, J.C.: Police Administration and Investigation of Crime, Isha Books, Delhi, 2006.
- Dempsey, John S. &: An Introduction to Policing, Thomson- Linda S. Forst Wadsworth, CA, 2005.
- Dogra, R.S.D.: Nation Keepers: Central Reserve Police Force, (C.R.P.F.), A.P.H. Publishing Corporation.
- Srivastava, APADrna : Role of Police in a Changing Society, A.P.H. Publishing Corporation, New Delhi, 1999.
- Sen, Shankar: Indian Police Today, Ashish Publishing House, New Delhi, 1994.
- Ghosh, S.K. and: EncycloPAedia of Police in India, Volume I Rustamji, K.F. Ashish Publishing House, New Delhi, 1993.
- Sharma, K.K.: Law and Order Administration, National Book Organization, New Delhi, 1985

### Mapping Matrix of Course M24-PAD-405

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-405. 1	3	3	2	3	3	2	3	3	3
M24-PAD-405. 2	3	3	2	3	3	2	3	3	3
M24-PAD-405. 3	3	3	2	3	3	2	3	3	3
M24-PAD-405. 4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3



**DEC-6****Session: 2024-25****Part A - Introduction**

Name of Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	State Administration - II		
Course Code	M24-PAD-406		
Course Type	DEC-6		
Level of the course	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1 Historical background and growth of State Machinery, Structural Evolution, Reorganization of State.</p> <p>CLO 2 Grasping the role of Local Government in Different countries.</p> <p>CLO 3 Understanding the in-built control mechanisms over constitutional bodies in Particular and administration in general Organisation of State Government.</p> <p>CLO 4 Acquire comprehensive knowledge of mainstream theories that have shaped and influenced State Public Service Commission. Leadership Development Programme.</p>		
Credits	Theory	Tutorial	Total
	3	1	4
Teaching Hours per week	3	1	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

**Part B- Contents of the Course**

**Instructions for Paper- Setter:** The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Constitutional framework and process of state administration, office of the Governor. Role- Expectation and Role-Realization. Relationship with Political Executive.	15
II	Special Agencies of State Government: Advocate General; Board of Revenue; Financial Commissioners; and Vigilance Commission.	15
III	People Participation at Grassroots level in state administration. State Planning machinery: Board and Department. District Planning Committee: Composition, Power and Functions. Planning Exercise	15

	Programme: Implementation at rural level. Planning Human Resources.	
IV	Role of Rural Local Bodies after implantation of 73 <sup>rd</sup> constitutional amendment act, Directorate of Urban Administration: Composition, powers and functions. State Finance Commission: Composition, powers and functions.	15
<b>Total Contact hours</b>		60
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 30</b>		<b>End Term Examination: 70</b>
➤ <b>Theory</b>	<b>30</b>	➤ <b>Theory: 70</b>
• Class Participation:	5	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>• Prof. Rajesh Kumar Bhatt &amp; Dr. Jyoti Bhatt (2024), Personnel Administrative System in India, U.K., U.S.A, &amp; France, R.K. Publisher, Coimbatore (Tamil Nadu).</li> <li>• Hoshiar Singh &amp; Pankaj Singh(2012) Indian Administration ,Pearson’s Publication, Noida</li> <li>• Administrative Reforms Commission, Report on State Administration, 1961.</li> <li>• C.P. Bhambhri, Bureaucracy and Politics in India.</li> <li>• M. Bhattacharya, ed., Urban Government.</li> <li>• Asok Chanda, Indian Administration.</li> <li>• Foster, Area and Administration.</li> <li>• Government of India, Report of the Rural Urban Relationship Committee.</li> <li>• IIPAD, Organisation of the Government of India.</li> <li>• Ziauddin Khan, ed., State Administration in India.</li> <li>• S.S. Khera, District Administration in India.</li> <li>• S.R. Maheshwari, Local Government in India.</li> <li>• M.A. Muttalib and M.A.A. Khan, Theory of Local Government.</li> <li>• A.P., PADhi, ed., State Administration in India.</li> <li>• M.V. Pylee, Constitutional Government of India.</li> <li>• Reports on Administrative Re-Organisation of the state Governments.</li> <li>• M.A. Srinivasan, State Administration in Andhra Pradesh.</li> <li>• Avasthi &amp; Avasthi, Public Administration in India, Agra, Lakshmi Narain Aggarwal, 2001.</li> <li>• Harish Chander Sharma, State Administration in India (Hindi), Jaipur, College Book Depot, 2002.</li> <li>• E.N. Mangatri, State Administration in India, Harvard University, Press.</li> <li>• S.R. Maheshwari, State Governments in India, New Delhi, Macmillan, 2000.</li> </ul>		

### Mapping Matrix of Course M24-PAD-406

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-406.1	3	3	2	3	3	2	3	3	3
M24-PAD-406.2	3	3	2	3	3	2	3	3	3
M24-PAD-406.3	3	3	2	3	3	2	3	3	3
M24-PAD-406.4	3	3	2	3	3	3	3	3	3
Average	3	3	2	3	3	2.25	3	3	3

**EEC**

<b>Session: 2024-25</b>			
<b>Part A - Introduction</b>			
Name of the Programme	M.A. Public Administration		
Semester	IV		
Name of the Course	Research Ethics		
Course Code	M24-PAD-415		
Course Type	EEC		
Level of the course (As per Annexure-I)	500-599		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1: Understand the philosophy &amp; ethics of the conduct of scientific research.</p> <p>CLO 2: Learn the scientific/academic misconducts and the basic ethics of publication.</p> <p>CLO 3: Familiar with the main databases and metrics of research publication to know the standard and quality of research.</p> <p>CLO 4: Acquaint with practically the major software tools of open access publishing and use of plagiarism software to check the issues of plagiarism.</p>		
Credits	Theory	Tutorial	Total
	2	0	2
Teaching Hours per week	2	0	2
Internal Assessment Marks	15	0	15
End Term Exam Marks	35	0	35
Max. Marks	50	0	50
Examination Time	3 hours		
<b>Part B- Contents of the Course</b>			
<b>Instructions for Paper- Setter:</b> The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 Parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours
I	<p><b>Philosophy and Ethics:</b> Introduction to philosophy: definition, nature and scope, concept, branches Ethics: definition, moral philosophy, nature of moral judgments and reactions</p> <p><b>Scientific Conduct:</b> Ethics with respect to science and research Intellectual honesty and research integrity Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP) Redundant publications: duplicate and overlapping publications, salami slicing Selective reporting and misrepresentation of data</p>		7
II	<p><b>Publication Ethics:</b> Publication ethics: definition, introduction and importance Best practices/standards setting initiatives and guidelines: COPE,</p>		8

	WAME, etc. Conflicts of interest Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types Violation of publication ethics, authorship and contributorship. Identification of publication misconduct, complaints and appeals Predatory publishers and journals	
III	<b>Databases and Research Metrics:</b> Databases: Indexing databases Citation databases: Web of Science, Scopus, etc. Research Metrics: Impact Factor of journal as per Journal Citation Report, SNIP, SIR, IPP, Cite Score Metrics: h-index, gindex, i10index, altimetries	8
IV	<b>Open Access Publishing:</b> Open access publications and initiatives SHERPAD/Romeo online resource to check publisher copyright & self-archiving policies Software tool to identify predatory publications developed by SPPU Journal finder/journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggested, etc. <b>Publication Misconduct:</b> Group Discussions: Subject specific ethical issues, FFP, authorship Conflicts of interest Complaints and appeals: examples and fraud from India and abroad Software tools: Use of plagiarism software like Turnitin, Urkund and other open source software tools	7
<b>Total Contact Hours</b>		30
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment: 15</b>		<b>End Term Examination: 35</b>
➤ <b>Theory</b>	<b>15</b>	➤ <b>Theory</b> <b>35</b>
• Class Participation:	4	Written Examination
• Seminar/presentation/assignment/quiz/class test etc.:	4	
• Mid-Term Exam:	7	
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
Bird, A., <i>Philosophy of Science</i> , Routledge, 2006.		
P. Chaddah, <i>Ethics in Competitive Research: Do not get scooped; do not get plagiarized</i> , 2018.		
Indian National Science Academy (INSA), <i>Ethics in Science Education, Research and Governance</i> , 2019.		
Beall, J, "Predatory publishers are corrupting open access" <i>Nature</i> , 489 (7415), 179, 2012.		
National Academy of Sciences, National Academy of Engineering and Institute of Medicine, <i>On being a Scientist: A Guide to Responsible Conduct in Research</i> , Third Edition, National Academic Press, 2009.		

**Mapping Matrix of Course M24-PAD-415**

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-PAD-415.1	3	3	2	3	3	2	3	3	3
M24-PAD-415.2	3	3	3	3	3	3	3	3	3
M24-PAD-415.3	3	3	2	3	3	3	3	3	3
M24-PAD-415.4	3	3	3	3	3	3	3	3	3
Average	3	3	2.50	3	3	2.75	3	3	3