MAHARSHI DAYANAND UNIVERSITY ROHTAK
(Established under Haryana Act No. XXV of 1975)
'A+' Grade University accredited by NAAC

<u>NOTICE FOR INVITING SUGGESTIONS/COMMENTS ON THE DRAFT SYLLABI OF B.A, B.SC., B.COM. UNDER CBCS</u>

Comments/suggestions are invited from all the stakeholders i.e Deans of the Faculties, HODs, Faculties and Principals of Affiliated Colleges on the Syllabi and Scheme of Examinations of B.A, B.Sc., B.Com. Programmes under CBCS (copy enclosed) through e-mail to the Dean, Academic Affairs upto 15.09.2020, so that the same may be incorporated in the final draft.

Dean Academic Affairs

DEPARTMENT OF PUBLIC ADMINISTRATION

Learning Outcomes based Curriculum Framework (LOCF)

SCHEME AND SYLLABI
(As per UGC Guidelines)

B. A. Public Administration (General)
Under Graduate Programme
(CHOICE BASED CREDIT SYSTEM-CBCS)
2020

Under
The Faculty of Social Sciences

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(NAAC Accredited A$^+$ Grade University)

B.A. Public administration (General) Programme under Choice Based Credit System
(w.e.f. 2020-2021)

Programme Specific Outcomes

Learning Objectives

The main objectives of the B. A. Public Administration (General) are to:

- Provide students with learning experiences that develop broad knowledge and understanding of key concepts of Public Administration and equip them with advanced knowledge and understanding for analyzing and performing the tasks concerning Public Affairs and Public Policy;

- Nurture ability among students to apply the acquired knowledge and skills to find solutions to specific theoretical and applied problems in Public Administration settings;

- Develop abilities in students to come up with innovative prescriptions/solutions for the benefit of society by diligence, leadership, team work and lifelong learning;

- Provide students with skills that enable them to get employment in public, private and non-governmental sectors, pursue higher studies or research assignments.

Learning Outcomes

After completion of programme a student will be able to:

- Acquire an in-depth knowledge of Public Administration both as a theoretical discipline and a profession.

- Analyze complex administrative problems critically; apply independent judgment for analyzing information to make intellectual and/or rational decisions for conducting social enquiry in a wider theoretical, practical and policy context of Public governance.

- Develop the ability to evaluate the reliability and relevance of evidence in the field of Public Administration; identify logical limitations and gaps in the arguments of others; analyze and synthesize data from diverse sources; draw valid conclusions based on evidence and examples and address alternative viewpoints.

- Developing and sharpening problem solving abilities among the graduates of Public Administration to think laterally and originally, conceptualize and solve social/administrative problems, critically examine a wide range of information and arrive at rational, feasible, optimal decisions after considering legitimacy, democratic principles, efficiency and economy and, above all, the Public interest in a specfic cultural, societal and environmental setting.

- Creating, selecting, learning and applying appropriate techniques, resources, and managerial/administrative practices and modern IT tools, including prediction and modeling, to complex social/administrative situations.
- Communicate confidently and effectively with all concerned stakeholders and community leadership, and with society at large, regarding complex social, political and administrative activities, such as, being able to comprehend and write effective reports and design documentation by adhering to appropriate standards; make effective presentations; and give and receive clear instructions.

B. A. Pass Course under Choice Based Credit System
Department of Public Administration

Proposed Scheme of Examination

SEMESTER	COURSE OPTED	COURSE NAME	Credits	Marks	Internal Assessment	Total Marks
I	Ability Enhancement Compulsory Course-I	(English/ Hindi/ MIL/ Communication) / Environment Science	4	80	20	100
	Core Course-I DSC 1A	English/Hindi/MIL	6 (5+1)	120	30	150
	Core Course-II (Theory) DSC 2A	Introduction to Public Administration	6 (5+1)	120	30	150
	Core Course-III DSC 3A	DSC 3A	6 (5+1)	120	30	150
II	Ability Enhancement Compulsory Course-II	Environment Science/ (English/ Hindi/ MIL / Communication)	4	80	20	100
	Core Course-IV DSC 1B	English/Hindi/MIL	6 (5+1)	120	30	150
	Core Course-V DSC 2B	Indian Administration	6 (5+1)	120	30	150
	Core Course-VI DSC 3B	DSC 3B	6 (5+1)	120	30	150
III	Skill Enhancement Course-1 SEC-1	Management of NGOs	4	80	20	100
	Core Course-VII DSC 1C	English/Hindi/MIL	6 (5+1)	120	30	150
	Core Course-VIII (Theory) DSC 2C	Public Personnel Administration	6 (5+1)	120	30	150
	Core Course-IX DSC 3C	DSC 3C	6 (5+1)	120	30	150
IV	Skill Enhancement Course-2 SEC-2	E-Governance	4	80	20	100
	Core Course-X DSC 1D	English/Hindi/MIL	6 (5+1)	120	30	150
	Core Course-XI DSC 2D	Public Financial Administration	6 (5+1)	120	30	150
	Core Course-XII DSC 3D	DSC 3D	6 (5+1)	120	30	150
V	Skill Enhancement Course-3 SEC-3	Training of Community Resource Persons	4	80	20	100
	Generic Elective-1 GE-1	Regulatory Governance OR Digital Governance	6 (5+1)	120	30	150
	Discipline Specific Elective-1 DSE-1	Comparative Public Administration OR Rural Local Governance OR	6 (5+1)	120	30	150

		Research Methods				
	Discipline Specific Elective-2 DSE-2	DSE-2	6 (5+1)	120	30	150
VI	Skill Enhancement Course-4 SEC-4	Monitoring and Evaluation of Development Programmes	4	80	20	100
	Generic Elective-2 GE-2	Citizen Centric Governance OR Cyber Crime Administration	6 (5+1)	120	30	150
	Discipline Specific Elective-3 (Theory) DSE-3	Development Administration OR Urban Local Governance OR Public Policy and Governance	6 (5+1)	120	30	150
	Discipline Specific Elective-4 DSE-4	DSE-4	6 (5+1)	120	30	150

A. CORE COURSES
1. Introduction to Public Administration
2. Indian Administration
3. Public Personnel Administration
4. Public Financial Administration

B. DISCIPLINE SPECIFIC ELECTIVE COURSES
   a) Discipline Specific Elective-1 (Fifth Semester)
   (Select any one of the three options)
1. Comparative Public Administration
2. Rural Local Governance
3. Research Methods

   b) Discipline Specific Elective-1 (Sixth Semester)
   (Select any one of the three options)
1. Development Administration
2. Urban Local Governance
3. Public Policy and Governance

C. GENERIC ELECTIVE COURSES
   a) Generic Elective-1 (Fifth Semester)
   (Select any one of the two options)
1. Regulatory Governance
2. Digital Governance

   b) Generic Elective-2 (Sixth Semester)
   (Select any one of the two options)
1. Citizen Centric Governance
2. Cyber Crime Administration

D. SKILL ENHANCEMENT COURSES
1. Management of NGOs (Third Semester)
2. E-Governance (Fourth Semester)
3. Training of Community Resource Persons (Fifth Semester)
4. Monitoring and Evaluation of Development Programmes (Sixth Semester)

COMPULSORY CORE COURSE

Course Code: BA/GEN/01/PA/CC-2A   **Credits: 6**

INTRODUCTION TO PUBLIC ADMINISTRATION

Learning Objectives:
The main objectives of this course are:
1. To make the students aware about the evolution, Meaning, Nature, Scope and Significance of public Administration and its difference with private administration.
2. To impart knowledge about the concept of New Public Administration and New Public Management.
3. To generate awareness about organization, its bases, types and its various principles.

Learning outcomes:
After completion of this course, students will be able to:
1. Aware about the evolution and growth of the discipline of Public Administration.
2. Learn of basic principles and approaches of Public Administration.
3. Acquire theoretical clarity of basic concepts and dynamics (both ecological and others) relating to Public organizations.

UNIT – I

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 – II

Growth and Trends in Public Administration: New Public Administration (NPA), New Public Management (NPM), Globalization and Public Administration, Paradigm Shift from Government to Governance, New Public Service (NPS).

UNIT – III

Organization and its Principles: Organization: Meaning, Basis and Forms of Organizations, Principles of Organization: Hierarchy, Unity of Command, Span of Control, Coordination, Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation

UNIT-IV

Chief Executive, Leadership and Accountability: Chief Executive: Meaning, Types, Functions and Role; Line, Staff and Auxiliary Agencies; Headquarter and Field Relationships; Decision

Making; Communication; Leadership; Accountability

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 (21st 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

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 (4th Edition). Routledge: New York

Henry, Nicholas (2013). Public Administration and Public Affairs (13th Edition). Taylor and Francis: 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

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

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

Shafritz, Jay M; Russel, E W; Borick, Christopher P and Hyde, Albert C (2017).

COMPULSORY CORE COURSE

Course Code: BA/GEN/02/PA/CC-2B   **Credits: 6**
INDIAN ADMINISTRATION

Learning Objectives:
The main objectives are:
1. To make the students aware about the Ancient Administration, Mughal Administration and British Administration and the current Administration and its features and role in Socio-Economic and Political Development.
2. To provide knowledge about the Powers, Position and Role of President and Prime Minister in India Administration, Prime Minister Office (PMO), Organization and Functions of Cabinet Secretariat and Central Secretariat.
3. To impart knowledge about Organization and Functions of Ministries of some important ministries.
4. To acquaint the student with Role of Civil Services in Indian Administration, Administrative Reforms in India since Independence, All India and Central Services, Generalists Vs Specialist Controversy.

Learning outcomes
After completion of this course, students will be able to:
1.   Get Knowledge about the evolution and growth of Indian Administration

2. Familiar with the constitutional framework on which Indian Administration is based.
3. Grasp the role of Union Executive

4. Understand the in-built control mechanisms over constitutional bodies in particular and administration in general
5. Explain the constitutional provisions and dynamics of union-state relationships
6. Aware about the institutions and mechanism in force for citizen-state interface

UNIT – I

Evolution & Constitutional Framework: Evolution of Indian Administration during Ancient, Medieval and British period; Constitutional Framework of Indian Administration; and Salient Features of Indian Administration

UNIT – II

Union Government: President; Prime Minister & Council of Ministers; Central Secretariat, Cabinet Secretariat, Cabinet Committees, Prime Minister Office; Ministry of Home Affairs and Finance Ministry.

UNIT – III

Constitutional Institutions, Union State Relations & Control over Administration: Election Commission of India; Union Public Service Commission; Union State Relations (Legislative, Executive and Financial); Parliamentary, Executive and Judicial Control over Administration

UNIT - IV

Citizen and State Interface: Citizens' Grievances Redressal Institutions and Mechanisms; Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission; Lok Pal and Lok Ayukta; Politician and Civil Servant Relationship.

Recommended Readings:

Avasthi, A and Avasthi, A P (2004) Indian Administration. Laksmi Narain Aggarwal: Agra

Balfour, Lady Betty (2015) Lord Lytton's Indian Administration 1876-1880 The Untold History. Gyan Books: New Delhi

Basu, D D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi

Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi

Cott, J E Woola (1986) British Rule in India. Anmol: Delhi

Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra

Ghuman, B S; Monga, Anil and Johal, Ramanjit Kaur (Eds.) (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries. Aalekh Publishers: Jaipur

Kangle R P (1972) The Kautilya Arthshastra. Motilal Banarsidass: New Delhi

Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi

Sarkar, Jadunath Sir (1972) Mughal Administration. M.C. Sarkar: Calcutta

Sharma, Ashok(2016) Administrative Institutions in India. RBSA Publishers: Jaipur

Sharma, M (2007) Indian Administration. Anmol: New Delhi

Sharma, Prabhu Datta and Sharma, B M(2009) Indian Administration: Retrospect and Prospect. Rawat Publications: Jaipur.