Department of Public Administration
Kurukshetra University Kurukshetra
(Establishment by the State Legislature Act XII of 1956)
<u>Syllabus of the Courses of Reading and Scheme of Examinations</u>
For the UG Programme (Semester System)
<u>Subject: Public Administration</u>
(According to Revised Curriculum Framework of U.G. Programme under NEP-2020)
To be implemented w.e.f. the Session 2023-24
(In the *Phased Manner*)

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

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

				Third Year					
V	CC-5/MCC-9 Public Administration	B23-PAD-501	Local Government in India	4	4	30	70	100	3
	MCC-10 Public Administration	B23-PAD-502	Rural Development Administration	4	4	30	70	100	3
	DSE-2 Public Administration	B23-PAD-503	Governance: Practices & Innovations	4	4	30	70	100	3
		OR							
		B23-PAD-504	Management of NGO's	4	4	30	70	100	3
	DSE-3 Public Administration	B23-PAD-505	Indian Constitution, Polity & Administration	4	4	30	70	100	3
		OR							
		B23-PAD-506	Administrative Law-I	4	4	30	70	100	3
VI	CC-6/MCC-11 Public Administration	B23-PAD-601	Major Issues in Administrative System	4	4	30	70	100	3
	MCC-12 Public Administration	B23-PAD-602	E-Governance	4	4	30	70	100	3
	DSE-4 Public Administration	B23-PAD-603	Human Rights & Administration	4	4	30	70	100	3
		OR							
		B23-	Economic Policy	4	4	30	70	100	3

		PAD-604	and Administration						
	DSE-5 Public Administration	B23-PAD-605	Civil Services in India	4	4	30	70	100	3
		OR							
		B23-PAD-606	Indian Constitution	4	4	30	70	100	3
Fourth Year									
VII	CC-H1 Public Administration	B23-PAD-701	Public Administration: An Introduction	4	4	30	70	100	3
	CC-H2 Public Administration	B23-PAD-702	Research Methodology and Methods	4	4	30	70	100	3
	CC-H3 Public Administration	B23-PAD-703	Local Government in India, UK, USA & France	4	4	30	70	100	3
	DSE-6 Public Administration	B23-PAD-704	Social Welfare Administration	4	4	30	70	100	3
		OR							
		B23-PAD-705	Environmental Policy & Administration in India	4	4	30	70	100	3
	PC-H1	B23-PAD-706	Public Administration & Computer Applications	4	4	30	70	100	3

VIII	CC-H4 Public Administration	B23-PAD-801	Public Personnel Administration in India, UK, USA & France	4	4	30	70	100	3
	CC-H5Public Administration	B23-PAD-802	Public Policy: Models and Analysis	4	4	30	70	100	3
	CC-H6 Public Administration	B23-PAD-803	Labour Welfare Administration	4	4	30	70	100	3
	DSE-7 Public Administration	B23-PAD-804	Public Financial Administration	4	4	30	70	100	3
		OR							
		B23-PAD-805	Administrative Law-II	4	4	30	70	100	3
	PC-H2	B23-PAD-806	Administrative Thought & Theories - I	4	4	30	70	100	3
		OR							
	CC-H4 Public Administration	B23-PAD-801	Public Personnel Administration in India, UK, USA & France	4	4	30	70	100	3
	CC-H5Public Administration	B23-PAD-802	Public Policy: Models and Analysis	4	4	30	70	100	3
		B23-PAD-807	Dissertation	12				300	

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	V
Name of the Course	Local Government in India
Course Code	B23-PAD-501
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC/MCC
Level of the course (As per Annexure-I)	300-399
Pre-requisite for the course (if any)	--------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1 Historical background and growth of Local Administration. 2 Grasping the role of Local Government in India. 3 Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general. 4 Acquire comprehensive knowledge of mainstream theories that have shaped and influenced Local politics and assess the relevance of these theories in present context.

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

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

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

Unit	Topics	Contact Hours
I	**Indroduction** Local Government: Evolution, Meaning, Features and Significance, Urbanisations: Concept, Trends, Challenges and remedies, Features of 74th Constitution Amendment Act-1992.	15
II	**Organizational framework of Local Government** Local Governmental Institutions: Municipal Corporation, Municipal Council and Municipal Committees- their Meaning Features, Role and Significance, Urban development programmes.	15
III	**Participation in local governenace** Municipal leadership in local government, Municipal personal	15

	administration, People Participation in local government in India, State Finance Commission. State Election Commission	
IV	**Issues areas in local governance** State-local relations, Rural urban relations, globalization and local governance, administrative reforms in local governance	15

Suggested Evaluation Methods	

Internal Assessment:
 	
  ➢ **Theory**
    Class Participation-05
    Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10
    Mid Term Exam:15
	End Term Examination: 70

Part-C Learning Resources
Recommended Books/E-Resources/LMS: **Reference:** • Pankaj Singh(2018)- Local Government in India, England, France & U.S.A –Kitab Mahal Publisher. • S.L.Kaushik: Leadership in Urban Government in India, Allahabad: Kitab Mahal 1989. • Sahib Singh and Swinder Singh: Local Government in India, Jalandhar: New Academic Publishing Co. 1991. • Pardeep Sachdeva: Dynamics of Municipal Government and Politics in India, New Delhi, KitabMahal 1991. • David Wilson & Chris Game &others: Local Government in the United Kingdom, London: Macmillan 1994. • Tony Byrne: Local Government in Britain, London: Penguin Press 5th Ed. 1990. • Vincent Ostrom and Others: Local Government in the United States, San Franscisco, California, ICS Press, 1988. • Michael Keating: Comparative Urban Politics, Edward Elgar Publishing Ltd. Hamshire, England, Gover House Croft road, Aldershot, 1992. • D.A. Chandler (ed.), Local Government in Liberal Democracies: An Introductory Survey, London: Routledge 11, New Fetter Lane, EC4P, 1992

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	V
Name of the Course	Rural Development Administration
Course Code	B23-PAD-502
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MCC
Level of the course (As per Annexure-I)	300-399
Pre-requisite for the course (if any)	-----------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Understanding the key concepts, principles, and theories related to rural development administration 2. Knowledge about the historical evolution and contemporary perspective of rural development in India 3. The students will analyze various policies, schemes, and programs aimed at rural development initiated by the central government 4. The students will learn the processes involve in rural development planning and the implementation strategies at different administrative levels.

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

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

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

Unit	Topics	Contact Hours
I	Meaning, Concept and Significance of Rural Development Administration. Growth of Rural Development Institutions in India (since Independence).	15
II	Institutional Arrangement for Rural Development at National, State, District, Block and Village levels. Ministry of Rural Development and Ministry of Panchayat at Union Level and Department of Panchayat at State Level.	15
III	Rural Development Programmes: National Rural Employment Guarantee Scheme, Indira Awas Yojna, Swarn Jayanti Gram Swa Rojgaar Yojna.	15

IV	Emerging Issues in Rural Development: Information Technology, Panchayati Raj finance, Devolution of Powers.	15

Suggested Evaluation Methods

Internal Assessment:	End Term Examination: 70
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

- Pankaj Singh (2018) Rural Local Government In India, Kitab Mahal Publisher, New Delhi.
- T. N. Dhar (2016)"Rural Development: Principles, Policies, and Management", Sterling Publishers Pvt. Ltd.,
- G. Shrinivas Rao (2006)"Rural Development Administration", New Age International Publishers
- S. A. Sathya (2018)"Rural Development Administration", Himalaya Publishing House
- N. S. Saxena (2015)"Rural Development: Principles, Policies, and Management", Dorling Kindersley Pvt. Ltd.
- R. K. Jain (2012)"Rural Development Administration: Concepts and Practice" , ABD Publishers
- P. N. Mathur (2017)"Local Governance and Rural Development: Inequality, Exclusion, and Power", Sage Publications Pvt. Ltd.,
- H. K. Sharma (2014)"Rural Development Administration: Concepts, Policies, and Practices", Macmillan Publishers India Ltd.
- J. G. Mungai (2009)"Rural Development Administration: A Kenyan Case Study", Uzima Publishing House
- S. C. Sharma (2019)"Rural Development Administration: Concepts, Practices, and Challenges", Oxford University Press
- K. C. Bora (2011)"Rural Development: Principles, Policies, and Strategies", Concept Publishing Company

DSE-2

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	V
Name of the Course	Governance: Practices & Innovations
Course Code	B23-PAD-503
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE
Level of the course (As per Annexure-I)	300-399
Pre-requisite for the course (if any)	--------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1.Understand the concepts and evolution of governance 2– Analyse the Techniques of Governance 3– Understand the recent trends and discourses in the field of Good Governance 4 – Analyse the best practices of governance

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

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

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

Unit	Topics	Contact Hours
I	**Introduction** a. Concept, definitions and evolution b. Reinventing Government c. Reforming Institutions in the Era of Governance	15
II	**Good Governance** a. Good Governance: Concepts and Evolution b. Measuring Good Governance c. Good Governance in India: Challenges	15
III	**Techniques of Governance** a. Right to Information	15

	b. Right to Services	
	c. Citizen's Charter	
	d. Social Audit	
	e. ICT and Governance	
IV	**Governance : Best Practices**	15
	a. Analysing the best practices for:	
	b. Participatory Poverty Reduction	
	c. Reducing Red Tapism	
	d. Prison Administration	

Suggested Evaluation Methods	
Internal Assessment:	**End Term Examination: 70**
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

- Bell,S.,andHindmoor,A.(2009)RethinkingGovernance:TheCentralityoftheStatein
- ModernSociety, Cambridge: Cambridge University
- Bevir,Mark(2009),Key Concepts in Governance, Sage, London.
- Bevir, Mark, ed. (2010) The Sage Handbook of Governance. Thousand Oaks,
- CA: Sage Publications.
- Bovaird, Tony and Elke Löffler, eds. (2009) Public Management and
- Governance Second Edition. London: Routledge.
- Farazmand, Aliand Jack Pinkowski ,eds. (2006) Handbook of Globalization,
- Governance ,and Public Administration. London: CRC/ Taylor & Francis.
- Hajer, Maarten, and Hendrik Wagenaar (2003) "Introduction." In Deliberative
- Policy Analysis: Understanding Governance in the Network Society, ed.
- Maarten A. Hajer and Hendrik Wagenaar. Cambridge, UK: Cambridge
- University Press.
- Kjaer, A (2004) Governance. Cambridge, UK: Polity Press.
- Kooiman, Jan ed. (1993) Modern Governance: New Government-Society
- Interactions. London: Sage.
- Kooiman, Jan. (2003) Governing as Governance. London: Sage.
- Morrison, Donald (1945) "Public Administration and the Art of Governance."
- PublicAdministrationReview5:1: 83-87.
- Andrews, Matt. (2010) "Good Government Means Different Things in Different
- Countries." Governance: An International Journal of Policy, Administration, and
- Institutions 23:1:7–35.

DSE-2

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	V
Name of the Course	Management of NGO's
Course Code	B23-PAD-504
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE
Level of the course (As per Annexure-I)	300-399
Pre-requisite for the course (if any)	---------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1 .Awareness about the evolution and growth of the Voluntary Agency Trends in India. 2. Learning of basic principles and approaches of Management Of NGO'S. 3. Understanding about the Approaches of Voluntary Agencies Resource Management, Project, Project Cycle Approach and Logical Framework Analysis 4. Theoretical clarity of basic concepts and Other Issues: Voluntary Organisations and CAPART; Project Appraisal, Monitoring, Evaluation. Accountability and Control.

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

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

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

Unit	Topics	Contact Hours
I	**Introduction** 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	**Management Of NGO'S** Voluntary Organisation: Meaning, Structure & Functions, Voluntary Organisations and Moblisation of Local Resources, Management Accounting: Meaning, Types and Process, Legal and	15

	Policy Environment: Registration & Statutory Process5	
III	**Approaches Of Voluntary Agencies** Human Resource Management, Project Management, Project Cycle Approach, Logical Framework Analysis.	15
IV	**Other Issues** Voluntary Organisations and CAPART- Working & Functions; Project Appraisal, Monitoring and Evaluation. Audit, Accountability and Control.	15

Suggested Evaluation Methods	
Internal Assessment: ➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	**End Term Examination: 70**
Part-C Learning Resources	
Recommended Books/E-Resources/LMS: **Reference:**	

- D.Paul.Chaudhary: Profile of Social Welfare and Development in India, M.N.Publishers & Distributors, New Delhi, 1985.
- Mathivaanan: Voluntary Agencies and Social Change, Menas Publications, New Delhi, 1991.
- Stephan, Hatch, Outside the State: Voluntary Organisations in Three English Towns, Croomhelm, London, 1980.
- Avasthi and Maheshwari, Public Administration, Laxmi Narain Aggarwal, Agra, 1988.
- Narman, Johnson: Voluntary Social Services, Basil Blackwell and Mortin Roberton Oxford, 1981.
- Usha, Kapoor, Women Welfare: A Study of Voluntary Agencies, Indus Publishing Company, New Delhi, 1995.
- P.D.Kulkarni, (ed.), Voluntary Action: Myth and Reality, NIPCCD, New Delhi, 1991.
- R.B.Jain, (ed.), N.G.Os in Development Perspective, Vikas Publishing House, New Delhi, 1995.
- E.A.Naryana, Voluntary Organisations and Rural Development in India, Uppal Publishing House, New Delhi, 1990.IIPA: Special Issue, Vol.33, No.3, July – September, 1987.

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	V		
Name of the Course	Indian Constitution, Polity & Administration		
Course Code	B23-PAD-505		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
Level of the course (As per Annexure-I)	300-399		
Pre-requisite for the course (if any)	--------		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1– Understand the evolution and features of Indian Constitution 2–Understand and analyse the Fundamental Rights, Duties and Directive Principles 3– Analyze the role of executives, functions of Parliament, State Cabinet, State Legislative Assemblies, and evaluate the nature and conduct of Centre-State relations in India 4 – Understand and analyse various roles played by Constitutional & Statutory Bodies in India		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).			

Unit	Topics	Contact Hours
I	**Evolution and Features of Indian Constitution** a. Evolution & Making of Indian Constitution b. Structure of the Constitution c. Preamble & Philosophy of the Constitution d. Silent Features	15
II	**Rights, Duties and the State** a. Fundamental Rights b. Fundamental Duties c. Directive Principles of State Policy	15
III	**Union and State**	15

	a. President, Vice President, Prime Minister & Union Cabinet;	
	b. Parliament – Lok Sabha & Rajya Sabha – structure, powers and conduct of business	
	c. Governor, Chief Minister & State Cabinet;	
	d. State Legislative Assemblies & State Legislative Councils	
	e. Centre – State Relations	
IV	**Constitutional and Statutory Bodies**	15
	a. Constitutional Bodies: Election Commission of India; Union Public Service Commission; State Public Service Commissions; Finance Commission; National Commission for SCs; National Commission for STs; Comptroller & Auditor General	
	of India.	
	b. Statutory Bodies: National Human Rights Commission; National Commission for Women; National Commission for Minorities; National Commission for Backward Classes; National Law Commission.	

Suggested Evaluation Methods

Internal Assessment:	End Term Examination: 70
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

- Avasthi and Avasthi (2002), Indian Administration, Laxmi Narain Aggarwal,Agra.
- Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi.
- Fadia and Fadia, Indian Administration (2012), Sahitya Bhavan Publications,Agra.
- Granville Austin (1999), The Indian Constitution – Corner Stone of a Nation, OUP, New Delhi.
- Maheswari, S.R. (2001), Indian Administration, Orient Blackswan, Hyderabad
- Maheswari, S.R. (2004) The Public Service of India: Current Good Practices and New Developments in India, Common Wealth Secretariat.
- Pylee, M.V (2009), An Introduction to the Constitution of India, Vikas, New Delhi
- Ramesh K. Arora and Rajni Goyal (2002), Indian Public Administration, Vishwa Parkashan, New Delhi.
- Sarkar Jadunath (2009), The Mughal Administration, Six Lectures, BiblioLife
- Sathe, S.P. (2002), Judicial Activism in India, New Delhi: Oxford University Press.
- Sibranjan Chatterjee (1997), Restructuring Centre-State Relations: The Sarkaria
- Commission and Beyond, Minerva Associates, Calcutta.
- Subash C. Kashyap (1989), Indian Polity: Retrospect and Prospect, Allahabad

- University Alumni Association, National Public House
- Subash C. Kashyap (1994), Our Constitution: An Introduction to India's
- Constitution and Constitutional Law, National Book Trust, New Delhi.
- Subash C. Kashyap (1997), Coalition Government and Politics in India, Uppal
- Publishing House, New Delhi.
- Subash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies,Vitasta,
- Tummala K. Krishna (1996), Public Administration in India, Allied Publications, New Delhi

DSE-3

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	V		
Name of the Course	Administrative Law - I		
Course Code	B23-PAD-506		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
Level of the course (As per Annexure-I)	300-399		
Pre-requisite for the course (if any)	-----------		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1 Developing an understanding of Administrative Law- Scope & Importance, Legal Basis of Modern State, Doctrine of Separation of Powers; Principles of Checks and Balances, and Principles of National Justice 2 To acquire comprehensive knowledge of Basic Administrative Control i.e Delegated Legislation, Doctrine of Ultra Virus, Droit Administration and Principles and Natural Justice. 3 To understanding the changing nature of Administrative Tribunal: Reason for Growth, Procedure,Types of Administrative Tribunals and Administrative Authorities. 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)		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	**Topics**		**Contact Hours**
I	**Introduction** 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	**Administrative Control** Delegated Legislation- Meaning, Need, Types, Scope and		15

	Importance, Doctrine of Ultra Virus, Droit Administration: Procedure and types, Judicial Control of Administration, Rights Remedies writs and Principles and Natural Justice.		
III	**Administrative Tribunals** 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	**Administrative Appellate Authority** 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	

Suggested Evaluation Methods	
Internal Assessment: ➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	**End Term Examination: 70**

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

Reference:

- Jai Jai Ram Uppadhya, Administrative Law, Central Law Agency 30-D/1, Moti Lal Nehru Road, Allahabad-2 (U.P.) 2015.
- M .P. Jain & S. N. Jain, Principles of Administrative Law, (6th edition), Published by Wadhwa Book Company, Delhi Law House, New Delhi 2013,
- M.A. F, Judicial Control of Administrative Action in India, Oxford Clarendon Press, London ,(1969).
- Genevra Richardson and Hazel Genn , Administrative law and government action : the courts and alternative mechanisms of review, Oxford (England): Clarendon Press, 1994.
- D. G.T. Williams, Administrative Law in England: The Emergence of a New Remedy, Wolfson College, Oxford Clarendon Press, London ,(1969).
- J.A.G. Griffith, Principles of Administrative Law (4th Ed.), Published by Pitman Publishing Lincoln, United Kingdom, 1973
- A. P. Hassumani: Some Problems of Administrative Law in India, Published by Asia Publishing House, Mumbai, India, 1984.
- Christopher Forsyth, Mark Elliott, Swati Jhaveri, Effective Judicial Review: A Cornerstone of Good Governance (Oxford University Press, 2010).
- 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 Company, 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 Annoussamy, "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).

CC/MCC-11

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	VI
Name of the Course	Major Issues in Administrative System
Course Code	B23-PAD-601
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC/MCC
Level of the course (As per Annexure-I)	300-399
Pre-requisite for the course (if any)	-------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Understand the fundamental principles, theories, and practices of public personnel administration, with a specific focus on the Indian context. 2 Processes and systems of recruitment and selection in Indian public service, including the role of the Union Public Service Commission (UPSC) and state public service commissions. 3 Formulate and implement effective human resource policies and strategies for the public sector in India 4 Analyze the compensation structures, benefits, and incentives available to public employees in India

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

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

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

Unit	Topics	Contact Hours
I	**Understanding in Indian Administration** Evolution of Indian Administration, Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration. Lok Pal and Lok Ayukta.	15
II	**Administrative Agencies** Integrity in Administration: Means and Agencies for checking Corruption at Union and State Level. Union and state relations in India, CBI, CVC	15

III	**Awareness about the Rights** Emerging Issues: Good Governance, Right to Information. Consumer Protection Act, 2005. Citizen Charter	15
IV	**Political and Administrative Integrity** Political and Permanent Executive. Generalists and Specialist Relationship. Administrative Reforms. Police Reforms commissions.	15

Suggested Evaluation Methods

Internal Assessment:	End Term Examination: 70
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

- Personnel Administration, Pundrik Ojha & Kiran Sharma, Raj Publisher, Jalandhar
- Personnel Administration, Sahib Singh, Swinder Singh, Ravinder Dogra, New Academic Publishing Co.
- Kerlinger, E. David: Public Personnel Management, IIPMA, Prentice Hall Inc. Englewood Cliffs, New Jersey, 1986.
- Government of India: Administrative Reforms Commission, Report on Personnel Administration, 1969.
- Sinha, V.M.: Personnel Administration, RBSA, Jaipur, 1985.
- Sinha, V.M.: Karmik Prashashan (Hindi), RBSA, Jaipur, 2985.
- Jayshree Sengupta "Public Personnel Administration: Problems and Prospects", Prentice-Hall of India Pvt.Ltd, 2008.
- Kenneth L. Kraemer "Personnel Administration in Government: Politics and Process", Macmillan Publishers India Ltd, 2012.
- K. K. Sharma "Public Personnel Administration", Sahitya Bhawan Publications, 2015.
- Larry D. Terry "Public Personnel Management: Contexts and Strategies", Cengage Learning India Pvt. Ltd, 2012.
- Norman J. Johnston and Jay M. Shafritz "Personnel Management in Government: Politics and Process", Cengage Learning India Pvt. Ltd, 2012.

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	VI		
Name of the Course	E- Governance		
Course Code	B23-PAD-602		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MCC		
Level of the course (As per Annexure-I)	300-399		
Pre-requisite for the course (if any)	----------		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1 – Understand Evolution and Fundamentals of Law and Administration 2 – Examine the Legal and Administrative Process in the Execution of Law 3 – Evaluate the Basic Concepts of Governance and Ethics 4 – Understand Quasi – Judicial Governance		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).			

Unit	Topics	Contact Hours
I	**Introduction** a. Governance in Digital Age -Introduction of ICT in administration b. Meaning, Scope and Importance of E-Governance c. Evolution of E-Governance	15
II	**Concepts** a. Perspectives and Theories of E-Governance b. Models of E-Governance (the General Information Dissemination Model, the Critical	15

	Information Dissemination Model, the Advocacy Model, the Interactive Model)	
	c. National E-Governance Plan	
III	**Cases**	15
	a. E-Literacy: 'Akshaya' in Kerala	
	b. Electronic Citizen Services: A Comparative Outlook	
	c. Digitalization of Land Records Administration: 'Bhoomi' in Karnataka	
	d. Automizing District Administration: The E-District project	
IV	**Issues**	15
	a. E-Readiness	
	b. Digital Divide (Gender, Geographic, Economic, Social and Political)	
	c. E-Governance – Critical Factors (Technology, People, Process, Resources,	
	Infrastructure, Nature of PPP models)	
	d. E- Governance: Issues and Challenges	

Suggested Evaluation Methods		
Internal Assessment: ➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15		**End Term Examination: 70**
Part-C Learning Resources		

Recommended Books/E-Resources/LMS:
Reference:

- Bellamy, Christine, and John, A. Taylor, (1998), Governing in the Information Age,
  Buckingham, Open University Press.
- Bhatnagar, S.C. (2004) E-Government – from Vision to Implementation: A practical
  guide with case studies, Sage Publications, New Delhi.
- Bhatnagar, S.C. (2009) Unlocking E-Government Potential: Concepts, cases and practical insights, Sage Publications, New Delhi.
- Bouwman, Harry, and et.al., (2005), Information and Communication Technology in
  Organisations, Sage Publications, London.

- Heeks, R. (2006) Implementing and Managing eGovernment: An international text,Sage
- Marchionini, G., (1995), Information Seeking in Electronic Environments, New York,
- The Press Syndicate of the University of Cambridge, USA.
- Michael E. Milakovich, (2012), digital governance - New Technologies for improving
- Public Service an Participation, Routledge, Taylor and Francis group, New York.
- Pardhasaradhi,Y. (et.al) (2009), E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi.
- Satyanarayana, J, (2004), E-Government: The Science of the Possible, PHI Learning 50

Pvt Ltd, New Delhi.
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DSE-4

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	VI		
Name of the Course	Human Rights & Administration		
Course Code	B23-PAD-603		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
Level of the course (As per Annexure-I)	300-399		
Pre-requisite for the course (if any)	------------		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1 – Understand the Origin and Evolution of Human Rights 2 – Examine the Theories and Constitutional Status of Human Rights 3 – Evaluate the Functioning of Human Rights Commission and Forums 4 – Understand Constitutional Remedies for Violation of Human Rights		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	**Topics**		**Contact Hours**

I	**Introduction** a. Origin and History of Human Rights b. Nature and Scope of Human Rights and Indian context c. Relation and dichotomy with Human Duties	15
II	**Theories and Generations** a. Theories of Human Rights b. Classification of Human Rights c. Emerging areas of Human Rights	15
III	**Human Rights: Constitutional Perspective** a. Preamble b. Fundamental Rights and Directive Principles of State Policy c. Constitutional Remedies for Violation of Human Rights	15
IV	**Administration of Human Rights** a. National Human Rights Commission (NHRC) and State Human Rights Commissions (SHRCs) b. Human Rights Courts, Non-Governmental Actors and Whistle Blowers c. Lok Pal and Lok Ayukta d. Directorate of Public Grievances and Consumer Forums	15

Suggested Evaluation Methods	
Internal Assessment: ➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	**End Term Examination: 70**

Part-C Learning Resources
Recommended Books/E-Resources/LMS: **Reference:**   - Mary Ann Glendon, A World Made New: Eleanor Roosevelt and the Universal Declaration of Human Rights, Random House Trade, 2002   - Rosa Freedman, The United Nations Human Rights Council: A Critique and Early Assessment (Routledge Research in Human Rights Law), Routledge,2013   - Luisa Blanchfield, The United Nations Human Rights Council: Issues for Congress, BiblioGov, 2013   - Hilary Charlesworth , Human Rights and the Universal Periodic Review: Rituals and Ritualism, Cambridge University Press, 2015   - Ann Marie Clark, Diplomacy of Conscience: Amnesty International and Changing Human Rights Norms, Princeton University Press, 2001   - Aarti Singh and Shivani Singh, National Human Rights Commission: Prevention of Human Rights Violation, LAP LAMBERT Academic Publishing,2014 103   - Human Rights Watch World Reports, Seven Stories Press (2008-13)   - Leonard Besselink, Human Rights Commissions and Ombudsman Offices: National Experiences Throughout the World, Springer, 2001   - Martine Boersma (Editor), Hans Nelen (Editor), Corruption & Human Rights: - Interdisciplinary Perspectives (Maastricht Series in Human Rights), Intersentia, 2010   - Parsa Venkateshwat Rao, Lokpal: Facts & Arguments, Har-Anand Publications Pvt. Ltd 2011

- R. K. Dhawan, Public Grievances and the Lokpal, Synergy Books India, 2012
- C. Raj Kumar, Corruption and Human Rights in India: Comparative
- Perspectives on Transparency and Good Governance, Oxford University Press, 2012
- Prashant Sharma , Democracy and Transparency in the Indian State: The
- Making of the Right to Information Act, (Routledge/Edinburgh South Asian Studies Series), Routledge, 2014
- Christina M. Akrivopoulou , Nicolaos Garipidis (Editors), Human Rights and Risks in the Digital Era: Globalization and the Effects of Information Technologies, IGI Global, 2012
- William T Gormley and Steven J Balla, Bureaucracy and Democracy:Accountability and Performance, CQ Press College, 2012
- Bard Andreassen and Stephen P. Marks, Development as a Human Right: Legal, Political and Economic Dimensions, Intersentia, 2010
- Micheline Ishay, The History of Human Rights: From Ancient Times to the Globalization Era, University of California Press, 2004 51
- Lynn Hunt, Inventing Human Rights: A History, W. W. Norton & Company, 2008
- Dr. S. Mehartaj Begum, Human Rights in India – Issues and Perspectives, APH

DSE-5

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	VI		
Name of the Course	Economic Policy and Administration		
Course Code	B23-PAD-604		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
Level of the course (As per Annexure-I)	300-399		
Pre-requisite for the course (if any)	-------------		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Explore issues of Underdeveloped Economy like India. 2 Critically assess the administrative reforms of New Economic Policy 3 Implementation and impact of Role of Public Sector in India 4 Understanding of Autonomy and Accountability of Public Enterprises		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		
Part-B Contents of the Course			

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

Unit	Topics	Contact Hours
I	Meaning, Features and Causes of an Underdeveloped Economy like India. Main Issues of Development, 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. Planning in India with Reference to: The Growth of the Planning Ideas. Machinery for Planning, planning Commission & National Development Council.	15
II	Process of Plan Formulation and Implementation at Central, State and District Levels. Strategy of Economic Planning in India. Five Year Plan. 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: Departmental, Company and Corporation.	15
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

Suggested Evaluation Methods	
Internal Assessment: ➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	**End Term Examination: 70**

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:
- Dutt and Sundharam: Indian Economy, Delhi: S. Chand & Co., 2004.
- B.L.Mathur: Economic Policy and Administration (Hindi), Jaipur: RBSA Publishers, SMS Highway 1990.
- R.P.Mishra: District Planning, New Delhi, Concept Publishing Company 1986.
- Kamta Prasad: Planning in Market, Economy: A Study of the French Planning System, New Delhi: IIPA, 1984.
- Saul Estrin and P. Holmes: French Planning in Theory and Practice, London: George Allen and Unwin 1983.
- V.V.Ramanadhan (ed.), Public Enterprises and the Developing World, London: Groom Helm, 1984.
- A.H. Hansen: Public Enterprises and Economic Development, London: Routledge and Kegan, 1972

- Laxmi Narain: Principles and Practice of Public Enterprises Management, New Delhi: S. Chand & Co. 1988.
- S.C. Kuchhal: The Industrial Economy of India, Agra: Chaitanya Pub. House, 1987.
- Prahlad Kumar Basu: Public Enterprises: Policy Performance and Professionalism, New Delhi, Allied 1982.

DSE-5

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	VI
Name of the Course	Civil Services in India
Course Code	B23-PAD-605
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE
Level of the course (As per Annexure-I)	300-399
Pre-requisite for the course (if any)	-------------
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Understand the concepts, evolution and significance of Civil Services in India 2 – Examine the Constitutional Status of Civil Service 3 – Evaluate the Technological advances in the Changing Nature of Civil Service 4 – Understand Civil Services under Globalisation

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

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

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

Unit	Topics	Contact Hours
I	**Civil Services: Concept and Evolution** **a.** Concept, Evolution and Significance of Civil Services b. Classification of Civil Services in India c. Constitutional Status	15

II	**Bureaucracy – Changing Times**	15
	a. Weberian Bureaucracy under Challenge – Pandemic Era	
	b. Civil Service: Neutrality	
	c. Relationship between Politician and Civil Servants	
III	**Personnel Administration**	15
	a. Recruitment	
	b. Training	
	c. Promotion	
	d. Disciplinary Procedure	
IV	**Indian Civil Service: Major Issues**	15
	a. Civil Service under Globalisation	
	b. Issues before the Civil Servants	
	c. Civil Service Reforms	

Suggested Evaluation Methods		
Internal Assessment:	**End Term Examination: 70**
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

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

- Armstrong, Michael (2007), A Handbook of Human Resource Management

  Practice, Kogan Page, London. Aswathappa K. (2013), Human Resource

  Management: Text and Cases, McGraw Hill, New Delhi

- Farazmand, Ali (1994), Handbook of Bureaucracy, Taylor & Francis, New York

- Flippo Edvin B., (1976), Principles of Personnel Management, McGraw-Hill

- Goel, S.L.& Rajneeesh, Shalini(2003), Public Personnel Administration, Deep &

  Deep, New Delhi

- Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'

- Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration, Taylor & Francis, New York.

- Jain, R.B. (1994), Aspects of Personnel Administration, IIPA, New Delhi

- Maheswari Sriram (2005), Public Administration in India: The higher Civil 103 Service, Oxford University Press, New Delhi

- 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 Labour Relations, M.E. Sharpe, New York. Shafritz,
- Jay M et.al. (2001), Personnel Management in Government, Marcel Dekker, NewYork.
- (xii) Stahl O. Glenn (1983), Public Personnel Administration, Harper & Row.
- Tead, Ordway (1920), Personnel Administration, University of California Libraries

DSE-5

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	VI		
Name of the Course	Indian Constitution		
Course Code	B23-PAD-606		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
Level of the course (As per Annexure-I)	300-399		
Pre-requisite for the course (if any)	-----------		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1 – Understand Evolution and Fundamentals of Law and Administration 2 – Examine the Legal and Administrative Process in the Execution of Law 3 – Evaluate the Basic Concepts of Governance and Ethics 4 – Understand Quasi – Judicial Governance		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).			

Unit	Topics	Contact Hours
I	**Indian Constitution: Historical Settings** Constitutional Developments since 1773-1947 Making of Indian Constitution-Constituent Assembly, Constitutionalism-Salient features of the Constitution - concepts of State and law (Articles 12 & 13)	15
II	**Fundamental Rights and Directive Principles of State Policy**	15

	Fundamental Rights, Fundamental Duties and Directive Principles of State Policy	
	Equality, Liberty and Social Justice	
	Difference between Fundamental Rights and Human Rights.	
III	**Constitutional Status of LSGIs in India**	15
	Evolution of Decentralisation: Global & National.	
	73 rd & 74 th Constitutional Amendment Act, 1992	
	Challenges of LSGs.	
IV	**Indian Judiciary** Judicial Systems in India- Supreme court, High Court, Lower Court Judicial Review, Judicial Activism, Public Interest Litigation &; Writs. Redressal Mechanism – National, State and Local	15
V	Tutorial	12

Suggested Evaluation Methods

| Internal Assessment:
    ➢ **Theory**
      Class Participation-05
      Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10
      Mid Term Exam:15 | **End Term Examination: 70** |

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

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

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

- Fadia and Fadia, Indian Administration (2012), Sahitya Bhavan Publications,Agra.

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

- Maheswari, S.R. (2001), Indian Administration, Orient Blackswan, Hyderabad

- Maheswari, S.R. (2004) The Public Service of India: Current Good Practicesand New Developments in India, Common Wealth Secretariat.

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

- Sarkar Jadunath (2009), The Mughal Administration, Six Lectures, BiblioLife

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

- Sibranjan Chatterjee (1997), Restructuring Centre-State Relations: The Sarkaria Commission and Beyond, Minerva Associates, Calcutta.

- Subash C. Kashyap (1989), Indian Polity: Retrospect and Prospect, Allahabad University

- Alumni Association, National Public House
- Subash C. Kashyap (1997), Coalition Government and Politics in India, Uppal Publishing House, New Delhi.
- Subash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies, Vitasta,
- Tummala K. Krishna (1996), Public Administration in India, Allied Publications, New Delhi

CC-HI

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	VII		
Name of the Course	Public Administration: An Introduction		
Course Code	B23-PAD-701		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC		
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: 1. Awareness about the evolution and growth of the discipline of Public Administration. 2. Learning of basic principles and Challenges of Globalization and Public Administration. 3. Understanding the Learning of basic principles and approaches of Public Administration. 4. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics		Contact Hours
I	**Introduction**		15

	Meaning , Nature, Scope and Importance of Public Administration	
	Evolution of Public Administration and its Present Status, Politics & Administration Dichotomy Debate, New Public Administration	
II	**Globalization And Public Administration**	15
	Challenges of Liberalization and Privatization, Good Governance, New Public Management	
III	**Principles**	15
	Hierarchy, Unity of Command, Span of Control, Division of Work and Coordination	
IV	**Principles**	15
	Centralization, Decentralization and Delegation, Authority, Power and Responsibility, Supervision and Control, Line, Staff and Auxiliary Agencies	

Suggested Evaluation Methods		
Internal Assessment:	**End Term Examination: 70**
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

- Hoshiar Singh and Pardeep Sachdeva (2011) Public Administration: Theory and Practice, Pearson Publication, Noida.
- Hoshiar Singh & Pankaj Singh(2012) Indian Administration ,Pearson's Publication, Noida
- Hoshiar Singh & Pankaj Singh(2012) Bhartiya Prashasan (Hindi) Pearson's Publication, Noida
- Avasthi & Maheshwari (2012), Public Administration, Lakshmi Naraian Agarwal, Agra
- Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire
- Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, Paris
- Bhattacharya, Mohit (2013), New Horizons of Public Administration: Issues, Challenges and Opportunities, New York, MO.E. Sharpe
- Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi
- Jan-Erik Lane, (2000), New Public Management: An Introduction, Routledge, London.
- Ravindra Prasad, D. Prasad, V S Prasad, Satyanarayana P, and Y Pardhasaradhi, (eds.,) (2013), Administrative Thinkers, Sterling, New Delhi
- Donald Menzel (ed.) (2011). The State of Public Administration; Issues, Challenges and Opportunity, New York: M.E. Sharpe
- Frank J. Goodnow, Politics and Administration: A study in Governance, Transaction Publishers, New York, 2003

- O'Leary, Rosemary Et.al. (2010), The Future of Public Administration around the World: The Minnowbrook Perspective, George Town University Press, DC
- Martin Albrow (1970), Bureaucracy, MacMillan, London, 1970
- UN, Department of Economic and Social Affairs, Development Administration; Current Approaches and Trends in Public Administration for Development, New York, UN, 1975
- Wilson, Woodrow."The Study of Administration," Political Science Quarterly 2(June 1887)

CC-H2

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	VII		
Name of the Course	Research Methodology and Methods		
Course Code	B23-PAD-702		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC		
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: 1 Development of an intellectual understanding of the fundamental knowledge of research methodology. 2. Comprehend the research process in an appropriate manner 3 Inculcation of the necessary skills to use research tools to undertake research study 4 Competence to evaluate governmental policy or programme/projects on the basis of primary and secondary data		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics		Contact Hours
I	**Introduction** Social Science Research: Conceptual Dimensions, Types of Social Science Research, Research Process		15
II	**Tools and Methods** Identification and Formulation of Research Questions and Hypotheses,		15

	Research Designs: Qualitative and Quantitative, Sampling Methods and Techniques	
III	**Metods And Technoques Of Data Collection & Its Organization** Methods of Data Collection: Documents, Observation Method, Questionnaire and Interview methods, Case Study Method, Coding, Tabulation and Scaling Techniques	15
IV	**Data Analysis Research Writing** 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

Suggested Evaluation Methods

Internal Assessment:	End Term Examination: 70
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:
- Bajpai, S.R.: Methods of Social Survey & Research (Hindi & English), Kanpur, Kitab Mahal.
- Brent Edward E., Jt. Ronal E. Anderson (1990), Computer Applications in the Social Sciences, McGraw Hill
- Bryman, Alan (2004), Social Research Methods, Delhi: Oxford University Press
- Burton, Dawn (Eds.) (2000) Research Training for Social Scientists, Sage Publications, New Delhi
- Gerber Eller (2013), Public Administration Research Methods – Tools for Evaluation and Evidence based practices, Rutledge, New York.
- Galtung, John(1967) Theory & Methods of Social Research, New Delhi, Colombia University Press
- Goode William J. and Paul K. Hatt (2006), Methods in Social Research, McGraw Hill Book Company, USA
- Gupta S.P. (2011), Statistical Methods, Sultan Chand & Sons, New Delhi
- Kothari, C.R., and Gaurav Garg (2014), Research Methodology – Methods and Techniques, New Age, New Delhi
- Locke, L.E., et.al (2007) Proposal that Work: A Guide for Planning Dissertations and Grant Proposals, New Delhi: Sage.
- Loseke, Donileen R. (2013), Methodological Thinking, New Delhi: Sage
- McNabb David E (2013). Research Methods in Public Administration and Nonprofit Management Quantitative and Qualitative Approaches, M. E. Sharpe
- Trivedi, R.N. and Shukla O.P.: Research Methodology, Jaipur Research Publication (Hindi).
- Miller Gerald J., Kaifeng Yang (2007) Handbook of Research Methods in Public Administration,

CRC Press.
- Pearsons, C.J.(1973) Thesis & Project Work, A Guide to Research & Thesis Writing, London; Allen & Unwin
- White Jay (Eds.) (1994), Research in Public Administration: Reflection on Theory and Practice, Sage, London.
- Young, Pauline V. (1970) Scientific Social Survey & Research, New Delhi, Printice Hall of India

CC-H3

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	VII		
Name of the Course	Local Government in India, UK, USA & France		
Course Code	B23-PAD-703		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC		
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: 1 Historical background and growth of Urban Local Administration. 2 Grasping the role of Local Government in Different countries. 3 Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general. 4 Acquire comprehensive knowledge of mainstream theories that have shaped and influenced Local politics and assess the relevance of these theories in present context.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		

Part-B Contents of the Course

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

Unit	Topics	Contact Hours
I	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 Political Parties; People's Participation. Municipal Finance In India.	15

Suggested Evaluation Methods

Internal Assessment:	End Term Examination: 70
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

- Pankaj Singh (2013) Urban Local Government in India, Kitab Mahal Publisher, New Delhi.
- Pankaj Singh(2018)- Local Government in India, England, France & U.S.A –Kitab Mahal Publisher.
- S.L.Kaushik: Leadership in Urban Government in India, Allahabad: Kitab Mahal 1989.
- Sahib Singh and Swinder Singh: Local Government in India, Jalandhar: New Academic Publishing Co. 1991.
- David Wilson & Chris Game &others: Local Government in the United Kingdom, London: Macmillan 1994.
- Tony Byrne: Local Government in Britain, London: Penguin Press 5th Ed. 1990.
- Vincent Ostrom and Others: Local Government in the United States, San Franscisco, California, ICS Press, 1988.
- Michael Keating: Comparative Urban Politics, Edward Elgar Publishing Ltd. Hamshire, England, Gover House Croft road, Aldershot, 1992.
- D.A. Chandler (ed.), Local Government in Liberal Democracies: An Introductory Survey, London: Routledge 11, New Fetter Lane, EC4P, 1992

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	VII
Name of the Course	Social Welfare Administration
Course Code	B23-PAD-704
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE
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: 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. 2 Field of Social Administration. Need for Creation of State and Local Cadre of Social Administration. 3 National Commission for SCs and STs – Programmes for the Development of SCs & STs and Women. 4 Major Social Sectors – Health and Education, Social Planning and Five Year Plans.

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

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

Part-B Contents of the Course

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

Unit	Topics	Contact Hours
I	**Introduction of Social Welfare Administration** 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	15

	Legislation with Special Reference to Legislation for Women and Children.	
II	**Organisation of Social Welfare Administration** 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	**Organisation of State Social Welfare Administration** 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	**Major Social Sectors of State Social Welfare Administration** 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

Suggested Evaluation Methods	
Internal Assessment: ➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	**End Term Examination: 70**

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

- Surendra Kataria, Social Administration (Hindi), RBSA Publishers, SMS High Way, Jhaipur, 2002.

- C.P. Barthwal (Ed.), Social Justice in India, Bharat Book Centre, 17, Ashok Marg, Lucknow, 1998.

- D.R. Sachdeva, Social Welfare Administration (English and Hindi), Kitab Mahal, Allahabad, 2004.

- Davis C. March: An Introduction to Social Administration, Routledge and Kegan Paul, London, 1965.

- P.D.Kulkarni: Centre Social Welfare Board, New Delhi: Asia Publishing House, 1961.

- V. Jaganadhan: Social Welfare Organisation, New Delhi, IIPA 1966.

- D.K.Mishra: social Administration (Hindi) Jaipur: College Book Depot, Tripolia Bazar, 1990.

- 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, IIPA 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.

DSE-6

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	VII		
Name of the Course	Environmental Policy & Administration in India		
Course Code	B23-PAD-705		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
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: 1 Understanding the basic concepts such as Environment, Eco-system, Ecology and Causes and Factors of Environmental Pollution. Constitutional Provisions Relating to Environmental Protection. 2 Knowledge of different stages of the Environment Laws and Planning in India. Air Quality Management, Pollution Control, Pollution and Eco-System. 3 Necessary competence to undertake Environment Control Administrative Machinery. 4 Effect and Climatic Change Challenges, Urbanisation, Industrialisation, Judicial Activism and Environmental Protection and Environment Education.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics		Contact Hours
I	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		15

	Information Technology 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

Suggested Evaluation Methods

Internal Assessment:	End Term Examination: 70
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

- Shyam Divan & Armin Rosenerang: Environmental Law and Policy in India, Oxfore University Press, New Delhi, 2001.
- Shekhar Singh (ed.): Environmental Policy in India, New Delhi, IIPA 1984.
- India, NCEP: Draft Report of the State of the Environment, Delhi, December 1981.
- O.P.Dwivedi, India: Pollution Control Policy and Programmes, International Review of Administrative Sciences, vol.XLIII, Nos. 2, 1977.
- S.C. Bhatia (ed.): Papers in Environmental Education, Indian University Association for Continuing Education, 1984.
- A.K. Sharma and A. Sharma (ed.): Impact of the Development of Science and Technology on Environment, Indian Science Congress Association, 1981.
- Desh Bandhu: Environmental Management, Indian Environmental Society, 1981.
- UNESCO: "Environmental Education in Asia and the Pacific" Bulletin of the UNESCO Regional Office for Education in Asia and the Pacific 1981.
- H.N.Tiwari: Environmental Law, Allahabad Law Agency, Faridabad, 2001.
- V.N. Srivastava & B.P. Rai, Environment and Ecology, Vasundra Publications, Gorakhpur, 1998
- Report of the Committee for Recommending Legislative Measures and Administrative Machinery for Ensuring Environmental Protection, Department of Science and Technology, 1980.

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	VII
Name of the Course	Public Administration & Computer Applications
Course Code	B23-PAD-706
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	PC
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: 1 Developing an understanding of Management through Information System, Decision-Making and Role of Computer Technology in Development and Maintenance of MIS. 2 To acquire comprehensive knowledge of Basic Administrative Model of Computer System, Classification of Computers and Hardware vs. Software. 3 To understanding the changing nature of Functions of an Operating System, Introduction to MS-windows and Word Processing, 4 Grasping the genesis, growth and concept of Using MS-Excel, Graphs & Charts and Functions like Statistical.

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

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

Part-B Contents of the Course		

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

Unit	Topics	Contact Hours
I	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 Data Base. Data and Data Processing Operation, Data Base vs. Information System. Role of Computer Technology in Development and Maintenance of MIS.	15
II	Introduction to Computers: A General Model of Computer System: Brief description of Various Components; Input/Output Devices;	15

	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.	
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

Suggested Evaluation Methods

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

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:
- Gear, C. Williams: Computer Organisation and Programming with an Emphasis on Personal Computer (IV Ed.), New York, McGraw Hill 1986.
- P.K.Sinha, Computer Fundamentals, BPB, 3rd Ed.
- R.K. Taxali: PC Software Made Simple, Tata McGraw Hill
- Saxena & Steyer: Basic principles of Data Processing.
- Murdic, Ross, Management Information System, Prentice Hall of India, latest Edition
- P.K.Sinha, Foundations of Computing, BPB
- S.K.Bajendra, Computer Today, Galgotia Publishers.

CC-H4

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	VIII
Name of the Course	Public Personnel Administration in India, U.K., U.S.A. & France
Course Code	B23-PAD-801
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC
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:
	1 Conceptual clarity of Public personnel Administration, its issues, career systems and other terms covering various aspects of personnel administration
	2 Detailed understanding of the Public personnel system of the Indian personnel administration
	3 Learning of basic principles, Challenges of Administrative Structure and Principles of USA Public Personnel System
	4 Critical understanding of issues like UK Public Personnel System and processes and Civil Service Reforms

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

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

Part-B Contents of the Course

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

Unit	Topics	Contact Hours
I	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. Whitleylism 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

Suggested Evaluation Methods

Internal Assessment:	End Term Examination: 70
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

- Prof. Rajesh Kumar Bhatt & Dr. Jyoti Bhatt (2024), Personnel Administrative System in India, U.K., U.S.A, & France, R.K. Publisher, Coimbatore (Tamil Nadu).
- Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan Page, London.
- Aswathappa K. (2013) Human Resource Management: Text and Cases, McGraw Hill, New Delhi
- Farazmand, Ali (1994), Handbook of Bureaucracy, Taylor & Francis, New York
- Flippo Edvin B., (1976), Principles of Personnel Management, McGraw-Hill
- Goel, S.L.& Rajneeesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi
- Government of India, Second ARC,Tenth Report on 'Refurbishing of Personnel Administration'
- Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration,Taylor 8c Francis, New York.
- Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi
- Maheswari Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi
- 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

CC-H5

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	VIII
Name of the Course	Public Policy : Models and Analysis
Course Code	B23-PAD-802
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC
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: 1 Understanding the basic concepts such as public policy, policy analysis, public policy process and governance 2 Knowledge of different stages of the Public policy process in terms of theoretical formulation and the process 3 Necessary competence to undertake policy Implementation analysis 4 Policy Evaluation –Concept, Techniques and Policy Impact and Policy Outcomes.

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

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

Part-B Contents of the Course

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

Unit	Topics	Contact Hours
I	**Models of Public Policy-I** Vilfredo Pareto: Optimality and Improvement, John Rawls: A Theory of Justice, Gabriel Almond: Interest Aggregation and Articulation, Harold Lasswell: Policy Sciences	15
II	**Models of Public Policy-II** Yehezkel Dror: Meta Policy, Charles Lindblom: Incrementalism, William Niskanen: Budget Maximizing Model, Elinor Ostrom: Institutional Rational Choice, Amartya Sen: Development as	15

	Freedom		
III	**Approaches to Public Policy Analysis** The Process Approach, The Logical Positivist Approach, The Phenomenological Approach, The Participatory Approach and Normative Approach	15	
IV	**Globalization and Public Policy** Global Policy Process, Transnational Actors: Impact on Public Policy Making, Impact of Globalization on Policy Making	15	

Suggested Evaluation Methods

Internal Assessment:	End Term Examination: 70
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

- Anderson J.E. (2006) Public Policy Making: An Introduction, Boston, Houghton.
- Bardach, Eugene (1977) The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT
- Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI, Greenwood Press.
- Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making Armonk; M.E. Sharpe.
- Brewer, Gary D., and Peter de Leon (1983), The Foundations of Policy Analysis, Homewood, IL: The Dorsey Press.
- Dahl, Robert and Charles Lindblom, (1976), Politics, Economics and Welfare, New York Harper
- Dror, Y. (1989), Public Policy Making Re-examined, 2nd ed., San Francisco, Chandler
- Dye Thomas (2008), Understanding Public Policy Singapore, Pearson Education.
- Hill Michael, (2005), The Public Policy Process, Harlow, UK, Pearson Education 5th Edition.
- Howlett, Michael, and M. Ramesh (1995) Studying Public Policy, Policy Cycles and Policy Subsystems, OUP, Toronto.
- Jones, C.O, (1970): An Introduction to the Study of Public Policy, Belmont, Prentice Hall.
- Learner, D. and H.D. Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press.
- Lindblom, C.E., and E.J, Woodhouse, (1993), The Policy making Process, 3es ed. New Jersey., Prentice Hall.
- McCool Daniel C. (ed.) (1995) Public Policy Theories, Models, and Concepts: An Anthology, NJ; Prentice Hall.
- Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, New York.
- 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.

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	VIII
Name of the Course	Labour Welfare Administration
Course Code	B23-PAD-803
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC
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: 1 Will be equipped with the knowledge and conceptual clarity of Evolution, Importance, International, and Labour Welfare and Labour Administration 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. 3 Knowledge of different Development Machinery at District, Factory and Plant levels. 4 Clarity re-administrative systems and their accountability mechanisms of Workers Participation in Management.

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

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

Part-B Contents of the Course

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

Unit	Topics	Contact Hours
I	**INTRODUCTION** Meaning, Nature, Scope and 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	15

	Education and Training, Housing Schemes and Health.	
II	**ORGANISATIOAL MACHINERY** 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	**INSTITUTIONAL SET-UP** 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	**LABOUR LEGISLATIONS** 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

Suggested Evaluation Methods	
Internal Assessment: ➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	**End Term Examination: 70**
Part-C Learning Resources	
Recommended Books/E-Resources/LMS: **Reference:** • 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 Tripathi, Bombay 1968.

- K.M. Subramaniam: Labour Management Relations in India, Bombay: Asia Pub. House, 1967.

- S. Malik: Industrial Law, Eastern Book Company, Delhi, 1983.

- S.N.Mishra, Labour and Industrial Laws, Allahabad Law Agency, 1976.

- C.B. Memoria & S. Memoria: Dynamics of Industrial Relations in India, Bombay: Himalaya Publishing House, 1987.

- Deepak Bhatnagar: Labour Welfare and Social Security Legislation in India, New Delhi: Deep & Deep 1985.

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

DSE-7

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	VIII
Name of the Course	Public Financial Administration
Course Code	B23-PAD-804
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE
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: 1 Knowledge of various aspects of Public Financial Administration in general and in the Indian context in particular 2 Understanding Public budgeting, Public financial institutions and financial resource mobilization strategies in the Indian context 3 Comprehending the system and dynamics of Indian fiscal federalism 4 Deep understanding of the role of Comptroller and Auditor General Reserve Bank of India in a public financial administration.

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

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

Part-B Contents of the Course

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

Unit	Topics	Contact Hours
I	**Introduction** Meaning , Significance, Scope, Agencies and Principles of Public F Administration, Tax Administration : Principles, Types and Method	15

	Taxation, Tax Avoidance, and Evasion: Issues and Challenges, Evaluation of the Indian Tax System	
II	**Budgeting And Governance** 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	**Financial Management** 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, Principals, International Monitory Policy	15
IV	**Control Over Finance** Ministry of Financing as an Agency of Expenditure Control Financial Committee: PAC, EC, COPU Controller and Auditor General of India (CAGI) Reserve Bank of India: Organisation, Function, Credit Control, Policy of RBI	15

Suggested Evaluation Methods	

Internal Assessment:
 	
 ➢ **Theory**
  Class Participation-05
  Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10
  Mid Term Exam:15
	End Term Examination: 70

Part-C Learning Resources
Recommended Books/E-Resources/LMS: **Reference:**   • Carlos , Santiso(2009) the political economy of government auditing, Taylor and Francis   • Sanjev Kumar Mahajan and Anupama Puri Mahajan, Financial Administration in India, PHI Learning Private Limited.. Delhi 2014.   • Manjusha Sharma & O.P. Bohra, Financial Administration in India, Kitab Publication, Delhi, 2015   • Chen Greg g et. Al (eds) (2008), budget tools: financial methods in the public sector, CQ press.   • Government of India, second administrative reforms commission, fourteenth report, strengthening financial management, systems, April 2009.

- L.kjha (1986), Economic Administration in India - Retrospect s and Prospect, New Delhi: IIPA lee Robert d. Jr., et al (eds) (2007), public budgeting systems, jones & Bartlett learning. Mahajan Sanjeev Kumar And Anupama Puri Mahajan (2014), financial administration in India, phi Learning, Delhi

- Mikesedjohn (2010), fisCal Administration, Cengage Learning.

- Pritchard W (2010) Taxation and State Building: Towards a Governance Focused Tax REFORM AGENDA. IDS WORKING PAPER

- R.K. Lekhi and Joginder Singh(2013), Public Finance, Kalyani Publishers, New Delhi.

- Rabin Jack, W Bartley Hildreth, Gerald J. Miller (2006) Handbook of Public Financial Management, Taylor & Francis Group.

- Sharma M.K. (2006), Financial Administration, Anmol Publications, New Delhi.

- Steppan J. Beiley (1995), public Sector Economics: Theory, Policy and Practice, London Wang Xiaohu (2010), financial management in the public Sector: Tools, Applications, and Cases, M. E. Sharpe.

- World bank (2007) Strengthening World Bank Group Engagement on Governance and Anticorruption. Washington DC

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

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	VIII		
Name of the Course	Administrative Law - II		
Course Code	B23-PAD-805		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
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: 1 Developing an understanding of Administrative Law- Scope & Importance, Legal Basis of Modern State, Doctrine of Separation of Powers; Principles of Checks and Balances, and Principles of National Justice 2 To acquire comprehensive knowledge of Basic Administrative Control i.e Delegated Legislation, Doctrine of Ultra Virus, Droit Administration and Principles and Natural Justice. 3 To understanding the changing nature of Administrative Tribunal: Reason for Growth, Procedure,Types of Administrative Tribunals and Administrative Authorities. 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)		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics		Contact Hours
I	**Introduction** Administrative Law: Nature, Concept and fundamentals, Doctrine of Separation of Powers; Principles of Checks and Balances, and Principles of Natural Justice, Administrative law and state		15

		Jurisdiction.	
II	**Administrative Control**	15
	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.	
III	**Administrative Tribunals**	15
	Administrative Tribunal: Meaning, Merits and Demerits of Tribunals, Distinction between courts and tribunals, Public Corporation: meaning, classification, characteristics, controls and formation.	
IV	**Administrative Appellate Authority**	15
	State Administrative Tribunals: Composition, Functions, and Powers,

State Income Tax Appellate Authority: Types and Procedure, Remedies: Constitutional and ordinary, Administrative Tribunal Acts in India. | |

Suggested Evaluation Methods

Internal Assessment:	**End Term Examination: 70**
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:
- Jai Jai Ram Uppadhya, Administrative Law, Central Law Agency 30-D/1, Moti Lal Nehru Road, Allahabad-2 (U.P.) 2015.
- M .P. Jain & S. N. Jain, Principles of Administrative Law, (6th edition), Published by Wadhwa Book Company, Delhi Law House, New Delhi 2013,
- M.A. F, Judicial Control of Administrative Action in India, Oxford Clarendon Press, London ,(1969).
- Genevra Richardson and Hazel Genn , Administrative law and government action : the courts and alternative mechanisms of review, Oxford (England): Clarendon Press, 1994.
- D. G.T. Williams, Administrative Law in England: The Emergence of a New Remedy, Wolfson College, Oxford Clarendon Press, London ,(1969).
- J.A.G. Griffith, Principles of Administrative Law (4th Ed.), Published by Pitman Publishing Lincoln, United Kingdom, 1973
- A. P. Hassumani: Some Problems of Administrative Law in India, Published by Asia Publishing House, Mumbai, India, 1984.
- Christopher Forsyth, Mark Elliott, Swati Jhaveri, Effective Judicial Review: A Cornerstone of Good Governance (Oxford University Press, 2010).

- 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 Company, 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 Annoussamy, "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).

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	VIII
Name of the Course	Administrative Thought & Theories - I
Course Code	B23-PAD-806
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	PC
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: 1: Development of an intellectual understanding of the fundamental knowledge of Organisational Goals, Organisational Change: Meaning, Change, Process, Resistance to Change. 2: Comprehend the Organisational Theories- Classical, Neo-Classical, Human Relations, Bureaucratic, and Systems Approach. 3: Inculcation of the necessary skills to use the different administrative thinkers. 4: Competence to evaluate the theory of the thinkers.

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

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

Part-B Contents of the Course

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

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

III	**Administrative Thinkers and Thoughts**	15
	Woodrow Wilson, F.W.Taylor, Henry Fayol, Gulick ,Urwick, and Mary P. Follet.	
IV	**Administrative Thinkers and Thoughts**	15
	Kautilya, Herbert Simon, Maslow, McGregor Herzberg, Rensis Likert	

Suggested Evaluation Methods

Internal Assessment:	**End Term Examination: 70**
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

- Likert, K. New Patterns of Management, New York: McGraw Hill, 1961.
- A. Etzioni: Modern Organisation, New Delhi: Prentice Hall of India, 1981 (5th Edition).
- Sharma, R.A.: Organisational Theory and Behaviour, New Delhi: Tata McGraw Hill Pub. Co. 1985.
- Nisa Alia, Administrative Thinkers, New Delhi, Associated Pub. 1987.
- R.S. Dwivedi, Human Relations and Organisational Behaviour, New Delhi, Oxford and IBH Pub. 1987.
- M.R.Minto,: Management Thinkers, New Delhi: Allied Pub. Ltd. 1989.
- R.K.Sapru, , Theories of Administration, New Delhi: S. Chand & Co. Ltd. 1996.
- MJ Mathew,: Organisation, Theory and Behaviour, Jaipur: RBSA Pub. SMS Highway

OR

Session 2023-2024			
Part-A Introduction			
Subject	Public Administration		
Semester	VIII		
Name of the Course	Public Personnel Administration in India, U.K., U.S.A. & France		
Course Code	B23-PAD-801		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC		
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: 1 Conceptual clarity of Public personnel Administration, its issues, career systems and other terms covering various aspects of personnel administration 2 Detailed understanding of the Public personnel system of the Indian personnel administration 3 Learning of basic principles, Challenges of Administrative Structure and Principles of USA Public Personnel System 4 Critical understanding of issues like UK Public Personnel System and processes and Civil Service Reforms		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 **Internal Assessment Marks:30** **End Term Exam Marks: 70**	**Time:3 hrs**		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have seven Multiple Choice Questions carrying equal marks (2 marks).			

Unit	Topics	Contact Hours
I	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. Whitleylism 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

Suggested Evaluation Methods

Internal Assessment:	End Term Examination: 70
➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

- Prof. Rajesh Kumar Bhatt & Dr. Jyoti Bhatt (2024), Personnel Administrative System in India, U.K., U.S.A, & France, R.K. Publisher, Coimbatore (Tamil Nadu).
- Armstrong, Michael (2007), A Handbook of Human Resource Management Practice, Kogan Page, London.
- Aswathappa K. (2013) Human Resource Management: Text and Cases, McGraw Hill, New Delhi
- Farazmand, Ali (1994), Handbook of Bureaucracy, Taylor & Francis, New York
- Flippo Edvin B., (1976), Principles of Personnel Management, McGraw-Hill
- Goel, S.L.& Rajneeesh, Shalini(2003), Public Personnel Administration, Deep & Deep, New Delhi
- Government of India, Second ARC,Tenth Report on 'Refurbishing of Personnel Administration'
- Jack Robin, et al (eds) (1994), Handbook of Public Personnel Administration,Taylor 8c Francis, New York.
- Jain, R.B.(1994), Aspects of Personnel Administration, IIPA, New Delhi
- Maheswari Sriram (2005), Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi
- 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

Session 2023-2024	
Part-A Introduction	
Subject	Public Administration
Semester	VIII
Name of the Course	Public Policy : Models and Analysis
Course Code	B23-PAD-802
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC
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: 1 Understanding the basic concepts such as public policy, policy analysis, public policy process and governance 2 Knowledge of different stages of the Public policy process in terms of theoretical formulation and the process 3 Necessary competence to undertake policy Implementation analysis 4 Policy Evaluation –Concept, Techniques and Policy Impact and Policy Outcomes.

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

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

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

Unit	Topics	Contact Hours
I	**Models of Public Policy-I** Vilfredo Pareto: Optimality and Improvement, John Rawls: A Theory of Justice, Gabriel Almond: Interest Aggregation and Articulation, Harold Lasswell: Policy Sciences	15
II	**Models of Public Policy-II** Yehezkel Dror: Meta Policy, Charles Lindblom: Incrementalism, William Niskanen: Budget Maximizing Model, Elinor Ostrom: Institutional Rational Choice, Amartya Sen: Development as	15

	Freedom	
III	**Approaches to Public Policy Analysis** The Process Approach, The Logical Positivist Approach, The Phenomenological Approach, The Participatory Approach and Normative Approach	15
IV	**Globalization and Public Policy** Global Policy Process, Transnational Actors: Impact on Public Policy Making, Impact of Globalization on Policy Making	15

Suggested Evaluation Methods	
Internal Assessment: ➢ **Theory** Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 10 Mid Term Exam:15	**End Term Examination: 70**

Part-C Learning Resources

Recommended Books/E-Resources/LMS:
Reference:

- Anderson J.E. (2006) Public Policy Making: An Introduction, Boston, Houghton.
- Bardach, Eugene (1977) The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, MA: MIT
- Bergerson, Peter J. (ed.), (1991), Teaching Public Policy: Theory, Research and Practice, Westport, RI, Greenwood Press.
- Birkland Thomas A., (2005), An Introduction to The Policy Process: Theories, Concepts, And Models of Public Policy Making Armonk; M.E. Sharpe.
- Brewer, Gary D., and Peter de Leon (1983), The Foundations of Policy Analysis, Homewood, IL: The Dorsey Press.
- Dahl, Robert and Charles Lindblom, (1976), Politics, Economics and Welfare, New York Harper
- Dror, Y. (1989), Public Policy Making Re-examined, 2nd ed., San Francisco, Chandler
- Dye Thomas (2008), Understanding Public Policy Singapore, Pearson Education.
- Hill Michael, (2005), The Public Policy Process, Harlow, UK, Pearson Education 5th Edition.
- Howlett, Michael, and M. Ramesh (1995) Studying Public Policy, Policy Cycles and Policy Subsystems, OUP, Toronto.
- Jones, C.O, (1970): An Introduction to the Study of Public Policy, Belmont, Prentice Hall.
- Learner, D. and H.D. Lasswell (eds.), (1951), The Policy Sciences, Stanford, Stanford University Press.
- Lindblom, C.E., and E.J, Woodhouse, (1993), The Policy making Process, 3es ed. New Jersey., Prentice Hall.
- McCool Daniel C. (ed.) (1995) Public Policy Theories, Models, and Concepts: An Anthology, NJ; Prentice Hall.
- Moran Mitchel and Robert Goodin, (2006), The Oxford Handbook of Public Policy, Oxford University Press, New York.
- 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.