SYLLABI AND SCHEME OF EXAMINATIONS FOR MASTER OF ARTS (PUBLIC ADMINISTRATION)
Online Program
(Based on Curriculum and Credit Framework as per NEP 2020)

With effect from the Academic Session 2025-26

CENTRE FOR DISTANCE AND ONLINE EDUCATION
MAHARSHI DAYANAND UNIVERSITY
ROHTAK (HARYANA)

SCHEME OF EXAMINATIONS
MASTER OF ARTS (PUBLIC ADMINISTRATION)
Online Program

Type of Course	Nomenclature of Course	Course Code	Total Credits	Assignment Marks	Term End Examination (Theory) Marks	Total Marks
Semester I (2025-26 Onwards)						
DSC 1	Administrative Theory-I	25PUB201DS01OL	4	30	70	100
DSC 2	Research Methods-I	25PUB201DS02OL	4	30	70	100
DSC 3	Comparative Public Administration-I	25PUB201DS03OL	4	30	70	100
DSC 4	Administrative Thought-I	25PUB201DS04OL	4	30	70	100
DSC 5	Central Administration	25PUB201DS05OL	4	30	70	100
SEC 1	E-Governance	25PUB201SE01OL	4	30	70	100
Semester II (2025-26 Onwards)						
DSC 6	Administrative Theory-II	25PUB202DS01OL	4	30	70	100
DSC 7	Research Methods-II	25PUB202DS02OL	4	30	70	100
DSC 8	Comparative Public Administration-II	25PUB202DS03OL	4	30	70	100
DSC 9	Administrative Thought-II	25PUB202DS04OL	4	30	70	100
DSC 10	State Administration	25PUB202DS05OL	4	30	70	100
SEC 2	Office Management and Secretarial Practices	25PUB202SE01OL	4	30	70	100

Type of Course	Nomenclature of Course	Course Code	Total Credits	Assignment Marks	Term End Examination (Theory) Marks	Total Marks
Semester III (2026-27 Onwards)						
DSC 11	Development Administration-I	26PUB203DS01OL	4	30	70	100
DSC 12	Financial Administration-I	26PUB203DS02OL	4	30	70	100
DSC 13	Public Policy-I	26PUB203DS03OL	4	30	70	100
DSC 14	Social Welfare Administration-I	26PUB203DS05OL	4	30	70	100
DSC 15	Human Resource Development-I	26PUB203DS09OL	4	30	70	100
SEC 3	Communication Skills & Personality Development	26PUB203SE01OL	4	30	70	100
Semester IV (2026-27 Onwards)						
DSC 16	Development Administration-II	26PUB204DS01OL	4	30	70	100
DSC 17	Financial Administration-II	26PUB204DS02OL	4	30	70	100
DSC 18	Public Policy-II	26PUB204DS03OL	4	30	70	100
DSC 19	Social Welfare Administration-II	26PUB204DS05OL	4	30	70	100
DSC 20	Human Resource Development-II	26PUB204DS10OL	4	30	70	100
SEC 4	Stress and Time Management	26PUB204SE01OL	4	30	70	100

SEMESTER - I

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Administrative Theory-I	Course Code	25PUB201DS01OL
Hours per Week	07	Credits	04
Maximum Marks	100	Time of Examinations	3 Hours

Note:
Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):
CLO 1: Develop Understanding about the administrative system of any country and they are in a position to understand the latest developments in the discipline.
CLO-2. Develop competence about the operational working of an organizational structure.
CLO-3. Identify the nature of agencies operating in a system whether line, staff or auxiliary and the relationship between fields and headquarter.
CLO-4. Understand the means of ensuring accountability in the administrative system.

Unit 1:
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 2:
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 3:
Theories of Administration: Scientific Management Theory, Classical Theory, Human Relations Theory, Bureaucratic Theory, Public Choice Theory

Unit 4:
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

References:
• 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.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Research Methodology-I	Course Code	25PUB201DS02OL
Hours per Week	07	Credits	04
Maximum Marks	100	Time of Examinations	3 Hours

Note:
Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):
CLO 1: . Become familiar with the use of scientific method in social research.
CLO-2. Select the appropriate problem by testing it on various criteria.
CLO-3. Frame fruitful/ result oriented hypotheses.
CLO-4. Get expertise in preparing a research design on any topic of their own choice.

Unit 1:
Science: Meaning, Types, Characteristics and Basic Assumptions; Scientific Methods: Meaning, Characteristics and Steps of Scientific Methods, Research: Meaning, Nature and Types, Research Process.

Unit 2:
Social Research: Importance, Nature and Objectives; Types of Social Research: Pure and Applied Selection of Research Problem: Meaning, Definition & Criteria. Objectivity in Social Research, Review of Literature.

Unit 3:
Hypothesis: Meaning, Types, Importance and Sources of Hypothesis, Qualities of a Workable Hypothesis, Difficulties in the Formulation of Hypothesis; Designing of Hypothesis; Research Design: Meaning, Importance, Types &Elements of a Standard Research Design.

Unit 4:
Theory Building process: Theory, Concept and variables, Sampling: Meaning, Merits and Demerits, Types of Sampling: Probability and Non- Probability, Procedure for Selecting a Representative Sample.

References:
- Ahuja, Ram, Research Methods, Rawat Publications, New Delhi, 2002 (Hindi & English).
- Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.
- Galtung, John, Theory and Methods of Social Research, New York, Columbia University, 1967.
- George Kanire, Social Science Research Mehodology: Concepts, Methods & Computer applications, GRIN Publishing, Munich (Germany), 2013.
- Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Kamla Nagar Delhi (2006).
- Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and

Winston, 1973.

- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Kumar, Ranjeet, Research Methodology, Sage Publications, Pvt. Ltd., New Delhi, 2014.
- Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
- Nachmias, David and Ferrel Nachmias., Research Methods in Social Science, New York, St. Murthin Press, 1981.
- Panneerselvam, R., Research Methodology (2nd ed.) PHI Learning Private Ltd, Delhi 2014.
- Research Methodology (hindi)- Lakshmi Narayan Koli, Y K PUBLISHERS, AGRA, 2017.
- Sarantakos, S., Social Research, MacMillian Publishers, Australia Pvt. Ltd. 2nd ed. 1988.
- Seltiz, Clair, Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
- Sharma. A.K. & Bhaskar Rao (ed): Research in Public Administration: An Overview. Vikas, New Delhi, 1996.
- Shukla and Trivedi (Hindi)., Research Methodology, College Books Depot, Jaipur.
- Tripathi, PC. & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Comparative Public Administration -I	Course Code	25PUB201DS03OL
Hours per Week	07	Credits	04
Maximum Marks	100	Time of Examinations	3 Hours

Note:
Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):
CLO 1: Would gain knowledge about various administrative systems.
CLO-2. Develop understanding about the environmental forces and their impact on the administrative system.
CLO-3. Would acquire knowledge about the salient administrative features of UK, USA, France, and Japan.
CLO-4. Would get knowledge about the working of the chief executives in Parliamentary, Presidential, Quasi-Parliamentary and Quasi-Presidential and Collegial Systems.

Unit 1:
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 2:
Approaches: Structural Functional approach, Behavioral approach and Ecological approach, Environment of Administration: Social, Political, Economic & Cultural.

Unit 3:
Salient features of Administration in UK, USA, France, and Japan.

Unit 4:
Chief Executive of UK, USA, France, and Japan.

References:
- 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 Deport, 1994.
- Chopra J.K., Comparative Public Administation, 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 Miffin 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.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Administrative Thought-I	Course Code	25PUB201DS04OL
Hours per Week	07	Credits	04
Maximum Marks	100	Time of Examinations	3 Hours

Note:
Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):
CLO 1: Develop acquaintance about the impact of Kautilya's administrative thought in the modern world.
CLO-2. Understand the role of ethical values in reducing administrative corruption.
CLO-3. Develop understanding about the basic aspects of administrative reforms and their impact on administration.
CLO-4. Get the knowledge about the contribution of different scholars in Public Administration.

Unit 1
Indian Thinker
Kautilya, Mahatma Gandhi, Jawahar Lal Nehru.

Unit 2:
Classical Thinker
Karl Marx, Max Weber, Woodrow Wilson.

Unit 3:
Classical Thinker
L.D. White, F.W. Taylor, Luther Gulick.

Unit 4:
Classical Thinker
L. Urwick, Henry Fayol, M.P. Follett.

References:
- 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)

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Central Administration	Course Code	25PUB201DS05OL
Hours per Week	07	Credits	04
Maximum Marks	100	Time of Examinations	3 Hours

Note:
Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):
CLO 1: Increase knowledge about the evolution of Indian administration.
CLO-2. Develop competence to understand the operational working of Chief Executive and various ministries in India.
CLO-3. Get knowledge about the working procedure of significant Ministries of Central Government.
CLO-4. Get understanding about the Generalists Vs Specialist Controversy & the role played by Civil Services.

Unit 1:
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 2:
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 3:
Organization and Functions of Ministries of Home Affairs, Finance, Defence and Personnel, Public Grievance and Pension at the Central Level.

Unit 4:
Civil Services: Role of Civil Services in Indian Administration, Administrative Reforms in India since Independence, All India and Central Services, Generalists Vs Specialist Controversy.

References:
- 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.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	E-Governance	Course Code	25PUB201SE01OL
Hours per Week	04	Credits	04
Maximum Marks	External 70	Internal 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO 1: Understand the Fundamentals of E-Governance–Explain concepts, frameworks, and policies related to e-Governance.

CLO 2: Use Digital Platforms for Governance–Operate and navigate government e-portals, online services, and databases.

CLO 3: Apply ICT Tools in Public Service Delivery–Utilize digital tools for secure and efficient service delivery.

CLO 4: Develop Digital Literacy for Governance–Assist in digital service facilitation, grievance redressal, and e-office management.

Unit 1:Introduction to E-Governance

- Definition, Scope, and Importance of E-Governance
- Evolution and Growth of E-Governance in India
- Key E-Governance Policies and National Digital Initiatives
- Benefits and Challenges of E-Governance

Unit 2:E-Governance Infrastructure and Digital Platforms

- E-Governance Models (G2C, G2B, G2G, G2E)
- Digital Infrastructure (Aadhaar, DigiLocker, NPCI)
- Major Government Portals (UMANG, e-District, RTI, CSC)
- E-Governance in Sectors: Education, Healthcare, Agriculture, Finance

Unit 3:Cybersecurity and Legal Frameworks in E-Governance

- Cyber Laws and IT Act, 2000
- Digital Identity, Privacy, and Data Protection Frameworks
- Cyber Threats, Risks, and Best Practices for Secure Governance

• Role of AI and Block chain in E-Governance	

Unit 4:Practical Applications and Case Studies in E-Governance

- Implementation of E-Governance in India: Case Studies (Aadhaar, e-NAM, e-Courts)
- Global Best Practices in E-Governance (Estonia, Singapore, UK)
- E-Governance for Rural Development and Smart Cities
- Citizen Engagement and Digital Inclusion Strategies

Suggested Readings:

Suggested Readings:

- Sumathy, M. (2021). A Handbook of E-Governance in India. Abhijeet Publication.
- Trotta, Anthony (2018). E – Governance: Theory and application of Technology Initiatives. Routledge.
- Tripathi, V.K. (2016). E – Governance, Leadership and Citizen Administration.Omage.
- Miluwi, Joshua O. & Rashid,Hina (2013). E–Governance Democracy and Administration Strategy.Manglam.
- Islam, Muhammad Muinul& Ehsan, Mohammad (2012). From Government to E-Governance: Public Administration in the Digital Age. IGI Global.
- Milakovich, Michael E. (2011). Digital Governance: New Technologies for Improving Public Service and Participation. Routledge.
- Singh, Uttam Kumar, Nayak, Akshya Kumar & Chiranjeev, Avinash (2011).
- Government of India (2008). Promoting E–Governance: The SMART Way forward, 11th Report of 2nd Administrative Reforms Report.
- Tripathi, Vishwas (2007). E–Governance: Perspective and Challenges. Anmol.
- E-Governance. Jnanada. Deva, Vasu (2005).E-Governance in India–A Reality. Commonwealth.
- Sharma,Pankaj (2004). E–Governance. APH.

SEMESTER - II

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Administrative Theory-II	Course Code	25PUB202DS01OL
Hours per Week	07	Credits	04
Maximum Marks	100	Time of Examinations	3 Hours

Note:
Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):
CLO 1: Become well versed with the theories of Public Administration.
CLO-2. Comprehend about the Organizational Behaviour in an administrative system.
CLO-3. Develop understanding about the role of Grievances Redressal Agencies and other initiatives taken towards citizen centric administration.
CLO-4. Develop understanding about the Emerging Trends in Public Administration.

Unit 1:
Administrative Behaviour:
Decision Making Theories: Process & Techniques,
Motivation Theories- Abraham Maslow, Fredrick Herzberg, Douglas McGregor
Leadership Theories- Trait Theory, Situational Theory, Behavioral Theory.
Communication: Meaning, Types & Process.

Unit 2:
Ethics & Integrity in Administration
Administrative Corruption: Causes and Consequences.
Impact of Liberalization, Privatization & Globalization on Public Administration

Unit 3:
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 4:
Emerging Trends in Public Administration: Concept of Good Governance,
E-Governance: Use of ICT in Administration, Digital Governance, Artificial Intelligence.
Public Private Partnership (PPP),
New Public Service, New Public Governance

References:
- 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.
- 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..

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Research Methodology-II	Course Code	25PUB202DS02OL
Hours per Week	07	Credits	04
Maximum Marks	100	Time of Examinations	3 Hours

Note:
Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):
CLO 1: Utilize the data collection techniques for research requirements.
CLO-2. Process the collected data for drawing the results.
CLO-3. Analysis of data by doing the practical use of statistical methods.
CLO-4. Practical application of the SPSS while doing research.

Unit 1:
Data-Collection: Sources of Data Collection: Primary and Secondary, Techniques of Data Collection, Interview, Questionnaire, Schedule and Observation

Unit 2:
Processing of Data: Editing and Coding of Data, Classification of Data: Meaning, Characteristics, types and Importance, Tabulation: Meaning, Characteristics, types and importance. Graphic Representation of Data: Graphs & Diagrams.

Unit 3:
Analysis of Data: Importance of Statistical Methods in the Analysis of data, Central Tendency: Meaning and importance, Measures of Central tendency- Mean Median and Mode. Measures of Dispersion: Mean Deviation, Standard Deviation.

Unit 4:
Role of SPSS in Social Sciences Research, Interpretation of Data: Meaning, techniques and precautions, Role of Computer in Research; Report writing: Qualities and Steps of report-writing.

References:
- Ahuja, Ram, Research Methods, Rawat Publications, New Delhi, 2002. (Hindi & English).
- Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.
- Clair Seltiz., Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
- George Kanire, Social Science Research Mehodology: Concepts, Methods & Computer Applications, GRIN Publishing, Munich (Germany), 2013.

- Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Delhi, 2006.
- John, Galtung, Theory and Methods of Social Research, New York, Columbia University, 1967.
- Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.
- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Kumar, Ranjeet, Research Methodology, Sage Publications, India, Pvt. Ltd., New Delhi, 2014.
- Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
- Nachmias, David and Ferrel Nachmias., Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
- Panneerselvam, R., Research Methodology (2nd Ed.) PHI Learning Private Ltd, Delhi, 2014.
- Research Methodology (Hindi) - Lakshmi Narayan Koli, Y K PUBLISHERS, AGRA, 2017.
- Sarantakos, S, Social Research MacMillian Publishers Australia Pty Ltd 2nd Ed., 1988.
- Sharma. A.K. & Bhaskar Rao (ed): Research in Public Administration: An Overview. Vikas, New Delhi, 1996.
- Shukla and Trivedi (Hindi)., Research Methodology, College Book Depot, Jaipur.
- Tripathi, PC & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979

Semester - II

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Comparative Public Administration-II	Course Code	25PUB202DS03OL
Hours per Week	07	Credits	04
Maximum Marks	100	Time of Examinations	3 Hours

Note:
Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):
CLO 1: Become aware about the contribution of the leading scholars in the field of Comparative Public Administration.
CLO-2. Gain knowledge about the operational working of local governments in Parliamentary, Presidential, Dual and Plural Executive Systems.
CLO-3. Get understanding about the accountability mechanism of administrative systems in various developed countries.
CLO-4. Acquire knowledge regarding the Grievance Rederessal Mechanism in Developed Countries.

Unit 1:
Contribution of F.W. Riggs, Ferrel Heady and Siffin in Comparative Public Administration.

Unit 2:
Local government of UK, USA, France and Japan.

Unit 3:
Accountability: Control Machinery in UK, USA, France, and Japan.

Unit 4:
Grievances Redressal Machinery in UK, USA, France and Japan.

References:
- Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
- Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Deport, 1994.
- Chopra J.K., Comparative Public Administation, 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 Miffin 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.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Administrative Thought-II	Course Code	25PUB202DS04OL
Hours per Week	07	Credits	04
Maximum Marks	100	Time of Examinations	3 Hours

Note:
Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):
CLO 1: Understand that how behavioural aspects of human affect the output of the organization.
CLO-2. Identify the different factors which can motivate the person to work efficiently.
CLO-3. Become competent to understand that how the management techniques can be used to increase the performance of the administration.
CLO-4. Get knowledge about the contribution of various scholars in Public Administration.

Unit 1:
Neo-Classical Thinker
Elton Mayo, C.I. Barnard, Herbert Simon.

Unit 2:
Socio-Psychological Thinker
Abraham Maslow, Doughlas Mcgregor, Fredrick Herzberg.

Unit 3:
Behavioural Thinker
Chris Argyris, Rensis Likert, Victor Vroom

Unit 4:
Management and Public Policy Thinker
Peter Drucker, Yehezkal Dror, Dwight Waldo.

References:
- 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)

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	State Administration	Course Code	25PUB202DS05OL
Hours per Week	07	Credits	04
Maximum Marks	100	Time of Examinations	3 Hours

Note:
Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):
CLO 1: Comprehend the working of Chief Executive at state and various state departments.
CLO-2. Develop understanding about the operational aspect of important Commissions in Haryana state.
CLO-3. Get knowledge about structure and functions of Divisional and District Administration.
CLO-4. Evaluate the role of District Planning Committee & DRDA in rural development.

Unit 1:
Political Executives at State Level: Governor & Chief Minister, State Secretariat: Organization & Functions, Role of Chief Secretary in State Administration.

Unit 2:
Organization and Functions of Home Department, Finance Department, Agriculture Department, Food and Supply Department in Haryana.

Unit 3:
Organization and Functions of State Finance Commission, Haryana Urban Development Authority, Lokayukta, Haryana Public Service Commission, State Election Commission.

Unit 4:
Organization and Functions of Divisional Commissioner, Deputy Commissioner, District Police Administration, District Rural Development Agency (DRDA) and District Planning Committee.

References:
- 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.
- Chakrabarty Bidyut, Indian Administration: Evolution & Practice, Sage Publications, New Delhi, 2019.
- Sapru, R.K, Indian Administration: A Foundation of Governance, Sage Publications, New Delhi.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Office Management and Secretarial Practices	Course Code	25PUB202SE01OL
Hours per Week	04	Credits	04
Maximum Marks	External 70	Internal 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO1:Understand Office Administration–Explain office structure, functions, and workflow.

CLO 2:Develop Secretarial Skills–Manage correspondence, filing, and documentation.

CLO 3:Use Office Automation Tools–Operate MS Office and Google Workspace.

CLO4:Organize Meetings and Schedules–Prepare agendas, minutes, and schedules.

Unit 1:Fundamentals of Office Management

- Office Management and Administration: Structure and Functions
- Office Layout, Workflow, and Ergonomics
- Role and Responsibilities of Office Personnel
- Time and Work Management

Unit 2:Secretarial Practices and Administrative Communication

- Role of a Secretary in Office Administration
- Administrative Correspondence: Letters, Memos, Emails
- Report Writing, Noting, and Drafting Techniques
- Telephone and Virtual Communication Etiquette
- Record Management and Filing Systems

Unit 3:Office Technology and Digital Tools

- Office Automation: MS Word, Excel, PowerPoint, Google Workspace
- Digital Filing and E-Governance Practices
- Data Security and Confidentiality in Office Work
- Online Meetings: Scheduling, Video Conferencing Tools (Zoom, MS Teams)

Unit 4:Office Management in Practice

- Planning and Organizing Meetings: Notices, Agendas, Minutes
- Professional Ethics, Teamwork, and Interpersonal Skills
- Customer Handling and Public Relations
- Office Exposure

Suggested Readings:

- Balachandran, V. (2024). Office Management and Secretarial Practice. Vijay Nicole Imprints.
- Gupta, Sanjay (2024). Office Management (Hindi). SBPD Publications.
- Pillai, RSN (2023). Office Management. S. Chand Publishers.
- Government of Haryana (2022). Manual of Office Procedure. General Administration Department.
- Government of India (2022). Central Secretariat Manual of Office Procedure.Ministry of Personnel, Public Grievances & Pensions.
- Munyua, Caroline (2021). A Text Book for Office Procedures, Office Administration & Management and Secretarial Duties. Virtue Book Publishers.
- Bhatiya, R. C. (2019). Principles of Office Management. Lotus Press.
- Sahai, I.M. (2019). Modern Office Management (Hindi).Sahitya Bhavan Publications.
- Sahai, I.M. (2019). Modern Office Management. Sahitya Bhavan Publications.
- Sahai, I.M. (2019). Office Management (Hindi). Sahitya Bhavan Publications.
- Sahai, I.M. (2019). Office Management. Sahitya Bhavan Publications.
- Sharma, Divya & Rajni (2019). Office Management and Secretarial Practice. Galgotia Publishers.
- Bist, G D (2017) Officer Secretarial Practice. Shorthand House.
- Chopra, R.K. & Gauri, Priyanka (2017). Office Management. Himalaya Publication.

SEMESTER - III

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Development Administration-I	Course Code	26PUB203DS01OL
Hours per Week	04	Credits	4
Maximum Marks	External Internal 70 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO-1. Understand approaches of Development & Models of Development Administration.

CLO-2. Become familiar with the measures to improve administrative capability and concepts of Ecology.

CLO-3. Get understanding about the contribution of various scholars in Development Administration.

CLO-4. Generate awareness about the Development Programme GOI like MNREGA, NRHM, NRLM, JNNURM etc.

Unit 1:

Development: Meaning, Nature, Dimensions & Approaches, Concept of Modernization, Development Administration: Evolution, Meaning, Nature, Scope Significance and Changing Profile, Models of Development Administration, Difference between Development Administration and Traditional Administration.

Unit 2:

Administrative Capability: Meaning, Nature and Importance, Organization & Institutional Arrangement for Improving Administrative Capability. Ecology of Development Administration: Interaction with Political, Social, Cultural and Economic Systems.

Unit 3:

Contribution of Fred W. Riggs, Dwight Waldo and Edward Widener in Development Administration, Corporate Social Responsibilities and Development, Public Private Partnership and Development.

Unit 4:

Development Issues and Programmes: Mahatma Gandhi National Rural Employment

Guarantee Act (MNREGA), National Rural Health Mission (NRHM), Jawahar Lal Nehru National Urban Renewal Mission (JNNURM), National Rural Livelihood Mission (NRLM).

Suggested Readings:

- Kartik Murlidharan, Accelerating India's Development, Penguin Publication, New Delhi, 2024.

- Murlidhar Pathak , Vikas Prashashan Manohar Publication, New Delhi. 2021.

- Neetu Sharma, Development Administration, Gullybaba Publication, New Delhi, 2021.

- R.K. Sapru and Y. Sapru, Development Administration: Trends towards Development Management), Sterling Publications, Mumbai, 2021.

- Anupama Puri Mahajan, Development Administration in India, Sage Publication Pvt. Ltd., New Delhi, 2019.

- Archana Kaushik, Welfare and Development Administration in India- Global Vision Publishing House, New Delhi, 2019.

- S.K. Jha, Rural Development Administration in India, Arjun Publication, Delhi, 2019.

- P.D. Pathak, Vikas Prashashan, Generic Publications, 2015.

- Kundu, Rajesh, Development Administration, and Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2015.

- Rajshree Chaturvedi, Dimensions of Development Administration, Radha Publications, New Delhi, 2014.

- S.L. Dass, Bureaucracy and Development Administration, Swastik Publication, New Delhi, 2010.

- Y. Nath, Administration and Development Planning in India, Concept Publication, New Delhi, 2010.

- Goel, S.L., Development Administration, New Delhi: Deep and Deep, 2010.

- Sunil Dutt, Development Administration and Multi Level Planning, Kanishka Publications, New Delhi, 2008.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Financial Administration -I	Course Code	26PUB203DS02OL
Hours per Week	04	Credits	4
Maximum Marks	External Internal 70 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO-1. Get knowledge about the impact of Liberalization, Privatization and Globalization on Financial Administration & theory and practice.

CLO-2. Develop competence to analyze about adoption of appropriate method of Budget for Indian Financial Management and efficient Process of Budget.

CLO-3. Evaluate the role of Finance Ministry and specially Financial Management Committees in socio-economic Development.

CLO-4. Develop understanding about the role of Finance Commission and Reserve Bank of India in Monetary and Fiscal Policies of India.

Unit 1:

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 Expenditures

Unit 2:

Budget: Meaning, Constitutional Provisions and Importance, Features Types and Principles; Performance Budget, Zero Base Budget; Budget Process Cycle, Budget as a tool of Financial Control & Socio-Economic Development.

Unit 3:

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

Unit 4:

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 Readings:

- Garg, Bharti (2025). Public Finance and Financial Administration: A Global Perspective. Routledge India.
- **Mahajan, Sanjeev & Mahajan, Anupma Puri. (2020). Financial Administration in India.** Prentice Hall India Learning.
- Gautam, P.N. (2012). Bhartiya Vitt PrashasanEvmPrabandhan: Swaroop, SamsyayenEvm Samadhan. New Royal Book Company.
- **Government of India (2009). Strengthening Financial Management System.** Ministry of Personnel, Public Grievances & Pensions.
- **R.K. Gupta and P.K. Saini**(2008). **Financial Administration in India: Changing Contours and Emerging Challenges. Deep & Deep.**
- Verma, V.P. (2008). Financial Administration-Concept and Issues. Alfa Publications.
- Sharma, M.K. (2006). **Financial Administration.** Anmol Publications.
- Thavraj, MJK (2003). **Financial Administration in India.**Sultan Chand & Sons.
- Goel, S.L. (2002). Public **Financial Administration. Deep & Deep.**
-

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Public Policy-I	Course Code	26PUB203DS03OL
Hours per Week	04	Credits	4
Maximum Marks	External 70 Internal 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO 1: Understanding the fundamental concepts, scope, and significance of public policy, its role in governance, and the distinction between public and private policy.

CLO 2: Gaining insights into various theoretical perspectives and approaches to public policy, enabling a comprehensive understanding of how policies are formulated and implemented.

CLO 3: Developing analytical skills by studying different models of public policy, allowing for a deeper understanding of policy-making dynamics and decision-making processes.

CLO 4: Acquiring a systematic understanding of the public policy cycle, from agenda setting to evaluation, along with the roles of key stakeholders in the process.

Unit 1: Introduction to Public Policy

Meaning, Nature, and Scope of Public Policy, Relationship between **Public Administration and Public Policy,** Public and Private Policy: Differences and Inter linkages, Policy Science: Evolution, Meaning, Nature, Scope & Importance

Unit 2: Theories and Approaches to Public Policy

Theories of Public Policy: Rational Choice Theory, Institutionalism, Incrementalism, Advocacy Coalition Framework, Public Choice Theory

Approaches to Public Policy: Top-Down vs. Bottom-Up Approach, Elite vs. Pluralist Approach

Unit 3: Models of Public Policy

Rational Model, Incremental Model, Group Theory Model, Elite Model, Systems Model

Unit 4: Public Policy Process

Policy Cycle: Stages of Public Policy, Agenda Setting: Problem identification and issue selection,

Policy Formulation: Role of government, think tanks, and experts, Policy Adoption: Legislative and executive decision-making, Policy Implementation: Role of bureaucracy, institutions, and stakeholders, Policy Evaluation and Analysis: Impact assessment and feedback mechanisms

Suggested Readings:

- Myneni, S.R. (2024). Public Policy and Public Administration. Allahabad Law Agency.
- Swamy, Vighneswara, Suresh, K.G. (2024). Public Policy. Pearson Education.
- Sapru, R (2023). Public Policy: A Contemporary Perspective. Atlantic.
- Kumar, Ashok (2023). Public Policy and Administration. NE Books

- Chandrasekharan, Ram (2021). Public Policy and Administration in India. Academic Aspirations.
- Raj, Krishna (2021). Public Policy in India: Essays in Honour of Prof. B.S. Sreekantardhaya. Rawat.

- Sapru, R.K. & Sapru, Y. (2019). Public Policy: Formulation, Implementation & Evaluation. Sterling.
- Chakrabarty, Bidyut and Chand, Prakash (2016). Public Policy: Concept, Theory and Practice. New Delhi: Sage Publication.
- Chakrabarty, R. & Sanyal, K. (2016). Public Policy in India. OXFORD India.

- Sapru, R.K. (2012). Public Policy: Formulation, Implementation and Evaluation. New Delhi: Sterling Publishers.
- Sapru, R.K. (2011). Public Policy: Art and Craft of Policy Analysis. Prentice Hall India Learning.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Social Welfare Administration-I	Course Code	26PUB203DS05OL
Hours per Week	04	Credits	4
Maximum Marks	External 70 Internal 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO-1. Understand about the basic concepts of social welfare like social service, social work, social security etc.

CLO-2. Examine the role of social welfare administration during different time periods.

CLO-3. Discuss the different social welfare means adopted by administration.

CLO-4. Analyse the scope, principles and problems of social welfare administration.

Unit 1:

Basic Concepts: Social Welfare, Social Service, Social Work, Social Security, Main Characteristics of Social Security Programmes, Social Reforms and its Impact on Society.

Unit 2:

Evolution of Social Welfare in India: Ancient, Medieval and British Period; Indian Constitution and Social Welfare; Five Year Plans and Social Welfare in India; Social Welfare Administration as a Profession, Characteristics of Profession.

Unit 3:

Relationship of Public Administration and Social Welfare Administration; Distinction between Social Services and Social Welfare Services; Distinction between Social Work and Social Welfare; and Methods of Social Work.

Unit 4:

Social Welfare Administration: Meaning, Nature, Scope and Principles; Tasks & Problem of Social Welfare Administration; Factors Determining Social Welfare Programmes; Social Welfare Models

Suggested Readings:

- **Majeed, Iqball(2023).**Social Policy and Welfare Administration. Global Vision Publishers.
- Ahuja, Ram (2018). Samajik Samasyayen. Rawat Publications.
- Chandra, Shradha (2017). Social Welfare Administration in India. Lulu Press.
- Kirdak, B.H. (2017). Bharat me SamajikSamasya. Isika Publishing House.
- Yadav, Kamla (2016). Aadhunik Samaj Karya avam Gair Sarkari Sangathan. D.N.D. Publications.
- Sachdeva, D.R. (2015). Social Welfare Administration in India. Kitab Mahal Publishers, Allahabad, 2015.
- Singh, M.K. (2015). Social Welfare Administration and Social Policy. JBC Publishers.
- Gautam,Vidyapati (2014). Social Welfare Policy and Administration. K.K. Publishers. Publications.

- Pandey, Balkeshwar(2013). Samaj Karya (Siddhant and Padatiya). Rawat Publications.
- Roy, Sanjoy (2013). SocialWelfare Administration: Development & Prospects. Discovery Publishers.
- Vyas, Shailendra and Sharma, S.D. (2013). Samaj Kalayanavam Vidhan. Nikhil Publishers and Distributors.
- Kataria, Surendra (2010).SamajikPershasan. RBSA Publishers.
- Kataria, Surendra (2010). Social Welfare Administration. RBSA Publications.
- Misher, Dayakrishan and Rathore, A.S. (2011).SamajikPrashasan. College Book Depo.
- Yogi, Praveen (2000). Social Justice and Empowerment. Kalpag Publications.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Human Resource Development-I	Course Code	26PUB203DS09OL
Hours per Week	04	Credits	4
Maximum Marks	External 70 Internal 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO-1. Get knowledge about various types and process of recruitment system.

CLO-2. Understand the impact of promotion and training in human resource development

CLO-3. Develop Competence to examine the different employee-employer relations like conduct rules, disciplinary actions.

CLO-4. Get understanding the impact of morale and motivation and their effects for

organizational development

Unit 1:

Human Resource Development: Meaning, Nature, Scope, Objectives & Principles of Human Resource Development, Evolution of Human Resource Development, Role of Human Resource Development.

Unit 2:

Human Resource Planning, Recruitment, Promotion, Training & Development.

Unit 3:

Service Conditions & Conduct Rules, Disciplinary Actions, Employees Association, Whitleyism in India.

Unit 4:

Issues in Human Resource Development: Employees Morale, Motivation, HRD Culture & Climate, Incentives & Employee Benefits.

Suggested Readings:

- Pritam Chattopadhyay, HR & HRD Fundamentals. Perfect Writer Publisher, Delhi, 2024
- Human Resource Development: Theory and Practices- David McGuire , Kenneth Molbjerg Jorgensen, Sage India Pvt. Ltd, New Delhi, 2023
- Dr. Surendera Kataria, Karmik Prashasan, RBSA Publishers, Jaipur, 2021
- Mehta, C.M., Human Resource Development, Doel Kar, Bharti Publications, Delhi, 2020
- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Rao, V.S.P.,Human Resource Management, New Delhi: Excel Books, 2016(ed.).
- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3rd ed.).
- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing HousePvt. Ltd., New Delhi, 2015.
- Viswanathan, Rajeesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.
- P.C. Tripathi, Human Resource Development, (2013), Sultan Chand and Sons, Delhi.
- D.K. Bhattacharyya, Human Resource Development, (2013), Himalaya Publishing House, New Delhi.
- Panchanatham, Annamalai , Personnal Administration, Dominant Publishers & Distributors (P) Ltd., Delhi, 2013
- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices,PHI Learning Private Limited, New Delhi, 2012.
- Keshav Prasad, Strategic Human Resource Development: Concepts and Practices, PHI Learning Pvt. Ltd., New Delhi, 2011
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane BooksPvt. Ltd., New Delhi, 2010.
- Mankin, David. Human Resource Development, Oxford University Press, 2009.
- Sharma, Sudhir.   Human Resource Development, New Delhi: Maxford Books,2009.
- Sheikh, A.M., Human Resource Development and Management, S. Chand & Company, New Delhi, 2009.
- Mankin, David, Human Resource Development, Oxford University Press, Oxford,2009.
- Krishnaveni R., Human Resource Development, New Delhi, Excel, 2008.
- M.K. Sharma , Personnal Administration, Anmol Publication Pvt. Ltd., New Delhi, 2007
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory &Practice, Deep & Deep Publications, New Delhi, 2002.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Communication Skills &Personality Development	Course Code	26PUB203SE01OL
Hours per Week	04	Credits	04
Maximum Marks			100
Formative Assessment			Marks Distribution
Written test(2x15)			30
MCQ/Quizzes/ Group Discussion(2x10)			20
Case Study/ Mini Project (1x 25)			25
Assignment/ Seminar/ Presentation (2X 10)			20
Attendance			05
Total			100

Course Learning Outcomes (CLO):

CLO1 Imparting theoretical knowledge of the concepts such as personality, skills, values, communication, motivation and leadership

CLO2 Developing necessary skill among students to understand themselves based on their theoretical understanding of personality, skills, values, communication, motivation and leadership

CLO3 Helping students in acquiring desired kinds of attitude, etiquettes, communication skills required for rational decision making.

CLO4 Developing the Soft Skills as well as the presentation skills among the students and preparing them for interview.

Unit 1:

Personality Development – Concept; Skills and Value Orientation of Personality Development; Stages of Personality Development; Factors Affecting Personality Development; Personality Traits; Concepts–Creativity: Attitudes and Etiquettes.

Unit 2:

Communication and its Dimensions, Decision Making
Communication- Meaning, Importance, and Communication Skills, Verbal & Non Verbal Communication. Barriers to Effective Communication: Semantic; Organizational; psychological, Superior-Subordinate Related & others; Decision Making –Meaning, Importance, Determinant Factors and Techniques.
Unit 3:
Managing Self-Mind and Motivation, Leadership and Conflict Resolution: Managing Self- Mind, Body and Soul; Motivation – meaning, theories and types. Leadership – meaning, types, functions and various theories. Conflict – meaning, reasons and consequences. Conflict Resolution: Need and various approaches and institutions
Unit 4: **Development of Soft Skills, Presentation and Interview** Soft Skills: Meaning & Characteristics, Misconception about Soft Skills, Development of Soft Skills; Presentation: Concept, Need of Presentation, Types of Presentation and Stages of Presentation; Difficulties in Presentation, How to make Presentation Effective, Salient Features of a Good Presentation: Interview: Meaning, Definition, Objectives Types, Techniques, Steps of Interview Process and limitations of Interview.

Suggested Readings:

- Pease, Allan and Pease, Barbara (2017) The Definitive Book of Body Language. Sudha Publications: Delhi
- Baron, Robert A and Misra, Girishwar (2015) Psychology (Indian Sub-continent Edition). Pearson: New Delhi
- Carmine, Gallo (2014) Talk like Ted: The Public Speaking Secrets of the World's Top Minds. Pan MacMillan: London
- Khan, S R (2014) Personality Development. Ramesh Publishing House: Delhi.
- Morgan, Chifford T; King, Richard A; Weisz, John R and Scopler, John (2014)
- Adair, John (2009) Effective Communication (Revised Edition). Pan MacMillan: London Ajmani, J C (2012) Good English: Getting it Right
- Becker, Ethan F. and Wortmann, Jon (2009) Mastering Communication at Work: How to Lead, Manage, and Influence? McGraw Hill: New Delhi
- Jain, Shashi (2007) Introduction to Psychology (4th Revised Edition). Kalyani Publishers: New Delhi
- Hurlock, E B (2006) Personality Development (28th Reprint). Tata McGraw Hill: New Delhi
- Kumar, Pravesh (2005) All About Self-Motivation. Goodwill Publishing House: New Delhi

- D J (2004) Power of Positive Thinking. Rohan Book Company: Delhi
- Rupa Publications: New Delhi Andrews, Sudhir (1988) How to Succeed at Interviews (21st Reprint). Tata McGraw Hill: New Delhi
- Heller, Robert (2002) Effective Leadership. D K Publishing: New Delhi.
- Lucas, Stephen (2001) Art of Public Speaking. Tata McGraw Hill: New Delhi Mile,
- Introduction to Psychology (7th Edition). McGraw Hill: New Delh

SEMESTER - IV

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Development Administration-II	Course Code	26PUB204DS01OL
Hours per Week	04	Credits	4
Maximum Marks	External 70 Internal 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO-1. Get knowledge about the fundamentals of Development Public Policy and role of bureaucracy in technical examination of Policy.

CLO-2. Understand about the process of Policy formulation, implementation and evaluation.

CLO-3. Acquire knowledge about the role of NGOs and PRIs in Development project Formulation, Implementation and evaluation Process.

CLO-4. Develop competence to evaluate the Problems and Prospects of Sustainable Development

Unit 1:

Development Policy – Concept, Meaning, Nature and Scope; Development Policy Cycle; Rural and Urban Development Policies; Role of Bureaucracy in Development Policy Management.

Unit 2:

Development Planning: Meaning, Nature, Types and Importance; Planning Machinery at Union, State and District Level.

Unit 3:

People's Participation in Development Process, Role of NGOs in Development, Development Programmes and Projects Formulation and Implementation, Role of Panchayati Raj Institutions in Development.

Unit 4:

Sustainable Development: Evolution, Concept, Objectives, Parameters; Strategies and

Challenges of Achieving Sustainable Development; Role of United Nations and Indian Government in Sustainable Development, International Aid and Assistance Programmes for Development.

Suggested Readings:

- Kartik Murlidharan, Accelerating India's Development, Penguin Publication, New Delhi, 2024.

- Murlidhar Pathak , Vikas Prashashan Manohar Publication, New Delhi. 2021.

- Neetu Sharma, Development Administration, Gullybaba Publication, New Delhi, 2021.

- R.K. Sapru and Y. Sapru, Development Administration: Trends towards Development Management), Sterling Publications, Mumbai, 2021.

- Anupama Puri Mahajan, Development Administration in India, Sage Publication Pvt. Ltd., New Delhi, 2019.

- Archana Kaushik, Welfare and Development Administration in India- Global Vision Publishing House, New Delhi, 2019.

- S.K. Jha, Rural Development Administration in India, Arjun Publication, Delhi, 2019.

- P.D. Pathak, Vikas Prashashan, Generic Publications, 2015.

- Kundu, Rajesh, Development Administration, and Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2015.

- Rajshree Chaturvedi, Dimensions of Development Administration, Radha Publications, New Delhi, 2014.

- S.L. Dass, Bureaucracy and Development Administration, Swastik Publication, New Delhi, 2010.

- Y. Nath, Administration and Development Planning in India, Concept Publication, New Delhi, 2010.

- Goel, S.L., Development Administration, New Delhi: Deep and Deep, 2010.

- Sunil Dutt, Development Administration and Multi Level Planning, Kanishka Publications, New Delhi, 2008.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Financial Administration-II	Course Code	26PUB204DS02OL
Hours per Week	04	Credits	4
Maximum Marks	External 70 Internal 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO-1. Acquaint with the role of Monetary, Fiscal Policies, IMF and LPG impact on Financial Management.

CLO-2. Understand the Parliamentary control over Finance, Delegation of Financial Powers in relation to Centre and state Governments.

CLO-3. Familiar with the basics of Accounting and Auditing System of India.

CLO-4. Get knowledge about the Tax Administration and Tax Reforms.

Unit 1:

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

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

Impact of Liberalization, Privatization and Globalization on Financial Management;

Role of International Monetary Fund in Economic Policy of India.

Unit 2:

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

Unit 3:

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

Unit 4:

Tax Administration: Meaning Importance, Principles, Methods and Types of Taxation, Central Board of Direct Taxes, Central Board of Indirect Tax and Custom, Tax Reforms, Goods and Services Tax**.**

Suggested Readings:

- Garg, Bharti (2025). Public Finance and Financial Administration: A Global Perspective. Routledge India.
- **Mahajan, Sanjeev & Mahajan, Anupma Puri. (2020). Financial Administration in India.** Prentice Hall India Learning.
- Gautam, P.N. (2012). Bhartiya Vitt PrashasanEvmPrabandhan: Swaroop, SamsyayenEvm Samadhan. New Royal Book Company.
- **Government of India (2009). Strengthening Financial Management System.** Ministry of Personnel, Public Grievances & Pensions.
- Verma, V.P. (2008). Financial Administration-Concept and Issues. Alfa Publications.
- **R.K. Gupta and P.K. Saini**(2008). **Financial Administration in India: Changing Contours and Emerging Challenges. Deep & Deep.**
- Sharma, M.K. (2006). **Financial Administration.** Anmol Publications.
- Thavraj, MJK (2003). **Financial Administration in India.**Sultan Chand & Sons.
- Goel, S.L. (2002). Public **Financial Administration. Deep & Deep.**

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Public Policy-II	Course Code	26PUB204DS03OL
Hours per Week	04	Credits	4
Maximum Marks	External 70 Internal 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO1: Understanding the foundational concepts, scope, and evolution of public policy in India, along with its constitutional basis and significance in governance.
CLO2: Gaining insights into the roles of various institutions such as the government, bureaucracy, think tanks, civil society, and the judiciary in shaping and implementing public policy.
CLO3: Developing an in-depth understanding of the public policy cycle, including agenda setting, formulation, implementation, evaluation, and the challenges faced in execution.
CLO4: Analyzing real-world applications of public policy by examining historical and contemporary case studies in agriculture, industry, education, and health sectors.

Unit 1: Introduction to Public Policy in India

Conceptualization of Public Policy in Indian Context, Evolution of Public Policy in India: Past and Present, Constitutional Framework of Public Policy in India, Public Policy and Governance: Relationship and Importance

Unit 2: Policy-Making Institutions in India

Role of Government: Legislature, Executive, Judiciary, Bureaucracy and Policy Implementation, Think Tanks and Research Organizations: NITI Aayog, IIPA, CPR, Role of Civil Society, NGOs, and Media in Policy-Making, Judicial Activism and Public Policy: PILs and Landmark Judgments

Unit 3: The Public Policy Process in India

Stages of Public Policy: Formulation, Implementation, and Evaluation, Policy-Making: Role of Ministries and Committees, Public Consultation and Stakeholder Engagement, Challenges in Policy Implementation in India

Unit 4: Case Studies of Public Policies in India

Agriculture Policy: Evolution and Salient Features, Industrial Policy: Evolution and Salient Features, Education Policy: Evolution and Salient Features, Health Policy: Evolution and Salient Features.

Suggested Readings:

-
- Swamy, Vighneswara, Suresh, K.G. (2024). Public Policy. Pearson Education.
- Myneni, S.R. (2024). Public Policy and Public Administration. Allahabad Law Agency.
- Kumar, Ashok (2023). Public Policy and Administration. NE Books.

- Sapru, R (2023). Public Policy: A Contemporary Perspective. Atlantic.
- Raj, Krishna (2021). Public Policy in India: Essays in Honour of Prof. B.S. Sreekantardhaya. Rawat.

- Chandrasekharan, Ram (2021). Public Policy and Administration in India. Academic Aspirations.
- Sapru, R.K. & Sapru, Y. (2019). Public Policy: Formulation, Implementation & Evaluation. Sterling.
- Chakrabarty, Bidyut and Chand, Prakash (2016). Public Policy: Concept, Theory and Practice. New Delhi: Sage Publication.
- Chakrabarty, R. & Sanyal, K. (2016). Public Policy in India. OXFORD India.

- Sapru, R.K. (2012). Public Policy: Formulation, Implementation and Evaluation. New Delhi: Sterling Publishers.
- Sapru, R.K. (2011). Public Policy: Art and Craft of Policy Analysis. Prentice Hall India Learning.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Social Welfare Administration-II	Course Code	26PUB204DS05OL
Hours per Week	04	Credits	4
Maximum Marks	External 70 Internal 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO-1. Understand the working of Social Welfare Ministry and Department.

CLO-2. Analyze the role of voluntary organizations and different Commissions..

CLO-3. Acquire knowledge about the problems & prospects of welfare programmes of child, youth and aged persons.

CLO-4. Develop competence to examine the role and functions of SC, ST and OBC in welfare programmes.

Unit 1:

Ministry of Social Welfare: Organisation & Functions; Social Welfare Department at State and District Level.

Unit 2:

Role of Voluntary Organisation in Social Welfare, Family welfare: Problems & Prospects, Women Welfare Programmes in India. National Commission for Women Composition, Functions and Powers.

Unit 3:

Child Welfare Programmes in India: Problems and Prospects; Youth Welfare Programmes in India: Problems and Prospects; Aged Welfare Programmes in India: Problems and Prospects.

Unit 4:

SC and ST Welfare Programmes in India, Composition and Function of SC, ST Commission; OBC Welfare Programmes in India, Composition and Function of OBC Commission; Disabled Welfare Programmes in India: Problems and Prospects.

Suggested Readings:

- **Majeed, Iqball (2023).** Social Policy and Welfare Administration. Global Vision Publishers.
- Ahuja, Ram (2018). Samajik Samasyayen. Rawat Publications.
- Chandra, Shradha (2017). Social Welfare Administration in India. Lulu Press.
- Kirdak, B.H. (2017). Bharat me SamajikSamasya. Isika Publishing House.
- Yadav, Kamla (2016). Aadhunik Samaj Karya avam Gair Sarkari Sangathan. D.N.D. Publications.
- Sachdeva, D.R. (2015). Social Welfare Administration in India. Kitab Mahal Publishers, Allahabad, 2015.
- Singh, M.K. (2015). Social Welfare Administration and Social Policy. JBC Publishers.
- Gautam,Vidyapati (2014). Social Welfare Policy and Administration. K.K. Publishers. Publications.

- Pandey, Balkeshwar(2013). Samaj Karya (Siddhant and Padatiya). Rawat Publications.
- Roy, Sanjoy (2013). SocialWelfare Administration: Development & Prospects. Discovery Publishers.
- Vyas, Shailendra and Sharma, S.D. (2013). Samaj Kalayanavam Vidhan. Nikhil Publishers and Distributors.
- Kataria, Surendra (2010).SamajikPershasan. RBSA Publishers.
- Kataria, Surendra (2010). Social Welfare Administration. RBSA Publications.
- Misher, Dayakrishan and Rathore, A.S. (2011).SamajikPrashasan. College Book Depo.
- Yogi, Praveen (2000). Social Justice and Empowerment. Kalpag Publications.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Human Resource Development- II	Course Code	26PUB204DS10OL
Hours per Week	04	Credits	4
Maximum Marks	External 70 Internal 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

CLO-1. Identify and measure the data about human resources and how it can be utilized in decision making.

CLO-2. Comprehend the value of information while making policies.

CLO-3. Draw a distinction between the Job description, Job specification and Job enrichment.

CLO-4. Develop competence to evaluate the modern trends and challenges for human resource development.

Unit 1:

Human Resource Accounting and Human Resource Development, Career Planning and Development, Performance Appraisal & Evaluation.

Unit 2:

Management Information System, Organizational Development, Organizational Behaviour, Interpersonal Communication.

Unit 3:

Job Analysis, Job Description, Job specification and Job Enrichment.

Unit 4:

Management by Objectives, Recent Trends in Human Resource Development, Emerging Challenges in Human Resource Development.

Suggested Readings:

- Pritam Chattopadhyay, HR & HRD Fundamentals. Perfect Writer Publisher, Delhi, 2024

- Human Resource Development: Theory and Practices- David McGuire , Kenneth Molbjerg Jorgensen, Sage India Pvt. Ltd, New Delhi, 2023
- Dr. Surendera Kataria, Karmik Prashasan, RBSA Publishers, Jaipur, 2021
- Mehta, C.M., Human Resource Development, Doel Kar, Bharti Publications, Delhi, 2020
- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Rao, V.S.P.,Human Resource Management, New Delhi: Excel Books, 2016(ed.).
- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3rd ed.).
- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.
- Viswanathan, Rajeesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.
- P.C. Tripathi, Human Resource Development, (2013), Sultan Chand and Sons, Delhi.
- D.K. Bhattacharyya, Human Resource Development, (2013), Himalaya Publishing House, New Delhi.
- Panchanatham, Annamalai , Personnal Administration, Dominant Publishers & Distributors (P) Ltd., Delhi, 2013
- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Keshav Prasad, Strategic Human Resource Development: Concepts and Practices, PHI Learning Pvt. Ltd., New Delhi, 2011
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Mankin, David. Human Resource Development, Oxford University Press, 2009.
- Sharma, Sudhir. Human Resource Development, New Delhi: Maxford Books,2009.
- Sheikh, A.M., Human Resource Development and Management, S. Chand & Company, New Delhi, 2009.
- Mankin, David, Human Resource Development, Oxford University Press, Oxford,2009.
- Krishnaveni R., Human Resource Development, New Delhi, Excel, 2008.
- M.K. Sharma , Personnal Administration, Anmol Publication Pvt. Ltd., New Delhi, 2007
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, Deep & Deep Publications, New Delhi, 2002.

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Stress & Time Management	Course Code	26PUB204SE01OL
Hours per Week	04	Credits	04
Maximum Marks			100
Formative Assessment			Marks Distribution
Written test(2x15)			30
MCQ/Quizzes/ Group Discussion(2x10)			20
Case Study/ Mini Project (1x 25)			25
Assignment/ Seminar/ Presentation (2X 10)			20
Attendance			05
Total			100

Course Learning Outcomes (CLO):

CLO 1: Imparting theoretical knowledge of the concepts such as stress, its approaches and Sources of stress.
CLO 2: Understanding the relationship of stress with health and workplace.
CLO 3: Developing an understanding of the basic concepts of time, its significance, skills & techniques of time management.
CLO 4: To acquaint with the role of administrator in time management.

Unit 1:

Stress: Nature & Concept, Approaches , Types, Symptoms, and Sources of Stress

Stress Management: Meaning, Approaches & Techniques

Unit 2:

Stress and Health: Effects on Health, Job Performance and Relationship
Workplace Stress: Major Causes

 Models of Stress

Unit 3:

Time Management: Concept, Significance, Skills of Time Management

Techniques of time management

Unit 4:

Approaches of Time Management

Poor Time Management: Effects on Job Performance

Role of Administrator in Time Management.

Suggested Readings:

- Dixit, S. (2018). Time Management: 20 Principles for the Best Utilization of Your Time. New Delhi, India: Manjul Publishing House.w

- Bly, R. (2017). Time Management: Make Every Second Count. Mumbai, India: Jaico Publishing House.
- Rowan, J. (2015). Time Matters: Making the Most of Your Day. New Delhi, India: Viva Books.
- Harvard Business Essentials. (2005). Time Managwement: Increase Your Personal Productivity and Effectiveness. Boston: Harvard Business School Publishing Corporation.
- Ferner, J.D. (1995). Successful Time Management. New York: John Wiley & Sons, Inc.
- Cambridge Dictionary. Retrieved from https://dictionary.cambridge.org/dictionary/english/time-management
- Covey, S. (1989). The Seven Habits of Highly Effective People: Powerful Lessons for Personal Change. New York. Free Press.
- Management Study Guide. Retrieved from https://www.managementstudyguide. com/time-management-benefits.html