

**Curriculum and Credit Framework for Undergraduate Programme
(Multidisciplinary) as per NEP-2020**

Bachelor of Arts (Public Administration)
(Four-Year Undergraduate Programme)

**Semesters (1-6) w.e.f.
Session:2025-26**



Department of Public Administration

Chaudhary Devi Lal University, Sirsa,

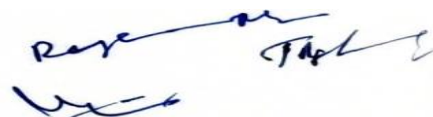
Haryana – 125055.

1.1 Exit options and Credit requirements (as per UGC/Government of Haryana)

Multidisciplinary Courses: -

Exit with	Credit requirement
Certificate in Arts: After successfully completing the First year (Two semesters) of the four-year undergraduate Degree Programme.	52 (48+4) (Including Internship of 4 Credits)
Diploma in Arts: After completing two years (Four semesters) of the four-year undergraduate Degree Programme.	96 (92+4) (Including Internship of 4 Credits)
Bachelor of Arts: After completing three years (Six semesters) of the four-year undergraduate Degree Programme.	132
Bachelor of Arts–Honours /Honours with Research After completing Four Years (Eight semesters) of the Undergraduate Degree Programme.	180


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SEMESTER-I

Course Category	Course Code	Course Title	Level	Credits			Marks			Duration of Exam (Hours)
				L	P	Total	Internal	External	Total	
1. DSC	BA/MD/PUB/1/DSC/101	Elements of Public Administration	100	4	-	4	30	70	100	3Hours
2. MIC	BA/MD/PUB/1/MIC/101	Introduction to Indian Constitution-I	100	2	-	2	15	35	50	2Hours
3. MDC	BA/MD/PUB/1/MDC/101	Working of the Indian Constitution	100	3	-	3	25	50	75	3Hours
4. AEC	AEC/101	Students will opt from the central pool	100	2	-	2	15	35	50	2Hours
5. SEC	BA/MD/PUB/1/SEC/101	Disaster Management Techniques	100	3	-	3	25	50	75	3Hours
6. VAC	VAC/101	Students will opt from the central pool	100	2	-	2	15	35	50	2Hours

SEMESTER-II

Course Category	Course Code	Course Title	Level	Credits			Marks			Duration of Exam (Hours)
				L	P	Total	Internal	External	Total	
1. DSC	BA/MD/PUB/2/DSC/102	Basics of Public Administration	100	4	-	4	30	70	100	3Hours
2. MIC	BA/MD/PUB/2/MIC/102	Introduction to Indian Constitution-II	100	2	-	2	15	35	50	2Hours
3. MDC	BA/MD/PUB/2/MDC/102	Citizen Centric Administration	100	3	-	3	25	50	75	3Hours
4. AEC	AEC/102	Students will opt from the central pool	100	2	-	2	15	35	50	2Hours
5. SEC	BA/MD/PUB/2/SEC/102	Digital Governance	100	3	-	3	25	50	75	3Hours
6. VAC	VAC/102	Students will opt from central pool	100	2	-	2	15	35	50	2Hours


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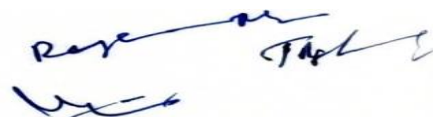

SEMESTER-III

Course Category	Course Code	Course Title	Level	Credits			Marks			Duration of Exam (Hours)
				L	P	Total	Internal	External	Total	
1. DSC	BA/MD/PUB/3/DSC/201	Central Administration	200	4	-	4	30	70	100	3Hours
2. MIC	BA/MD/PUB/3/MIC/201	Grassroots Democracy in India	200	4	-	4	30	70	100	3Hours
3. MDC	BA/MD/PUB/3/MDC/201	Transparency in Public Administration	200	3	-	3	25	50	75	3Hours
4. AEC	AEC/201	Students will opt from the central pool	200	2	-	2	15	35	50	2Hours
5. SEC	BA/MD/PUB/3/SEC/201	Management of NGOs	200	3	-	3	25	50	75	3Hours

SEMESTER-IV

Course Category	Course Code	Course Title	Level	Credits			Marks			Duration of Exam (Hours)
				L	P	Total	Internal	External	Total	
1. DSC	BA/MD/PUB/4/DSC/202	State and District Administration	200	4	-	4	30	70	100	3Hours
2. MIC	BA/MD/PUB/4/MIC/202	Citizen and Grievance Redressal in India	200	4	-	4	30	70	100	3Hours
3. AEC	AEC/202	Students will opt from the central pool	200	2	-	2	15	35	50	2Hours
4. VAC	VAC/103	Students will opt from the central pool	100	2	-	2	15	35	50	2Hours


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SEMESTER-V

Course Category	Course Code	Course Title	Level	Credits			Marks			Duration of Exam (Hours)
				L	P	Total	Internal	External	Total	
1. DSC	BA/MD/PUB/5/DSC/301	Rural- Urban Administration	300	4	-	4	30	70	100	3Hours
2. MIC	BA/MD/PUB/5/MIC/301	Human Resource Administration	300	4	-	4	30	70	100	3Hours
3. SEC	BA/MD/PUB/5/SEC/301	Internship	300		-	4	-	-	100	

SEMESTER-VI

Course Category	Course Code	Course Title	Level	Credits			Marks			Duration of Exam (Hours)
				L	P	Total	Internal	External	Total	
1. DSC	BA/MD/PUB/6/DSC/302	Issues in Public Administration	300	4	-	4	30	70	100	3Hours
2. MIC	BA/MD/PUB/6/MIC/302	Financial Administration	300	4	-	4	30	70	100	3Hours
3. MIC	BA/MD/PUB/6/MIC/303	Governance and Ethics	300	4	-	4	30	70	100	3Hours

Note: L-lecture, P-Practical, Discipline Specific Courses (DSC), Minor (MIC)/Vocational (VOC) Courses, Skill Enhancement Courses (SEC), Ability Enhancement Courses (AEC), Multidisciplinary Courses (MDC) and Value-Added Courses (VAC).

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Course and Credit Scheme of 3-Year UG Degree (Bachelor of Arts in Public Administration)

Sr. No	Course Code	Course Title	Credits		
Discipline-Specific Courses (DSC)			L	P	Total
1	BA/MD/PUB/1/DSC/101	Elements of Public Administration	4		4
2	BA/MD/PUB/2/DSC/102	Basics of Public Administration	4		4
3	BA/MD/PUB/3/DSC/201	Central Administration	4		4
4	BA/MD/PUB/4/DSC/202	State and District Administration	4		4
5	BA/MD/PUB/5/DSC/301	Rural-Urban Administration	4		4
6	BA/MD/PUB/6/DSC/302	Issues in Public Administration	4		4
Minor (MIC)					
1	BA/MD/PUB/1/MIC/101	Introduction to Indian Constitution-I	2		2
2	BA/MD/PUB/2/MIC/102	Introduction to Indian Constitution- II	2		2
3	BA/MD/PUB/3/MIC/201	Grassroots Democracy in India	4		4
4	BA/MD/PUB/4/MIC/202	Citizen and Grievance Redressal in India	4		4
5	BA/MD/PUB/5/MIC/301	Human Resource Administration	4		4
6	BA/MD/PUB/6/MIC/302	Financial Administration	4		4
7	BA/MD/PUB/6/MIC/303	Governance and Ethics	4		4
Multidisciplinary Courses (MDC)					
1	BA/MD/PUB/1/MDC/101	Working of the Indian Constitution	3		3
2	BA/MD/PUB/2/MDC/102	Citizen Centric Administration	3		3
3	BA/MD/PUB/3/MDC/201	Transparency in Public Administration	3		3
Skill Enhancement Courses (SEC)					
1	BA/MD/PUB/1/SEC/101	Disaster Management Techniques	3		3
2	BA/MD/PUB/2/SEC/102	Digital Governance	3		3
3	BA/MD/PUB/3/SEC/201	Management of NGOs	3		3
4	BA/MD/PUB/5/SEC/301	Internship	-		4


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SEMESTER-I

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ELEMENTS OF PUBLIC ADMINISTRATION (BA/MD/PUB/1/DSC/101)

Time: 3Hours
Credits: 4
Lectures: 60

Total Marks: 100
External Assessment Marks: 70
Internal Assessment Marks: 30

Note- 1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid- term examination (20 Marks) covering two Units of the syllabus, an assignment (05 marks) and class attendance (05 marks). The external evaluation includes end- term examination of 70 marks covering the whole syllabus.

Note- 2: For the paper setter: The question paper will consist of nine questions in all. First question will be compulsory and will consist of seven short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit- wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions of 14 marks each selecting at least one question from each unit.

Course Objective: The objective of the Course is to acquaint the learner with conceptual understanding of the Elements of Public Administration.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Define core concepts and evolution of Public Administration.

CO2: Understand various principles of Organization like Hierarchy, Span of Control, Coordination, etc.

CO3: Understand the role of chief executive and significance of Public Relations

Unit-I

Public Administration: Meaning, Nature, Scope, Significance and its relations with Political Sciences, Economics and Law; Public and Private Administration.

Unit-II

Organization: Meaning and Basis. Principles of Organization: Hierarchy, Span of Control, Coordination Supervision, Communication, Centralization and Decentralization.

Unit-III

Forms of organization: Formal and Informal, Department, Board, Corporation and Commission and Independent Regulatory Commission

Unit-IV

Chief Executive: Meaning, Types and Role, Line, Staff and Auxiliary Agencies. Public Relations: Meaning, Means and Significance.

Books Recommended:-

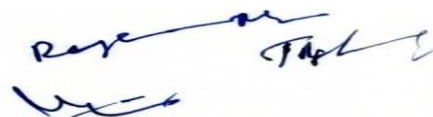
- Avasthi,A&Maheshwari,S.R.2006.PublicAdministration.(Hindi&English)LakshmiNarain Aggarwal: Agra.
- Bhattacharya, Mohit. 1987. Public Administration- Structure, Process and Behaviour. The World Press Private Ltd.: Calcutta.
- Bhattacharya, Mohit 2007. Public Administration. The World Press Private Ltd.: Calcutta.
- Marini, Frank.(Ed)1971.Towards a New Public Administration. Chandler.

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- Nicholas, Henry. 2006. Public Administration and Public affairs. Prentice Hall: New Jersey.
- Nigro, Felix A. And Nigro, Lloyd G. 1980. Modern Public Administration. Harper and Row: New York.
- Prasad, D. Ravindra, V.S. Prasad and P. Satyanarayan. 2004. Administrative Thinkers (Eds.). Sterling Publishers: New Delhi.
- Pugh, D.S. (Ed). 1985. Organization Theory Selected Readings. Penguin Books: Middlesex, England.
- Puri, K.K. 2006. Elements of Public Administration. Bharat Prakashan: Jalandhar.
- Taylor, F.W. 1947. Scientific Management. Harper and Row: New York.
- Weber, Max. 1969. The Methodology of the Social Sciences. Translated and Edited by Edward A. Shils and Henry A. Finch. The Free Press: New York.
- White, L.D. 1968. Introduction to the Study of Public Administration. Eurasia Publishing House: New Delhi.


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Introduction of Indian Constitution-I (BA/MD/PUB/1/MIC/101)

Time: 3Hours
Credits: 2
Lectures: 30

Total Marks: 50
External Assessment Marks: 35
Internal Assessment Marks: 15

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (10 Marks) covering two Units of the syllabus, an assignment (02marks) and class attendance (03 Marks). The external evaluation includes end-term examination of 35 marks covering the whole syllabus.

Note-2: For the paper setter: The question paper will consist of five questions in all. First question will be compulsory and will consist of seven short questions of 1 mark each covering the whole syllabus. In addition, four more questions will be set unit-wise comprising of two questions from each of the two units. The candidates are required to attempt two more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual understanding of the Constitution of India.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: An understanding of the theoretical and practical issues related to Indian Constitution and Administration

CO2: An understanding of the Organs of the government.

Unit-I

- (i) Federal Structure of India
- (ii) Fundamental Rights of Citizen
- (iii) Fundamental duties of Citizen
- (iv) Directive Principles of State Policy

Unit-II

- (i) Union Government :- Legislature
- (ii) Executive
- (iii) Union Territory
- (iv) Indian Judicial System

Books Recommended:-

- Ananth, K.V. (2015). The Indian Constitution and Social Revolution: Right to Property since Independence (SAGE Series in Modern Indian History) (First ed.). SAGE Publications Pvt.Ltd.
- Austin, G. (1999). The Indian Constitution: Cornerstone of a Nation. Oxford University Press.
- Bakshi, P. M. (2020). The Constitution Of India (17th ed.). Lexis Nexis, New Delhi.
- Baruah, P., & Rouleau, N. (2011). Democracy, Representation, and Self-Rule in the Indian

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Constitution. *Verfassung Und Recht in Übersee / Law and Politics in Africa, Asia and Latin America*, 44(2), 177-195. Retrieved August 24, 2021, from <http://www.jstor.org/stable/43239606>

- Basu, D., (2021). *Introduction to the Constitution of India*(25th ed.). Prentice-Hall.
- Choudhry, S., Khosla, M., & Mehta, P. B. (2016). *The Oxford Hand book of the Indian Constitution*. Oxford University Press.
- De, R. (2018). *A People's Constitution: The Everyday Life of Law in the Indian Republic* (Histories of Economic Life Book 18) (Illustrated ed.). Princeton University Press.
- Dalal, Rajbir Singh, (2009) *Fundamental Rights Enshrined in Indian Constitution: Provisions and Practices*, *Indian Journal of Political Science*, 70(3), July-September.
- Dalal, Rajbir Singh, (2012) *Recent Trends in Indian Politics: An Introspection*, *Indian Journal of Political Science*, 73(2), April- June.
- Dalal, Rajbir Singh, (2012) *Indian Judiciary: The Rising Trend of Road Justice*, *Mewar Law Journal*, Gaziabad, Vol.2, No.1.
- Kannabiran, K. (2012). *Tools of Justice: Non-discrimination and the Indian Constitution* (1st ed.). Routledge India.
- Khosla, S., & Semwal, M. (2011). *Human Rights Jurisprudence In Indian Constitution Right To Equality And Life: Concept And Substance*. *The Indian Journal of Political Science*, 72(4), 927-936. Retrieved August 24, 2021, from <http://www.jstor.org/stable/41856528>
- Panwar, N. (2010). *Directive Principles Of State Policy Envisioned In Indian Constitution: A Critical Review of its Implementation in Madhya Pradesh*. *The Indian Journal of Political Science*, 71(1), 323-332. Retrieved August 24, 2021, from <http://www.jstor.org/stable/42748390>
- Pylee, M. V. (2017). *India's Constitution*, 16th Edition. S CHAND & Company Limited.
- Rajaram, M. (2009). *Indian Constitution*. New Age International Publishers.
- Sinha, D. (2013). *Reading of the Indian Constitution*. *Economic and Political Weekly*, 48(11), 34-36. Retrieved August 24, 2021, from <http://www.jstor.org/stable/23391417>
- Bhatiya, Udit. (ed), (2018). *The Indian Constituent Assembly: Deliberations on Democracy*. Routledge, London.
- Bhargava, Rajeev. (ed), (2008). *Politics and Ethics of the Indian Constitution*. Oxford University Press.
- Hasan, Zoya, Sridharan, E, & Sudarshan, R. (ed), (2002). *India's living constitution ideas, practices, controversies*. Permanent Black, New Delhi.

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Rajaram
Bhatiya

WORKING OF INDIAN CONSTITUTION

BA/MD/PUB/1/MDC/101

Time: 3 Hours

Credits: 3

Lectures: 45

Total Marks: 75

External Assessment Marks: 50

Internal Assessment Marks: 25

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (15 Marks) covering two Units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 50 marks covering the whole syllabus.

Note-2: For the paper setter: The question paper will consist of seven questions in all. First question will be compulsory and will consist of four short questions of two marks each covering the whole syllabus. In addition, six more questions will be set unit-wise comprising of two questions from each of the three units. The candidates are required to attempt three more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual understanding of the Constitution of India.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: An understanding of the theoretical and practical issues related to Indian Constitution and Administration

CO2: An understanding of the structure of the government at the Centre and state level.

Unit-I

- (i) Preamble of Indian Constitution.
- (ii) Fundamental Rights of Citizen
- (iii) Fundamental duties of Citizen
- (iv) Directive Principles of State Policy

Unit-II

- (i) Union Government: - Legislature
- (ii) Executive
- (iii) Union Territory
- (iv) Supreme Court

Unit-III

- (i) State Legislature Executive
- (ii) Executive- Governor
- (iii) Council of Ministers and Chief Minister
- (iv) State level Judiciary

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Books Recommended:-

- Ananth, K.V. (2015). The Indian Constitution and Social Revolution: Right to Property since Independence (SAGE Series in Modern Indian History) (First ed.). SAGE Publications Pvt.Ltd.
- Austin, G. (1999). The Indian Constitution: Cornerstone of a Nation. Oxford University Press.
- Bakshi, P. M. (2020). The Constitution Of India (17thed.). Lexis Nexis, New Delhi.
- Baruah, P., & Rouleau, N. (2011). Democracy, Representation, and Self-Rule in the Indian Constitution. *Verfassung Und Recht in Übersee / Law and Politics in Africa, Asia and Latin America*, 44(2), 177-195. Retrieved August 24, 2021, from <http://www.jstor.org/stable/43239606>
- Basu, D., (2021). Introduction to the Constitution of India(25thed.).Prentice-Hall.
- Choudhry, S., Khosla, M., &Mehta, P. B. (2016).The Oxford Handbook of the Indian Constitution.Oxford University Press.
- De, R. (2018). A People's Constitution: The Everyday Life of Law in the Indian Republic (Histories of Economic Life Book 18) (Illustrated ed.). Princeton University Press.
- Dalal, Rajbir Singh, (2009) Fundamental Rights Enshrined in Indian Constitution: Provisions and Practices, *Indian Journal of Political Science*, 70(3), July-September.
- Dalal, Rajbir Singh,(2012) Recent Trends in Indian Politics:An Introspection, *Indian Journal of Political Science*, 73(2), April- June.
- Dalal, Rajbir Singh, (2012) Indian Judiciary: The Rising Trend of Road Justice, *Mewar Law Journal*, Gaziabad, Vol.2,No.1.
- Kannabiran, K. (2012). Tools of Justice: Non-discrimination and the Indian Constitution (1st ed.). Routledge India.
- Khosla, S., &Semwal, M. (2011). Human Rights Jurisprudence In Indian Constitution Right To Equality And Life: Concept And Substance. *The Indian Journal of Political Science*, 72(4), 927-936. Retrieved August 24, 2021, from<http://www.jstor.org/stable/41856528>
- Panwar, N. (2010). Directive Principles Of State Policy Envisioned In Indian Constitution: A Critical Review of its Implementation in Madhya Pradesh. *The Indian Journal of Political Science*, 71(1), 323-332. Retrieved August 24, 2021, from<http://www.jstor.org/stable/42748390>
- Pylee, M. V. (2017). India's Constitution, 16th Edition. S CHAND &Company Limited.
- Rajaram,M.(2009).IndianConstitution.NewAgeInternationalPublishers.
- Sinha,D. (2013).Reading of the Indian Constitution. *Economic and Political Weekly*, 48(11),34-36. Retrieved August 24, 2021, from<http://www.jstor.org/stable/23391417>
- Bhatiya, Udit.(ed),(2018).The Indian Constituent Assembly: Deliberations on Democracy. Routledge, London.
- Bhargava, Rajeev. (ed), (2008). Politics and Ethics of the Indian Constitution. Oxford University Press.
- Hasan, Zoya, Sridharan, E, &Sudarshan, R. (ed), (2002). India's living constitution ideas, practices, controversies. Permanent Black, NewDelhi.
- Kosla, Madhav. (2012).Indian Constitution. Oxford University Press.
- Khosla, Madhav.(2020).India's founding moment: The constitution of almost surprising democracy. Harvard University Press, Harward.
- Krishna swamy, S. (2010). *Democracy and constitutionalism in India: A study of the basic structure doctrine*. Oxford University Press.
- Chowdhary,Sujit,Khosla,Madhav,Mehta,PratapBhanu.(ed),(2017).TheOxford Handbook of the Indian Constitution, Oxford University Press

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DISASTER MANAGEMENT TECHNIQUES (BA/MD/PUB/1/SEC/101)

Time: 3Hours
Credits: 3
Lectures: 45

Total Marks: 75
External Assessment Marks: 50
Internal Assessment Marks: 25

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (15 Marks) covering two Units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 50 marks covering the whole syllabus.

Note-2: For the paper setter: The question paper will consist of seven questions in all. First question will be compulsory and will consist of four short questions of two marks each covering the whole syllabus. In addition, six more questions will be set unit-wise comprising of two questions from each of the three units. The candidates are required to attempt three more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual understanding of the Disaster Management Techniques

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Understanding meaning of disaster and its various aspects.

CO2: Acquire skills to know how to manage the disaster in India.

CO3: Acquaintance with the role and responsibilities of disaster manager.

Unit-I: Conceptual Constructs

- (a) Disaster– concept and dimensions.
- (b) Natural Disasters– Earthquakes, Volcanic Eruptions, Floods, Cyclones, Climate Change.
- (c) Man-made Disasters–Anthropogenic, Soil Degradation, Desertification and Deforestation

Unit-II: Disaster Management in India

- (a) Organizational Framework for Disaster Administration in India at the Union, State and Local levels (including Nodal Agency, National Disaster Management Authority, State Authority) as per the Disaster Management Act, 2005.
- (b) National Policy on Disaster Management, 2009.
- (c) Disaster Profile of India–Mega Disasters of India and Lessons Learnt.

Unit- III: Application of Science and Technology for Disaster Management

- (a) Role of Geo informatics /Information and Communication Technology Systems in Disaster Management (Remote Sensing, GIS and GPS).
- (b) Disaster Communication System (Early Warning and its Dissemination).
- (c) Land Use

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Suggested Readings:

- Asian Development Bank (1991) Disaster Mitigation in Asia and the Pacific. ADB: Manila
- Dhawan, Nidhi Gauba and Khan, Ambrina Sardar (2012) Disaster Management and Preparedness. CBS Publications: New Delhi
- Govt. of India/UNDP(2002-07)Disaster Risk Management Programme (2002-07): Comm Unity Based Disaster Preparedness and Risk Reduction through Participation of Committees and Local Self Governments. Available at: www.ndmindia.nic.in/EQProjects/goiundp2.0.pdf
- Kumar, Rajesh (2018) E-Governance and Disaster Management. Gen Next Publications: New Delhi
- Monappa, KC (2004)Disaster Preparedness. Akshay Public Agencies: New Delhi
- Narayan,B(2009)DisasterManagement.APHPublishingCorporation:NewDelhi
- Nayak, Shaileshabd Siri Zlatanova(Eds.)(2008)Remote Sensingand GIS Technologies for Monitoring and Prediction of Disasters. Springer: Berlin
- Palanivel,K;Saravanel,J;andGunasekaran,S(2015)DisasterManagement.AlliedPublishers: New Delhi
- Pine,John(2018)TechnologyandEmergencyManagement(2ndEdition).Wiley:HobokenPrince, T Y (1994) Environmental NGOs in World Politics. Routledge: London
- Sahni,P;Ariyabandu,MandMalagoda,M(2003)DisasterRiskReductioninSouthAsia.Prentice Hall: NewDelhi
- Satendra, and Sharma,V K(2004) Sustainable Rural Development for Disaster Management. Concept Publishing Company: New Delhi
- Sharma,VinodK(2013) Disaster Management(2nd Edition).Medtech: NewDelhi
- Shaw, Rajaband Yukhihiko, Oikawa(Eds.)(2014)EducationforSustainableDevelopmentand Disaster Risk Reduction. Spinger: Japan
- Subramanian, R(2018) Disaster Management(1st Edition).Vikas Publishing House: New Delhi
- Pandey, Rajender Kumar (2020), Disaster Managemen tin India Sage, New Delhi

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Rajender Kumar

SEMESTER-II

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**BASICS OF PUBLIC ADMINISTRATION
(BA/MD/PUB/2/DSC/102)**

Time: 3Hours
Credits: 4
Lectures: 60

Total Marks: 100
External Assessment Marks: 70
Internal Assessment Marks: 30

Note- 1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid- term examination (20 Marks) covering two Units of the syllabus, an assignment (05 marks) and class attendance (05 marks). The external evaluation includes end- term examination of 70 marks covering the whole syllabus.

Note- 2: For the paper setter: The question paper will consist of nine questions in all. First question will be compulsory and will consist of seven short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit- wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions of 14 marks each selecting at least one question from each unit.

Course Objective: The objective of the Course is to acquaint the learner with conceptual understanding of the Basics of Public Administration.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Understand various theories of Organization.

CO2: Concepts and elements of Personnel Administration.

CO3: Understand principles, preparation and enactment of Budget and concepts of Public Funds.

Unit-I

Theories of Organization: Scientific Management Theory (F.W. Taylor), Classical Theory and Bureaucratic theory (Max Weber)

Unit-II

Personnel Administration: Meaning, Nature, Scope and Significance. Elements of Personnel Administration: Recruitment, Training, Promotion, Motivation and Morale.

Unit-III

Budget: Principles, Preparation and Enactment of Budget, Public Funds: Accounting and Auditing. Financial Control; Parliamentary (Parliament and its committees) and Executive Control.

Unit-IV

Meaning and Significance of followings:

- I. Administrative Law
- II. Delegated Legislation.
- III. Administrative Tribunal.
- IV. Public Policy.

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Books Recommended:-

- Avasthi, A. & Maheshwari, S. R. 2006. Public Administration, Lakshmi Narain Aggarwal: Agra.
- Babu, M. Sathya (2005) Motivating Bureaucracy, McMillan: Delhi
- Babu, M. Sathya (2008) Prashashanavm A fasarshahi (Hindi), McMillan: Delhi
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- Dimock, Marshal Edward and Dimock, Gladys Ogden. 1975. Public Administration. Oxford and IBH: New Delhi.
- Goel, S. L. 1984. Public Personnel Administration: Theory and Practice. Deep & Deep: New Delhi.
- Koeing, Louis W. 1986. An Introduction to Public Policy. Prentice Hall: New Jersey.
- Puri, K. K. 2006. Elements of Public Administration. Bharat Prakashan: Jalandhar.
- Ramayyar A. S. 1967, Indian Audit and Account Department. Indian Institute of Public Administration: New Delhi.
- Sahni, Pradeep. 1987. Public Policy: Conceptual Dimensions. Kitab Mahal: Allahabad.
- Sharma, M. P. 1960, Public Administration Theory and Practice. Kitab Mahal: Allahabad.
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- Wattal, P. K. 1963. Parliamentary Financial Control of India. Minerva Book Shop: Bombay.
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INTRODUCTION OF INDIAN CONSTITUTION-II

(BA/MD/PUB/1/MIC/102)

Time: 2 Hours

Credits: 2

Lectures: 30

Total Marks: 50

External Assessment Marks: 35

Internal Assessment Marks: 15

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (10 Marks) covering two Units of the syllabus, an assignment (02marks) and class attendance (03 Marks). The external evaluation includes end-term examination of 35 marks covering the whole syllabus.

Note-2: For the paper setter: The question paper will consist of five questions in all. First question will be compulsory and will consist of seven short questions of 1 mark each covering the whole syllabus. In addition, four more questions will be set unit-wise comprising of two questions from each of the two units. The candidates are required to attempt two more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual understanding of the Constitution of India.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: An understanding of the theoretical and practical issues related to Indian Constitution and state level government and Administration

CO2: An understanding of the relations between center and state in Indian democracy

Unit-I

State Government- :- Legislature, Legislative Assembly, Legislative Council.

Executive:- Governor, Council of Ministers and Chief Minister

Unit-II

Centre and State Relations- Legislative, Administrative and financial, All India Services and Election Commission of India.

Books Recommended:-

- Ananth, K.V. (2015). The Indian Constitution and Social Revolution: Right to Property since Independence (SAGE Series in Modern Indian History) (First ed.). SAGE Publications Pvt.Ltd.
- Austin, G. (1999). The Indian Constitution: Cornerstone of a Nation. Oxford University Press.
- Bakshi, P. M. (2020). The Constitution Of India (17thed.). Lexis Nexis, New Delhi.
- Baruah, P., & Rouleau, N. (2011). Democracy, Representation, and Self-Rule in the Indian Constitution. *Verfassung Und Recht in Übersee / Law and Politics in Africa, Asia and Latin America*, 44(2), 177-195. Retrieved August 24, 2021, from <http://www.jstor.org/stable/43239606>
- Basu, D., (2021). Introduction to the Constitution of India (25thed.). Prentice-Hall.
- Choudhry, S., Khosla, M., & Mehta, P. B. (2016). The Oxford Handbook of the Indian Constitution. Oxford University Press.
- De, R. (2018). A People's Constitution: The Everyday Life of Law in the Indian Republic (Histories

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of Economic Life Book 18) (Illustrated ed.). Princeton University Press.

- Dalal, Rajbir Singh, (2009) Fundamental Rights Enshrined in Indian Constitution: Provisions and Practices, Indian Journal of Political Science, 70(3), July-September.
- Dalal, Rajbir Singh, (2012) Recent Trends in Indian Politics: An Introspection, Indian Journal of Political Science, 73(2), April- June.
- Dalal, Rajbir Singh, (2012) Indian Judiciary: The Rising Trend of Road Justice, Mewar Law Journal, Gaziabad, Vol.2, No.1.
- Kannabiran, K. (2012). Tools of Justice: Non-discrimination and the Indian Constitution (1st ed.). Routledge India.
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- Pylee, M. V. (2017). India's Constitution, 16th Edition. S CHAND & Company Limited.
- Rajaram, M. (2009). Indian Constitution. New Age International Publishers.
- Sinha, D. (2013). Reading of the Indian Constitution. Economic and Political Weekly, 48(11), 34-36. Retrieved August 24, 2021, from <http://www.jstor.org/stable/23391417>
- Bhatia, Udit. (ed), (2018). The Indian Constituent Assembly: Deliberations on Democracy. Routledge, London.
- Bhargava, Rajeev. (ed), (2008). Politics and Ethics of the Indian Constitution. Oxford University Press.
- Hasan, Zoya, Sridharan, E, & Sudarshan, R. (ed), (2002). India's living constitution ideas, practices, controversies. Permanent Black, New Delhi.

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CITIZEN CENTRIC ADMINISTRATION
(BA/MD/PUB/2/MDC/102)

Time: 3 Hours
Credits: 3
Lectures: 45

Total Marks: 75
External Assessment Marks: 50
Internal Assessment Marks: 25

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (15 Marks) covering two Units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 50 marks covering the whole syllabus.

Note-2: For the paper setter: The question paper will consist of seven questions in all. First question will be compulsory and will consist of four short questions of two marks each covering the whole syllabus. In addition, six more questions will be set unit-wise comprising of two questions from each of the three units. The candidates are required to attempt three more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual understanding of the Citizen Centric Administration

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Knowledge about the evolution and growth of the idea and concept of citizen centric governance

CO2: Theoretical and conceptual knowledge of governance and Good Governance

CO3: Understanding about the institutions, tools and mechanism for ensuring citizen centric governance

Unit-I: Introduction

- (a) Citizen Centric Administration- Concept, Meaning and Significance;
- (b) Good Governance -Features, Preconditions and Barriers;
- (c) E-Governance and citizen centric Administration,

Unit-II: Citizen's Participation

- (a) Role of Civil Society, Role and impact of Media, Accountability, Openness and Transparency.
- (b) Citizens Charters–Right to Public Services and Social Audit.;
- (c) RTI Act 2005, its uses and benefits and barriers.

Unit-III: Institutions' Role in Governance

- (a) Roll of Media.
- (b) Ombudsman- Lokpal and Lokayukt
- (c) Pressure Group.

Books Recommended:-

- Alford, John and O'Flynn, Janine (2012) Rethinking Public Service Delivery. Palgrave Macmillan: New York
- Anderson, Dennis; Wu Robert; Cho, June-Su and Schroeder, Katja (2015) E-Government

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Strategy, ICT and Innovation for Citizen Engagement. Springer-Verlag New York Inc: New York

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- Bertot, J C and Jaeger, P T (2006) User-centered e-government: Challenges and benefits for government websites, *Government Information Quarterly*, 23, pp. 163–168
- Bouckaert, G and Van de Walle, S (2003) Comparing measures of citizen trust and user satisfaction as indicators of “good governance”: Difficulties in linking trust and satisfaction indicators, *International Review of Administrative Sciences*, 69 (3), pp. 329– 344
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- Brown-Shafii, Susan(2011)Promoting Good Governance, Development and Accountability: Implementation and the WTO. Palgrave Macmillan: New York
- Chadwick, A and May, C (2003), Interaction between states and citizens in the age of the Internet:E-governmentintheUnitedStates,Britain,andtheEuropeanUnion.Governance: An International Journal of Policy and Administration, 16(2), pp. 271–300.
- Chakrabarty, Bidyutand Bhattacharya,Mohit(Eds.)(2008)TheGovernanceDiscourse:A Reader. Oxford, New Delhi
- Chand, VikramK(Ed.)(2010)Public Service Delivery in India: Understanding the Reform Process. Oxford: New Delhi
- Chandler,JA(Ed.)(1996)The Citizen’s Charter. Dartmouth Publishing, UK
- Fornell, C (2007) The Satisfied Customer: Winners and losers in the battle for buyer preference. Palgrave Macmillan: New York
- Government of India (2009) Citizen Centric Administration: The Heart of Governance-Twelfth Report. Second Administrative Reforms Commission, Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions: New Delhi
- Government of India (2008)Citizen’s Charters – AHandbook. Centrefor Good Governance DepartmentofAdministrativeReformsandPublicGrievances,MinistryofPersonnel,Public Grievances and Pensions, New Delhi
- Hatry, H P (2006) Performance Measurement: Getting Results. Urban Institute Press: Washington, DC
- Kelly, J M and Swindell, D (2002) A multiple indicator approach to municipal service evaluation: Correlating performance and citizen satisfaction across jurisdictions, *Public Administration Review* 62(5), pp. 610–621
- Lathrop, Daniel and Ruma, Laurel (Eds.) (2010) Open Government: Collaboration, Transparency, and Participation in Practice. O’Reilly: Cambridge
- Mander, Harsh and Asif, Mohammed (2004) Good Governance: Resource Book. Books for Change: Bangalore
- Manoharan, Aroon (2014) E-Government and Websites: A Public Solutions Handbook. Routledge: New York
- Mathur, Birendra Prasad (2014) Ethics for Governance: Reinventing Public Services. Routledge: New Delhi
- Mishra,Sweta(2012) Citizen-Centric PublicSystems. Pearson:NewDelhi
- Morgeson, Forrest V (January,2011) E-government performance measurement: A citizen centric approach in theory and practice (Chapter-8pp.150-165)inthebookbyChen,Yu-

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ChiandChu,Pin-Yu(2012)ElectronicGovernanceandCross-BoundaryCollaboration Innovation and Advancing Tools.IGI Global: Hershey PA

- Munshi, Surendraand Abraham, BijuPaul(Eds.)(2004)Good Governance, Democratic Societies and Globalization. Sage: New Delhi
- Norris, P (2001) Digital Divide: Citizen Engagement, Information Poverty and the Internet Worldwide. Cambridge University Press: New York
- Oliver,RichardW(2004)Whatis Transparency? McGrawHill:NewYork
- Ostrom, E (1999) Why do we need multiple indicators of Public service outputs? in McGinnis, M D (Ed.) Polycentricity and local Public economies. University of Michigan Press: Ann Arbor, MI, USA
- Piotrowski,SuzzaneJ(Ed.)(2010)TransparencyandSecrecy:AReaderLinkingLiterature and ContemporaryDebate. Lexington Books: Maryland, Playmouth, UK Rahman, Hakikur (2012) Cases on Progression and Challenges in ICT Utilization for Citizen-Centric Governance. IGI Global:Hershey PA
- Sawshilya,Archana(ConsultingEditor)(2012)EthicsandGovernance.Pearson:Delhi
- Shah, Anwar (Ed.) (2005) Public Services Delivery. World Bank: Washington DC
- Vayunandan,EandMathew,Dolly(2003)GoodGovernance:InitiativesinIndia.PHI Learning: New Delhi
- Viborg,KimAndersen(2005)E-Government and Public Sector Process Rebuilding. Springer-Verlag New York Inc: New York

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DIGITAL GOVERNANCE

(BA/MD/PUB/2/SEC/102)

Time: 3 Hours

Credits: 3

Lectures: 45

Total Marks: 75

External Assessment Marks: 50

Internal Assessment Marks: 25

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (15 Marks) covering two Units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 50 marks covering the whole syllabus.

Note-2: **For the paper setter:** The question paper will consist of seven questions in all. First question will be compulsory and will consist of four short questions of two marks each covering the whole syllabus. In addition, six more questions will be set unit-wise comprising of two questions from each of the three units. The candidates are required to attempt three more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual understanding of the Digital Governance

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Gaining theoretical understanding about the concept digital governance

CO2: Learning practical application of e-governance in different walks of life

CO3: Awareness of various e-governance initiatives undertaken to deliver public services to the stakeholders

Unit-I: Conceptual constructs, Theories and Models:

- a) Concept, Scope and Significance, Difference between e-Governance and Digital Governance and digital transformation continuum.
- b) Types of Interaction G2C, G2B and G2G.
- c) Growth of e-Governance initiatives in India- Pre and Post National e-Governance Plan.

Unit – II Digital Technologies

- a) User-centered practices of Digital Technologies-opportunities, challenges and role in improving public services delivery and public policies
- b) Issues and challenges: Digital Divide, Privacy and Cyber Security, Capacity building.
- c) Social Media Platforms: problems of control, misinformation and disinformation

Unit III: Legal Framework

- a) Machinery for Implementation of the ITAct,2000: Barriers and implications
- b) The Information Technology (Intermediary Guidelines and Digital Media Ethics Code), Rules 2021
- c) Recommendations to reform legal framework

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Books Recommended:-

- (<http://www.iimahd.ernet.in/~subhash/pdfs/OneStopShopForElectronicDeliveryJun2005.pdf>) Computerization of land records in India";
<http://www.gisdevelopment.net/application/lis/overview/lisrp0015a.htm>, accessed on 22.08.08;
http://www.eindia.net.in/egov/presentation/Day_3/Session_2/YS_Malik.pdf, E-Government Act of 2002;
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; „Minimum Agenda for e-Governance in the Central Government“; <http://darpg.nic.in/arpd>
- A Study Impact of 'Digital India' in 'Make in India' Program in IT&BPM... www.academia.edu/...
- Anttiroiko, Ari-veikko and Malkia, Matti (2006) Encyclopedia of Digital Governance. IGI Global Publications: Pennsylvania, USA.
- Balraj Singh and Rajkumar Siwach (2016), E-Governance: Initiatives and challenges, Shree publishers and distributors, New Delhi.
- Bellamy, Christine and John, Taylor (1998) Governing in the Information Age. Open University Press: Buckingham
- Bhatnagar, SC (2004) E-Government: From Vision to Implementation. Sage: New Delhi
- Bhatnagar, Subhash: One Stop Shop for Electronic Delivery of Services: Role of Public Private Partnership
- Bouwman, Harry; Hooff, Bart van den; Vingaert, Lidwien van de; and Dijk, Jan van (2005) Information and Communication Technology in Organizations: Adoption, Implementation, Uses and Effects, Sage Publications: New Delhi
- Building a Digital Governance Program – isaca <https://www.isaca.org/>.
- Digital Government 2018 <https://digital-government.co.uk/>
- Digital India Portal <https://digitalindiaportal.co.in/>
- Digital India <https://www.digitizeindia.gov.in/DigitalIndiaLearningPortal> <https://lms.negd.in/>
- Digital Transformation India 2018 - Forrester <https://events.forrester.com/ehome/dti-india2018>
- Dunleavy, Patrick; Margetts, Helen; Bastow Simon; and Tinkler, Janae (2007) Digital Era Governance – IT Corporations, the State and e-Governments Oxford University Press: Oxford
- Fang, Z (2002) e-Government in Digital Era: Concept, Practice and Development. International Journal of the Computer, the Internet and Information, Vol.10, No.2, pp.1-22
- Gosling, P. (1997) Government in the Digital Age. Bowerdean Publishing Co Ltd
- Heeks, Richard (2006) Implementing and Managing e-Government: An International text. Sage: London
- Hothi, BS (2019), E-Governance, RBSA, Jaipur.
- IT Digital Transformation | Make Your Strategy a Reality | gartner.com www.gartner.com/DigitalBusiness.
- Jeremy Swinfen Green, Stephen Daniels (2019), Digital Governance: Leading and Thriving in a world of fast-changing technologies, Routledge, UK

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- Jones, S.G. (Ed.) (1995) *Cyber Society, Computer mediated communication and Community*. Sage: Thousand Oaks CA
- Karen Layne and Jungwoo Lee, *Government Information Quarterly*, 18(2001), pp. 122-36. Elsevier: Manchester UK
- Kooiman, J. (Ed.) (1993) *Modern Governance: New Government – Society Interactions*. Sage: London
- Layne, K. and Lee J. (2001) *Developing Fully Functional e-Government: A Four Stage Model*.

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CENTRAL ADMINISTRATION

(BA/MD/PUB/3/DSC/201)

Time: 3 Hours
Credits: 4
Lectures: 60

Total Marks: 100
External Assessment Marks: 70
Internal Assessment Marks: 30

Note- 1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid- term examination (20 Marks) covering two Units of the syllabus, an assignment (05 marks) and class attendance (05 marks). The external evaluation includes end- term examination of 70 marks covering the whole syllabus.

Note- 2: For the paper setter: The question paper will consist of nine questions in all. First question will be compulsory and will consist of seven short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit- wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions of 14 marks each selecting at least one question from each unit.

Course Objective: The objective of the Course is to acquaint the learner with conceptual understanding of the Central Administration

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Understand the meaning and features of Indian Administration and its British Legacy.

CO2: Understand powers, role and position of President, Prime Minister, Council of Ministers etc.

CO3: Organization and Role of Ministry of Home Affairs and Ministry of Finance.

Unit-I

British Legacies over Indian Administration. Features of Indian Administration. Role of Indian Administration in Socio-Economic Development. Fundamental Rights and Duties.

Unit-II

Union Legislature- Lok Sabha and Rajya Sabha: Composition, Function and Roll. Supreme Court: Composition, Function and Roll, Public Interest Litigation and relevant issues.

Unit-III

President: Election, Impeachment, Powers and Position. Prime Minister & Council of Ministers: Appointment, Powers and Role. Central Secretariat and Cabinet Secretariat: Organization, Role and Functions.

Unit-IV

Civil Service in India: Role and Significance; Union Public Service Commission: Composition and Functions. Recruitment and Training of All India and Central Services.

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Books Recommended:-

- Avasthi A. 1980. Central Administration: Tata Mc Graw Hill: New Delhi.
- Chanda Ashok: 1967. Indian Administration: Allen and Unwin: London.
- Jain, R.B., 1976. Contemporary Issues in Indian Administration, Vishal Publications: New Delhi.
- Johari, J.C., 1977. Indian Government and Politics: Vishal Publications: Delhi.
- Khera, S.S. 1975. The Central Executive. Orient Longman: New Delhi.
- Maheshwari, S.R., 2007. Indian Administration (English & Hindi). Orient Longman: New Delhi.
- Misra B.B., 1970. The Administrative History of India; Oxford University Press: London.
- Muttalib, M.A. 1967. Union Public Service Commission, I.I.P.A.: New Delhi.
- Puri, K.K., 1985. Indian Administration, Bharat Prakashan, Jalandhar.
- Prasad, Bishwanath 1968. The Indian Administrative Service; S. Chand & Company: Delhi.
- Singh Hoshia and Singh Mohinder, 1989. Public Administration in India: Theory and Practice; Sterling Publishers Private Ltd., New Delhi.
- Subramaniam, Malathi, 1987. Management of Public Administration, Deputy Publications: Delhi.
- Subramaniam, V. 1971. Social Background of India's Administrators, Publication Division, Government of India: New Delhi.

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GRASSROOTS DEMOCRACY IN INDIA (BA/MD/PUB/3/MIC/201)

Time: 3Hours
Credits: 4
Lectures: 60

Total Marks: 100
External Assessment Marks: 70
Internal Assessment Marks: 30

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two Units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: **For the paper setter:** The question paper will consist of nine questions in all. First question will be compulsory and will consist of seven short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual Understanding of the Grassroot Democracy in India.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Understand the meaning and nature of Local Government.

CO2: Learning Constitutionality of Local bodies in Rural and Urban Areas

CO 3: Relations of Local Government with Centre and State Government

Unit I

Local Government: meaning, nature; Types, Scopes and significance.

Historical Evolution of Local Government.

Development and Growth of Local Government after independence Balwant Rai Mehta Committee, Ashok Mehta Committee, L.M.Singhvi Committee and other Committees.

Unit II

Features of 73rd Amendment Act, Structure and Functions of Rural Government – Gram Sabha, Gram Panchayat, Panchayat Samiti and Zila Parishad.

Unit III

Features of 74th Amendment Act, Structure and Functions of Urban Local Government – Nagar Panchayat, Municipal Council and Municipal Corporation.

Unit IV

Relations of Local Government with Centre and State Government issues regarding Funds, Functions, Functionaries, State Election Commission, State Finance Commission and Panchayati Raj Mantralya

Books Recommended:-

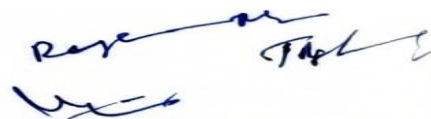
- Dye, T.R. (2016). Understanding Public Policy (15th ed.). UK: Pearson.
- Dror, Y. (1983). Public Policy Making Re-examined. UK: Routledge.
- Dunn, W.N. (2007). Public Policy Analysis: An Integrated Approach. UK: Routledge.
- Heady, F. (2001). Public Administration: A Comparative Perspective (6th ed.) UK: Routledge.

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- Moran, M., Rein, M. & Goodin, R. E. (2008). *The Oxford Handbook of Public Policy*, UK: Oxford University Press.
- Howlett, M., Ramesh, M. & Perl, P. (2009). *Studying Public Policy: Policy Cycles & Policy Subsystems*. Toronto: Oxford University Press.
- Hill, M. & Varone, F. (2010). *The Public Policy Process*. UK: Routledge.
- Anderson, J. E. (1984). *Public Policy-Making*. New York: CBS College Publishing.
- Braybrooke, D. & Lindblom, C. E. (1963). *A Strategy of Decision*. New York: Free Press.
- Choo, C. W. (2000). *The Knowing Organisation*. (2nd ed.) New York: Oxford University Press.
- DeLeon, P. (1977). *Democracy and the Policy Sciences*. Albany: Sunny Press.
- Dror, Y. (1964). Muddling through—, Science or, Inertia??. *Public Administration*. 24(3), 153-157.
- Dror, Y. (1968). *Public Policy Making Re-examined*. Pennsylvania: Scranton.
- Dye, T. R. & Gray, V. (eds.) (1980). *The Determinants of Public Policy*. Toronto: Heath.
- Dye, T. R. (1980). *Understanding Public Policy*. Englewood Cliffs: Prentice Hall.
- Easton, D. (1965). *A Framework for Political Analysis*. Englewood Cliffs, New Jersey: Prentice Hall.


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**TRANSPARENCY IN PUBLIC ADMINISTRATION
(BA/MD/PUB/1/MDC/201)**

Time: 3 Hours
Credits: 3
Lectures: 45

Total Marks: 75
External Assessment Marks: 50
Internal Assessment Marks: 25

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (15 Marks) covering two Units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 50 marks covering the whole syllabus.

Note-2: For the paper setter: The question paper will consist of seven questions in all. First question will be compulsory and will consist of four short questions of two marks each covering the whole syllabus. In addition, six more questions will be set unit-wise comprising of two questions from each of the three units. The candidates are required to attempt three more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual understanding of the Transparency in Public Administration.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Understand the meaning and concept of transparency leading to integrity. **CO2:**

Analyze the functioning of various agencies working to combat corruption. **CO3:**

Visualize the various pros and cons of Right to Information Act 2005.

Unit-I: Introduction

- (a) Transparency: Meaning and Concept.
- (b) Integrity in Administration.
- (c) Peoples' Participation in Administration
- (d) Citizens' Charters.

Unit-II: Agencies to Combat Corruption

- (a) Corruption: Meaning, Types and Prevention.
- (b) Lokpal
- (c) Lokayukt
- (d) Enforcement Directorate

Unit-III: Right to Information

- (a) Central Bureau of Investigation (CBI)
- (b) Central Vigilance Commission (CVC)
- (c) State Vigilance Bureau
- (d) Right to Information Act-2005

RECOMMENDED READINGS:

- C.P.Barthwal(2003), Good Governance in India, Deep and Deep Publication, Delhi.

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- J.N.,Sharma(2004),PowerPoliticsandCorruption:AGandhianSolution,Deep&Deep Publications,.
- J.Satyanarayana(2004), E-Government, Printece Hallof India, NewDelhi.
- P.F.Drucker(1999),BeyondtheInformationRevolution,AtlanticMonthly,Volume284,No-4, October.
- WorldBankReport,1999.
- Siwach,Rajkumar(2010),SuchnakaAdhikarAdhiniyam,2005aurPardarshiShasanTantar, Central Law Publication.
- Alford,JohnandO'Flynn,Janine(2012)RethinkingPublicServiceDelivery.Palgrave Macmillan: New York
- Anderson, Dennis; Wu Robert; Cho, June-Suh and Schroeder, Katja (2015)E- Government Strategy, ICT and Innovation for Citizen Engagement. Springer-Verlag New York Inc: New York
- Brown-Shafii, Susan (2011) Promoting GoodGovernance, Development and Accountability:ImplementationandtheWTO.PalgraveMacmillan:NewYork
- Chakrabarty,BidyutandBhattacharya,Mohit(Eds.)(2008)TheGovernanceDiscourse:A Reader. Oxford:New Delhi
- Chand, Vikram K (Ed.) (2010) Public Service Delivery in India: Understanding the Reform Process. Oxford: New DelhFornell, C (2007) The Satisfied Customer: Winners and losers in the battle for buyer preference. Palgrave Macmillan: New York
- Government of India (2009) Citizen Centric Administration: The Heart of Governance-Twelfth Report. Second Administrative Reforms Commission, Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions: New Delhi
- Lathrop, Daniel and Ruma, Laurel (Eds.) (2010) Open Government: Collaboration, Transparency, and Participation in Practice. O'Reilly: Cambridge
- Manoharan, Aroon (2014) E-Government and Websites: A Public Solutions Handbook. Routledge: New York
- Mathur, Birendra Prasad (2014) Ethics for Governance: Reinventing Public Services. Routledge: New Delhi
- Mishra,Sweta(2012)Citizen-Centric Public Systems. Pearson: NewDelhi
- Morgeson, Forrest V (January,2011) E-government performance measurement: A citizen centric approach in theory and practice (Chapter -8 pp. 150-165)in the book by Chen.
- Yu-Chiand Chu, Pin-Yu (2012) Electronic Governance and Cross-Boundary Collaboration Innovation and Advancing Tools.IGI Global: Hershey PA
- Piotrowski,SuzzaneJ(Ed.)(2010)TransparencyandSecrecy:ARaderLinkingLiterature and Contemporary Debate. Lexington Books: Maryland, Playmouth,
- UKRahman,Hakikur(2012)CasesonProgressionandChallengesinICTUtilizationfor Citizen-Centric Governance. IGI Global:Hershey PA
- Sawshilya,Archana(ConsultingEditor)(2012)EthicsandGovernance.Pearson:Delhi
- Shah, Anwar (Ed.) (2005) Public Services Delivery. World Bank: Washington DC
- Viborg, Kim Andersen(2005)E-Government and Public Sector Process Rebuilding. Springer-Verlag New York Inc: New York

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MANAGEMENT OF NGOs
(BA/MD/PUB/1/SEC/102)

Time: 3 Hours

Credits: 3

Lectures: 45

Total Marks: 75

External Assessment Marks: 50

Internal Assessment Marks: 25

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (15 Marks) covering two Units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 50 marks covering the whole syllabus.

Note-2: For the paper setter: The question paper will consist of seven questions in all. First question will be compulsory and will consist of four short questions of two marks each covering the whole syllabus. In addition, six more questions will be set unit-wise comprising of two questions from each of the three units. The candidates are required to attempt three more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual understanding of the Administration of Non- Governmental Organizations.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: To understand the concept, theory and practice of the NGOs.

CO2: To get acquaintance with working and process of the NGOs in India.

CO3: To know the implications of the monitoring and accountability of the NGOs.

Unit-I: Conceptual Understanding

- (a) Voluntarism, Charity, Philanthropy and Voluntary Action.
- (b) Voluntary Organizations: Meaning, Types, Roles, Functions, Features, Advantages over Governmental Organizations.
- (c) History of Voluntary Organizations in India.

Unit-II: Role and functions of Governmental Organizations

- (a) National Policy on the Voluntary Sector.
- (b) Foreign Contribution Regulation Act.
- (c) NGO-Government, NGO-Private Sector Partnership: Rational and Practice.

Unit-III: Personnel Management

- (a) Capacity Building, Autonomy, Ethics and Accountability of NGOs,
- (b) Union Ministry of Social Justice and Empowerment and its Initiatives

Recommended Books:-

- Osborne, Stephen (2021) (Ed.), Voluntary and Non-Profit Management, four volumes, Sage, New

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Delhi.

- The Indian Journal of Public Administration, Quarterly Journal of Indian Institute of Public Administration, special number on, "Voluntary organizations and developments: their role and function, July- Sept. 1987, Vol. 33, Issue 3.
- Bava, N (Ed.) (1997) Non-Government Organisations in Development: Theory and Practice. Kanishka Publishers: New Delhi
- Dantwala, ML; Sethi, Harsh and Pravin Visaria (Eds.) (1998) Social Change Through Voluntary Action. Sage Publications: New Delhi
- Gangrade, K D and Jain S (1995) NGOs: Retrospect and Prospect. Friedrich Ebert Stiftung: New Delhi
- Government of India (1994) An Action Plan to bring about Collaborative Relationship between Voluntary Organizations and Government. CAPART, Government of India: New Delhi (Available at: <http://pcserver.nic.in/ngo/reports.aspx>)
- Government of India (2007) Report of the Steering Committee on Voluntary Sector for the Eleventh Five-Year Plan. Planning Commission: New Delhi
- Jain, N (2009) Handbook for NGOs: An Encyclopaedia for Non-Governmental Organisations and Voluntary Agencies, (I&II). Nabhi Publications: New Delhi
- Jain, RB (1995) NGO in Development Perspective. Vivek Prakashan: New Delhi
- Kalima, R. (1992). Where Women are Leaders: The Sewa Movement in India. Vistaar Publications: New Delhi
- Planning Commission (2002) Report of the Steering Committee on Voluntary Sector for the Tenth Five-Year Plan: Government of India, Planning Commission: New Delhi (Available at: <http://pcserver.nic.in/ngo/reports.aspx>)
- Barry Dym and Harry Hutson (2005), Leadership in Nonprofit Organisation, Sage Publications India,.
- Citizen's Report on Governance and Development 2007, Sage, 2007.
- Femida Handy, Meenaz Kassam, Suzanne Feeney, Bhagyashree Ranade (2006), Grass-Roots NGOs by Women for Women, Sage.
- Goel, S.L., Kumar R (2004), Administration and Management of NGOs: Text and Case Studies, Deep & Deep Publications,.
- Mary HKaldor, Marlies Glasius (2007), Global Civil Society, Sage.
- Michael Norton and Murray Culshaw (2000), Getting Started in Fundraising, Sage.
- NJayaram (2005), On Civil Society Sage.
- Patricia W Murphy and James V Cunningham (2003), Organizing for Community Controlled Development, Sage Publications.
- Rajesh Tandon and Ranjita Mohanty (2003), Does Civil Society Matter, Sage Publications India,.
- Rajeev Bhargava, Helmut Reifeld (2005), Civil Society, Public Sphere and Citizenship, sage.
- Rajkumar Siwach (2004), NGOs and Social Welfare, Shankar Publishers, New Delh.,
- S.L. Goel, R. Kumar (2005), Administration and Management of NGOs, Deep & Deep Publications, New Delhi,.
- TK Oommen (2004), Nation, Civil Society and Social Movements, Sage Publications India,.
- Indian Red Cross <http://www.indianredcross.org/>
- Mohanty Mand Singh A (Eds.) Voluntarism and Government: Policy, Programme and Assistance: Voluntary Action Network India (VANI) <http://pcserver.nic.in/ngo/reports.aspx>

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- Planning Commission.(2002)Proceedings of the All India Conference on the Role of the Voluntary Sector in National Development. <http://pcserver.nic.in/ngo/reports.aspx>
- Self Employed Women"s Association<http://www.sewa.org/>
- Voluntary Action Network India.www.Vaniindia.org.(VANI)
- Voluntary Organisations Database and Reports<http://pcserver.nic.in/ngo/>

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SEMESTER - IV

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**STATE AND DISTRICT ADMINISTRATION
(BA/MD/PUB/4/DSC/202)**

Time: 3 Hours
Credits: 4
Lectures: 60

Total Marks: 100
External Assessment Marks: 70
Internal Assessment Marks: 30

Note- 1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid- term examination (20 Marks) covering two Units of the syllabus, an assignment (05 marks) and class attendance (05 marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note- 2: For the paper setter: The question paper will consist of nine questions in all. First question will be compulsory and will consist of seven short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit- wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions of 14 marks each selecting at least one question from each unit.

Course Objective: The objective of the Course is to acquaint the learner with conceptual understanding of the State and District Administration.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Understand Appointment, power and functions of Governor and Chief Minister.

CO2: Know working of State Secretariat and Directorate and State Planning Board.

CO3: Understand evolution, features and functions of District Administration.

Unit-I

Constitution Framework of States in India, Governor: Appointment Powers & Functions. Chief Minister: Powers, Role and Position. Council of Ministers and State Legislature. Organization and Structure of State Administration.

Unit-II

State Secretariat and Directorate: Organization and Functions. Chief Secretary: Role and Position in State Administration. Divisional Commissioner: Powers, Functions and Position.

Unit-III

District Administration: Evolution, Features and Functions. District Collector: Evolution, Appointment. Functions and Position.

Unit-IV

Police Administration at District Level: Organization and Functions. Role and Functions of Superintendent of Police. Other Functionaries and Sub-District Level: Sub-Divisional Magistrate, Block Development and Panchayat Officer, Tehsildar.

Books Recommended:-

- Avasthi A. 1980. Central Administration: Tata McGraw Hill: New Delhi.
- Basu, D.D. 1988. Introduction to the Constitution of India; Prentice Hall: New Delhi.
- Dayal, Ishwar, Mathur Kuldeep and Battacharya M, 1976. District Administration: McMillan: Delhi.
- Jain, R.B. 1980. District Administration: Indian Institute of Public Administration.

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- Khera, S.S.,1974.District Administration in India:Asia Publishing House: NewYork.
- Misra,S.C.,1972.Police Administrationin India: National Police Academy: Mount Abu.
- Maheshwari, Shriram.1979.State Government in India; The Macmillan Company of India limited: Delhi.
- Pandey, LalluBehari,1984.TheStateExecutives;AmarPrakashan:Delhi
- Puri,K.K.1985, Local Governmentin India, Bharat Prakashan, Jalandhar.
- Pylee,M.V.1967.India"sConstitution; Asia Publishing House: Bombay.
- Reddy, Ram.G. and SeshadriK.1972.Police in a developing society: Osmania University: Hyderabad.
- Sharma,P.D.1971.IndianPolice–A Developmental Approach:Research:Delhi.

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**CITIZEN AND GRIEVANCE REDRESSAL IN INDIA
(BA/MD/PUB/4/MIC/202)**

Time: 3 Hours
Credits: 4
Lectures: 60

Total Marks: 100
External Assessment Marks: 70
Internal Assessment Marks: 30

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two Units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For the paper setter: The question paper will consist of nine questions in all. First question will be compulsory and will consist of seven short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual understanding of the Institutions serving to resolve the grievance of the Citizens.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Developing a basic understanding of the grievance redressal mechanism in India

CO2: Understand the organization, salient features and working of the different Constitutional and Statutory Institutions for Grievance Redressal in India

CO3: To learn about the role and impact of these Grievance Redressal Institutions in getting justice and empowerment of deprived sections as well as asserting transparency and accountability in public Administration.

Unit-I

- (a) Citizen Centric Governance: Meaning, Purpose issues and Challenges, Good Governance, Right to Service.

Unit-II

- (a) Functions of Government- Regulatory, Service Providing and Developmental Functions.
(b) Citizen Participation in Administration: Concept, Agencies, Significance and Limitations.
(c) Grievance Redressal Mechanism: Meaning and Prevention.

Unit-III

- (a) Citizen Charter
(b) Right to Information
(c) Civil Society and other Agencies.
(d) Self Help Group.

Unit-IV

- (a) Lokpal.
(b) Judicial Review, Public Interest Litigation.
(c) Judicial Activism and Media Trial.
(d) Consumer Protection Act and Working of Consumer Courts in India.

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Books Recommended

- Gore, From Red tap to Results: Creating a Government that works better costs less, Government Printing Press, Washington, DC, 1993.
- Alka Dhameja (2003) (ed.) Contemporary Debates in Public Administration, Prentice Hall of India, New Delhi.
- C. Charlesworth (1968) (ed.) Theory and Practice of Public Administration, AAPSS, Philadelphia.
- Indian Journal of Public Administration, Special Issue, Vol. XLIII, No. 3, 2003.
- J.A. Hall (1990), et al, The State: Its Nature, Development and Prospects, Polity Press, Cambridge.
- John Pierre (1995) (ed.) Bureaucracy in Modern State: An Introduction to Comparative Public Administration, Edward Elgar, England.
- Mohit Bhattacharya (1999), Restructuring Public Administration: Essays in Rehabilitation, Jawahar Publishing co., New Delhi.
- Neera Chandhoke (1995) State and Civil Society, Explorations in Political Theory, Sage, New Delhi.
- Ramesh K. Arora (2004), Public Administration: Fresh Perspectives, Aalekh, Jaipur.

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SEMESTER -V

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RURAL-URBAN ADMINISTRATION
(BA/MD/PUB/5/DSC/301)

Time: 3 Hours
Credits: 4
Lectures: 60

Total Marks: 100
External Assessment Marks: 70
Internal Assessment Marks: 30

Note- 1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid- term examination (20 Marks) covering two Units of the syllabus, an assignment (05 marks) and class attendance (05 marks). The external evaluation includes end- term examination of 70 marks covering the whole syllabus.

Note- 2: For the paper setter: The question paper will consist of nine questions in all. First question will be compulsory and will consist of seven short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit- wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions of 14 marks each selecting at least one question from each unit.

Course Objective: The objective of the course is to acquaint the learner with conceptual understanding of the Rural- Urban Administration.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Know evolution, meaning, features and significance of Local Government.

CO2: Understand various Urban Local Bodies and Panchayati Raj Institutions and their meaning, features and Significance.

CO3: Understand Urban-Rural relationship and related problems.

Unit-I

Local Government: Evolution, Meaning, Features and Significance. 73rd and 74th Constitution Amendment Acts.

Unit-II

Urban Local Bodies: Municipal Corporation, Municipal Council and Municipal Committees: Meaning, Features, Role and Significance.

Unit-III

Panchayati Raj Institutions: Composition, Functions, Sources of Income of Gram Panchayats, Panchayat Samitis and Zila Parishads. District Planning Committee: Composition, Functions and Significance.

Unit-IV

State Finance Commission. State Election Commission. Urban-Rural Relationship and Problems. Local Leadership.

Books Recommended:-

- Avasthi A. (Ed.) 1972. Municipal Administration in India; Lakshmi Narayan Aggarwal: Agra.
- Battacharya, B., 1979. Urban Development in India; Shree Publishing House: Delhi.
- Gandhi, M.K. 1959. Panchayati Raj, Navjeevan Publishing House, Ahmadabad.
- Jackson, R.M. The Machinery of Local Government, 1967, Macmillan, London.
- Jain, S.P. (ed.), 1995, Panchayati Raj Institutions in India: An Appraisal. Hyderabad. NIRD, 1995.

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- Maheshwari, S.R. 1970, Local Government in India, Laxmi Narain Aggarwal, Agra.
- Puri, K.K. 1985, Local Government in India, Bharat Prakashan, Jalandhar.
- Puri, V.K. 2005, Local Government and Administration, Modern Publishers, Jalandhar.
- Sachdeva, Pradeep. 1993. Urban Local Government and Administration in India, Kitab Mahal, New Delhi.
- Singh Sahib and Singh Swinder 1992, Public Administration Development and Local Administration, New Academic Publishing Company, Jalandhar.

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HUMAN RESOURCE ADMINISTRATION (BA/MD/PUB/5/MIC/301)

Time: 3 Hours
Credits: 4
Lectures: 60

Total Marks: 100
External Assessment Marks: 70
Internal Assessment Marks: 30

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two Units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For the paper setter: The question paper will consist of nine questions in all. First question will be compulsory and will consist of seven short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual understanding of the Human Resource Administration.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: understand the conceptual aspects relating to Human Resource Administration

CO2: to understand the recruitment structure at the constitutional level for higher services in at the centre and State level.

CO3: To acquaint with knowledge of training structure and methods.

Unit-I

- (a) Human Resource Administration: Meaning, Types, Nature, Scope and Importance.
- (b) Civil Services: Meaning, Types, Feature, Functions and Importance.
- (c) Bureaucracy: Concept, Nature and Characteristics.

Unit-II

- (a) Recruitment in India: Meaning, Types, Procedure and Features
- (b) UPSC: Organization, Functions and Importance.
- (c) State Public Service Commission: Organization, Functions and Importance

Unit-III

- (a) Training: Meaning, Objective and Types.
- (b) Training, Method, Problems and Remedies.
- (c) Training of IAS, IPS and IFS.

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Unit-IV

- (a) Promotion: Meaning, Types and Principals.
- (b) Promotion: Purpose, Advantages and Disadvantages.
- (c) Component of Promotion.

Books Recommended:-

- A.H. Birch (1993), Concepts and Theories of Modern Democracy, Routledge, London and New York.
- Anthony Avblaster (1987), Democracy Milton Keynes, Open University Press.
- A.Almond,Gabriel and S.James Coleman(1960)(eds.),The Politics of Developing Areas Princeton: Princeton University.
- Bansal,Prem Latha(1974),Administrative Development in India, Sterling,New Delhi.
- Bhattacharya,Mohit(1997),Development Administration,World Press,Kolkata.
- Braibanti,Ralph(1969)(ed.),Political and Administrative Development,Durham,Duke University Press.
- C.P. Barthwal(1993)(ed.),Public Administration in India:Retrospects and Process,New Delhi, Ashish.
- C.P.Bhambri(1997),The Indian State:Fifty Years Delhi,Shipra.
- IBudge, and D.Mackie(1994),(eds.)Developing Democracy,Sage,London.
- LaPalombara,Joseph(1963)(ed.),Bureaucracy and Political Development,Princeton,Princeton University Press.
- Mathur,Kuldeep (1996)(ed.),Development Policy and Administration, Sage, New Delhi.
- N.D.Arora and S.S.Awasthy(1999), Political Theory, Har-Anand Publication,New Delhi.
- O.P.Dwivedi(1994),Development Administration:From Underdevelopment to Sustainable Development, Macmillan Press, London.
- T.N.Chaturvedi(1998),Politics,Bureaucracy and Development,New Delhi,Uppal.
- Palekar,SL(2012)Development Administration,PHI Learning:New Delhi
- Puri,KK and Barara,GS(2013)Development Administration in India(Hindi).Bharat Prakashan: Jalandhar
- Ramulu,Ch.Bala(2016)Governance of Food Security Policies in India,Kalpaz Publications: New Delhi Ramulu,
- Ch.Bala(2000) Technology and Rural Development, Rawat Publications: Jaipur
- Sapru,RK (2008)Development Administration.Sterling:New Delhi
- Ibrahim,R.N.(2015),Democracy and Development in India, Abhijit,New Delhi.
- Alam,Javeed(2015),Who wants Democracy,Orient Blackswan,Hyderabad.
- Krishnaswamy,Sudhir(2010),Democracy and constitutionalism in India, Oxford,New Delhi.
- Singh,S.N.& Chauhan,S.S.(2016),Future of Parliamentary Democracy in India,Jnanda, Karnataka.
- Schuster,Sir George & Wint Guy(2007), India and Democracy,Ritwik,New Delhi.
- Patel,Chhaya(2015),Social Development in India,Rawat,Jaipur.
- Tridev,Sonu(2015),Transition from authoritarianism to Democracy,Atlantic,New Delhi.

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- Yadav, S.N.(2013), Political Violence: Democracy and Human Rights, Janand, New Delhi.
- Panwar, Nalin Singh (2016), Democratic Decentralization in India, Shree, Ranchi.
- Prasad, Gopal (2009), Loktanta or Samajik Nayaya, University Publication, New Delhi.
- Singh, Anupama (2015), Democratic Governance, Avon, New York.
- Goel, S.L. (2010), Development Administration, Deep & Deep, New Delhi.
- Avasthi, Ramesh (2018), Loktantariksidhantek Mulyakan, Omega, New Delhi.
- Jadeja, Mayur Singh J (2016), Democracy and Human Rights, Books Enclave, Jaipur.
- Mahajan, Anupama Puri (2019), Development Administration in India, Sage, New Delhi.

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SEMESTER -VI

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ISSUES IN PUBLIC ADMINISTRATION (BA/MD/PUB/6/DSC/302)

Time: 3 Hours
Credits: 4
Lectures: 60

Total Marks: 100
External Assessment Marks: 70
Internal Assessment Marks: 30

Note- 1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid- term examination (20 Marks) covering two Units of the syllabus, an assignment (05 marks) and class attendance (05 marks). The external evaluation includes end- term examination of 70 marks covering the whole syllabus.

Note- 2: For the paper setter: The question paper will consist of nine questions in all. First question will be compulsory and will consist of seven short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit- wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions of 14 marks each selecting at least one question from each unit.

Course Objective: The objective of the Course is to acquaint the learner with conceptual understanding of the Issues in Public Administration.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Understand Accountability in Public Administration.

CO2: Know the concept to of Integrity in Administration.

CO3: Understand concepts like Good Governance, Right to Information etc.

Unit-I

Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration Lok Pal and Lok Ayukta.

Unit-II

Integrity in Administration: Means and Agencies for checking Corruption at Union and State Level. CVC, CBI and ED.

Unit-III

Emerging Issues: Good Governance, Right to Information and Consumer Protection Act.

Unit-IV

Political and Permanent Executive. Generalists and Specialist Relationship. Administrative Reforms.

Books Recommended:-

- Administrative Reforms Commission (1968) Report on the Machinery Government of India and its Procedures of Work.
- Bhambri C.P. 1985. Public Administration, Educational Publishers: Meerut.
- Battacharya Mohit, 1987, Public Administration: Structure, Process and Behaviour, The World

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Press Pvt. Ltd., Calcutta.

- Basu, Durga Das, 1987, Introduction to the Constitution of India, Twelfth Edition; Prentice Hall of India: New Delhi.
- Chanda, Ashok. 1968. Indian Administration; G. Allen and Unwin: London. Chaturvedi, T.N. 1980. Secrecy in Government, IIPA, New Delhi.
- Jabbar, Joseph G. and Dwivedi, O.P. (ed) 1998, Public Service Accountability, Kumarian Press Inc., Broomfield CT, U.S.A.
- Jain R.B. 1976, Contemporary Issues in Public Administration; Vishal Publications: New Delhi.
- Kothari, Shanti and Ramashray Roy, 1969, Relations between Politicians and Administrators at the District level; IIPA and the Centre for Applied Politics: New Delhi.
- Maheshwari, Shriram. 1990. Indian Administration: Orient Longman: New Delhi.
- Paul, S, 1994, Strengthening Public Accountability: New Approaches and Mechanisms. Public Affairs Centre, Bangalore.
- Peters, Gay B. and Donald J. Savoie (Eds.), 1995, Governance in a Changing Environment, McGill -Queen's University Press, Montreal/Kingston.
- Rosen, Barnard, 1998, Holding Government Bureaucracies Accountable, Praeger, New York.
- Shedler, Andreas, Larry Diamond and Marc F. Plattner, 1999, The Self Restraining State: Power and Accountability in New Democracies, Lynne Rienner Publishers, Boulder, Colorado.
- Singh Hoshiar and Singh Mohinder, 1989. Public Administration in India. Theory and Practice, Sterling Publishers: New Delhi.
- Sahni, Pradeep and Medury Uma (eds.) 2003, Governance for Development Issues and Strategies, Prentice Hall of India, New Delhi.
- Tandon Rajesh and Mohanty Ranjita (Eds.) 2003, Civil Society and Governance Issues and Problems, Sage, New Delhi.
- Turner M. and D. Hulme, 1997, Governance, Administration and Development: Making the State Work. Kumarian Press Ltd., West Hartford.

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FINANCIAL ADMINISTRATION IN INDIA
(BA/MD/PUB/6/MIC/302)

Time: 3 Hours
Credits: 4
Lectures: 60

Total Marks: 100
External Assessment Marks: 70
Internal Assessment Marks: 30

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two Units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For the paper setter: The question paper will consist of nine questions in all. First question will be compulsory and will consist of seven short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual understanding of the Financial Administration

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Explain the public budgeting and institutions related with Budgeting Process the policy

CO2: comprehending the system and dynamics of India Fiscal Federalism

CO3: evaluating the different aspects of Indian Finance ministry and Reserve bank of India

Unit-1

- (i) Introduction and Passing of Money Bill
- (ii) Budget: Concept and Principles.
- (iii) Budgetary Process- Formulation, Enactment and Execution.
- (iv) Line-Item Budget, Performance Budget and Zero-Based Budgeting.

Unit-II

- (i) Monetary and Fiscal Policies: Objective, Issues and Importance.
- (ii) Fiscal Federalism in India, Inter Dependence of Fiscal Policy and Monetary Policy.
- (iii) Centre and State Financial relation in India.
- (iv) Finance Ministry of India.

Unit-III

- (i) Audit System in India, CAG- Position, Function and Issues.
- (ii) RBI and Monetary Policy Committee- Organisation, Function and Issues.
- (iii) Social Audit.

Unit-IV

- (i) Parliament Control on Finance.
- (ii) Public Account Committee, Estimate Committee on public undertaking: Component, Function and

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RECOMMENDED BOOKS:-

- Carlos , Santiso (2009) the political economy of government auditing, Taylor and Francis.
- Sanjev Kumar Mahajan and Anupama Puri Mahajan (2014), Financial Administration in India, PHI
- Learning Private Limited, Delhi.
- Manjusha Sharma & O.P. Bohra (2015), Financial Administration in India, Kitab Publication, Delhi,
- Chen Greg g et. Al (eds) (2008), budget tools: financial methods in the public sector, CQ press.
- Government of India (2009), second administrative reforms commission, fourteenth report, strengthening financial management, systems, April.
- L.kjha (1986), Economic Administration in India - Retrospect s and Prospect, New Delhi: IIPA lee
- Robert d. Jr., et al (eds) (2007), public budgeting systems, jones & Bartlett learning. Mahajan Sanjeev
- Kumar And Anupama Puri Mahajan (2014), financial administration in India, phi Learning, Delhi
- Mikesedjohn (2010), Fiscal Administration, Cenage Learning.
- Pritchard W (2010) Taxation and State Building: Towards a Governance Focused Tax REFORM
- AGENDA. IDS WORKING PAPER
- R.K. Lekhi and Joginder Singh (2013), Public Finance, Kalyani Publishers, New Delhi.
- Rabin Jack, W Bartley Hildreth, Gerald J. Miller (2006) Handbook of Public Financial Management,
- Taylor & Francis Group.
- Sharma M.K. (2006), Financial Administration, Anmol Publications, New Delhi.
- Steppan J. Beiley (1995), Public Sector Economics: Theory, Policy and Practice, London
- Wang Xiaohu (2010), financial management in the public Sector: Tools, Applications, and Cases, M. E.
- Sharpe.
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- Chaudhary, Suman Kalyan & Tarai, Rajani (2014), Microfinance and Inclusive Growth in India, SSDN,
- New Delhi.
- Singh, Udhveer, (2017) Lok Vit, Vishvabharti, Delhi
- Singh, Y.P (2017), Demonetization and Cashless Economy, Chandralok, Kanpur.
- Tiwari, Sanjay (2017), Bharat Mein Vinivesh Karyakarm, Omega, Delhi
- Tripathi, Vinayak (2017), Bharat Mein Kar-vyayavestha avem GST, Kushi, Delhi.
- Singh, Ramesh (2018), Indian Economy, McGraw Hill, New Delhi.

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- Goel, S.L. (2008), Public Financial Administration, Deep & Deep, New Delhi.
- Garg, Bharti (2022), Financial Administration in India, Sage, New Delhi.

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GOVERNANCE AND ETHICS
(BA/MD/PUB/6/MIC/303)

Time: 3 Hours

Credits: 4

Lectures: 60

Total Marks: 100

External Assessment Marks: 70

Internal Assessment Marks: 30

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two Units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For the paper setter: The question paper will consist of nine questions in all. First question will be compulsory and will consist of seven short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions of 14 marks each selecting at least one question from each unit.

Course objective: The Objective of the Course is to acquaint the learner with conceptual understanding of the ethics in the context of Governance and Ethics.

Course Learning Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Understand theoretical aspects of the ethics and probity in governance

CO2: To gauge the emotional and intellectual reactions of the learners towards malpractices and corruption prevailing in the governance and society

CO3: An understanding about the philosophy of ethics with special reference to ethics in public life and accountability of Public services

CO4: Developing skills in situations involving integrity, probity in public life

Unit 1: Philosophical Foundation:

- a) Ethics – concept and significance; Key concepts – Right, Duty, Freedom, Equality, Fraternity, Karma, Purusharthas, and Dharma.
- b) Contribution of Kautilya: Character Building, Measures to tackle Corruption;
- c) Contribution Mahatma Gandhi – Satyagraha and Truth.
- d) Contribution of Socrates (Moral Theory) and Immanuel Kant (Deontological Theory)

Unit 2: Ethical Environment of Public Administrators

- a) Ethics and Effective Government, Ethics and Effective Public Administrators
- b) Ethical Frameworks for Ministers, Legislators and Judiciary

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c) Civil Service Neutrality and Anonymity, Code of Ethics for Civil Servants, Constitutional Protection to Civil Servants - Article 311 and Disciplinary Proceedings

Unit 3: Ethical and Legal and Institutional Framework

a) Ethical Frameworks for Civil Servants.

b) Legal Framework for Fighting Corruption: The Prevention of Corruption (Amendment) Act, 2018, Prohibition of „Benami“ Transactions, Protection to Whistle blowers and Immunity Enjoyed by Legislators.

c) Institutional Framework: CVC, CBI, Lok Pal, Lokayukta and Ombudsman at the Local Level
72

Unit 4: Systemic Reforms

a) Systemic Reforms: Promoting Competition, Simplifying Transactions and Using Information Technology,

b) Systemic Reforms: Promoting Transparency and Right to Information Act, 2005, Integrity Pacts, Reducing Discretion, Ensuring Accessibility and Responsiveness,

c) Systemic Reforms: Monitoring Complaints and Reforming the Civil Services

Recommended Books

- Kapila Renu (2016), Ethics in Governance, Regal, Kerala
- Arora, R K (2008) Ethics in Governance: Innovations Issues and Instrumentalities. Rawat: Jaipur
- Arora, Ramesh K (Ed.) (2014) Ethics, Integrity and Values in Public Service. New Age
- International: New Delhi
- Bhargava, R (2006) Politics and Ethics of the Indian Constitution. Oxford University Press: New Delhi
- Chakraborty, Bidyut (2016) Ethics in Governance in India. Routledge: New Delhi
- Chaturvedi, T N (Ed.) (1996) Ethics in Public Life. IIPA: New Delhi
- Gandhi, Mahatma (2009) Hind Swaraj. Rajpal& Sons: Delhi
- Godbole, M (2003) Public Accountability and Transparency: The Imperatives of Good Governance. Orient Longman: New Delhi
- Hooja, R (2008) Corruption, Ethics and Accountability: Essays by an Administrator. IIPA: New Delhi
- The Indian Journal of Public Administration, Special Issue on Ethics in Public Life, vol 41, NO 3, July-September 1995.
- Mathur, B P (2014) Ethics for Governance: Reinventing Public Services. Routledge Taylor and

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- Francis Group: New Delhi
- Rangarajan, L N (Ed.) (1987) TheArthashastra. Penguin Books: New Delhi
- Sawshilya, A (2012) Ethics and Governance. Pearson Education: New Delhi
- Second Administrative Reforms Commission (2007) Ethics in Governance. Government of India: New Delhi
- Sheeran, P J (2006) Ethics in Public Administration – A Philosophical Approach. Rawat: Jaipur
- Upadhyaya, Ranvijay (2017), Ethics, Integrity and Aptitude in Governance, Sage, New Delhi.
- Rajan, Amitabh (2017), Ethical Dimensions of Administrative Power, Sage, New Delhi.

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Rajan