

DIRECTORATE OF DISTANCE EDUCATION

MAHARSHI DAYANAND UNIVERSITY, ROHTAK



Syllabus

Master of Arts (Public Administration)

Two Year Programme

Programme Specific Outcomes

Nowadays, the discipline and activities of Public Administration infiltrates in almost every aspect of human life. It has greater opportunities in its behavioural as well as theoretical framework. Since independence, the administration of the country has to deliver as per the expectations of the common masses. Therefore, the detailed study of the discipline has been stressed on in the era of Liberalization, Privatization, Globalization and aware civil society because of increasing demand of accountability, transparency, people-centric, efficiency and democratic setup of the administrative structure. As a subject, public administration has been popularly chosen for civil services and also getting implemented for teaching at various schools, colleges and universities. Students have gained in-depth knowledge about various types of administration such as Police administration, Health administration, judicial administration, Personnel administration, Local administration, Public-Private Partnership, Administrative Law, Tax administration, etc. The programme specific outcomes of the Two Year (Four Semester) M.A. Public Administration programme are as under:

PSO-1. Deliberate about the administrative techniques, process and ethics.

PSO-2. Encourage the students for effective participation in governance process.

PSO-3. Boost in the confidence level of students while dealing with administrative officials and political leaders.

PSO-4. Increase awareness level about administrative procedures and documentation.

PSO-5. Help various job holders to easily adapt in administrative environment regarding code of conduct, service rules and their duties.

PSO-6. Capacity building in managing the administrative and social conflicts.

PSO-7. Enhance leadership qualities such as problem solving, effective communication, public dealing, decision making, critical thinking and managing multiple tasks.

PSO-8. Development in the research aptitude and a habit of seeing things differently angle. Students would be able to participate in social awareness activities such as workshops/conferences, NGOs, awareness campaigns etc.

The entire course will be of four semesters.

MASTER OF ARTS (PUBLIC ADMINISTRATION)
FIRST YEAR
First Semester
Administrative Theory - I
PAPER CODE: 20PUB21C1

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

Course Outcomes: On successful completion of the course the student will be able to:

- CO-1.** Understand the administrative system of any country and they are in a position to understand the latest developments in the discipline.
- CO-2.** Explain the operational working of an organizational structure.
- CO-3.** Get the ability to identify the nature of agency operating in a system whether line, staff or auxiliary and the relationship between fields and headquarter.
- CO-4.** Identify about the means of ensuring accountability in the administrative system.

UNIT-I

Concept of Public Administration-Meaning, Nature, Scope and Significance,
Evolution of Public Administration & Present Status
Public and Private Administration;
New Public Administration, New Public Management Perspective.

UNIT-II

Organization-Meaning and Bases; Types & Principles,
Structure of Organization: Chief Executive, Line, Staff & Auxiliary agencies,
Department, Public Corporation, Board and Commission,
Headquarter-Field Relationships

UNIT-III

Theories of Administration: Scientific Management Theory, Classical Theory, Human Relations Theory, Bureaucratic Theory, Public Choice Theory

UNIT-IV

Concept of Accountability and Responsibility,
Control over Public Administration: Legislative, Executive and Judicial Control,
Role of Media & Civil Society,
Citizen Charters: Enhancing Accountability in Service delivery

Suggested Books:

- Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984.
- Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.

- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Fadia, B.L.and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- Golembiewski, Robert T., Public Administration as a Developing Discipline, New York, Marcel Dekker, Inc, 1977.
- Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition (Hindi Medium).
- Leary Rosemary O', The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
- Maheshwari, S.R., Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
- Marx, F.M. (ed.) Elements of Public Administration, New Delhi, Prentice Hall of India, 1964.
- Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
- Polinaidu, S.P., Public Administration, New Delhi, Galgotia, 2010.
- Presthus, Robert, Public Administration, New York, the Ronald Press, 1975.
- Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000 (Hindi Medium)
- Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Sharma, M.P. and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006 (English & Hindi Medium)
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- White, L.D., Introduction to the Study of Public Administration, New York, Macmillan, 1995.

First Semester
Administrative Thought-I
PAPER CODE - 20PUB21C2

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Examine the impact of Kautilya's administrative thought in the modern world.

CO-2. Know the ethical values essential for reducing corruption from administration.

CO-3. Realise basics of administrative reforms and their impact on administration.

CO-4. Describe that which type of thought, thinkers have and what they have contributed in Public Administration.

UNIT-I

Kautilya, Mahatma Gandhi, Sardar Vallabhbhai Patel.

UNIT-II

B.R. Ambedkar, Jawaharlal Nehru, Paul H. Appleby.

UNIT-III

Woodrow Wilson, L.D. White, Gulick and Urwick.

UNIT-IV

Henry Fayol, F.W. Taylor, M.P. Follett.

Suggested Books:

- Agrawal, Vijay, Prashasnik Chintak, Aakhar Publishing House, Bhopal, 2017.
- Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
- Kumar, Umesh and Sanjay Kumar Singh, Prachin Avm Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
- Maheshwari, S.R., Administrative Thinkers, New Delhi, Laxmi Publications, 2014. (2nd Edition)
- Nisha Ali, S.S., Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998.
- Prasad, Ravindra; V.S. Prasad, P. Satyanarayan, Y. Pardhasaradhi (ed.), Administrative Thinkers, New Delhi, Sterling, 2011. (Hindi & English) 3rd Edition.
- Sapru, R.K., Administrative Theories and Management Thought, New Delhi: PHI Learning, 2017. (3rd Edition).
- Sarkar Monoranjan, Administrative Thinkers, Delhi: Wisdom Press, 2013.
- Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003, Fourth Edition, (Hindi Medium) reprint in 2010.
- Thory, Narender Kumar, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)

First Semester
Indian Administration
PAPER CODE - 20PUB21C3

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

Course Outcomes: On successful completion of the course the student will be able to:

- CO-1.** Describe about the evolution of Indian administration.
- CO-2.** Learn the operation working of Chief Executive and various ministries in India.
- CO-3.** Explain the working procedure of significant Ministries of Central Government.
- CO-4.** Observe the role of civil services and Generalists Vs Specialist Controversy.

UNIT-I

Evolution of Indian Administration: Ancient Administration, Mughal Administration and British Administration, Features of Indian Administration, Role of Indian Administration in Socio-Economic and Political Development.

UNIT-II

Chief Executive: Powers, Position and Role of President and Prime Minister in India Administration, Prime Minister Office (PMO), Organisation and Functions of Cabinet Secretariat and Central Secretariat.

UNIT-III

Organization and Functions of Ministries of Home Affairs, Finance, Defence and Personnel, Public Grievance and Pension at the Central Level.

UNIT-IV

Civil Services: Role of Civil Services in Indian Administration, Administrative Reforms in India since Independence, All India and Central Services, Generalists Vs Specialist Controversy.

Suggested Books:

- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Chaubey, P.K., Urban Local Lodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.
- Dhalimal, S.S., Good Governance in Local Self Government, New Delhi, Deep & Deep, 2004.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi, Alfa Publications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- Jain, R.B., Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Kumar, Amnia & Anitha L. Financing of Urban Local Government, Jaipur, Printwell, 1995.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.
- Mehta, Vinod, Reforming Administration in India, New Delhi, Har-Anand, 2000.

- Ministry of Personnel Public Grievances and Pension, Annual Reports on Administration, Govt. of India.
- Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.

First Semester
Comparative Public Administration: -I
PAPER CODE - 20PUB21C4

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Gain knowledge about various administrative systems.

CO-2. Understand the environmental forces and their impact on the administrative system.

CO-3. Know about the salient administrative features of UK, USA, France, and Japan.

CO-4. Discuss the working of the chief executives in parliamentary, presidential, quasi-parliamentary and quasi-presidential and collegial systems.

UNIT-I

Comparative Public Administration: Meaning, Nature, Scope and Significance; Evolution: Pre & Post 2nd World War Phase, CAG phase & SICA phase; Salient features of Administration in Developed & Developing Countries.

UNIT-II

Approaches: Structural Functional approach, Behavioral approach and Ecological approach, Environment of Administration: Social, Political, Economic & Cultural.

UNIT-III

Salient features of Administration in UK, USA, France, and Japan.

UNIT-IV

Chief Executive of UK, USA, France, and Japan.

Suggested Books:

- Arora, R.K. and Sangeeta Sharma, Comparative and Development Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992.
- Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
- Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Depot, 1994.
- Chopra J.K., Comparative Public Administration, Commonwealth Publication, New Delhi, 2004.
- Dahiya, Sewa Singh & Ravindra, Comparative Public Administration, Sterling Publications, Pvt Ltd., New Delhi, 2012.
- Gajanan R.P. and Sharma Anoop, Comparative Public Administration, Crescent Publishing Corporation, New Delhi, 2011.
- Gupta, Bhuvanesh, Comparative Public Administration, Wisdom Press, New Delhi, 2014.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Englewood Cliffs, 1966.
- Kataria, Surender, Tulnatmak Lok Prashashan, Jaipur: RBSA Publishers 2001.
- Ridley, F.F., Government and Administration in Western Europe, Martin. Co. Ltd., Oxford.
- Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co., 1904.
- Riggs, F.W., Ecology of Public Administration, Bombay; Asia Publishing House, 1961.
- Rowat, Donald E., Public Adm in Developed Democracies, Donald Marcel Dekker, Inc. New York.
- Siffin, William, Towards the Comparative Study of Public Administration, Blooming, Indian University Press, 1957.

First Semester
Financial Administration -I
PAPER CODE - 20PUB21C5

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Highlight the impact of Liberalization, Privatization and Globalization impact on Financial Administration Process.

CO-2. Analyze about adoption of appropriate method of Budget for Indian Financial Management and efficient Process of Budget.

CO-3. Evaluate the role of Finance Ministry and specific Financial Management Committees for socio-economic Development.

CO-4. Examine the role of Finance Commission and Reserve Bank of India in Monetary and Fiscal Policies of India.

UNIT-I

Financial Administration: Evolution, Meaning, Nature, Scope and Significance;

Public Finance: Meaning, Nature, Scope and Significance;

Public Revenue: Classification and Sources;

Public Expenditure: Classification and Similarities & Dissimilarities between Public and Private Expenditure

UNIT-II

Budget: Evolution, Meaning and Importance, Types and Principles; Line Item Budget, Performance Budget, Zero Base Budgets; Budget Process Cycle, Budget as a tool of Financial Control & Socio-Economic Development.

UNIT-III

Ministry of Finance, Estimates Committee, Public Accounts Committee, Committee on Public Sector Undertakings, Comptroller and Auditor General of India.

UNIT-IV

Reserve Bank of India, Central Finance Commission, State Finance Commission, Fiscal Responsibilities and Budget Management Act, 2003, Problems and Prospects of Financial Administration in India.

Suggested Books:

- Baisya, K.N., Financial Administration, New Delhi: Omsons Publications, 1992.
- Chand, Prem, Control of Public Expenditure in India, Allied Publishers, New Delhi, 2010.
- Chand, Prem, Performance Budgeting, Allied Publishers, New Delhi, 2010.
- Chaturvedi, T.N. and K.L. Handa, Financial Administration, New Delhi, IIPA, 1992.
- Chaturvedi, T.N. and K.L. Honda, Financial Administration, New Delhi: Indian Institute of Public Administration, 1986.
- Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
- Goel, S.L., Public Financial Administration, New Delhi: Deep & Deep, 2008.
- Government of India, Report of the 2nd ARC on Financial Management, 2009.
- Government of India, Report of the 1st ARC on Centre State Relations; Delegation of Financial and Administrative Powers, 1969.

- Gupta, B.N., Indian Federal Finance and Budgetary Policy, Chaitanya Publishing House, Allahabad, 2006.
- Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986.
- Lal, G.S. , Financial Administration in India, Delhi HPJ Kapoor, 1969.
- Mahajan, Sanjeev Kumar & Anupma Puri Mahajan, Financial Administration in India, New Delhi, PHI Learning Pvt. Limited, 2014.
- Mathur, Kuldeep (ed.), Development Policy and Administration, Sage, New Delhi, 1996.
- Mukerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Depot, 1980.
- Palekar, S.A., Development Administration, PHI Learning Private Limited, New Delhi, 2012.
- Radhey Sham, Financial Administration, New Delhi, Surjeet Book Depot, 1992.
- Sarapa, Public Finance in India, Kanishka Publishers, Distributors, New Delhi, 2004.
- Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
- Singh, Sahib and Swinder Singh, Personnel and Financial Administration, Chandigarh, New Academic, 1994.
- Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
- Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995.
- Tiwari, A.C., Problems of Fiscal Management in the Government, Delhi: SHIPRA Publications, 1995.
- Verma, V.P., Financial Administration-Concept and Issues, New Delhi: Alfa Publications, 2008.
- Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.

Second Semester
Administrative Theory-II
PAPER CODE- 20PUB22C1

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Become well versed with the theories of Public Administration.

CO-2. Comprehend about the Organizational Behaviour in an administrative system.

CO-3. Know about the role of Grievances Redressal Agencies and other initiatives taken towards citizen centric administration.

CO-4. Aware about the Emerging Trends in Public Administration

UNIT-I

Administrative Behaviour:

Decision Making Theories: Process & Techniques,

Motivation Theories,

Leadership Theories

Process & Types of Communication.

UNIT-II

Contemporary Approaches of Administration: Behavioral Approach & Systems Approach

Ethics & Integrity in Administration

Administrative Corruption: Causes and Consequences.

Impact of Liberalization, Privatization & Globalization on Public Administration

UNIT-III

Citizens and Administration:

People's Participation in Administration,

Citizens' Grievances & their Redressal: Concept of Ombudsman & its features,

Indian Ombudsman: Lokpal & Lokayukta,

Right to Information: Legal Provisions & Implementation

UNIT-IV

Emerging Trends in Public Administration: Concept of Good Governance,

E-Governance: Use of ICT in Administration,

Public Private Partnership (PPP),

New Public Service, Networking Governance

Suggested Books:

- Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984.
- Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, New Delhi, 2012.

- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- Goel, S.L., Advance Public Administration, Delhi, Deep & Deep Publication, 2003.
- Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition. (Hindi Medium).
- Leary Rosemary O', The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
- Maheshwari, S.R., Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
- Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
- Polinaidu, S., Public Administration, New Delhi, Galgotia, 2010.
- Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000. (Hindi Medium)
- Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Sharma, M.P. and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006. (English & Hindi Medium)
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- Srivastav, Om, Public Administration and Management-The Growing Horizons, Mumbai (Vol.II), 1991.
- Tyagi, A.R., Public Administration (Principles and Practice) Delhi, Atma Ram and Sons, 2001.
- White, L.D., Introduction to the Study of Public Administration, New York, Macmillan, 1995.

Second Semester
Administrative Thought-II
PAPER CODE- 20PUB22C2

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Discuss that how behavioral aspects of human affect the output of the organization.

CO-2. Identify the different factors which can motivate the person to work efficiently.

CO-3. Expose that how the management techniques can be used to increase the performance of the administration.

CO-4. Conceptualize the policy formulation and implementation process in governance.

UNIT-I

Elton Mayo, C.I. Barnard, Herbert Simon.

UNIT-II

Abraham Maslow, Douglas McGregor, Fredrick Herzberg.

UNIT-III

Chris Argyris, Rensis Likert, Peter Drucker.

UNIT-IV

Max Weber, Yehezkal Dror, Dwight Waldo, Paul H Appleby.

Suggested Books:

- Agrawal, Vijay, Prashasnik Chintak, Aakhar Publishing House, Bhopal, 2017.
- Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
- Kumar, Umesh and Sanjay Kumar Singh, Prachin Avm Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
- Maheshwari, S.R., Administrative Thinkers, New Delhi: Macmillan, India Ltd., 1998
- Nisha Ali, S.S., Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998
- Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 (Reprint of 2004 Edition)
- Prasad, Ravindra; V.S. Prasad and Satyanarayan (ed.), Administrative Thinkers, New Delhi, Sterling, 2010. (Hindi & English)
- Sapru, R.K., Administrative Theories and Management Thought, New Delhi: PHI Learning, 2017. (3rd Edition).
- Sarkar Monoranjan, Administrative Thinkers, Delhi: Wisdom Press, 2013.
- Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003, Fourth Edition, (Hindi Medium) reprint in 2010.
- Thory, Narender Kumar, Theory, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)

**Second Semester
State Administration
PAPER CODE - 20PUB22C3**

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

Course Outcomes: On successful completion of the course the student will be able to:

- CO-1.** Describe the working of Chief Executive and various state departments.
- CO-2.** Explain about the operational aspect of important Commissions in Haryana state.
- CO-3.** Evaluate structure and functions of Divisional and District Administration.
- CO-4.** Examine the role of District Planning Committee & PRIs in rural development.

UNIT-I

Political Executives at State Level: Governor & Chief Minister, State Secretariat: Organization & Functions, Role of Chief Secretary in State Administration.

UNIT-II

Organization and Functions of Home Department, Finance Department, Agriculture Department, Food and Supply Department in Haryana

UNIT-III

Organization and Functions of State Finance Commission, Haryana Urban Development Authority, Lokayukta, Haryana Public Service Commission, State Election Commission.

UNIT-IV

Organization and Functions of Divisional Commissioner, Deputy Commissioner, District Police Administration, District Rural Development Agency (DRDA) and District Planning Committee.

Suggested Books:

- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- Arora, Ramesh K. (ed.), Public Administration in India: Tradition, Trends and Transformation, New Delhi, Paragon, 2006.
- Arora, Ramesh K. and Rajni Goyal, Indian Administration: Institutions and Issues, New Delhi, Wishwa Prakashan, 2000.
- Aziz Abdul (eds.). Decentralised Governance in Asian Countries, New Delhi, Sage, 1996.
- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Bajpai, A. Panchayati Raj in India: A New Thrust, Delhi, Sahitya Prakashan, 1995.
- Bandhopadhyay, D. & Amitava Mukherjee, New Issues in Panchayati Raj, New Delhi, 2004.
- Barthwal, C.P., Indian Administration Since Independence, Lucknow, Bharat Publishers, 2003.
- Bava, Noorjahan. (ed.), Public Administration in the 21st Century, New Delhi, Kanishka, 2004.
- Bhambhri C.P., Public Administration in India, New Delhi, Vikas, 1976.
- Chakravarty, Bidyut & Mohit Bhattacharya, Administrative Change and Innovation, New Delhi, OUP, 2005.

- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: Alfa Publications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.

Second Semester
Comparative Public Administration-II
PAPER CODE - 20PUB22C4

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

Course Outcomes: On successful completion of the course the student will be able to:

- CO-1.** Become aware about the contribution of the leading scholars in the field of Comparative Public Administration.
- CO-2.** Gain knowledge about the operational working of local governments in parliamentary, presidential, dual and plural executive systems.
- CO-3.** Aware about the accountability mechanism of administrative systems in various developed countries.
- CO-4.** Learn how the complaints of the citizens in these developed countries are handled.

UNIT-I

Contribution of F.W. Riggs, Ferrel Heady and Siffin in Comparative Public Administration.

UNIT-II

Local government of UK, USA, France and Japan.

Unit-III

Accountability: Control Machinery in UK, USA, France, and Japan.

Unit-IV

Grievances Redressal Machinery in UK, USA, France, and Japan.

Suggested Books:

- Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
- Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Depot, 1994.
- Chopra J.K., Comparative Public Administration, Commonwealth Publication, New Delhi, 2004.
- Dahiya, Sewa Singh & Ravindra, Comparative Public Administration, Sterling Publications, Pvt Ltd., New Delhi, 2012.
- Gajanan R.P. and Sharma Anoop, Comparative Public Administration, Crescent Publishing Corporation, New Delhi, 2011.
- Gupta, Bhuvanesh, Comparative Public Administration, Wisdom Press, New Delhi, 2014.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Englewood Cliffs, 1966.
- Kataria, Surender, Tulnatmak Lok Prashashan, Jaipur: RBSA Publishers 2001. Arora, R.K. and Sangeeta Sharma, Comparative and Development Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992.
- Ridley, F.F., Government and Administration in Western Europe, Martin. Co. Ltd., Oxford.
- Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co, 1904.
- Riggs, F.W., Ecology of Public Administration, Bombay; Asia Publishing House, 1961.
- Rowat, Donald E., Public Adm in Developed Democracies, Donald Marcel Dekker, Inc. New York.
- Siffin, William, Towards the Comparative Study of Public Administration, Blooming, Indian University Press, 1957

Second Semester
Financial Administration-II
PAPER CODE - 20PUB22C5

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Acquaint with the role of Monetary, Fiscal and Disinvestment Policy.

CO-2. Explain the Parliamentary control over Finance, Delegation of Financial Powers in relation to Centre and States.

CO-3. Familiar with Modified Accounting System and Performance Audit as well as the basics of Accounting and Auditing System

CO-4. Describe the organization and functions of Central Board of Direct Taxes and Central Board of Excise and Custom as well as features of different committees and Commission of Tax Reforms

Unit-I

Monetary Policy of India: Meaning, Objectives, types and Instruments;

Fiscal Policy of India: Meaning, Objectives, Techniques and Limitations;

Disinvestment Policy of India: Meaning, Objectives, Importance and Features;

Role of International Monetary Fund in Monetary Policy.

Unit-II

Fiscal Federalism in India, Delegation of Financial Powers, Parliamentary Control over Public Finance, Public Debt.

Unit-III

Accounting System in India: Evolution Meaning, Objectives, Forms and Characteristics; Controller General of Accounts; Auditing System in India: Evolution, Meaning, Objectives and Characteristics, Second Administrative Reforms Commission and Financial Management.

Unit-IV

Tax Administration: Evolution, Meaning Importance, Principles and Types of Taxation, Central Board of Direct Taxes, Central Board of Excise and Custom, Goods and Services Tax.

Suggested Books:

- Baisya, K.N., Financial Administration, New Delhi: Omsons Publications, 1992.
- Chand, Prem, Control of Public Expenditure in India, Allied Publishers, New Delhi, 2010.
- Chand, Prem, Performance Budgeting, Allied Publishers, New Delhi, 2010.
- Chaturvedi, T.N. and K.L. Handa, Financial Administration, New Delhi, IIPA, 1992.
- Chaturvedi, T.N. and K.L. Honda, Financial Administration, New Delhi: Indian Institute of Public Administration, 1986.
- Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
- Goel, S.L., Public Financial Administration, New Delhi: Deep & Deep, 2008.
- Government of India, Report of the 2nd ARC on Financial Management, 2009.
- Government of India, Report of the Ist ARC on Centre State Relations; Delegation of Financial and Administrative Powers, 1969.

- Gupta, B.N., Indian Federal Finance and Budgetary Policy, Chaitanya Publishing House, Allahabad, 2006.
- Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986.
- Lal, G.S., Financial Administration in India, Delhi HPJ Kapoor, 1969.
- Mahajan, Sanjeev Kumar & Anupma Puri Mahajan, Financial Administration in India, New Delhi, PHI Learning Pvt. Limited, 2014.
- Mathur, Kuldeep (ed.), Development Policy and Administration, Sage, New Delhi, 1996.
- Mukerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Depot, 1980.
- Palekar, S.A., Development Administration, PHI Learning Private Limited, New Delhi, 2012.
- Radhey Sham, Financial Administration, New Delhi, Surjeet Book Depot, 1992.
- Sarapa, Public Finance in India, Kanishka Publishers, Distributors, New Delhi, 2004.
- Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
- Singh, Sahib and Swinder Singh, Personnel and Financial Administration, Chandigarh, New Academic, 1994.
- Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
- Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995.
- Tiwari, A.C., Problems of Fiscal Management in the Government, Delhi: SHIPRA Publications, 1995.
- Verma, V.P., Financial Administration-Concept and Issues, New Delhi: Alfa Publications, 2008.
- Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.

Second Semester
(Foundation Elective Paper)
MORAL EDUCATION
Paper Code: 20GENF1

Total Marks: 50
External Marks: 40
Internal Marks: 10

Time: 02 Hours

Instructions

There will be a total of five questions. Question No. 1 will be compulsory and shall contain eight to ten short answer type questions without any internal choice and it shall cover the entire syllabus. The remaining four questions will include two questions from each unit. The students will be required to attempt one question from each unit. The students will attempt three questions in all.

UNIT I

Guiding principles for life Ethics

- a. Guidelines set by society
- b. Changes according time and place

Morals

- c. Guidelines given by the conscience
- d. Always constant

Ethics in the workplace

- a. Respect for each other
- b. Obedience to the organization
- c. Dignity of labour
- d. Excellence in action

UNIT II

Concept of Trusteeship

- a. Everything belongs to society
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

Importance of service

- a. Responsibility of an individual
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

**Second Semester
MEDIA AND SOCIETY
Paper Code 20JRM01**

Time Allowed 3 hrs

Max. Marks 100
Theory Marks 80
Assignment 20

UNIT I

1. Media Definition
2. Relationship of Media in Society
3. Impact of Media on society – recent trends
4. Media and Social Development

UNIT II

1. Media Literacy
2. Impact of Media on children and youth
3. Media and gender issues
4. Media and Rural Society

UNIT III

1. Media and Violence
2. Media and Rising Crime
3. Media and Democracy
4. Media and development of Scientific temperament
5. Media and environmental issues

UNIT IV

1. Media Accountability.
2. Media and Economic development
3. Media and Nation Building
4. Popular culture and media