

Himachal Pradesh University
(NAAC Accredited 'A' Grade University)

Annexure-I

Department of Public Administration
Norms, structure and programme content in Master of Arts (Public Administration) w.e.f
Academic session 2022-23 as per CBCS norms.
Approved in PG Board of Studies held on 21st June 2022

M.A. Public Administration course consists of sixteen Courses (DSC-12, DSE-2 and GE-2. The students have to qualify all the papers to complete the course in Public Administration.

Scheme of the Course Division

| Semester | Subject Code | Type |
|--------------|--------------------------|--|
| Semester I | DSC-MPUB101 to 104 | All Compulsory |
| Semester II | DSC- MPUB 201 to 203 | All Compulsory |
| | GE- MPUB 204 | Compulsory (Inter-departmental) |
| Semester III | DSC- MPUB 301 to 303 | Compulsory |
| | DSE I- MPUB 304 to 306 | Optional (students have to opt any one out of the three courses) |
| Semester IV | DSC- MPUB 401 to 402 | Compulsory |
| | DSE II- MPUB 403 to 406. | Optional (students have to opt any one out of the four options) |
| | GE- MPUB -407 | Compulsory (Inter-departmental) |

Note:

- MA in Public Administration shall comprise of total 92 credits (DSC-72 credits; DSE-12 credits & GE-8 credits).
- The DSE courses 304 to 306 (Semester III) and 403 to 406 (Semester IV) are internal choice based. The students have the choice to select any one of them respectively or opt for a Dissertation.
- Students are required to take two Courses (i.e. in II & IV semesters) offered by other Departments under the Scheme of Generic Elective (Interdisciplinary Choice Based Courses for other Departments). These courses shall be of 4 credits each.
- The **Marks Scheme** for each course: Total Marks-100 (Theory 80, Internal Assessment 20). The Internal Assessment shall comprise of Assignment-10 marks; Presentation-05 marks and Attendance-05 marks. The Internal Assessment for ICDEOL candidates shall comprise of 20 marks for assignment and will be assessed by teachers of the ICDEOL on the basis of assignment for each paper submitted by the candidate.
- A student shall have to secure at least 40 percent marks in each paper (theory as well as internal assessment) to qualify the examination.

Ability Enhancement Courses :

MPUB 203: Personnel Development and Human Resource Management course focuses on ability enhancement in administration and focusses on stress management, conflict management. Its emphasis is on conceptual clarity and develop analytical, communication, debating and negotiating skills.

Ethics and Values Courses :

MPUB 303: Research Methodology and Research Ethics is essential for the students who wish to opt for dissertation in Semester IV. The course adds to the values of research ethics, value neutrality, intellectual property, skills of data collection and interpretation, publication ethics and researcher's responsibility.

MPUB 402: Ethics in Governance course, values of ethics Neutrality, Anonymity and Integrity are included.

Skill Enhancement Courses:

MPUB 301 : Digital Governance and Emerging issues in Public Administration.

MPUB 404 : Skills and Techniques of Administration.

MPUB 403 : Disaster Management Techniques are skill imparting courses and will develop among the students the application skills that are required for imparting effective administrative management. The dissertation and internal assessment based on assignments add to the data organisation, analysis, reporting, writing, communication and presentation skills among the students.

- The **Marks Scheme** for each course: Total Marks-100 (Theory 80, Internal Assessment 20).
- The Internal Assessment shall comprise of Assignment-15 marks and Attendance-05 marks

Assignment for Regular Students

The teacher can choose any options as assignment to achieve the course outcomes. The Choice of components and weightage assigned to each component must be communicated to students as the beginning of the semester. One of the component must have focus on critical analysis and application of concepts taught in the class.

| Sr. No. | Component |
|---------|-------------------------------------|
| 1 | Written Assignments |
| 2 | Case discussions |
| 3 | Term Papers |
| 4 | Viva voce |
| 5 | Student Seminar |
| 6 | Individual and group Presentation |
| 7 | Extempore |
| 8 | Group discussion |
| 9 | Quiz |
| 10 | Role Play |
| 11 | Any other simulation activity |
| 12 | Report on Field Visit |
| 13 | Surprise test |
| 14 | Research Project (Group/Individual) |

| | |
|----|---|
| 15 | Test |
| 16 | Class participation & Conduct |
| 18 | Small group activity based on assessment of skills acquired by learners |
| 19 | Any other component required for attaining course |

Distribution of marks according to class Attendance

| Sr. No. | Percentage of Attendance | Marks |
|---------|--------------------------|-------|
| 1. | 75% to 80% | 1 |
| 2. | 80% to 85% | 2 |
| 3. | 85% to 90% | 3 |
| 4. | 90% to 95% | 4 |
| 5. | >95% | 5 |

- The Internal Assessment for ICDEOL candidates shall comprise of 20 marks for assignment and will be assessed by teachers of the ICDEOL on the basis of assignment for each paper submitted by the candidate.
- For Private students Total Marks-100
- A student shall have to secure at least 40 percent marks in each paper (32 marks in theory & 8 marks in internal assessment) to qualify the examination.

Instructions for the Question Paper Setter:

(i) Evaluation of this course will be done through two stages. The first stage evaluation shall comprise of 20 marks (Internal Assessment) to be completed at the department level. At the second stage there will be annual examination of 80 marks. The theory paper shall consist of 80 marks.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 200-250 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. Time allowed will be 3 Hours.

Scheme of Maximum Marks :-

| | |
|--|----------------|
| | Credits |
| Theory Total Marks= 80(Regular & ICDEOL students) Pass Marks= 32 Total Marks = 100 (Private Students) Pass Marks = 40 | 5 |
| Tutorial | 1 |
| Total | 6 |
| <u>Internal Assessment: for Regular Students.</u> Total Marks = 20 Pass Marks = 08 Assignment = 15 Attendance = 05 Total = 20 Marks (for regular candidates. <u>Internal Assessment : for ICDEOL Students :</u> Total Marks = 20 Pass Marks = 08 Note : Candidates shall be assessed for 20 marks on the basis of assignment submitted by the candidates. | |

Regular&ICEDEOL Students:Q. 5 x 16 = Theory : 80 marks + IA : 20 =100.

Private Students:Q. 5 x 20= Theory : 100 marks.

Course Divisions (L+T)

| Sr.No. | Divisions (L+T) | Credits |
|--------|--|---------|
| 1. | Theory (5 hours per week per course) | 5 |
| 2. | Tutorials (1 hour per week) (Seminars/Presentations/Group Discussions/Quiz/Assignments) | 1 |
| 3. | Total Credits | 6 |

M.A. Public Administration under CBCS : (SEMESTER-I)

| Sr. No. | Course Code | Title of the Paper | Credits | Theory Contact Hours (L-5 hrs./Tut.-1 hr. per week) | | Marks Scheme | |
|---------|-------------|---------------------------------------|---------|--|----------|-------------------|---------------------|
| | DSCs | | | Lectures (Credits) | Tutorial | Theory | Internal Assessment |
| 1. | MPUB 101 | Introduction to Public Administration | 6 | 5 | 1 | 80 | 20 |
| 2. | MPUB 102 | Administrative Thinkers | 6 | 5 | 1 | 80 | 20 |
| 3. | MPUB 103 | Indian Administration | 6 | 5 | 1 | 80 | 20 |
| 4. | MPUB 104 | Financial Administration | 6 | 5 | 1 | 80 | 20 |
| | | Total | 24 | 20 | 4 | Total Marks - 100 | |

SEMESTER-II

| Sr. No. | Course Code | Title of the Paper | Credits | Theory Contact Hours (L-5 hrs./Tut.-1 hr. per week) | | Marks Scheme | |
|---------|---------------|--|---------|--|----------|-------------------|---------------------|
| | DSCs | | | Lectures (Credits) | Tutorial | Theory | Internal Assessment |
| 1. | MPUB 201 | Sustainable Development Administration | 6 | 5 | 1 | 80 | 20 |
| 2. | MPUB 202 | Administrative & Constitutional Law | 6 | 5 | 1 | 80 | 20 |
| 3. | MPUB 203 | Personnel Administration & Human Resource Management | 6 | 5 | 1 | 80 | 20 |
| 4. | MPUB204(GE-I) | Right to Information | 4 | 4 | - | 80 | 20 |
| Total | | | 22 | 19 | 3 | Total Marks - 100 | |

SEMESTER-III

| Sr. No. | Course Code | Title of the Paper | Credits | Theory Contact Hours (L-5 hrs./Tut.-1 hr. per week) | | Marks Scheme | |
|---------|---|--|---------|--|----------|-------------------|---------------------|
| | DSCs | | | Lectures (Credits) | Tutorial | Theory | Internal Assessment |
| 1. | MPUB 301 | Digital Governance and Emerging issues in Public Administration | 6 | 5 | 1 | 80 | 20 |
| 2. | MPUB 302 | State & Local Governance | 6 | 5 | 1 | 80 | 20 |
| 3. | MPUB 303 | Research Methodology & Research Ethics | 6 | 5 | 1 | 80 | 20 |
| 4. | MPUB 304-306 Any one from given four options (DSE-I) | 304. International Administration 305. Public Sector Management & Administration 306. Industrial Relations & Labour laws | 6 | 5 | 1 | 80 | 20 |
| Total | | | 24 | 20 | 4 | Total Marks - 100 | |

SEMESTER-IV

| Sr. No. | Course Code | Title of the Paper | Credits | Theory Contact Hours (L-5 hrs./Tut.-1 hr. per week) | | Marks Scheme | |
|---------|---|---|---------|--|----------|-------------------|---------------------|
| | DSCs | | | Lectures (Credits) | Tutorial | Theory | Internal Assessment |
| 1. | MPUB 401 | Public Policy & Governance | 6 | 5 | 1 | 80 | 20 |
| 2. | MPUB 402 | Ethics in Governance | 6 | 5 | 1 | 80 | 20 |
| 3. | MPUB 403-406 Any one from given four options (DSE-II) | 403. Disaster Management Techniques 404. Skills and Techniques of Administration. 405. Comparative public Administration or 406. Dissertation/Field Based Project Report. | 6 | 5 | 1 | 80 | 20 |
| 4. | MPUB -407 (GE-II) | Basics of Public Administration | 4 | 4 | - | 80 | 20 |
| | | Total | 22 | 19 | 3 | Total Marks - 100 | |

Total Courses: 16 (DSC-12; DSE-2; GE-2).

Total Credits: 92 (DSC-72 credits; DSE-12 credits; GE-8 credits)

Abbreviations Used: C=Compulsory; L=Lectures; S=Semester; E=Elective; Tut.=Tutorials; MPUB=M.A. in Public Administration; Opt.=Open Choice/Optional Course; DSC=Discipline Specific Core/Compulsory; DSE=Discipline Specific Elective; GE=Generic Elective-open to students of other Discipline.

PUBLIC ADMINISTRATION
M.A FIRST SEMESTER
COURSE – DSC (COMPULSORY) COURSE CODE : MPUB 101
COURSE NAME: Introduction to Public Administration

Maximum marks: 80

Objectives of the Course: The paper will familiarize the students with the basic concepts of Public Administration & Management. The paper will cover various theories of organization. Apart from regular classroom teaching , special lectures/talks of experts as well as practioner Public Administrator (working as well as retired) will be organized to established linkage between theory and practical aspects and develop critical skills among students.

Course Outcomes:The paper will familiarize the students with the basic concepts of Public Administration. It will help students to understand concepts of Management. . The paper will cover various theories of organization and there will be helpful for understanding the concept of Organizations. This course will sharpen the administrative skills of students. Interaction through talks and lectures by practitioners (serving/retired) Public Administrator/experts will motivate students to join civil services and contribute their knowledge for the betterment of the society.

UNIT – I

1. Public Administration: Meaning Nature, Scope and Significance. Evolution & Present Status of the discipline. Minnobrook Perspective.
2. Globalisation and Public Administration.
3. New Public Administration & New Public Management. . .
4. E-Governance: Concept, Rationale and significance.

UNIT – II

5. Theories of Organization – Classical, Neo classical and Modern theory.
6. Approaches to the study of Public Administration: Structural – functional, systems approach, Behavioral approach & Public Choice approach.
7. Principles of Organization: Division of Work, Hierarchy, Unity of Command, and span of Control.
8. Concepts of Public Administration: Authority, Power and Responsibility, Delegation, Centralization & Decentralization and Coordination

UNIT – III

9. Leadership: Development of Leadership, Types and Qualities of Leadership.
10. Formal and informal organizations.
11. Decision Making: Meaning, Classification and Essentials of decision making. Process of decision making, techniques of decision making.
12. Communication and Control: Meaning, Significance, Methods and Types. Control Process: Steps, Techniques and Tools.

UNIT-IV

13. Good Governance: Concept, characteristics, elements . Issues and Challenges.
14. Citizen and Administration: Issues and problems, Methods to promote good relationship.
15. Public Accountability.
16. Public Relations: Meaning, Nature, Purpose and Significance. Specific Techniques of Public Relation and Publicity. Role of Media.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours.**

BOOKS RECOMMENDED:

1. AmitaiEtzioni: Modern Organizations (New Delhi: Prentice Hall, latest ed.) 1995.
2. Awasthi&Maheshwari: Lok Prashasan. Lakshmi Naryan Educational Publishers, Agra, 2017.
3. Awasthi&Maheshwari: Public Administration. Lakshmi naryan Educational Publishers, Agra, 2017.
4. Bertram Gross: the Managing of Organisations (London: Free Press, latest ed.).
5. C.P. Bhabri: Public Administration Theory & Practice (Meerut: Educational Publishers, latest ed.).
6. David Osborne& T. gaebler: Re-inventing Government: How the Entrepreneurial Spirit is Transforming the Pubic Sector (New York: Addison Wesley, latest ed.) 1992
7. Fadia&Fadia: Public Administration in India SahityaBhawan, Agra, 2017.
8. Fadia&Fadia: Bharat main Lok Prashasan. Sahityabhawan, Agra, 2017.
9. Felix, A. Nigro&C.Nigro: Modern Public Administration (New York: Lloyd Harper & Row, Latest edition) 1989
10. H. Koontz & Cyril O'Donnell: Principles of Management, (Tokyo: McGraw Hill, latest ed).
11. Herbert G. Hicks and Ray C. Gutlet: Organisations: theory and Behaviour (New York: McGraw hill, latest ed.). 1989
12. John Pfiffiner& Frank Sherwood: Administrative Ogranization (New Delhi: Prentice Hall, (latest ed.) 1968
13. J.S. Vickers & George K. Yarrowprivatization: An Economic Analysis (Cambridge: MIT Press, latest ed.).
14. MamtaMokta, S.S. Chauhan, S.K. Mahjan&SimmiAgnihotri: challenges in Governance(ed) Anamica publishers, New Delhi, 2011
15. Mohit Bhattacharya: Public Administration (Calutta: World Press, latest ed.) 2000
16. .M.P. Sharma & B.L. Sadana: Lok Prashasan: Sidhant 7 Vayavhar. Kitab Mahal, New Delhi, 2013.
17. M.P. Sharma & B.L. Sadana: Public Administration in theory & Practice Kitabmahal, New Delhi, 2010.
18. Nicholas Henry: Public Administration and Public Affairs, (New Jersey: Prentice Hall) 2012
19. P. Hersey and K.H. Blanchard: Management of Organizational Behaviour (New Delhi: latest ed.).
20. Peter F. Drucker: Management: Tasks, Responsibilities, Practices (Bombay: Allied Publishers, latest ed.).
21. Perspective in Administrative Theory (New Delhi: Associated) 1979.
22. Robert T. Golembiewsky: Public Administration as a Developing Discipline (New York: Marcel, latest ed.). 1987
23. S.L. Kaushik & Pradeep Sahni (eds.): Public Administration in India: Emerging Trends (Allahabad: KitabMehal, latest ed.)
24. S. Polinaidu: Public Administration Galgotia Publications Pvt. Ltd. Daryagani New Delhi. 2008
25. V. Bhaskara Rao: Public Administration: Steel or Plastic Frame. Kalpaz Publications, New Delhi, 2008.
26. W.M. Newman, C. Summer & E. Warren: Management Concepts, Behaviour& Practice, edu. Publisher Meerut.

**PUBLIC ADMINISTRATION
M.A FIRST SEMESTER
COURSE – DSC (COMPULSORY) COURSE CODE: MPUB 102**

COURSE NAME: - ADMINISTRATIVE THINKERS

Maximum marks: 80

Objectives of the course: This paper attempts to make the student aware of theories and thoughts of various classical, neo – classical and modern thinkers in the area of administration and organization. The study of this paper will equip the student with a deep understanding of the historical evolution of administration thought, various conceptualization and their application. Pedagogy will include lectures, assignment writing and presentations.

Course Outcomes: Student will become aware of theories and thoughts of various classical, neo-classical and modern thinkers in administration. It will help students to understand concepts of Organizations. Course will equip the students with a deep understanding of various concepts of Administration and their application. Course will make students aware of various administrative concerns.

UNIT – I

1. Kaulitya
2. M.K. Gandhi
3. J.L. Nehru
4. Woodrow Wilson

UNIT – II

5. Henry Fayol
6. Frederick Winslow Taylor
7. Max Weber
8. Karl Marx

UNIT – III

9. Elton Mayo
10. Abraham Maslow
11. Douglas McGregor
12. Fredrick Herzberg

UNIT – IV

13. Mary Parker Follet
14. Peter Drucker
15. Chester I. Bernard
16. Herbert Simon

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours .**

BOOKS RECOMMENDED:

1. Doglus Mc Gregor: Leadership & Motivation, MIT Press Boston. 1967
2. D. Ravindra Prasad: Administrative Thinkers, Sterling Publishing House, New Delhi 2018.
3. Fadia&Fadia: Lok Prashasan Agra, SahityaBhawan. 2009
4. F.W. Riggs: Administration in Developing Countries' Boston, Houghton Mifflin 1980.
5. F.W. Taylor: Scientific management, Harper and row Publishers, USA. 1911
6. Michael Evans: Karl marx, London routledge. 1999
7. M. K. Gandhi: hind Swaraj, Navajan, Ahmdabad. 1909
8. Naveen Mathur: Management Thought, national Pubishing House, Jaipur. 1990
9. R.K. Sapru: Administrative theories & Management Thoughts, New Delhi PHI 2008.
10. R. N. Singh: Management Thought & Thinkers, Sultan Chand & Sons, New Delhi 1985.
11. S.R. Maheshwari: Administrative Thinkers, Mac Millan India Limited, New Delhi. 1980
12. Anupama PuriMahajan(2020) Administrtraive Thinkers, Sage Publishers, New Delhi.

PUBLIC ADMINISTRATION
M.A FIRST SEMESTER
COURSE – DSC (COMPULSORY) COURSE CODE: MPUB 103
COURSE NAME: - INDIAN ADMINISTRATION

Maximum marks: 80

Objectives of the Course: The objective of this course is to introduce the students with the Indian Administrative System. The students will be taught basic philosophy and feature of the Indian Constitution. In addition to this efforts will be made to discuss the relation between the Centre & State along with the relations between permanent & Political Executives with reference to Public Administration. Students will be able to fully understand the Administrative Structure of Administration in India. They will be aware of various intuitions which concerns them in their day to day life.

Course Outcomes: This course will introduce the students with the Indian Administrative System and will be taught basic philosophy and feature of the Indian constitution. Thus they will be able to fully understand the Administrative Structure of Administration in India. Through this course students will be aware of various intuitions and the powers, functions and responsibilities of various authorities. Apart from this they will also acquire the knowledge of the provision of the Indian Constitution.

UNIT – I

1. Evolution of Indian Administration: Kautilya, Mughal period and British period.
2. Constitutional Context of Indian Administration.
3. Parliamentary Democracy, Unitary & Federal Features of the Indian Constitution, Cooperative & Competitive Federalism .
4. Political Executive at the Union Level: President, Prime Minister and Council of Ministers.

UNIT – II

5. Central Secretariat and Cabinet Secretariat: Structure, Functions and Role.
6. Prime Minister Office: Significance, Functions and Role.
7. Ministry of Home Affairs, Law & Order Administration and Central Police & Para Military Forces including NIA.
8. Centre- State Relations: Legislative & Administrative Relations, Sarkaria Commission Report & Punchhi Commission Report on Central – State relations.

UNIT – III

9. Machinery for Planning: Niti Ayog and its Governing Council: Composition, Vision Mission & Functions, Initiative.
10. Constitutional Authorities-Structure, Functions and Role of the Union Public Service Commission & Election Commission of India, Comptroller and Auditor General of India
11. Statutory Authorities: and Central Vigilance Commission, National Commission for Women & National Human Rights Commission.
12. Administrative Reforms in India, 2nd Administrative Reform Commission..

UNIT – IV

13. Citizen Charter: An instrument of administrative accountability.
14. Public service delivery in Administration: Right to Service Act.
15. Transparency in Governance: Study of main provisions of Right to Information Act 2005.
16. Grievance Redressal Mechanism: Lokpal, Lokayuta, Central Vigilance Commission.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED:

1. Avasthi&Avasthi: Indian Administration (Agra: Luxmi, NarainAggrwal, 2013).
2. Basu D.D.: Introduction to the Constitution of India (New Delhi: Wadhwa and Company 20th edition, 2008).
3. C.P. Barthwal: Good governance in India, Deep& Deep Publications. 2004.
4. Hoshiar Singh (ed): Indian Administration (Jaipur: Aalekh Publishers, 2008).
5. Hoshiar Singh & Mohinder Singh: Public Administration in India: Theory & Practice, Sterling Publishers, 1989
6. H. R. Mukhi: Indian Administration SBD Publishers & distributors, New Delhi, 2005.
7. MamtaMokta, S.S. Chauhan, S.K. Mahajan & SimmiAgnihotri: Challenges in governance (ed) Anamica Publishers New Delhi 2011
8. Ramesh K. Arora & Rajnigoyal: Indian Public Administration (New Delhi: VishwaParkashan, 1997).
9. R.B. Jain: contemporary Issues in Indian Administration, Vishal Publication, Delhi, 1976.
10. R.B. Jain: Public Administration in India 21st Century Challenges for Good Governance. Deep & Deep Publishers, 2001.
11. S.L. Goel: the Indian Journal of Public Administration Special Issue on VeerpanMoily Committee Report July-September, 2007.
12. S.R. Sharma: evolution of Public Administration in India, Central Book Depot, Allahabad, 1965.
13. S. R. Maheshwari: Indian Administration, MacMillan, 6th edition, 2001.

PUBLIC ADMINISTRATION
M.A FIRST SEMESTER
COURSE – DSC (COMPULSORY) COURSE CODE: MPUB 104
COURSE NAME: - FINANCIAL ADMINISTRATION

Maximum marks: 80

Objectives of the paper: This paper seeks to familiarize the students of Public Administration regarding various aspects of financial administration particularly Budgeting in India. In addition, the students would be made aware of the role of Comptroller and Auditor General mobilization of resources and fiscal federalism. Diverse Teaching pedagogies like class room lectures, discussion, seminars, budgeting exercises etc. will be used to deliver course content. At the end of the course, the student will be able to present reports and develop analytical skill regarding the monetary and fiscal system in India.

Course Outcomes: This paper looks to acquaint the understudies of Public Administration with respect to different parts of monetary organization, especially Budgeting in India. Also, the understudies would be made mindful of the job of Comptroller and Auditor, assembly of assets and monetary federalism. Different showing teaching methods like homeroom addresses, conversation, courses, planning practices and so on will be utilized to convey course content. Toward the finish of the course, the understudy will actually want to introduce reports and foster logical ability in regards to the money related and monetary framework in India.

UNIT – I

1. Financial Administration: Meaning, Nature, Scope & Significance.
2. Principles of Financial Administration.
3. Union State Financial Relations.
4. Ministry of Finance: Organization, Functions and Role & Finance Commission: Composition, Role and Functions.

UNIT – II

5. Budget: Meaning & Principles.
6. Preparation and Passage of Budget.
7. Enactment and Execution of Budget.
8. Budget as instrument of Economic Development & Public Policy.

UNIT – III

9. Performance Budgeting.
10. Zero Base Budgeting.
11. Programme Planning Budgeting System.
12. Sun Set Budgeting.

UNIT – IV

13. Tax Administration in India: Organizational Structure, Functions, Issues and Reforms.
14. Principles of Taxation
15. Legislative Control over Finances w.r.t. Parliamentary Committees.
16. Audit & CAG: Types of audit.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED

1. B. N. Gupta (2006), Indian Federal Financial and Budgeting Policy, Allahabad, Chaitanya Publishing House.1970.
2. G.S. Lall(1976), Public Financial & Financial Administration in India, Delhi, Kapoor.
3. Indian Administrative Reforms Commission. (1969). Report on: (i) Financial Administration (ii) Finance, Accounts and Audit (iii) Centre-State Relations. New Delhi: Manager of Publications, Government of India 1969.
4. JasseBurkhead(1967), Government Budgeting, New York, Wiley & Sons.
5. K.L. Handa (1988), Financial Administration India, New Delhi, Indian Institute of Public Administration.
6. M.J.K...Thavaraj(1978), Financial Administration of India, Delhi, Sultan Chand & Sons, 1978.
7. PadamNabhGautam(1993), Financial Administration in India, VittPrashasan, Chandigarh, Haryana Sahitya Academy.
8. Parthasarathi, Shome (ed.) (2013). Indian Tax Administration: A Dialogue. New Delhi: Orient Blackswan
9. Peter A Pyhrr(1973), Zero-Base Budgeting, New York, John Wiley and Sons.
10. P. Chand (2019), Control of Public Expenditure in India (2nd edition) New Delhi: Allied Publishers.s
11. P.L. Wattal (1985), Parliamentary Financial Control in India Bombay, Minerva Book Depot.
12. Sanjeev Kumar MahajanandAnupamaPuri Mahajan (2014). Financial Administration in India. New Delhi: PHI Learning.
13. Sury, M. M. (1990). Government Budgeting in India. New Delhi: Commonwealth Publishers.
14. MAHAJAN, SANJEEV KUMAR, MAHAJAN ANUPAMA PURI (2021) Financial Administration, Second Edition, PHI Learning India, new Delhi.

PUBLIC ADMINISTRATION
M.A. SECOND SEMESTER
COURSE – DSC (COMPULSORY) COURSE CODE: MPUB 201
COURSE NAME: -SUSTAINABLE DEVELOPMENT ADMINISTRATION

Maximum marks: 80

Objective of the Paper: This course will equip the student with knowledge and understanding of the concepts and approaches used in the study of Development Administration and Comparative Public Administration, features of developed & developing countries, planning machinery at Centre, State and district levels in India and the emergence of India as a Welfare state. They will be able to apply the comparative approach through the theoretical formulations studied in Unit I to the economic, social, political and administrative systems and their working in the countries listed. Teaching and learning will be through lecture, seminars, group work, case study analysis and presentations.

Course Outcomes: This course will equip the student with knowledge and understanding of the concepts and approaches used in the study of Development Administration. It will help students to participate in the development process. This course will help students to understand concept of Comparative Public Administration and helpful to apply the comparative approach through the theoretical formulations studied in the course.

UNIT – I

1. Development Administration: Meaning Nature and Scope, Development Administration and Traditional Development Administration Dichotomy.
2. Concept of Sustainable Development, Principles of Sustainable Development, Criteria of Sustainable Development.
3. Strategies of Sustainable Development, Goals of Sustainable Development. Sustainable Development Index.
4. Issues & Challenges of Sustainable Development.

UNIT – II

5. SMART Cities Mission, AMRUT Mission.
6. Self Help groups: Objectives, functions and formation of Self Help Groups.
7. Non Government Organizations (NGOs): Concept, Significance and Rationale, Procedure for registration of N.G.Os, Sources of NGO Funding :Internal Sources & External Sources
8. Public Private Partnerships in Development.

UNIT – III

9. Development Schemes: MGNREGS, SwachhBhart Mission, AtamNirbhar Bharat Mission, Digital India and Skill India.
10. Citizens and Development Administration: Responsiveness and Participation.
11. Co-operatives: Concept, Significance and Types, Procedure for Registration of a Society.
12. Strategies for Women's Development and their participation in Development. Women empowerment & Women Led Development

UNIT – IV

13. Consumer Protection and Administration: Concept and Significance, Consumer Protection Act, 2019, Administrative Setup of the Consumer Disputes Redressal Agencies: National, State and District Level.
14. Human Rights and Administration: Concepts and Significance Universal Declaration of Human Rights 1948. National and State Human Rights Commissions: Organization, Functions and Role.
15. Environmental Administration: Concept and Significance. The Environment (Protection) Act, 1986, Central Pollution Control Board: Organization, Functions and Role, Himachal Pradesh Pollution Control Board: Organization, Functions and Role
16. Tribal Welfare Administration, Tribal sub Plan & Single Line Administration in Himachal Pradesh.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED:

1. Cheena Gambhir: Consumer Protection Administration, Deep & Deep Publications, New Delhi, 2007.
2. Edward W, Wedner: Development Administration, Asia Duke university Press, Dushan, 1970.
3. E. Vayunandan & Dolly Mathew (ed): Good governance initiatives in India, Prentice Hall of India, New Delhi, 2003.
4. Fred W Riggs: Frontier of Development Administration in Asia Duke University Press. Durshan, 1970.
5. Gnat, G.F: Development Administration: Concepts, goals 7 Methods. University Press, Madison, 1979.
6. Mohit Bhattacharya: Development Administration. Jawahar publishers, New Delhi, 2001.
7. M.R. Ansari: Protecting Human rights, Maxford Books, New Delhi, 2006.
8. Noor Jahan Bava (ed.): Non Governmental organizations in Development: Theory and Practice. Kanishka Publishers, New Delhi, 1997
9. P.S. Jaswal and Jaswal Nishtha: Environmental Law. Pionee Publications, 2000.
10. R. K. Sapru: Development Administration. Sterling publishers New Delhi, 2002
11. S.K. Sharma & S.P. Verma: Development Administration, IIPS New Delhi, 1984.
12. S.L. Goyal: Quarterly Journal of India Institute of public (ed) Administration, Special issue on Right to Information july-september, 2009 .
13. United Nations: Administration of Development Programms and Projects: Some major Issues, New York, 1971.
14. Anupama Puri Mahajan (2019) Development Administration in India, Sage Publishers, New Delhi.

PUBLIC ADMINISTRATION
M.A SECOND SEMESTER
COURSE – DSC (COMPULSORY) COURSE CODE: MPUB 202
COURSE NAME: - ADMINISTRATIVE & CONSTITUTIONAL LAW

Maximum marks: 80

Objectives of the Course: The course has been designed to impart knowledge of the students on the laws related to the Administration and Concepts such as Rule of Law, Principles Natural Justice, Administrative Discretion etc. Students will also be imparted knowledge of important Constitutional provision knowledge of which is of tantamount importance to every citizens of this Nation. This way students will become aware of various applied aspect of laws related to Public Administration and they will be in position to disseminate the knowledge among the masses and they will be in position to question the wrong quasi judicial and Administrative decisions taken by the Administrative Authorities.

Course Outcomes: This course will make students aware about the concepts and important Constitutional provisions. It will also educate students about various applied aspects of laws related to Public Administration and they will be in position to disseminate the knowledge among masses and will be in position to question the wrong actions/decisions (i.e. quassi-judicial and administrative) taken by administrative authorities Through this course students will become aware of various applied aspect of laws related to Public Administration. It will make students aware about their constitutional rights and duties.

UNIT – I

1. Administrative Law : Meaning , Nature, Scope and growth of Administrative Law. Constitutional Law & Administrative Law.
2. Rule of Law: Concept of rule of Law. Rule of Law & Indian Constitution.
3. Principles of Natural Justice & their Judicial interpretation .
4. Administrative Discretion & Judicial Control.

UNIT – II

5. Judicial Review: Principles and Modes.
6. Constitution and Independence of Judiciary
7. Public Interest Litigation (PIL).
8. Liability of Administration: Liability in contract & Tort .

UNIT – III

9. Institution of Ombudsman in India : Lok Pal & Lokayukta .
10. Constitutional Protection for Civil Services in India.
11. Fundamentals of Departmental Proceedings: Suspension, Charge Sheet, Enquiries and Penalties.
12. Amendment of Indian Constitution: Procedure , Basic Structure Concept.

UNIT – IV

13. Fundamental Rights.
14. Directive Principles of State Policy.
15. Fundamental duties.
16. Special Provisions Relating to Certain Classes viz:, SC's, ST's, Anglo Indians, Backward Classes and Linguistic Minorities.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED:

- | | |
|-----------------------------------|---|
| 1. D.D. Basu | An Introduction to the Constitution of India. Leverage Education 2021. |
| 2. I.P. Massey | Administrative Law (New Delhi) 2008 |
| 3. J.J. R. Upadhyaya | Administrative Law. Central Law Agency, Prayagraj, 2016 |
| 4. J.J. R. Upadhyaya | Administrative Law. Prayagraj: Central law Agency 2016 |
| 5. J.J. R. Upadhyaya | PrashasnikVidhi. Central Law Agency, Prayagraj, 2017 |
| 6. J.J.R Upadhyaya | PrashasnikVidhi. Prayagraj: Central law Agency 2017 |
| 7. J.N. Pandey | Constitutional Law in Law (Central Law Agency) 2020 |
| 8. Justice C.K. thakker | Lecturer on Administrative Law (Eastern Book Co. Lucknow) 2018 |
| 9. M.C.J. Kagzi | Indian Administrative Law Metropolitan, Delhi 2008 |
| 10. P.N. Bakshi Gurugram,2018. | Constitution of India (15 th edition). Universal Law Publishing, an impint of lexis Nexis, |
| 11. Paras Diwan | Indian Constitution (2 nd edition) Law Agency, Allahbad, 2007 |
| 12. Prof. Narender Kumar | Constitutional Law of India. Allahabad Law Agency Allahabad, 2006. |
| 13. S. Chhabra | Administrative Tribunals (New Delhi) 2010 |
| 14. S.M. Mehta | Constitutional Law in India (New Delhi) 2016 |
| 15. S.P. Sathe | Administrative law (NM Tripathis Pvt. Ltd.) 1998 |
| 16. U.P.D. Kesri | Lectures on Administrative Law (Central Law Publications) Latest edition2021 |
| 17. U.P.D. Kesri | PrashasnikVidhi. (Central Law Publications) Latest edition 2017 |
| 18. VidutChakrabarty | Indian Constitution: Text, Context & Interpretation, Sage, New Delhi, 2017 |

PUBLIC ADMINISTRATION
M.A SECOND SEMESTER
COURSE – DSC (COMPULSORY) COURSE CODE : MPUB 203
Course Name: - Personnel Administration & Human Resource Management

Maximum marks: 80

Objectives of the paper: The syllabus of the paper attempts to familiarize the students with the concepts of Public Personnel Administration, career systems and classification in India and UK, various aspects of Human resource Management, Civil Services code of conduct and ethics, disciplinary action, negotiation machinery etc. Presentations, interaction with experts and discussions will be used for delivery of course content. The students will develop group work, leadership and analytical skills

Course Outcomes: This Course will help students become familiarized with the concepts of Public Personnel Administration and Human Resource Development. This course will help students to develop spirit of team work and will also sharpen leadership and analytical skills of students.

Unit-I

1. Personnel Administration: Meaning, Scope & Significance. Ecology of Personnel Administration
2. Human Resource Management and Development: Evolution, Meaning, Nature, Scope and Objectives of Human Resource Management. Elements and Significance of Human Resource Management.
3. Classification: Concept & Bases. Rank and Position Classification.
4. Career System: Concept & Types.

Unit-II

5. Recruitment: Methods of Recruitment of All India Services. Recruitment Agencies at the Union & State Level: UPSC, SPSC.
6. Training: Objectives, Types & Methods of Training. Training Institutions for Civil Services in India.
7. Promotion: Methods. Performance Appraisal System in India. Promotion Procedure for Civil Services in India.
8. Pay Commissions in India and their Role in Administrative Reforms.

Unit-III

9. Discipline: Meaning, Types & Causes of Indiscipline. Essentials of Disciplinary System. Disciplinary Actions.
10. Employer –Employee Relations: Institutional Arrangement for Settlement of Grievances of Employees in India: Staff Associations and Unions, Joint Consultation & Negotiation Machinery.
11. Right to Form Associations & Unions. Role of Associations/Unions in Promoting Harmonious Relations.
12. Administrative Ethics and Code of Conduct.

Unit-IV

13. Neutrality, Anonymity & Commitment in Civil Servants.
14. Integrity in Civil Services.
15. Administrative Reforms since 1947: Critical Appraisal.
16. Recommendations of Veerappa Moily 2nd Administrative Reforms Commission 2005.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours.**

BOOKS RECOMMENDED:

1. A.P. Saxena Training and Development in Government (New Delhi: 2010)
2. Administrative Reforms Commission Report on Personnel Administration (New Delhi: 2010)
3. Edwin B. Flippo Principles of Personnel Management (McGraw Hill, Kogakusha, 4th Edition, 2008)
4. Fadia&Fadia Bharat main Lok Prashaasan. SahityaBhawan, Agra 2017.
5. Glenn, O Stahl Public Personnel Administration. (6th ed.,) Oxford & IBH Publishing 1956.
6. Govt. of India Report of Commission on Centre –State Relations. General Manager Nasik.
7. Govt. of India. Second ARC 10th Report: Refurbishing of personnel Administration-Scaling New heights, Manager of Publications 2010
8. H. Koontz and Cyril O'Donnell Principles on Management, (Tokyo: McGraw Hill, 5th ed., 2008)
9. John E. Rouse Public Administration in American Society (ed.) (Michigan: Gale Research, 2008)
10. P. Pigors& CA Myers Personnel Administration: a Point of view & a Method (6th ed.,) McGraw Hill, Kogakusha- 1969
11. Rustom S. Davar Personnel Management and Industrial Relations in India (New Delhi: Vikas Publishing House, 2nd Edition, 2008).
12. S.L. Goel and Shalini Rajneesh Public Personnel Administration (New Delhi : Sterling 2002)
13. Sahib Singh Bhayana and SwinderSingh Public Personnel and financial Administration (Jalandhar: New Academics, 4th ed.,) 2016.
14. United Nations New Approaches to Personnel Policy for Development (New York: 2008)

PUBLIC ADMINISTRATION
M.A SECOND SEMESTER
COURSE – GENERIC-I (FOR STUDENTS OF OTHER DISCIPLINE) COURSE CODE: MPUB 204 (GE)

RIGHT TO INFORMATION
MPUB 204 (GE)

Maximum Marks: 80

Course Objective: Today is era of Good Governance and Transparency. In this era, openness is the need of the hour for every public organization and should be transparent in its working and functioning. Right To Information is a course which focuses on transparency in administration and ensures various mechanism through which this transparency can be ensured. In this course, Right to Information Act 2005 is some sort of instrument which brings transparency in administration.

Course Outcomes:

- Understand the meaning and concept of Right To Information which leads to transparency in administration.
- Analyze the functioning of various agencies which brings transparency in administration.
- Visualize the various pros and cons of Right to Information Act 2005.
- Adapt with the role of NGOs and civil society in ensuring transparency in administration.

Unit-I: Right to Information

1. Right to Information: Need, relevance and significance;
2. Historical Growth of Right to Information Act in India.
3. Initiatives, Campaigns, Movements, Conferences and decisions.
4. Official Secrecy Act, 1923

Unit- II: Right to Information Act, 2005

5. Right to information Act, 2005: Purpose and Aims, Features and Significance.
6. Implementation Issues: Designing Application for seeking information; Procedure and Fees and time bound limitation,
7. Duties of the Public Information Officer, Obligation of Public Authorities, Disposal of Application,
8. Exemption from disclosure of information, Grounds for rejection.

Unit-III: Appellate Authority and Redressal Grievances Bodies

9. Grounds of Appeal Against the decision of State Public Information Officer; Duties and functions of the First Appellate Authority.
10. Grounds of Appeal Against the Decision of the First Appellate Authority.
11. State Information Commission: Appointment, Removal, Powers and Functions;
12. Grounds of Complaint and Appeals.

Unit-IV: Issues in Implementation

13. Major obstacles and Issues in Implementation:
14. Weakness in the working of the offices of State Public Information Officer,
15. First Appellate Authority and State Information Commission.
16. Exemption Disclosure controversy.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

RECOMMENDED READINGS:

- Singh, Ajit Kumar and Ravi, N.S. (2015), Transparency, Disclosure and Governance, Concept, New Delhi
- [Hermann-Josef Blanke](#), [Ricardo Perlingeiro](#) (2018), The Right of Access to Public Information, Springer Berlin Heidelberg, Germany
- Alasdair, Roberts (2006), Blacked out: Government Secrecy in the Information age, Cambridge University Press, UK
- Lok Prashasan (2016), Special Issue, SuchnaKeAdhikar Ki Sarthakta, Vol. 8, No. 2,
- Right to Information Act, 2005, HIPA, Gurgaon, 2010.
- S.S. Chahar (2014), Right to Information: World & Indian Scenario, Abhijit Pub., New Delhi.
- RajkumarSiwach (2010), SochnakaAdhikarAdhiniyom 2005 aurPardarshiShasantanter,, Central Law Publication, Allahabad.
- Abhey Singh Yadav (2008), Right to Information Act, 2005: An Analysis, Central Law Publication, Allahabad.
- Second Administrative Reforms Commission, First Report, June 2006, New Delhi.
- The Indian Journal of Public Administration (special issue) on Right to Information: Present Status and Issues, July-Sept. 2009, vol. LV, No. 3.
- Brucker Herbert (1949), Freedom of Information, New York, Macmillian.
- S.L. Goel (2007), Right to Information and Good Governance, Deep & Deep Publication Pvt. Ltd.,
- Madan Mohan, Right to Information Act, 2005, Roles and Responsibilities of the Public Information Officers and Public Authorities. M.Phil. Dissertation, APPPA, IIPA, New Delhi.
- DeeptiPriya (1996), People's knowledge, People's Power: Campaign for citizen Right to information, EPW, 31 (2&3) 13-20.
- Prashasnika, (Special Issues) on Right to Information, Vol. XXXVI, No. 1-2, January-December 2009, HCM-RIPA, Jaipur.

**PUBLIC ADMINISTRATION
M.A THIRD SEMESTER
COURSE – DSC (COMPULSORY) COURSE CODE : MPUB 301**

**COURSE NAME: -DIGITAL GOVERNANCE AND EMERGING ISSUES IN PUBLIC
ADMINISTRATION**

Maximum marks: 80

Objectives of the paper: Syllabus of this paper has been design to impart knowledge about various contemporary issues and concerns in the field of Public Administration. The focus of this course is to make students aware and understand the issues pertaining to the field of Public Administration.

Course Outcomes: This course will play instrumental goal in enriching the students with real time situations. Holistic skills and knowledge of Public Administration can be imparted through this course. This course will also help in promoting deep insights into the functioning of Public Administration.

UNIT – I

1. Elements, forms & Concept of Good Governance.
2. Kautilya & Good governance.
3. Theories & Concept of governance
4. World Bank & UNDP.

UNIT – II

5. Digital Governance: Concepts, scope and Significance.
6. Issues and challenges : Digital Divide, Privacy and cyber Security, capacity building.
7. Democracy, information, social media platforms, drivers and barriers of open Digital Governance.
8. Social Media Platforms: problems of control and misinformation.

UNIT – III

9. Introduction to disaster, Types of Disaster.
10. Disaster management Act, 2005.
11. Sendai Framework for Disaster risk reduction 2015-2030.
12. Management of Disasters in India with Special reference to Covid 19.

UNIT – IV

13. E-Governance initiatives in Indian Administration.
14. E-governance Issues Challenges & Strategies.
15. I. T Policy of Himachal Pradesh& its Role in governance. .
16. Concept of Lok MitraKendras.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours.**

BOOKS RECOMMENDED:

1. Alka Dhameja: Contemporary Debates in Public Administration, PHI Learning Private Limited, Delhi, 2010.
2. C.P. Bhartwal & Kumkum Kishore: Public Administration in India current perspective, A.P. H Publishing Corporation, 2003
3. C.P. Bhartwal: Good Governance in India, Deep & Deep Publication New Delhi, 2004
4. Dr. Anurn Kumar Behera & Sameer Kumar Mohapatia: governance in Public Administration & Public Policy, Manglam Publications Delhi, 2013. ISBN 978-93-82110-14-0.
5. Dr. P.R. Dubhashi: Trends in Public Administration. Kaveri Books New Delhi, 110002, 2017 ISBN 10-81-7479-0003-9.
6. Indian Journal Of Public Administration: special Issue of 2nd Administrative Reform commission, IIPA, Nov. 2007.
7. M.G. Ramakant Rao: Good Governance Modern global and regional Perspective Kanikshka publishers & Distributors New Delhi, 2008.
8. M.P. Gupta, Prabhat K, Jaijit Bhattacharya: Government online, tata Mc. Graw hill Publishing Company Limited, New Delhi, 2004.
9. N. Bhaskara Rao: Good Governance Delivering Corruption Free Public Services, Sage Publications, 2013 ISBN 978-81-321-0737-8.
10. R.B. Jain: Globalization & good governance Pressure for Constructive Reforms. Deep & Deep New Delhi, 2005.
11. R.B. Jain: Public Administration in India, 21th Century Challenges for Good governance, Deep & Deep Publications, New Delhi, 2001.
12. S.L. Goel: Advanced Public Administration, Deep & Deep Publications Pvt. Ltd., New Delhi, 2003.
13. S.L. Goel: encyclopedia of Disaster Management, Deep & Deep Publications, 2006.
14. S.L. Goel: Right to Information and Good Governance Deep & Deep Publications Private Limited, New Delhi, 2007.
15. Suman Kalyan Chaudhary, Sudhanshu Sekharnayak, Rajib Lochanpanigrahy (ed): Governance: Issues & Strategies. SSDN publishers & distributors New Delhi, ISBN No. 978-93-81176-21-14, 2012.
16. W. Nick Carter: Disaster management-A disaster manager's Handbook. Thrift books, 2018.

PUBLIC ADMINISTRATION
M.A THIRD SEMESTER
COURSE – DSC (COMPULSORY) COURSE CODE :MPUB 302
Course Name: - State and Local Governance

Maximum marks: 80

Objectives of the Course: The course will help students of Public Administration to understand the organization of Indian Administration at State & Local Level and Develop an understanding of concepts & theories of decentralization, rural development and local governance. Apart from covering various problems and challenges of Centre-State Relations, Urban & Rural Development student will be familiarized about rural development programmes /schemes implemented by the government from time to time. The students will be able to understand various concepts, their applications and also able to critically evaluate the functioning of the local governance institution make constructive suggestions for improving their working.

Course Outcomes: The course will help students of Public Administration to understand the organization of Indian Administration at State & Local Level. This course will be helpful in developing and understanding of concepts & theories of decentralization, rural development and local governance. The students will be able to understand various concepts of Local Governance, their application and also to critically evaluate the functioning of local governance institutions. This course can be helpful to critically evaluate the functioning of the local governance institutions. It will also motivate them to actively participate in local governance.

Unit-I

1. State Administration.
2. State Legislature.
3. Governor..
4. Chief Minister and Council of Ministers.

Unit-II

5. State Secretariat, Chief Secretary and State Directorate.
6. District Government, Aspirational Districts Programme and Role of Deputy Commissioner.
7. Autonomous District Councils in North Eastern State in India.
8. District Rural Development Agencies.

Unit-III

9. Evolution of Local Governance in India..
10. 73rd & 74th Constitutional Acts 1992
11. Gram Sabha & Gram Panchayat: Composition, Functions & Role.
12. Panchayat Smiti & Zila Parshid: Composition, Functions & Role

Unit-IV

13. Planning Machinery at State Level with special reference to Himachal Pradesh: State Planning Board & State Planning Department.
14. Decentralized Planning at District Level: District Planning Committees Role & Functions.
15. Structure & Functions of Urban Local Government in India: Municipal Corporation, Municipal Council. Committee & Nagar Panchayat.
16. Sources of Finance of Local Bodies and State Finance Commission. State Election Commission, Metropolitan Planning Committees.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED:

1. A.P. Saxena: training and Development in Government (New Delhi: 2010).
2. Administrative Reforms Commission: Report on Personnel Administration (New Delhi: 2010).
3. C. Nagaraja Rao: Accountability of Urban Local governments in India, Atlantic, New Delhi 2007.
4. E. John Rouse: Public Administration in American Society (ed.) (Michigan: gale research, 2008).
5. Edwin B. Flippo: Principles of Personnel management (McGraw Hill, Kogakusha, 4th Edition, 2008).
6. H. Koonts& Cyril O'Donnell: principles on management, (Tokyo: McGraw Hill, 5th ed., 2008).
7. HarikrishnaRawat: Samajik Shod Ki Vidhiya: New Delhi: RawatPublications. 2013
8. Isher Judge Ahluwalia: Urbanization in India. New Delhi: Sage. 2017
9. J De Wit, S.A. Isa Baud: New Forms of Urban governance in India: Shifts, Models, Networks and contestations, Sage Publications 2009.
10. Jon Pierre: The Politics of Urban governance: Rethinking the Local Stat, Palgrave MacMillan 2011.
11. Pradeep Sachdeva: Local Government in India. Delhi: Pearson, 2011.
12. R.N. Prasad; Urban Local Self-Government in India; With reference to North States, mittal publications 2007.
13. S. L. Goel&shalini Rajneesh: Public Personnel Administration 9New Delhi: Sterling, 2002).
14. S.R. Maheshwari: Bharat Me SthaniyaShasan; Agra: Lakshmi Narain Aggarwal 2017.
15. S.R. Maheshwari: Local Government in India. Agra: Lakshmi narain Aggarwal 2003.
16. Sahib Singh &Swinder Singh: Local Government India, (New ed.)
17. Sahib Singh Bhayana&Swinder Singh: Public Personnel & Financial Administration (jalandhar: new Academics, 4th ed., 1993).
18. United Nations: New Approaches to Personnel Policy for Development (New York: 2008).

**PUBLIC ADMINISTRATION
M.A THIRD SEMESTER
COURSE – DSC (COMPULSORY) COURSE CODE: MPUB 303**

COURSE NAME: - RESEARCH METHODOLOGY AND RESEARCH ETHICS

Maximum marks: 80

Objectives of the paper: This paper aims to acquaint student with the knowledge of rationale and methodology of conducting good quality research in social sciences with special reference to Public Administration. The major Objectives of this paper is to prepare students for undertaking quality research at Masters' level and a basis for pursuing research as career. The course seeks to equip students in structuring research design, formulating research questions/hypotheses, tools to collect data and analyze it with the help of suitable statistical techniques. Pedagogy will include lectures, research writing, undertaking data collection exercises and preparing a research proposal. Teaching-learning will be supplemented by presentations, seminars and use of information and Communication Technology.

Course Outcomes: This paper will familiarize the students with the information on reasoning and strategy of directing great quality exploration in sociologies with extraordinary reference to Public Administration. It will also prepare them to undertake quality research after completion of Master Degree. Educating learning will be enhanced by introductions, courses and utilization of information and communication Technology.

UNIT – I

1. Social Science Research : Nature , Scope and Objectives
2. Type of Research: Pure & Applied, Exploratory, Descriptive and Action Research.
3. Review of Literature.
4. Basic Elements of Research: Research Problem , Selection and Formulation

UNIT – II

5. Hypotheses: Definition, Features and Types and Testing Procedures.
6. Research Design: Definition, Contents and Types.
7. Survey Research and Case Study Method.
8. Sampling: Concept and Types.

UNIT – III

9. Methods of Data Collection : Documents, Observation , Interview and Questionnaire
10. Data Processing: Editing, Coding and Tabulation.
11. Graphic Representation: Graphs of time series and Graphs of frequency distributions.
12. Ethics with respect to Research, Intellectual honesty and Research integrity

UNIT – IV

13. Measures of Central Tendency: Mean, Median and Mode.
14. Research Methodology and Practice evaluation.
15. Computer: Its Role in Research.
16. Report Writing: Content & Style of Report writing.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED:

1. C.A. Moser & G. Kalton (1993). Survey Methods in Social Investigation. London: The English Language Book Society and Heinemann.
2. C.R. Kothari, (2004). Research Methodology: Methods and Techniques. New Delhi: New Age International.
3. C. Seltiz & S. W. Cook, (1964). Research Methods in Social Relations. New York: Holt Rinehart and Winston.
4. D. Nachmias & C. Nachmias (1981). Research Methods in the Social Sciences. New York: St. Martin's Press.
5. Harikrishna, Rawat, (2013). Samajik Shod Ki Vidhiyan. New Delhi: Rawat Publications .
6. P.L. Bhandarkar & T.S. Wilkinson (2010), Methodology Techniques of Social Research, Mumbai, Himalaya Publishing House
7. P. V. Young, (2007). Scientific Social Research and Surveys. India: Asia Publishing House
8. Rajnit Kumar (2012.), Research Methodology, Noida, Pearsons,
9. Ram, Ahuja (2003). Samajik Sarvekshan Evam Anusandhan. Jaipur: Rawat Publications.
10. S.P. Gupta (2001). Statistical Methods. New Delhi: Sultan Chand & Sons.
11. S. R. Bajpai (1960). Methods of Social Survey and Research. New Delhi: KitabGhar.
12. W. J. Goode, & P.K. Hatt (2006). Methods in Social Research. New Delhi: McGraw Hill Series.

PUBLIC ADMINISTRATION
M.A THIRD SEMESTER
COURSE – DSE (OPTIONAL) COURSE CODE: MPUB 304
COURSE NAME: -INTERNATIONAL ADMINISTRATION

Maximum marks: 80

Objectives of the paper: All important International Organizations at global and regional level will be thoroughly Studied. In particular, their functioning with reference to their influence in policies implementation at National & International level. Analytical and focused study will provide in depth understanding about their work & role.

Course Outcomes: After studying the whole course the students will be in a position to see world as a global village and to learn the importance of International Administration to make civilizations coexist with peace and harmony.

UNIT – I

1. International Administration: Origin ,Objectives and role with special reference to the League of Nations till World War second.
2. Role of International Organizations in Development: Rational & Overview of the Global Scenario.
3. Major Factors leading to the Establishment of the United Nations.
4. United Nations: Genesis, Evolution, Objectives & Functions. Role of UNO in Development and World peace.

UNIT – II

5. UN Structure: Organization, Functions and Working of General Assembly, Security Council.
6. Machinery for the Settlement of International Disputes: Organizational, functions and working of International Court of Justice & Social Council.
7. Organization, Functions and working of UN Secretariat. Role of Secretary General.
8. UNO & Human Rights.

UNIT – III

9. Specialized Agencies of the UN: UNESCO and UNICEF and their Organization, functions and role
10. Specialized Agencies of the UN: ILO and WHO and their organization, functions and role.
11. Functions and Role of Specialized agencies of UNO with reference to UNDP and UNEP.
12. Role of UN in the Protection and Welfare of Women & children.

UNIT – IV

13. International Economic Organizations: Organization, Functions, Role & working of WTO.
14. International Economic Organizations: Organization, Functions, Role & working of World Bank, IMF & ADB.
15. Regional Institutions: SAARC and ASCEAN, G-20 and European Union Functions and their role in Economic Development and World peace.
16. Future of UNO: Successes and failures

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED:

1. Kelly Peare & S. Kate: International Organizations: Routledge New York. 2018.
2. K. P. Saxena: Reforming the UN: Challenges of Relevance, Sage Publication, New Delhi, 1993.
3. E. Jean Kasavo (Ed): The United Nations: confronting the Challenges of a Global Society Viva Books, New Delhi, 2005
4. M.K. Singh & Ashutosh Kumar: United Nations Organization: Kalpna Publisher & Distributors, Delhi.
5. A.M. Banerjee & M. R. Sharma: Reinventing the UN, Prentice Hall New Delhi, 2007.
6. V. Vable: Globalization & Global Governance. Royal Institute of International Affairs, London, 1999.
7. S.L. Goe: International Administration: Sterling Publishers New Delhi, 1976.
8. C.F. Amerasinghe: The Law of International Civil Service: As applied by International Administration Tribunals, Oxford, the Clarendon Press, 1994.
1. H. Amer: Politics and Process in the Specialized Agencies of United Nations, Aldershot Hants and Gower, 1982.
2. J.L. Brierly: The Covenant and Charter, London, Cambridge University Press, 1947.
3. R. Basu: Personal Administration in the UN New Delhi, Sterling, 1989.
4. Y. Beigberder: Management Problems in the United Nations Organizations: Reform the Decline, London, Frances Printer, 1987.

PUBLIC ADMINISTRATION
M.A THIRD SEMESTER
COURSE – DSE (OPTIONAL) COURSE CODE: MPUB 305
COURSE NAME: -PUBLIC SECTOR MANAGEMENT & ADMINISTRATION

Maximum marks: 80

Objectives of the paper: This paper covers various aspects of the public sector and public enterprises in India. In particular, the paper deals with the concept and role of public sector enterprises governing boards, privatization and performance of central public sector enterprises in India. Issues of management control, pricing and finally public sector reforms will be studied. Course material will be supplemented by activities like case study discussions and interaction with experts. Public speaking, critical thinking, group work, presentation skills will be developed during these activities.

Course Outcomes: This paper covers different parts of the public area and public endeavors in India. Specifically, the paper manages the idea and job of public area undertakings, overseeing sheets, privatization and execution of focal public area ventures in India. Issues of the board, control, valuing lastly open area changes will be considered. Course material will be enhanced by exercises like contextual investigation conversations and communication with specialists. Public talking, basic reasoning, bunch work, show abilities will be created during these exercises.

UNIT – I

1. Public Enterprise: Concept, Rationale and Objectives;
2. Role of Public Sector in the Economic Development;
3. Industrial Policy since Independence.
4. New Economic Policy: Its impact on Public Sector

UNIT – II

5. Organizational Forms: The Departmental Undertaking; The Public Corporation; and Government Company, Joint Stock Company
6. Governing Boards: Types, Functions, Size and Composition; Professionalization of Boards of Governance in India.
7. Measurement of Efficiency of Public Enterprises, Profitability and contribution to Indian Economy
8. Pricing Policy and Practices

UNIT – III

9. Legislative and Ministerial Control over Public Enterprises and Audit
10. Audit Control.
11. Public Sector Reforms including Memorandum of Understanding.
12. Disinvestment: Objectives, Methods, Machinery and Assessment

UNIT – IV

13. Privatization: Theory, Objectives, Methods, Procedure, and Assessment.
14. Managerial Problems of Public Enterprises in India.
15. Corporate Governance in Public enterprises
16. Public Relations and the Consumer

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED:

1. A.H. Hanson: Public enterprises and Economic Devement (London: Routledge and Kegan, 1972)
2. D.K. Mittal: Price Policy for Public Enterprises (New Delhi: Anmol Publications, latest edition).
3. Direct Bose: Privatization: A theoretical treatment (Oxford, 1991).
4. Government of India: Administrative Reforms Commission, Report on Public Undertakings (New Delhi: 1974).
5. Govt. of India: Five year Plan Documents.
6. J. Vickers and G. Yarrow: Privatization: An Economic Analysis (Cambridge; MIT Press, 1988)
7. K.R. Gupta: Issues in Public Enterprises (New Delhi: s. Chand, Latest edition).
8. L.K. Tha: Economic Administration in India-Repropests and Prospect (New Delhi: IIPA).
9. LaxmiNarain: Principles and Practice of Public Enterprises management (New Delhi: s. Chand, latest edition).
10. P.R. Dubbashi: Economic, Planning and Public Administration (Bombay: Somaiya Publications, Pvt. Ltd., latest edition).
11. Prakash & Jagdish, et. al. : Administration of Public enterprises in India, Mumbai, Himalaya Publishing House.
12. S. J. Bailey,: Public Sector Economics: Theory, Policy and Practice. 2nd edition. London: Palgrave.
13. S.C. Kuchhal: Industrial Economy of India (Allahabad: Chaitanya Publishing House, Latest edition).
14. S.S. Khera: Government in Business (Delhi: National, 1977).
15. S.S. Marathay: Regulation and Development (New Delhi: Sage Publishers, (latest edition).
16. Steppan J. Beiley: Public Sector Economics: theory, Policy and practice London, 1995).
17. Unite Nations Organization: Management and Supervision of Public Enterprises in Developing countries (New York V.N., 1974).
18. United Nations: Measures for Improving the Performances of Public Enterprises in Developing Countries (New York: 1970).
19. V.V. Ramanadham: The Working of Public Sector (Bombay: Allied Publishers, latest edition).
20. World Bank: Bureaucrats in Business-The Economics and politics of Government Wonership (New York: World Bank, 1995).

PUBLIC ADMINISTRATION
M.A THIRD SEMESTER
COURSE – DSE (OPTIONAL) COURSE CODE: MPUB 306

COURSE NAME: -INDUSTRIAL RELATIONS & LABOUR LAWS

Maximum marks: 80.

Objectives of the Course: The objectives of this paper is to impart knowledge about various concepts and dimensions related to Labour and Industrial Relations. Further focus will be on discussing various Labour Laws enacted by the government for the welfare of working class and for promoting harmonious industrial relations in India.

Course Outcomes: This course will impart knowledge about various concepts related to Labour and Industrial relations. Course will be helpful for promoting harmonious industrial relations in India. Course will make students quipped with labour management skills.

UNIT – I

1. Industrial Relations: Meaning, objectives & Significance of Industrial Relations(IR) Approaches of IR.
2. Industrial Conflicts/Disputes: Meaning , Types & Reasons of Industrial Disputes.
3. Preventive and settlement of Conflict/Disputes: Conciliation, Arbitration and Adjudication machineries under Industrial Disputes Act, 1947.
4. Human Relations” Meaning, approaches & Importance. Problems in Human Relations.

UNIT – II

5. Workers participation in Management: Concept objectives and significance. Methods/Modes of workers participation in Management.
6. Trade Unionism: Meaning, Growth and Functions of Trade Unions. Problems of Trade Unions in India. Trade Unions Act, 1926..
7. Grievances & Redressal: Meaning, Causes of Grievances redressal of Grievances. Procedure for redressal of grievances.
8. International Labour Organisation (ILO): Organization Structure, Functions & Role of ILO in Labour Welfare and Industrial Relations.

UNIT – III

9. Labour Welfare: Meaning, Objective & Types. Labour Welfare measures Undertaken by govt. & employers in India Factories Act, 1948.
10. Social Security: Meaning, Objectives & Significance. Social Security measures undertaken in India..
11. Workmens Compensation Act 1923..
12. Employees State Insurance Act, 1948..

UNIT – IV

13. Maternity benefit Act 1961.
14. Payment of Wages Act 1936 .
15. Minimum Wages Act, 1948.
16. Employee Provident Fund Act 1962.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED:

- | | | |
|-----------|---------------------------|---|
| 1 | A.M. Sarma | Industrial Relations & Labour laws. Himalaya Publishing House, New Delhi, 2017. |
| 2 | C.B. Gupta | Human Resource Management , Sultan Chand & Sons , New Delhi, 2008. |
| 3 | C.B. Manoria & S. Mamoria | Social security Labour Welfare and Industrial Relations in India, Himalaya Publishing House , Bombay, 2000. |
| 4 | Deepak Bhatnagar | Labour Welfare & Social Security Legislation in India (Deep and Deep New Delhi), 2007 |
| 5 | G.K. Sharma | Labour Movement in India (Sterling Publishers, New Delhi), 2008 |
| | India | Report of the National Commission on Labour , Ministry of Labour |
| 6 | K.M. Subramaniam | Labour Management Relations in India (Asia Publishing House Bombay), 2009 |
| 7 | Ratna Sen | Industrial Relations in India : Shifting Paradigms Mcmillan India Ltd. , New Delhi, 2013 |
| 8 | S.C. Srivastava | Industrial Relations and Labour Laws Vikas Publishing House, Noida. Latest edition. |
| 9 | SN. Mishra | Labour & Industrial Laws (Allahabad) Law agency) latest edition |
| 10 | T.N. Bhagoliwal | Economic of Labour and Industrial Relations. Sahitaya Bhawan Arga 1992. |
| 11 | V.G. Gowsami | Labour and Industrial Laws (Allahabad Law agency, latest edition |

PUBLIC ADMINISTRATION
M.A FOURTH SEMESTER
COURSE – DSC (COMPULSORY) COURSE CODE :MPUB 401
COURSE NAME: -PUBLIC POLICY&GOVERNANCE

Maximum marks: 80

Objectives of the paper: This paper comprehensively introduces the concept and significance of Public Policy and Policy Process. At the end of the course the student will understand the policy science, significance and different stages of the public policy process in terms of the theoretical formulation as well as the working of this process with special reference to the India. The pedagogical tools used will include lectures policy analysis exercises, seminars and presentations. Thus the student will develop a critical understanding of the policy process as well as the capacity to undertake policy analysis in areas of Public Policy.

Course Outcomes: This paper will help students to understand comprehensibly the concepts and significance of public policy and the public policy process. At the end of the course the students will understand the significance and different stages of public policy process in terms of theoretical formulations as well as the working of this process. It will be helpful in promoting people participation in policy making.

UNIT – I

1. Nature, Scope & Importance of Public Policy.
2. Evolution of Public Policy Sciences.
3. Public Analysis: concept and Significance
4. Types of policy analysis (Empirical, Normative, Retrospective & Prospective, Prescriptive & Descriptive).

UNIT – II

5. Approaches to Public Policy. : Process Approach Logical Positivist Approach, Phenomenological approach.
6. Participatory & Normative approach.
7. Public Policy: Concept, Meaning and Importance.
8. Models of Policy making: Incremental Model, Institutional Model, Systems Theoretic Model, Rational Model, Optimal Normative Model, Elite Theoretic Model, Game Theoretic Model.

UNIT – III

9. Public Policy making: Role of Legislature, Executive Judiciary.
10. Planning machinery at Central & State Level.
11. Policy Implementation: Concept & Techniques {Cost Benefit Analysis, management by Objectives (MBO), Programme Evaluation & Review Technique (PERT). & Critical Path Method (CPM).
12. Policy Evaluation: Concept & Significance.

UNIT – IV

13. Measuring Governance: Need and Significance, Inadequacy of Existing Measurement.
14. World Wide Governance Indicators (WGI) Voice and Accountability, Political Stability and Absence of Violence/Terrorism.
15. Government Effectiveness and Regulatory Quality, Rule of Law and Control of Corruption.
16. Governance effects on Policies : Issues and constraints.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED:

1. Ali, Farzmand (ed): Global Encyclopaedia of Public Administration, Public Policy and Governance. Berlin: Springer. 2018.
2. D.D. Basu: Constitution of India (New Delhi: Prentice hall of India, latest edition).
3. Henry, N: Public Administration and Public Affairs (11thed.) New Jersey: Prentice Hall. 2009
4. Ishwar Dayal and K. Mathur: Dynamics of Formulation of Policy in Government of India (Delhi: latest ed.).
5. James E. Anderson: Public Policy Making (New York, Praeger, latest ed.).
6. K.D. Madan et. al.: Policy making in Government Publication (New Delhi: latest ed.).
7. N. Larry, Gerston: Public Policy Making: Process and Principles. (3rd Edition) U.K. Routledge. 2010
8. P.R. Dubhashi: Policy and Performance (New Delhi: Sage Publications, latest ed.).
9. R.K. Sapru: Public Policy: Formulation, Implementation and Evaluation (New Delhi: Sterling, latest ed.).
10. R.V. Vaidyanathan, Ayyar: Public Policy Making in India. New Delhi: Pearson, 2009.
11. S. Nagel, Stuart: Public Policy: Goals, Means and Methods (New York: Martin Press, latest ed.).
12. Deborah Stone: Policy paradigm, RobRenbeck, 2008.
13. Thomas R. Dye: Understanding Public Policy, Pearson, 1972.
14. Thomas A. Bikland: An Introduction to Policy Process, sage, 2009.
15. Stuart Nagel: Hand Book of Public Policy (Ed.) Sage, 2001.

**PUBLIC ADMINISTRATION
M.A FOURTH SEMESTER
COURSE – DSC (COMPULSORY) COURSE CODE: MPUB 402**

COURSE NAME: -ETHICS IN GOVERNANCE

Maximum marks: 80

Objectives of the Paper: The aim of the paper is to acquaint the students with the concept and philosophy of ethics with special reference to ethics in public life and accountability of public services in India. The paper through teaching in case studies will enhance the problem solving skills on situations relating to integrity, probity in public life and problem solving approach to various issues and conflicts face by him in dealing with society. The students will learn to effectively communicate ethics and governance concepts and arguments in a logical manner.

Course Outcomes: This course will equip the students with a deep understanding of various concepts of Ethics and governance and will make students aware of various ethical issues. It will help students in fixing accountability and developing among them problem solving skills on situations relating to integrity, probity in public life and problem solving approach to various conflicts faced by them in dealing with society.

UNIT – I

1. Ethics and Human Interface: Essence, Determinants and Consequences of Ethics in-Human Actions;
2. Dimensions of ethics; Morality, values and Ethics.
3. Ethics – in Private and Public relationships.
4. Role of Family Society and Educational Institutions in Inculcating Values.

UNIT – II

5. Ethics in Public Life: Civil Service Neutrality, Impartiality and Anonymity.
6. Emotional Intelligence-Concepts, and their Utilities and Application in Administration and governance.
7. Strengthening of Ethical and Moral Values in governance;
8. Concerns and Dilemmas related to Ethics in Government Institutions.

UNIT – III

9. Civil service values and ethics in Public Administration: Status and problems.
10. Ethical concerns and Dilemmas in Government and Private Institutions;
11. Law, Rule, Regulations and Conscience as Sources of Ethical guidance;.
12. Accountability and Ethical governance.

UNIT – IV

13. Probity in Governance: Concept of Public Service, Philosophical Basis of governance and Probity.
14. Information Sharing and Transparency in government, Right to Information.
15. Code Ethics, Codes of conduct .
16. Human Values – lessons from the lives and teachings of great leaders, reformers and administrators.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED:

1. Arora, R.K. (2008) Ethics in Vovernance: Innovations Issues and Instrumentalities. Jaipur: Rawat. Arora, Ramesh K. (Ed.) (2014).
2. Arora, Ramesh K. (ed.) (2014) Ethics, Integrity and values in Public Service. New Delhi: New age International.
3. Bhattacharya, Mohit (2007) Lok PrashasanKeNayeAyam. New Delhi: Jawahar Publishers and Distributors.
4. Fox, W. (2009) a Theory of General Ethics – Human Relationships, Nature and the Built Environment. New Delhi: PHI Learning.
5. Gandhi, Mahatma (2009) Hind Swaraj. Delhi: Rajpal& Sons Ghere..
6. Ghere, R.K. & Frederickson, H. G. (Eds.) (2007) ethics in Public Management. New Delhi: PHI Learning.
7. Lillie, William (1948) Introduction to Ethics. Methuen: London.
8. Rangrajan, L. N. (ed.) (1987). The arthashashtra. New Delhi: Penguin Books.
9. Vivek Nanda (3rd Vol.) Complete works of Swami Vivekananda Kolkata: AdvaityaAsharam. <http://www.advaitaashrama.org/cw/content.php>.
10. Bhargva, R. (2006) Politics and Ethics of Indian Constitution. New Delhi: OUP.
11. Chaturvedi, T. N. (eds.) (1996) Ethics in Public life. New Delhi IIPA.
12. Hooja, R. (2008) Corruption, Ethics and accountability essays by an administrator. New Delhi IIPA.
13. Sawshilya, A. (2012) Ethics and governance. New Delhi: Pearson Education.
14. Sheeran, P. J. (2006) Ethics in Public Administration – A Philosophical approach. Jaipur: Rawat.

PUBLIC ADMINISTRATION
M.A FOURTH SEMESTER
COURSE – DSE - II (OPTIONAL) COURSE CODE :MPUB 403
COURSE NAME: -DISASTER MANAGEMENT TECHNIQUES

Maximum marks: 80

Objectives of the Paper: This paper seeks to make the student of Public Administration aware about different types of disasters and their management in India. Apart from developing and understanding of the strategy for disaster course will develop leadership and management skills of the disaster management. Case studies, role plays, mock drills, field visits, documentaries and interaction with experts in the field of disaster management will form the pedagogical scheme of instruction..

Course Outcomes: The program is a unique integration of concepts, tools, and techniques with stress on Disaster management strategies. It will make the student aware about different types of disasters and their management in India. Course will develop leadership and management skills of the disaster management among students as stakeholders.

UNIT – I

1. Definition and Concept of Hazard, Risk, Vulnerability and Disaster.
2. Types and classification of Disasters.
3. Disaster Management: Meaning, Concepts, Approaches,.
4. Principles, Objectives and Scope & Essentials of Disaster Management..

UNIT – II

5. Disaster Management Framework in India before DM Act 2005.
6. Disaster Management Act 2005, Organizational Framework for Disaster Administration in India at Union Level.
7. Sendai Framework for Disaster Risk Reduction 2015-2030.
8. Organizational Framework for Disaster Administration in India at State and Local Levels (including Nodal Agency, National Disaster Management Authority).

UNIT – III

9. Disaster Risk Reduction – Sustainable Development.
10. Disaster Preparedness.
11. Relief and Rehabilitation.
12. Role of International Agencies, Corporate Sector and Community in Disaster Management.

UNIT – IV

13. Role of Information and Communication technology Systems in Disaster Management.
14. International Cooperation for Disaster Management.
15. Role of NGOs and Army, Police and Educational Institutions in Disaster management.
16. Management of Covid – 19 pandemic by National Disaster management Authority, Issues & Challenges.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours .**

BOOKS RECOMMENDED:

1. Goel, S.L. (2006) Encyclopedia of Disaster Management. New Delhi: Deep and Deep Publications..
2. Lal, Ram Mohan & Shrivastav, Madhu (2016); ApadaPrabandhanKeNayeSiddhant; New Delhi: Hindi Book Centre..
3. Monappa, K.C. (2004) Disaster Preparedness. New Dehli: Akshay Public Agencies.
4. Naryan, B. (2009) Disaster Management. New Delhi: A.P.H. Publishing Corporation.
5. Vyas, harishchandra (2004) Jansankhya, PradooshanaurParyavaran .Mumbai: VidyaVihar Page 42 of 65
Further Readings Anderson, J. (2008). Public Policy Making: An Introduction. 5th ed. Boston: Houghton Mifflin..
6. Asian Development Bank (1991) Disaster Mitigation in Asia and the pacific Manila: ADB Dynamics of the emergency Management System. Public Administration Review 56(3) 235-244 Govt. of India UNDP. (2002-07). Disaster Risk Management Programme: community Based Disaster Preparedness and Risk Reduction through Participation of Committees and Local Self government www.ndmindia.nic.in/EQPROJECTS/gOIUNDP2.0.pdf .

PUBLIC ADMINISTRATION
M.A FOURTH SEMESTER
COURSE – DSC- II (COMPULSORY) COURSE CODE: MPUB 404
COURSE NAME: -SKILLS AND TECHNIQUES OF ADMINISTRATION

Maximum marks: 80

Objectives of the paper: The paper aims to develop an understanding of the concept, development and applications of Administrative Techniques in organizations; discuss the relevance of Administrative Techniques in context of various functional areas of organization. Understanding data and its management along with networking is basic to understanding administrative systems. Thus, this will provide a sound basis for understanding the concept of Administrative Techniques, its evolution, scope and significance, and how different models lead to different outcomes of information flow. The students will learn to various Administrative Techniques. That is required in the functioning of public and private sectors. The pedagogical tools used will include lectures, case studies, seminars and presentations.

Course Outcomes: The paper will develop an understanding of the concept, development and applications of Administrative Techniques in an organization. It will be helpful in understanding Administrative Techniques in context of various functional areas of organization. It will sharpen the administrative skills of students.

UNIT – I

1. Work study: Meaning, objectives and functions.
2. Work Measurement: Meaning, Objectives, Essentials And Techniques of Work measurement.
3. Time Management: Techniques of effective time management, Strategies for effective time management
4. Stress Management: concept of stress, causes of Stress, Effect of Stress, Coping Strategies for Stress.

UNIT – II

5. Quality circles: Introduction, benefits of quality circles, Problems in the implementation of quality circles,
6. Total Quality Management.; The concept, objectives, components, Significance & implementation of Total quality Management in India
7. Globalization: Issues and Challenges of Globalization on administration, strategies to solve problems.
8. Management Information System its Objectives, Essentials of good information system, Functions, Role of MIS in Planning and control.

UNIT – III

9. Administrative Improvement – O & M Approach. Objectives, functions of O&M, Functions, essentials of O&M Units.
10. O&M in India, Critical approach.
11. Ethical and Moral Techniques: Encouraging morality through ethics and moral techniques in administration.
12. Administrative Reforms in Indian Administration: Strategies and policies in administrative improvement.

UNIT – IV

13. Management by Objective: Pre- requisites, Process, Benefits, Problems and limitations of MBO, its application in Public Administration
14. O.D. Techniques in Public Administration: Definition ,Characteristics, objectives, process, OD interventions
15. Job Analysis: Concept of Job analysis, objectives of job analysis, Process & Techniques of job analysis, Uses.
16. Executive Development: Concept, process and Techniques of executive development.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED

- | | | |
|---|-------------------|--|
| 1 | Rao, V.S.P. | Organization Theory and Behaviour, Konark Publishers private limited, New Delhi 1999 |
| 2 | Gupta C. B. | Human Resource Management, Sultan Chand & Sons, New Delhi, 2005. |
| 3 | Goel, S.L., | Modern Management Techniques, Deep & Deep Publications Pvt. Ltd. 2000 |
| 4 | Srinath, D.S. | Pert and CPM: Principles and applications East West Press , New Delhi , 1975. |
| 5 | United Nations: | Use of Modern Management Techniques in Public Administration, Developing countries. |
| 6 | Milward, G.E: | Organization and Methods –Macmillan London, 1960. |
| 7 | Michael Armstrong | Handbook of Management Techniques (New Delhi: Excel Books, 1995) |

PUBLIC ADMINISTRATION
M.A FOURTH SEMESTER
COURSE – DSE-II (OPTIONAL) COURSE CODE: MPUB 405

COURSE NAME: - COMPARATIVE PUBLIC ADMINISTRATION

Maximum marks: 80

Objectives of the paper: This course will equip student with knowledge and understanding of the concepts and approaches used in the study of comparative Public Administration in addition to throwing light on the concepts of sustainable development and good governance. Further the features of developing and developed societies will be thoroughly studied.

Course Outcomes: This course will enhance the cumulative understanding about developing and developed countries and will provide in-depth insight on various issues i.e. how societies/countries became developed or developing. Further the course will help to understand the concepts of sustainable development and good governance across nations.

UNIT – I

1. Comparative Public Administration: Meaning, Evolution.
2. Significance of Comparative Public Administration and its Future.
3. Comparative Administration Group: Contributions in Comparative Public Administration.
4. Influence of Globalization on Comparative Studies.

UNIT – II

5. Approaches of Comparative Public Administration: Bureaucratic Approach, Behavioural Approach and Systems Approach.
6. Structural Functional Approach and Ecological approach.
7. Political System: U.K., U.S.A.
8. Political System: France and Japan.

UNIT – III

9. Administrative Systems: U.K., U.S.A.
10. Administrative Systems: France and Japan.
11. Citizen and Administration- Machinery of Redressal of Citizen's Grievances in UK and USA.
12. Machinery of Redressal of Citizen Grievances in France and Japan.

UNIT – IV

13. F.W. Riggs: Riggs Models of Comparative Public Administration.
14. Ferral Heady: Models in Comparative Public Administration.
15. Dwight Waldo's Model.
16. Future of Comparative Public Administration.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED:

1. A Farazmand (Eds.) (2001),: Handbook of Comparative and Development Public Administration (2nd ed.) New York: Marcell Dekker Inc.
2. A.P. Avasthi(2013), VikasPrashasaan. Agra; Lakshmi Narain Agarwal.
3. Eric E. Otenya&S. Lind Nancy (Ed.)(2006), Comparative Public Administration: The Essential Readings, Elsevier Publications, U.S.A.
4. O.P. Dwivedi(1994), Development Administration: from Underdevelopment to Sustainable Development. London: Macmillan
5. R.K. Arora(1972), Comparative Public Administration: An Ecological Perspective. New Delhi: Associated Publishing House
6. R.K. Arora & S. Sharma (Ed) (1992),: Comparative and Development Administration: Ideas and Actions. Jaipur: Arihand Centre for Administrative Change.
7. S.S. Dahiya&Ravindra Singh (2014), Comparative Public Administration, Sterling Publishers Pvt. Ltd., New Delhi.

PUBLIC ADMINISTRATION
M.A FOURTH SEMESTER
COURSE – DSE-II (OPTIONAL) COURSE CODE : MPUB 406
Dissertation/Field Based Project Report

Total Marks : 100

Project Report :80

Viva Voce: 20

Course Objectives: The main objective of this field based course is to expose the students to know and understand the nuts and bolts of the practical science of administration. During the field based study, they shall learned actual administrative procedures, methods of business and tasks carried out in the public offices. For this, they are supposed to get an acquaintance with procedures of office rules, standards, norms policy prescription. This course gives them an opportunity to learn the methods of the operation of executive organizations.

Learning outcomes :After the exposure to the practice of the governance process, performance and outcomes, the students are expected to learn the following learning outcomes.

- To bridge the knowledge gap between theory and practice of public administration enshrined in project report.
- To dissect on consultation comments/suggestions of officer/ officials of selected office/ Branch/ Institute/ Organization or NGOs.
- To assess the baseline skills of the learners acquired during their semester long attachment to executive organization/ public office/ institute or NGO in the field, followed by Seminar, Project Report and viva voice.
- To adjudge the capacity of the learners demonstrated during actual work experience in the field, discussion with mentor/ supervisor and other faculty member (s), Seminar and final report on chosen topic/ theme/ area in the domain of administrative science.
- To discover the causes and consequences that hinder, delay or the accelerate the facile, ordered and effective Public service delivery mechanisms deployed to meet the interests of the governed.

Dissertation /Field based Project Report :The Project Report shall be governed by the following scheme, procedure and rules:

- I. For learning the, practical science of administration, the students have to undergo for semester–long field based training under the supervision/ mentorship of a faculty member or members.
- II. The Staff Council, will allot supervisor to each student.
- III. They have to conduct field visits to selected office/branch of the governmental organization or NGOs to gain practical understanding of administrative process and problems.
- IV. The students shall present a Seminar before the faculty members and students/scholars. During the Seminar, the student shall present highlights and major insights of her/his field based study and all faculty members, scholars, and students can raise question. The outcomes of the seminar shall be incorporated into the report. This seminar, preferably, may be conducted before the submission of the final report and its date may be decided by the Chairperson.
- V. By the end of 4rd semester, the students shall have to submit a Research Report to the Department of Public Administration but not later than the commencement of theory examinations of fourth semester as notified in the Academic Calendar.
- VI. If any students fails to submit the report within stipulated period, the extension of three months may be granted by the Chairperson upon the recommendations of his supervisor.
- VII. The total marks of the Dissertation /Project Report shall be 100 comprising 80marks for Dissertation /Project Report, 20 marks for viva voce conducted by an external examiner decided by the Vice Chancellor upon the recommendations of the Chairperson.T.A. D.A for external examiner will be paid by Universities Administration as per the rules adopted by University.
- VIII. The format of the project report shall contain the following:
 - Acknowledgments
 - Declaration by the student
 - Certificate of the supervisor/ Mentor
 - Introduction
 - Statement and significance of Problem
 - Review of Literature and research gap
 - Hypotheses and Objectives
 - Tools of Data collection
 - Data collection/ capturing, editing/cleaning, analysis, interpretation and discussion on the results/ finding
 - Bibliography

PUBLIC ADMINISTRATION
M.A FOURTH SEMESTER
COURSE–(GENERIC-II) (for students of other discipline) COURSE CODE : MPUB 407

COURSE NAME: -BASICS OF PUBLIC ADMINISTRATION

Maximum marks: 80

Objectives of the Paper: This paper will familiarize the student with the basic concepts of Public Administration in developed and developing countries. In addition, the course will also cover new areas and developments in the field of Public Administration. The paper will also cover various theories of organization. Apart from regular classroom teaching, special talks/lectures from experts as well as practitioners will be organized to establish links between theory and practice and develop the student's critical skills.

Course Outcomes: Students of other discipline who have not studied Public Administration at any level will be able to understand the basic concepts, theories and principles related to Public Administration. It will help them easily grasp topics while preparing for competitive examination.

UNIT – I

1. Meaning, Nature and Scope of Public Administration.
2. Significance and importance of Public Administration.
3. Difference between Public Administration & Management Difference between Public & Private Administration,
4. Role of Public Administration in Developing Societies.

UNIT – II

5. Formal and Informal Organizations..
6. Hierarchy: Features, Merits & Demerits.
7. Unity of Command: Meaning, Importance, Criticism
8. Span of Control: Meaning, Importance, Factors determining span of control..

UNIT – III

9. Centralization; Features, Factors affecting Centralization, Merits & Demerits.
10. Decentralization: Features, Factors affecting Decentralization, Merits & Demerits.
11. Line and Staff Agencies; Salient features & characteristics, Difference between Line and staff agencies.
12. Headquarter and Field Relationships.

UNIT – IV

13. Communication: Concept, importance, types, Process and Barriers.
14. Supervision: Concept, Types & Techniques, Process and Barriers..
15. Coordination: Concept, types, Techniques, Process and Barriers.
16. Leadership: Concept, Types and Qualities of a leader, Leadership Styles.

Note: The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks for Regular & ICDEOL candidates respectively. For private candidates the question paper will be of 100 marks. The candidate shall attempt five questions in all (one compulsory & one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks for Regular & ICDEOL candidates and 5 marks each for Private candidates. Rest of the paper shall contain four units, each unit having two questions out of which the candidate is required to attempt one question. Each question for the units will carry 16 marks for Regular & ICDEOL candidates and 20 marks for Private candidates. **The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 Hours. Time allowed will be 3 Hours**

BOOKS RECOMMENDED:

1. Arora, R.K. (ed.) (1979) Perspectives in Administrative Theory. New Delhi: Associated.
2. AmitaiEtzioni: Modern Organizations (New Delhi: Prentice Hall, latest ed.) 1995.
3. Awasthi&Maheshwari: Lok Prashasan. Lakshmi Naryan Educational Publishers, Agra, 2017.
4. Awasthi&Maheshwari: Public Administration. Lakshmi naryan Educational Publishers, Agra, 2017.
5. Bertram Gross: the Managing of Organisations (London: Free Press, latest ed.).
6. C.P. Bhambri: Public Administration Theory & Practice (Meerut: Educational Publishers, latest ed.).
7. David Osborne& T. gaebler: Re-inventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector (New York: Addison Wesley, latest ed.)
8. Fadia&Fadia: Public Administration in India SahityaBhawan, Agra, 2017.
9. Fadia&Fadia: Bharat main Lok Prashasan. Sahityabhawan, Agra, 2017.
10. Felix, A. Nigro&C.Nigro: Modern Public Administration (New York: Lloyd Harper & Row, Latest edition) 1989
11. H. Koontz & Cyril O'Donnell: Principles of Management, (Tokyo: McGraw Hill, latest ed).
12. Herbert G. Hicks and Ray C. Gutlet: Organisations: theory and Behaviour (New York: McGraw hill, latest ed.).
13. John Pfiffner& Frank Sherwood: Administrative Organization (New Delhi: Prentice Hall, (latest ed.) 1968
14. J.S. Vickers & George K. Yarrowprivatization: An Economic Analysis (Cambridge: MIT Press, latest ed.).
15. MamtaMokta, S.S. Chauhan, S.K. Mahjan&SimmiAgnihotri: challenges in Governance(ed) Anamica publishers, New Delhi, 2011
16. Mohit Bhattacharya: Public Administration (Calutta: World Press, latest ed.) 2000
17. .M.P. Sharma & B.L. Sadana: Lok Prashasan: Sidhant 7 Vayavhar. Kitab Mahal, New Delhi, 2013.
18. M.P. Sharma & B.L. Sadana: Public Administration in theory & Practice Kitabmahal, New Delhi, 2010.
19. Nicholas Henry: Public Administration and Public Affairs, (New Jersey: Prentice Hall) 2012
20. P. Hersey and K.H. Blanchard: Management of Organizational Behaviour (New Delhi: latest ed.).
21. Peter F. Drucker: Management: Tasks, Responsibilities, Practices (Bombay: Allied Publishers, latest ed.).
22. Perspective in Administrative Theory (New Delhi: Associated) 1979.
23. Robert T. Golembiewsky: Public Administration as a Developing Discipline (New York: Marcel, latest ed.).
24. S.L. Kaushik & Pradeep Sahni (eds.): Public Administration in India: Emerging Trends (Allahabad: KitabMehal, latest ed.)
25. S. Polinaidu: Public Administration Galgotia Publications Pvt. Ltd. Daryagani New Delhi.
26. V. Bhaskara Rao: Public Administration: Steel or Plastic Frame. Kalpaz Publications, New Delhi, 2008.
27. W.M. Newman, C. Summer & E. Warren: Management Concepts, Behaviour& Practice, edu. Publisher Meerut.