

**Chaudhary Devi Lal University, Sirsa**  
**Undergraduate Programme (Multidisciplinary)**  
**Bachelor of Arts in Public Administration (3 year / 4 year)**  
**Scheme of Undergraduate Examination w.e.f. 2024-25 as per (NEP-2020)**

**Programme Specific Outcomes**

Public Administration is a system through which the government carries out its business of ruling and controlling effectively. This system has been created to maintain a civil society and cater to the public's needs. Any selected/unelected public employee who deals directly with the general public can be said to be a public administrator. They are responsible for various functions like managing budgets, developing policy and legislation, implementing policies, analyzing data to determine and solve public needs, ensuring security, etc.

The education in public administration discipline will help students to understand the structures, approaches, processes and mechanisms of governance. It will help them to inculcate constitutional/democratic values based on equality, justice, security, and order etc. It also prepares such human resources who can critically analyze and review public policies of the government. These public administrators are responsible for preparing and executing the government's policies and programmes. In other words, the students will be able to understand the processes like planning, organizing, staffing, directing, coordinating, and controlling government operations essential for smooth functioning in governmental entities.

The programme-specific outcomes of the undergraduate programme (Multidisciplinary) are as under:

- PSO-1.** Discuss the basic elements of public administration and its relationship with various social sciences and their different aspects.
- PSO-2.** Deliberate the fundamental aspects of Indian administration including the prominent issues and challenges.
- PSO-3.** Deliberate the important aspects and affairs of rural and urban local governance.
- PSO-4.** Development in the research aptitude and critical thinking about governance- its structures, processes and mechanisms.
- PSO-5.** Enhance leadership qualities such as problem-solving, effective communication, public dealing, decision-making, critical thinking and managing multiple tasks.
- PSO-6.** To provide knowledge about soft skills, communication skills, vocational skills and multidisciplinary knowledge.
- PSO-7.** Good communication competence for analysis and articulation.

**Department of Public Administration**  
**Undergraduate Programme (Multidisciplinary)**  
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**Semester I**

	Nomenclature of Course	Hours/week			Marks		Total marks	Credit
		L	T	P	External/	Internal		
BA/MD/PUB/DSC/1/101	Elements of Public Administration-I	3	1	-	70	30	100	4
BA/MD/PUB/MIC/1/101	To be chosen from common pool	3	1	-	35	15	50	2
BA/MD/PUB/MDC/1/101	To be chosen from common pool	2	1	-	50	25	75	3
BA/MD/PUB/AEC/1/101	To be selected from Common Pool	2	-	-	35	15	50	2
BA/MD/PUB/SEC/1/101	E-Governance	2	1	-	50	25	75	3
BA/MD/PUB/VAC/1/101	To be selected from Common Pool	2	-	-	35	15	50	2
	<b>Total Credit</b>						<b>400</b>	<b>16</b>

**Semester II**

	Nomenclature of Course	Hours/week			Marks		Total marks	Credit
		L	T	P	External/	Internal		
BA/MD/PUB/DSC/2/102	Elements of Public Administration-II	3	1	-	70	30	100	4
BA/MD/PUB/MIC/2/102	To be chosen from common pool	2	1	-	35	15	50	2
BA/MD/PUB/MDC/2/102	To be selected from University Common Pool	2	-	-	50	25	75	3
BA/MD/PUB/AEC/2/102	To be selected from University Common Pool	2	-	-	35	15	50	2
BA/MD/PUB/SEC/2/102	To be chosen from common pool	2	1	-	50	25	75	3
BA/MD/PUB/VAC/2/102	To be selected from University Common Pool	2	-	-	35	15	50	2
	<b>Total Credit</b>						<b>400</b>	<b>16</b>

**Semester III**

	Nomenclature of Course	Hours/week			Marks		Total marks	Credit
		L	T	P	External/	Internal		
BA/MD/PUB/DSC/3/201	Indian Administration -I	3	1	-	70	30	100	4
BA/MD/PUB/MIC/3/201	To be chosen from common pool	3	1	-	70	30	100	4
BA/MD/PUB/MDC/3/201	To be chosen from common pool	2	1	-	50	25	75	3
BA/MD/PUB/AEC/3/201	To be selected from Common Pool	2	-	-	35	15	50	2
BA/MD/PUB/SEC/3/201	To be selected from Common Pool	2	1	-	50	25	75	3
	<b>Total Credit</b>						<b>400</b>	<b>16</b>

**Semester IV**

	Nomenclature of Course	Hours/week			Marks		Total marks	Credit
		L	T	P	External/	Internal		
BA/MD/PUB/DSC/4/202	Indian Administration -II	3	1	-	70	30	100	4
BA/MD/PUB/MIC/4/202	To be chosen from common pool	3	1	-	70	30	100	4
BA/MD/PUB/AEC/4/202	To be selected from Common Pool	2	-	-	35	15	50	2
BA/MD/PUB/VAC/4/202	To be selected from Common Pool	2	-	-	35	15	50	2
	<b>Total Credit</b>						<b>300</b>	<b>12</b>

### Semester V

	Nomenclature of Course	Course Code	Hours/week			Marks		Total marks	Credit
			L	T	P	External/	Internal		
BA/MD/PUB/DSC/5/301	Urban Local Governance		3	1	-	70	-	100	4
BA/MD/PUB/MIC/5/301	To be chosen from common pool		3	1	-	70	-	100	4
BA/MD/PUB/INT/5/301	Internship		-	-	8	100	-	100	4
	<b>Total Credit</b>							<b>300</b>	<b>12</b>

### Semester VI

	Nomenclature Course	Course Code	Hours/week			Marks		Total marks	Credit
			L	T	P	External/	Internal		
BA/MD/PUB/DSC/6/302	Rural Local Governance		3	1	-	70	30	100	4
BA/MD/PUB/MIC/6/302	To be chosen from common pool		3	1	-	70	30	100	4
BA/MD/PUB/MIC/6/303	To be chosen from common pool		3	1	-	70	30	100	4
	<b>Total Credit</b>							<b>300</b>	<b>12</b>

# **Semester-I**

## **Elements of Public Administration-I**

**DSC-A1**

**Course Code- BA/MD/PUB/DSC/1/101**

**Credits-04**

M. Marks = 100

Theory = 70

Internal Assessment = 30

Time = 3 hrs

**Note:** Attempt five questions by selecting one question from each unit.  
Question No. 9 is compulsory. All Questions carry equal marks.

### **Learning outcomes**

1. Awareness about the evolution and growth of the discipline of Public Administration.
2. Learning of basic principles and approaches of Public Administration.
3. Theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.

### **UNIT – 1**

**Public Administration as a Discipline:** Meaning, Nature, Scope, Dimensions and Significance of the discipline and its relations with Political Science, Management, Law and Economics. Public and Private Administration. Evolution of Public Administration, Minnow brook Conferences (I, II & III)

### **UNIT - 2**

**Organization and its Principles:** Organization: Meaning and forms of organization (Formal & Informal), Basis of Organization. Principles of Organization: Hierarchy, Span of Control, Unity of Command, Co-ordination

### **UNIT - 3**

**Principles of Organization:** Centralization & Decentralization, Supervision, Communication, Leadership, Authority & Responsibility, Delegation of Authority and Decision-Making.

### **UNIT - 4**

**Theories of Organization:** Classical, Scientific Management, Bureaucratic, Human Relation Theory

### **Recommended Readings:**

Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal: Agra  
Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi

Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand: Jalandhar

Bhambri, C. P. (2010) Public Administration Theory and Practice(21<sup>st</sup>Edition). Educational Publishers: Meerut

Bhattacharaya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi

Bhattacharya, Mohit (2000) Public Administration. World Press: Calcutta

Bhattacharya, Mohit (2012) Public Administration: Issues and Perspective. Jawahar Publishers and Distributors: New Delhi

Chakrabarty, Bidyut and Chand, Prakash (2012) Public Administration in a Globalizing World: Theories and Practices. Sage: New Delhi

Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not Steering (4<sup>th</sup> Edition). Routledge: New York

Drucker, Peter F (1993) Management: Tasks, Responsibilities, Practices. Harper Collins: New York

Drucker, Peter F (2008) The Essential Drucker. Harper Collins: New York

Dunleavy, P (1992) Democracy, Bureaucracy and Public Choice. Harvester Wheatsheaf: Aldershot, UK

Fesler, James W (2007) Elements of Public Administration. Read Books: Worcestershire, UK

Ghuman, B.S. (2001) New Public Management: Theory and Practice, Indian Journal of Public Administration, Vol. XLVII, No. 4, pp.769-779

Golembiewsky, R. T. (1977). Public Administration as a Developing Discipline –Part 2. Marcel Dekker: New York

Goodnow, Frank J (2009) Politics and Administration: A Study in Government Originally published by MacMillan in 1900, Fifth Printing. Transaction Publishers: New Brunswick, New Jersey

Henry, Nicholas(2013). Public Administration and Public Affairs (13<sup>th</sup>Edition). Taylor and Francis: New York

Hood, Christopher (1989) Public Administration and Public Policy: Intellectual Challenges for the 1990's, Australian Journal of Public Administration, 48:3466-58

Hood, Christopher and Dixon, Ruth (2015) A Government That Worked Better and Cost Less?: Evaluating three Decades of Reform and Change in UK Central Government. Oxford University Press: Oxford

Koontz, H. and O'Donnell, Cyril (1986) Principles of Management (4<sup>th</sup>Edition). McGraw Hill education: Tokyo

Marx, Fritz Morstein (ed.) (1946). Elements of Public Administration. Prentice Hall: New York

Laxmikanth, M (2011) Public Administration. Tata McGraw: New Delhi

Marini, F (1971) Towards a New Public Administration. Chandler: Scranton, PA

Medury, Uma (2010) Public Administration in the Globalization Era – The New Public Management Perspective. Orient Blackswan: New Delhi

Nigro, Felix A, and Nigro, Lloyd G(1988). Modern Public Administration (7<sup>th</sup>Edition) HarperCollins : New York

Niskanen Jr., William A (2007) Bureaucracy and Representative Government. Aldine-Atherton : Chicago

Osborne, D and Gaebler, T (1992) Reinventing Government. Penguin Press: New York

Osborne, David and Gaebler, Ted (1992) Re-inventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector. Addison Wesley: New York

Ostrom,

Elinor (2015) Governing the Commons: The Evolution of Institutions for

Pfiffner, J M(1960). Administrative Organization. Prentice Hall: New York

Raadschelders, Jos C N (2011) Public Administration: The Interdisciplinary Study of Government. Oxford University Press: New York

Robinson, Mark (2015) From Old Public Administration to the New Public Service – Implications for Public Sector Reform in Developing Countries. UNDP Global Centre for Public Service Excellence: Singapore

Rosenbloom, David H; Kravchuk, Robert S and Clerkin Richard M (2009) Public Administration: Understanding Management, Politics and Law in Public Sector (8<sup>th</sup> Edition). McGraw Hill : New Delhi

Shafritz, Jay M and Hyde, Albert C (Eds.)(2012) Classics of Public Administration (8<sup>th</sup> Edition). Cengage Learning: Singapore

Shafritz, Jay M; Russel, E W; Borick, Christopher P and Hyde, Albert C (2017) Introducing Public Administration (9<sup>th</sup> Edition). Routledge: New York

Sharma, M P and Sadana, B L (2000) Public Administration in Theory and Practice. Kitab Mahal: New Delhi

Simon, Herbert A (1947) Administrative Behaviour: A Study of Decision Making Processes in Administrative Organizations (4<sup>th</sup> Edition). Free Press: New York

Stivers, Camila M (2002) Gender Images in Public Administration: Legitimacy and the Administrative State. Sage Publications: Thousand Oaks, CA

Urwick, L F and Gulick, L (Eds.) (1937) Papers in the Science of Administration. Columbia University Press: New York

Vickers, John and Yarrow, George (1988) Privatization: An Economic Analysis. MIT Press: Cambridge

Waldo, Dwight (1955) The Study of Public Administration. Random House:

White, Leonard D. (1948) Introduction to the Study of Public Administration (Originally published in 1926) (3<sup>rd</sup> Edition). MacMillan: New York

# Semester-I

## E-Governance

**SEC-1**

**Course Code- BA/MD/PUB/SEC/1/101**

**Credits-03**

M. Marks = 75

Theory = 50

Internal Assessment = 25

Time = 3 hrs

**Note:** Attempt five questions by selecting one question from each unit.  
Question No. 9 is compulsory. All Questions carry equal marks.

### Course Outcomes:

1. Gaining a theoretical understanding of the concept, theory and models of e-governance
2. Learning the practical application of e-governance in different walks of life
3. Awareness of various e-governance initiatives undertaken to deliver Public services to the stakeholders.
4. Inculcating skills to use and operate e-governance or digital service delivery.

### UNIT – 1

Meaning, Definitions, Scope and Significance of E-Governance, Types of Interactions: Government to Citizens (G2C), Government to Business (G2B) and Government to Government (G2G).

### UNIT – 2

Evolution of e-Governance in India, Information & Technology Act – 2000: National e-Governance Plan, 2006. National E-Governance Policy, 2012, Salient Features and its Importance.

### UNIT – 3

Digital Governance, e-Public Service Delivery Issues & Challenges of E-governance.

### UNIT – 4

**Practical Training on Digital Governance Models:** E-Disha, Common Service Centers and e-portals

### Recommended Readings:

- Bhatnagar, S C (2004) E-Government: From Vision to Implementation. Sage: New Delhi
- Gosling, P. (1997) Government in the Digital Age. Government Information Quarterly, Vol.18, No. ER2. Bowerdean: London
- Milakovich, Michael E.(2012) Digital Governance - New Technologies for improving Public Service and Participation. Routledge: New York
- Pardhasaradhi, Y. (2009) E-Governance and Indian Society. Kanishka: New Delhi
- Satyanarayana, J. (2006) E-Government. PHI: New Delhi
- Sharma, Sangeeta; Nagar, Pankaj and Sodhi, Inderjeet Singh(2013) Governometrics and Technological Innovation for Public Policy. IGI Global: Hershey, PA, USA



- Sodhi, Inderjeet Singh (2015) Trends, Prospects and Challenges in Asian E-Governance. IGI Global: Hershey, PA, USA
- Sodhi, Inderjeet Singh (2015) Emerging Issues and Prospects in African E-Government. IGI Global: Hershey, PA, USA
- Sodhi, Inderjeet Singh (2017) E-Governance in India. University Book House: Jaipur
- Tubtimhin, J (2009) Global E-Governance: Advancing E-Governance through Innovation and Leadership. IOS Press: Amsterdam

#### **Web Resources:**

- 'E-Government Act of 2002'; [http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107\\_cong\\_Public\\_laws&docid=f:publ347.107.pdf](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_Public_laws&docid=f:publ347.107.pdf)
- 'e-Procurement'; by Rajkumar; Compendium of e-Governance Initiatives in India 'G2B Services: Key Learnings from MCA 21'; Ministry of Corporate Affairs; [http://www.eindia.net.in/egov/presentation/Day\\_3/Session\\_2/YS\\_Malik.pdf](http://www.eindia.net.in/egov/presentation/Day_3/Session_2/YS_Malik.pdf) 'Minimum Agenda for e-Governance in the Central Government'; <http://darpg.nic.in/arp-website/ReformInitiatives/eGovernance/IndianExperience/EgovExp73.doc>
- Paragraph 83, Report of the Working Group on Convergence and E-Governance for The Tenth Five Year Plan (2002-2007), Planning Commission, November, 2001
- Source: <http://go.worldbank>
- Bhatnagar, Subhash: One Stop Shop for Electronic Delivery of Services: Role of Public-private partnership

## **Semester—II**

### **Elements of Public Administration-II**

**DSC-A2**

**Course Code-** BA/MD/PUB/DSC/2/102

**Credits-04**

M. Marks = 100

Theory = 70

Internal Assessment = 30

Time = 3 hrs

**Note:** Attempt five questions by selecting one question from each unit.  
Question No. 9 is compulsory. All Questions carry equal marks.

#### **Course Outcomes**

1. To provide knowledge about the Role of the Chief Executive, Civil Society and people's participation.
2. Acquire knowledge about IRCs, Field-Headquarter Relationship, Public Corporation and Independent Regulatory Commission.
3. To provide knowledge about Recruitment, Training and Promotion.
4. Develop knowledge about the Governance, Citizen Charter and Right to Information.

#### **UNIT – 1**

**Organization and its Bases and Types:** Meaning, Basis and Forms of Organizations. Department, Public Corporation, Difference between Department & Public Corporation, Independent Regulatory Commissions

#### **UNIT – 2**

**Principles of Organization:** Hierarchy, Unity of Command, Span of Control, Coordination, Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation, Decision Making and Communication.

#### **UNIT – 3**

**Chief Executive and Accountability:** Chief Executive: Meaning, Types, Functions and Role; Line, Staff and Auxiliary Agencies; Headquarter and Field relationships; Civil Society and Administration, People Participation in Administration and Accountability,

#### **UNIT - 4**

**Growth and Trends in Public Administration:** New Public Administration (NPA), New Public Management (NPM), Globalization and Public Administration

#### **Recommended Readings:**

Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal: Agra  
Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi

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