SYLLABI AND SCHEME OF EXAMINATIONS FOR DISCIPLINE SPECIFIC COURSES OF MULTIDISCIPLINARY PROGRAMS WITH HONS. IN ONE MAJOR DISCIPLINE B.A. (MULTIDISCIPLINARY) WITH HONS. IN PUBLIC ADMINISTRATION

(Based on Curriculum and Credit Framework for UG Programs under NEP)

WITH EFFECT FROM THE SESSION 2024-25

MAHARSHI DAYANAND UNIVERSITY ROHTAK (HARYANA)

Credit Structure for Undergraduate Programme in Public Administration (Multidisciplinary with Hons. in One Major Discipline)

Semester	Discipline-Specific Courses (DSC) / Major courses	Minor(MIC)/ Vocational (VOC)/ Skill Enhancement Courses (SEC)/ Internship	Multidisciplinary courses(MDC)	Ability Enhancement courses(AEC)	Research project/ Dissertation	Value-Added Courses (VAC)	Total Credits
I	DSC - A1 @ 4 credits	MIC1 @ 4 credits	MDC1 @ 3 credits	AEC1 @ 2 credits	----------	----------	24
	DSC - B1 @ 4 credits	SEC1@ 3 credits**					
	DSC - C1 @ 4 credits						
II	DSC - A2 @ 4 credits	SEC2 @ 3 credits**	MDC2 @ 3 credits	AEC2 @ 2 credits	----------	VAC1 @ 2 credits VAC2 @ 2 credits	24
	DSC – B2 @ 4 credits						
	DSC – C2 @ 4 credits						
Students exiting the programme after second semester and securing 52 credits including 4 credits of summer internship will be awarded UG Certificate in the relevant Discipline/ Subject							
III	DSC – A3 @ 4 credits	MIC2 @ 4 credits	MDC3 @ 3 credits	AEC3 @ 2 credits		----------	24
	DSC – B3 @ 4 credits	SEC3@ 3 credits**					
	DSC – C3 @ 4 credits						
IV	DSC – A4 @ 4 credits	MIC3(VOC)@ 4 credits	----------	AEC4 @ 2 credits	----------	VAC3 @ 2 credits	20
	DSC – B4 @ 4 credits						
	DSC – C4 @ 4 credits						
Students exiting the programme after fourth semester and securing 96 credits including 4 credits of summer internship will be awarded UG Diploma in the relevant Discipline/Subject							
V	DSC – A5 @ 4 credits	MIC4(VOC)@ 4 credits	----------	----------	----------	----------	20
	DSC – B5 @ 4 credits	Internship @ 4 credits#					
	DSC – C5 @ 4 credits						
VI	DSC – A6 @ 4 credits	MIC5 @ 4 credits	----------	----------	----------	----------	20
	DSC – B6 @ 4 credits	MIC6(VOC)@ 4 credits					
	DSC – C6 @ 4 credits						
Students will be awarded 3-year UG Degree in the relevant Discipline/Subject upon securing 132 credits.							
VII*	DSC – H1 @ 4 credits	SEC4 @ 4 credits OR MIC7 (VOC) @ 4 credits OR Internship @ 4 credits	----------	----------	----------	----------	24
	DSC – H2 @ 4 credits						
	DSC – H3 @ 4 credits						
	DSC – H4 @ 4 credits						
	DSC – H5 @ 4 credits						
VIII* (4yr UG Hon.)	DSC – H6 @ 4 credits	SEC5 @ 4 credits OR MIC8 (VOC) @ 4 credits OR Internship @ 4 credits	----------	----------	----------	----------	24
	DSC – H7 @ 4 credits						
	DSC – H8 @ 4 credits						
	DSC – H9 @ 4 credits						
	DSC – H10 @ 4 credits						
VIII* (4yr UG Hon. with Research)	DSC – H6@ 4 credits	SEC5 @ 4 credits OR MIC8 (VOC) @ 4 credits OR Internship @ 4 credits	----------	----------	Research project/ Dissertation@ 12 credits	----------	24
	DSC – H7@ 4 credits					TOTAL CREDITS	180

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* Student should select one major discipline (Out of A, B, or C studied during first three years of UG Programmes) in which he/she wishes to pursue Honors. This framework is subject to modification as per UGC guidelines at the University level. The universities may decide to offer the Honors degree Programmes subject to the fulfillment of credit point table

** SEC for imparting practical skills related to Major (A, B and C)/minor.

#Four credits of internship earned by a student during summer internship after 2nd semester or 4th semester will be counted in 5th semester of a student who pursue 3 year UG Programmes without taking exit option.

Semester I (Session 2024-25)														
Discipline Specific Courses/ Major Course			**Credits Distribution**			**Total Credits**	**Workload**			**Total Workload**	**Marks**			
	Nomenclature of Course	**Course Code**	**L**	**T**	**P**		**L**	**T**	**P**		**Theory**		**Practical**	**Total Marks**
											Internal	**External**		
DSC @ 4 credits	Elements of Public Administration-I	24PUBM401DS01	3	1	-	4					30	70		100
Semester II (Session 2024-25)														
DSC @ 4 credits	Elements of Public Administration-II	24PUBM402DS01	3	1	-	4					30	70		100
Semester III (Session 2025-26)														
DSC @ 4 credits	Basics of Indian Administration -I	25PUBM403DS01	3	1	-	4					30	70		100
Semester IV (Session 2025-26)														
DSC @ 4 credits	Basics of Indian Administration -II	25PUBM404DS01	3	1	-	4					30	70		100
Semester V (Session 2026-27)														
DSC @ 4 credits	Rural Local Government	26PUBM405DS01	3	1	-	4					30	70		100
Semester VI (Session 2026-27)														
DSC @ 4 credits	Urban Local Government	26PUBM406DS01	3	1	-	4					30	70		100

L: Lecture; T: Tutorial; P: Practical

Type of Course			Credits Distribution			Total Credits	Workload			Total Workload	Marks			
	Nomenclature of Course	Course Code	L	T	P		L	T	P		Theory		Practical	Total Marks
											Internal	External		
Semester VII (Session 2027-2028)														
DSC 1 @ 4 credits	Administrative Theory-I	24PUB201DS01	3	1	-	4					30	70		100
DSC 2 @ 4 credits	Research Methods-I	24PUB201DS02	3	1	-	4					30	70		100
DSC 3 @ 4 credits	Comparative Public Administration-I	24PUB201DS03	3	1	-	4					30	70		100
DSC 4 @ 4 credits	Administrative Thought-I	24PUB201DS04	3	1	-	4					30	70		100
DSC 5 @ 4 credits	Central Administration	24PUB201DS05	3	1	-	4					30	70		100
SEC4 @ 4 credits OR MIC7 (VOC) @ 4 credits OR Internship @ 4 credits	E-Governance	24PUB201VC01	3 4 -	1 - -	- - 8	4					30	70		100
Semester VIII (Session 2027-28)														
DSC 6 @ 4 credits	Administrative Theory-II	24PUB202DS01	3	1	-	4					30	70		100
DSC 7 @ 4 credits	Research Methods-II	24PUB202DS02	3	1	-	4					30	70		100
DSC 8 @ 4 credits	Comparative Public Administration-II	24PUB202DS03	3	1	-	4					30	70		100
DSC 9 @ 4 credits	Administrative Thought-II	24PUB202DS04	3	1	-	4					30	70		100
DSC 10 @ 4 credits	State Administration	24PUB202DS05	3	1	-	4					30	70		100

SEC4 @ 4 credits OR MIC8 (VOC) @ 4 credits OR Internship @ 4 credits	Office Management and Secretarial Practices	24PUB202VC02	3 4 -	1 - -	- - 8	4					30	70		100

Note:

The Syllabi and Scheme of Examinations (SOE) for Discipline Specific Courses/Major Courses for UG Semester 7 and Semester 8 will be same as applicable for Syllabi and S.O.E. for Post Graduate semester 1 and semester 2 respectively.

Syllabi for Under Graduate Programme with Hons. in Public Administration

Semester- 1

Session:2024-2025

Name of Program	**Public Administration**	**Program Code**	**UMBA4**
Name of the Course	Elements of Public Administration-I	**Course Code**	24PUBM401DS01
Hours per Week	**04**	**Credits**	**4**
Maximum Marks	**Theory 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: Increases understanding about the emergence of Public Administration as a discipline and as anactivity.

CLO 2: Generates understanding among the students about the relationship of Public Administration with various disciplines.

CLO 3: Students would get knowledge about Organization, Bases, Types & its Principles

CLO4: Students would become well versed with the theories of Public Administration.

Unit 1:

Evolution of Public Administration, Public Administration: Meaning, Nature, Scope and Importance , Public Administration as an Art or Science, Public Administration & Private Administration, Similarities &Differences, Relationship of Public Administration with Political Science, History,Sociology, Economics, Psychology

Unit 2:

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

Unit 3:

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

Unit 4:

Theories of Organization: Classical, Scientific Management, Bureaucratic, Human Relation theory

Suggested Readings:

- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication,Agra, 2015.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in aGlobalizing World: Theories andPractices, Sage, New Delhi, 2012.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson,Noida (U.P), 2011. D.Ravindra Prasad and Y. Pardhasaradhi (eds.,), Public Administration: Concepts, Theories andPrinciples (Eng), Telugu Akademi, Hyd, 2011.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson EducationIndia, 2010.
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan AgarwalPublishers, Agra, 2007
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice,Allahabad: Kitab Mehal,2003.
- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi NarainAggarwal, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar,2000.
- Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: CollegeBook Depot, 1998.
- Naidu, S.P., Public Administration: Concepts and Theories, New AgeInternational Publishers, NewDelhi, 1996.
- Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.
- Bhattacharya, M. Public Administration: Structure, Process and Behaviour, Calcutta: The WorldPress, 1991.
- Negro, F.A. & Nigro, G.N. Modern Public Administration, New York: Harper& Row Publishers, 1980.Dimock, M.E. Dimock, G.O. Public Administration, Oxford: IBH PublishingCompany, 1975
- While, L.D., Introduction to the Study of Public Administration, New York: Maxmillan Company,1958
- Chahar, S.S., Lok Prashasan ka Sidhant, Haryana Academy Publication, 2013.

Syllabi for Under Graduate Programme with Hons. in Public Administration

Semester II

Session:2024-2025

Name of Program	**Public Administration**	**Program Code**	**UMBA4**
Name of the Course	Elements of Public Administration-II	**Course Code**	24PUBM402DS01
Hours per Week	**04**	**Credits**	**4**
Maximum Marks	**Theory** **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: To provide knowledge about the Role of Chief Executive, Role of Civil Society and peoples' participation.

CLO 2: Acquire knowledge about IRCs, Field-Headquarter Relationship, Public Corporation and Independent Regulatory Commission.

CLO 3: To provide knowledge about the Recruitment, Training and Promotion.

CLO 4: Develop knowledge about the Governance, Citizen Charter and Right to Information.

Unit 1:
Chief Executive: Meaning, Types, Functions & Qualities of Chief Executive, Head Quarter & Field Relationship , Role of Civil Society in Administration, People Participation in Administration

Unit 2:
Administrative Organizations: Line, Staff & Auxiliary Agencies, Department: Types, Features & Bases of Department, Public Corporation, Difference in between Public Corporation & Department, Independent Regulatory Commissions: Characteristics & its Functions.

Unit 3:
Recruitment: Types, Process, Method & Problems , Training: Types, Method & Significance Promotion: Purpose, Principles and Advantages, Morale: Factors of Low Morale of Employees & How to Build up Morale

Unit 4:
Recent Trends in Administration, Good Governance, E- Governance, Citizen Charter, Right to Information, Impact of LPG on Public Administration.

Suggested Readings:

- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories),Sahitya Bhawan

Publication, Agra, 2015.
- Chahar, S.S., Lok Prashasan ka Sidhant, Haryana Sahitya Publication, 2013.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson,Noida (U.P), 2011.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.,), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory &Practice, Pearson Education India, 2010.
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration,Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; RawatPublications, 2007.
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice,Allahabad: Kitab Mehal, 2003.
- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi NarainAggarwal, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, BharatPrakashan, Jalandhar, 2000.
- Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration,New Delhi: College Book Depot, 1998.
- Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.
- Bhattacharya, M. Public Administration: Structure, Process and Behaviour,Calcutta: The World Press, 1991.
- Negro, F.A. & Nigro, G.N. Modern Public Administration, New York: Harper& Row Publishers, 1980.
- While, L.D., Introduction to the Study of Public Administration, New York:Maxmillan Company, 1958

Syllabi for Under Graduate Programme in Public Administration

Semester III

Session:2025-26

Name of Program	Public Administration	**Program Code**	**UMBA4**
Name of the Course	**Basics of Indian Administration -I**	**Course Code**	25PUBM403DS01
Hours per Week	**04**	**Credits**	**4**
Maximum Marks	**Theory** **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: Students would be able to get knowledge about administration in Mauryan, Mughal andBritish Period & their impact on Indian Administration.

CLO-2. They would get knowledge about the operational working of Political Executive At Union level.

CLO-3. Students would get understanding about the organization & functions of various ministries.

CLO-4. Develop awareness among the students about the various Commissions

Unit 1:

Evolution of Indian Administration: Contribution of Mauryan, Mughal and British Administration in its evolution, salient features of Indian Administration, Federal & Unitary aspects of Indian Administration,Impact of British Administration on Indian Administration.

Unit 2:

Political Executive at Union level: President: Election Procedure, powers and Functions, Emergency powers of Indian President and their Impact on Indian citizens, Prime Minister: Powers and Functions, Council of Ministers: Organizations and Functions.

Unit 3:

Ministries at Central Level: Organizations and Functions of Ministry of Human Resource development , Ministry of Foreign Affairs, Ministry of Rural Development, Prime Minister Office(PMO): Organization and Functions.

Unit 4:

Organization and Functions: NITI Aayog, Election Commission, National Human Rights Commission andNational Women Rights Commission.

Suggested Readings:

- Mohit Bhattacharya, Asit Basu, Indian Administration-,The world press private limited, Kolkata, 2024.
- Rajender Prasad, Meena, Bhart Mein Rajya Prashashan, Rajasthan Hindi Granth

Academy, Jaipur, 2020.

- R.K. Sapru, Indian Administration, Sage Publication Pvt. Ltd., New Delhi. 2018.
- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Avasthi & Avasthi, Indian Administration, L.N. Aggarwal Publications, Agra, 2017.
- Bidyut Chakrabarty, Indian Administration, Sage Publication Pvt. Ltd., New Delhi, 2016.
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: AlfaPublications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi,2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers,New Delhi, 2012 (3rd edition).
- Hoshiyar Singh, Indian AdministrationPearson, London, 2011.
- Vishnu Bhagwan, Vidya Bhushan, Indian Administration, S. Chand, New Delhi, 2011.
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication,Jaipur, 2009.
- Chahar, S.S., District Administration in Era of Globalization, Concept Publication, New Delhi, 2009
- S.C. Mehta, Bhartiya Prashashan, HRDM Publication, New Delhi, 2007.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman,2006.
- Chaubey, P.K., Urban Local Lodies in India: Governance with Self-Reliance, New Delhi, IIPA,2004.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.

Syllabi for Under Graduate Programme in Public Administration

Semester IV

Session:2025-26

Name of Program	Public Administration	**Program Code**	**UMBA4**
Name of the Course	**Basics of Indian Administration - II**	**Course Code**	25PUBM404DS01
Hours per Week	**04**	**Credits**	**4**
Maximum Marks	**Theory 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: Student acquired knowledge about the Ecology of Indian Administration & its Role in Nation Building.

CLO-2. Students will gain understanding about the Political Executive at State Level.

CLO-3. Students would get knowledge about the Operational Working of Administration at District Level.

CLO-4. Students would be familiarized about the emerging issues in Indian Administration.

Unit 1:
Ecology of Indian Administration: Social, Political, Economic, Cultural and Constitutional Environment, Role of Indian Administration in Nation Building and Social welfare.

Unit 2:
Political executive at State Level: Governor: Power and Position, Chief Minister: Power and Position, Relationship between Chief Minister and Governor, Council of Minister: Organization and Functions.

Unit 3:
Organization and Functions of State Police Administration, Role of Superintendent of police in maintaining Law and Order at District level, Role of Deputy Commissioner in District Administration, Role of District Development Panchayat Officer (DDPO) in the Management of PRIs.

Unit 4:
Emerging issues in Indian administration: Impact of LPG on Indian Administration, Impact of Information Technology on Indian Administration, Initiatives towards Citizens Centric Administration: Citizen Charter, RTI Act, Social Audit.

Suggested Readings:

- Mohit Bhattacharya, Asit Basu, Indian Administration-,The world press private

limited, Kolkata, 2024.

- Rajender Prasad, Meena, Bhart Mein Rajya Prashashan, Rajasthan Hindi Granth Academy, Jaipur, 2020.
- R.K. Sapru, Indian Administration, Sage Publication Pvt. Ltd., New Delhi. 2018.
- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Avasthi & Avasthi, Indian Administration, L.N. Aggarwal Publications, Agra, 2017.
- Bidyut Chakrabarty, Indian Administration, Sage Publication Pvt. Ltd., New Delhi, 2016.
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: AlfaPublications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi,2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers,New Delhi, 2012 (3rd edition).
- Hoshiyar Singh, Indian AdministrationPearson, London, 2011.
- Vishnu Bhagwan, Vidya Bhushan, Indian Administration, S. Chand, New Delhi, 2011.
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication,Jaipur, 2009.
- Chahar, S.S., District Administration in Era of Globalization, Concept Publication, New Delhi, 2009
- S.C. Mehta, Bhartiya Prashashan, HRDM Publication, New Delhi, 2007.
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- Chaubey, P.K., Urban Local Lodies in India: Governance with Self-Reliance, New Delhi, IIPA,2004.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.

Syllabi for Under Graduate Programme in Public Administration

Semester V

Session:2026-27

Name of Program	Public Administration	**Program Code**	**UMBA4**
Name of the Course	**Rural Local Government**	**Course Code**	26PUBM405DS01
Hours per Week	**04**	**Credits**	**4**
Maximum Marks	**Theory 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. Student acquired knowledge about the evolution of Local Self-Governments in India and the Post-Independence Developments.

CLO-2. Students would be able to get knowledge about the features of 73rd Constitutional Amendment Act andworking of Gram Sabha, Gram Panchayats and Panchayats Samiti.

CLO-3. Students would be able to describe about the working of zila parishad, District Planning Committee, financial resources and government control over Panchayati Raj Institutions.

CLO-4. Students would get acquaintance about the latest reforms in the field of Local government**.**

Unit 1:
Local Government: Meaning, Functions and Significance; Evolution of Local Self Governments in India, Recommendations & Features of Balwant Rai Mehta Committee, 1957, Ashok Mehta Committee, 1978, L.M. Singhivi Committee, 1985.

Unit 2:
Features of 73rd Amendment Act, 1992; Organization and Functions of Gram Sabha & Gram Panchayat, Organization and Functions of Panchayat Samiti and Zila Parishad.

Unit 3:
Financial Resources of Panchayati Raj Institutions; Government Control over Panchayati Raj Institution; Role of Deputy Commissionar, District Development & Panchayat Officer, Block Development & Panchayat Officer in PRIs.

Unit 4:
Panchayat (Extension to Schedule Areas) Act 1996, 2nd Administrative Reform Commission & Local Government, Local Government Reforms in Haryana Panchayati Raj Act, 1994, Organization and Functions of District Planning Committee.

Suggested Readings:.

- Brajesh Sharma, Rural Governance, Global Vision Publishing House, New Delhi, 2023.
- Dr. Rakesh Kumar Singh & Souvik Dhar, Local Self-Government including Panchayat Administration, Gogia Law Agency, Hyderabad, 2022.
- Mahi Pal, Rural Local Governance and Development, Sage Publication Pvt. Ltd., New Delhi, 2020.
- S.R. Maheshwari, Local Government in India, Luxmi Narayan Aggarwal, Agra, 2020.
- Anil Kumar Jana, Decentralizing Rural Governance and Development: Perspectives, Ideas and Experiences, Rawat Publication, New Delhi, 2015.
- Bhuvanesh Gupta, Urban Local Government, Wisdom Press, New Delhi, 2014.
- Anjila Bajpai, State Government and Administration, Wisdom Press, New Delhi, 2014.
- Jawahar Lal Gupta, Local Government, Wisdom Press, New Delhi, 2013.
- Pradeep Sachdeva, Local Government in India, Pearson India, UP, 2011.
- Chahar, S.S., Governance at Grassroots Level in India Lok, Kanishka 2009.
- Satyajit Singh, Decentralization: Institutions and Politics in Rural India, OUP India, UP, 2007.
- Manoj Sharma, Local Government: Rural & Urban, Anmol Publication Pvt. Ltd., New Delhi, 2004.

Syllabi for Under Graduate Programme in Public Administration

Semester VI

Session:2026-27

Name of Program	Public Administration	**Program Code**	**UMBA4**
Name of the Course	**Urban Local Government**	**Course Code**	26PUBM406DS01
Hours per Week	**04**	**Credits**	**4**
Maximum Marks	**Theory 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. Student acquired knowledge about the evolution of Urban Local governments in India.

CLO-2. Students got knowledge about the grassroots governance institution in urban area.

CLO-3. Students get awareness about the features of 74th Constitutional Amendment Act and working of Municipal Committees, Municipal Councils & Municipal Corporations.

CLO-4. Students would be able to describe about the Personnel Management of Urban Local Bodies & Govt. control Machinery over these Bodies.

Unit 1:
Evolutions of Urban Local Bodies in India; Features of 74th Amendment Act, 1992; Organization and Functions of Municipal Committee; Financial Resources of Municipal Committee.

Unit 2:
Organization and Functions of Municipal Council; Power and Functions of the President of Municipal Council; Financial Resources of Municipal Council; Financial Difficulties of Municipal Council.

Unit 3:
Features of Haryana Municipal Corporation Act, 1994; Organization and functions of Municipal Corporation; Power and Functions of Mayor of Municipal Corporation; Financial Resources of Municipal Corporation.

Unit 4:

Control over Urban Local Bodies; Role of DC in Urban Local Bodies, Personnel Management of Urban LocalAdministration; Role of District Planning Committee in Urban Development; Recent Reforms in Urban Local Bodies in Haryana.

Suggested Readings-

- Gurpreet Choudhary, T. Gopinath, Urban Local Governance In India Dynamics, Challenges, and Innovation, Abhishek Publications, New Delhi, 2024.
- U.B. Singh, Urban Local Governance In India, Aayu Publications, New Delhi, 2023.
- S.L. Goel, Urban Local Self- Government: Administration and Management in the 21st Century, Deep & Deep Publications, New Delhi, 2022.
- S.R. Maheshwari, Local Government in India, Luxmi Narayan Aggarwal, Agra, 2020.
- Vikendriykaran tha Sthniya Shasan, Gully Baba, IGNU Notes, 2018.
- Dharmendra Singh, Panchayati Raj avam Gramin Vikas, Rawat Publication,Jaipur, 2017.
- Bhuvanesh Gupta, Urban Local Government, Wisdom Press, New Delhi, 2014.
- Anjila Bajpai, State Government and Administration, Wisdom Press, New Delhi, 2014.
- Jawahar Lal Gupta, Local Government, Wisdom Press, New Delhi, 2013.
- Pankaj Singh, Urban Local Governance In India, Kitab MahaL Distributors, New Delhi, 2013.
- Bhuvanesh Gupta, Urban Local Government, Dominant Publisher & Distributors, New Delhi, 2013.
- Pradeep Sachdeva, Local Government in India, Pearson India, UP, 2011.
- Sunder Ram, Grassroots Planning and Local Governance in India, Kanishka Publisher & Distributors, New Delhi, 2010.
- Ramesh Arora and Gita Chaturvedi, Bharat Me Rajya Prashasan, RBSAPublisher, Jaipur, 2005
- Manoj Sharma, Local Government: Rural & Urban, Anmol Publication Pvt. Ltd., New Delhi, 2004.

Syllabi for Under Graduate Programme with Hons. in Public Administration

Semester - VII

Session: 2027-2028

Name of Program	**Public Administration**	**Program Code**	**PUB2**
Name of the Course	**Administrative Theory-I**	**Course Code**	**24PUB201DS01**
Hours per Week	**04**	**Credits**	**04**
Maximum Marks	**Theory 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: 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, Bureaucratic Theory, Classical Theory, Human Relations 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

Suggested Readings:

- Public Administration Concept and Theory, Rumki Basu Publisher: Sterling, 2019
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition. (Hindi Medium), 2019.
- Bhattacharya, M. (2018). New Horizons of Public Administration. Jawahar Publishers & Distributors. Gurugram, Haryana.
- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication,Agra, 2015.
- Chahar, S.S., Lok Prashasan ka Sidhant, Haryana Sahitya Publication, 2013.
- Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in aGlobalizing World: Theories andPractices, Sage, New Delhi, 2012.
- Theory of Public Administration, R P Gajanan, Anoop Sharma, Cresent Publishing House, 2011
- Smita Srivatava, Theory and Practice of Public Administration, Pearson,Noida (U.P), 2011.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.,), Public Administration: Concepts, Theories andPrinciples (Eng), Telugu Akademi, Hyd, 2011.
- Leary Rosemary O', The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson EducationIndia, 2010.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan AgarwalPublishers, Agra, 2007
- Theory and Practice of Public Administration. S. N. Mishra, Sweta Mishra, Jnanada Prakashan, 2007
- Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice,Allahabad: Kitab Mehal,2003.
- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi NarainAggarwal, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar,2000.

Syllabi for Under Graduate Program in Public Administration

Semester - VII

Session: 2027-2028

Name of Program	**Public Administration**	**Program Code**	**PUB2**
Name of the Course	**Research Methodology-I**	**Course Code**	**24PUB201DS02**
Hours per Week	**04**	**Credits**	**04**
Maximum Marks	**Theory 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: 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.

Suggested Readings:

- Von Feigenblatt, O. F., & Islam, M. R. (Eds.). (2024). Ethics in social science research. Springer.
- Denzin K. N. & Lincoln Y.S. (2023).The SAGE Handbook of Qualitative Research(6th Edition).Sage publications.
- Sena, B. (2023). The case study in social research: History, methods and applications. Routledge.
- Poth, C. N. (2023). The Sage handbook of mixed methods research design. Sage publications.
- Tan, W. (2022). Research methods: A practical guide for students and researchers. World Scientific.
- Kothari, C.R. &, Garg, G. (2022). Research Methodology: Methods and Techniques (4th Edition). New Age International Publisher.
- Sundara Pandian, (dr) P., Muthulakshmi, S., & Vijayakumar, T. (2022). Research Methodology & applications of SPSS in social science research. Sultan Chand & Sons.
- Morin, J. F., Olsson, C., & Atikcan, E. Ö. (Eds.). (2021). Research methods in the social sciences: An A-Z of key concepts. Oxford University Press.
- Sharma, S.P. (2021).Research Methodology in Social Sciences. Writers World.
- Kumar, R. (2018). Research methodology: A step-by-step guide for beginners. Sage publications Pvt.
- Research Methodology (hindi)- Lakshmi Narayan Koli, Y K PUBLISHERS,AGRA, 2017.
- Creswell, J. W., & Creswell, J. D. (2017). Research design: Qualitative, quantitative, and mixed methods approaches. Sage publications.
- Bryman, A. (2016). Social research methods. Oxford university press.
- Kumar, Ranjeet, Research Methodology, Sage Publications, Pvt. Ltd., New Delhi, 2014.
- Panneerselvam, R., Research Methodology (2nd ed.) PHI Learning Private Ltd,Delhi 2014.
- George Kanire, Social Science Research Mehodology: Concepts, Methods &Computer applications, GRIN Publishing, Munich (Germany), 2013.
- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.
- Mertens, D. M., & Ginsberg, P. (2008). The handbook of social research ethics. Sage publications, Inc. doi:10.4135/978148334
- Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Kamla Nagar Delhi (2006).
- Ahuja, Ram, Research Methods, Rawat Publications, New Delhi, 2002 (Hindi & English).

Syllabi for Under Graduate Program in Public Administration

Semester - VII

Session: 2027-2028

Name of Program	**Public Administration**	**Program Code**	**PUB2**
Name of the Course	**Comparative Public Administration -I**	**Course Code**	**24PUB201DS03**
Hours per Week	**04**	**Credits**	**04**
Maximum Marks	**Theory 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: 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.

Suggested Readings:

- Kuhlmann, S., Wollmann, H., & Reiter, R. (2025). Introduction to comparative public administration: Administrative systems and reforms in Europe. Edward Elgar Publishing.
- Mahajan, A. P. (2022). Comparative public administration. New Delhi, India: SAGE Publications.
- Jreisat, J. E. (2019). Comparative public administration and policy. Routledge.
- Chaturvedi, T. N. (2017). Comparative Public Administration. Indian Institute of Public Administration.
- Dahiya, S. S., & Singh, R. (2014). Comparative public administration. New Delhi, India: Sterling.
- Chandler, J. A. (Ed.). (2014). Comparative Public Administration (2nd ed.). Routledge. Gupta, Bhuvanesh, Comparative Public Administration, Wisdom Press, New Delhi, 2014.
- 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.
- Rathod, P. B. (2007). Comparative Public Administration. Jaipur, India: ABD.
- Otenyo, E. E., Lind, N. S., & Jones, L. R. (Eds.). (2006). Comparative public administration: the essential readings. Emerald Group Publishing.
- Chopra J.K., Comparative Public Administation, Commonwealth Publication, New Delhi, 2004.
- Jreisat, J. E. (2002). Comparative Public Administration And Policy. Philadelphia, PA: Westview Press.
- Heady, F. (2001). Public Administration: A Comparative Perspective (6th ed.). Routledge. doi:10.4324/9781420029482
- Kataria, Surender, Tulnatmak Lok Prashashan, Jaipur: RBSA Publishers 2001.
- Jaipur, Arihand Centre for Administrative Change, 1992.

Syllabi for Under Graduate Program in Public Administration

Semester - VII

Session: 2027-2028

Name of Program	**Public Administration**	**Program Code**	**PUB2**
Name of the Course	**Administrative Thought-I**	**Course Code**	**24PUB201DS04**
Hours per Week	**04**	**Credits**	**04**
Maximum Marks	**Theory 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: 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.

Suggested Readings:

- Insights of Administrative Thinkers Exploring the Foundations of Public Administration- Anupama Puri Mahajan (March 2025), New Delhi.
- Indian and Global Administrative Thoughts: Theories, Thinkers and Impact- Dr. T. Gopinath, Rajeev Kumar (2024), Abhishek Publications, New Delhi.
- Administrative Thought- Dr. Gugulothu Srinu (January 2021), Readworthy Publications Private Limited, New Delhi.
- Prashasnik Chintak- Surendra Kataria (2019), National Publishing House, New Delhi.
- Agrawal, Vijay, Prashasnik Chintak, Aakhar Publishing House, Bhopal, 2017.
- Sapru, R.K., Administrative Theories and Management Thought, New Delhi: PHI Learning, 2017. (3rd Edition).
- Maheshwari, S.R., Administrative Thinkers, New Delhi, Laxmi Publications, 2014. (2nd Edition)
- Sarkar Monoranjan, Administrative Thinkers, Delhi: Wisdom Press, 2013.
- Administrative Thought: A Brief Survey- Ashok Kumar (2012), Global Publication, Delhi.
- Prasad, Ravindra; V.S. Prasad, P. Satyanarayan, Y. Pardhasaradhi (ed.), Administrative Thinkers, New Delhi, Sterling, 2011. (Hindi & English) 3rd Edition.
- Administrative Theory and Thought- Anil Kumar (January 2011), Ancient Publishing House, Delhi
- Fourth Edition, (Hindi Medium) reprint in 2010.
- Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
- Prashasnik Vicharak- R.P. Joshi And Anju Pareek (2005), Rawat Books, New Delhi.
- Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003,
- Thory, Narender Kumar, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)

Syllabi for Under Graduate Program in Public Administration

Semester - VII

Session: 2027-2028

Name of Program	**Public Administration**	**Program Code**	**PUB2**
Name of the Course	Central Administration	**Course Code**	**24PUB201DS05**
Hours per Week	**04**	**Credits**	**04**
Maximum Marks	**Theory 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**. 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.

Suggested Readings:

- Mohit Bhattacharya, Asit Basu, Indian Administration-,The world press private limited, Kolkata, 2024.
- Rajender Prasad, Meena, Bhart Mein Rajya Prashashan, Rajasthan Hindi Granth Academy, Jaipur, 2020.
- R.K. Sapru, Indian Administration, Sage Publication Pvt. Ltd., New Delhi. 2018.
- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Avasthi & Avasthi, Indian Administration, L.N. Aggarwal Publications, Agra, 2017.
- Bidyut Chakrabarty, Indian Administration, Sage Publication Pvt. Ltd., New Delhi, 2016.
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: AlfaPublications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi,2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers,New Delhi, 2012 (3rd edition).
- Hoshiyar Singh, Indian AdministrationPearson, London, 2011.
- Vishnu Bhagwan, Vidya Bhushan, Indian Administration, S. Chand, New Delhi, 2011.
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication,Jaipur, 2009.
- Chahar, S.S., District Administration in Era of Globalization, Concept Publication, New Delhi, 2009
- S.C. Mehta, Bhartiya Prashashan, HRDM Publication, New Delhi, 2007.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman,2006.
- Chaubey, P.K., Urban Local Lodies in India: Governance with Self-Reliance, New Delhi, IIPA,2004.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.

Syllabi for Under Graduate Program in Public Administration

Semester - VII

Session: 2027-2028

Name of Program	**Public Administration**		**Program Code**	**PUB2**
Name of the Course	**E-Governance**		**Course Code**	**24PUB201VC01**
Hours per Week	**04**		**Credits**	**04**
Maximum Marks	**Theory** **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 Blockchain 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:

- Deva, Vasu (2005).E-Governance in India–A Reality. Commonwealth.
- Government of India (2008). Promoting E–Governance: The SMART Way forward, 11th Report of 2nd Administrative Reforms Report.
- 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.
- Miluwi, Joshua O. & Rashid,Hina (2013). E–Governance Democracy and Administration Strategy.Manglam.
- Sharma,Pankaj (2004). E–Governance. APH.
- Singh, Uttam Kumar, Nayak, Akshya Kumar & Chiranjeev, Avinash (2011). E-Governance. Jnanada.
- Sumathy, M. (2021). A Handbook Of E-Governance in India. Abhijeet Publication.
- Tripathi, V.K. (2016). E – Governance, Leadership and Citizen Administration.Omage.
- Tripathi, Vishwas (2007). E–Governance: Perspective and Challenges. Anmol.
- Trotta, Anthony (2018). E – Governance: Theory and application of Technology Initiatives. Routledge.

Syllabi for Under Graduate Program in Public Administration

Semester - VIII

Session: 2027-2028

Name of Program	**Public Administration**	**Program Code**	**PUB2**
Name of the Course	Administrative Theory-II	**Course Code**	**24PUB202DS01**
Hours per Week	**04**	**Credits**	**04**
Maximum Marks	**Theory** **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: 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, Use of ICT in Administration, Public Private Partnership (PPP), New Public Service, New Public Governance

Suggested Readings:

- Public Administration Concept and Theory, Rumki Basu Publisher: Sterling, 2019
- Bhattacharya, M. (2018). New Horizons Of Public Administration. Jawahar Publishers & Distributors. Gurugram, Haryana.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition. (Hindi Medium), 2019
- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication,Agra, 2015.
- Chahar, S.S., Lok Prashasan ka Sidhant, Haryana Sahitya Publication, 2013.
- Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in aGlobalizing World: Theories andPractices, Sage, New Delhi, 2012.
- Theory of Public Administration, R P Gajanan, Anoop Sharma, Cresent Publishing House, 2011
- Smita Srivatava, Theory and Practice of Public Administration, Pearson,Noida (U.P), 2011.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.,), Public Administration: Concepts, Theories andPrinciples (Eng), Telugu Akademi, Hyd, 2011.
- Leary Rosemary O', The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson EducationIndia, 2010.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan AgarwalPublishers, Agra, 2007
- Theory and Practice of Public Administration. S. N. Mishra, Sweta Mishra, Jnanada Prakashan, 2007
- Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice,Allahabad: Kitab Mehal,2003.
- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar,2000.

Syllabi for Under Graduate Program in Public Administration

Semester - VIII

Session: 2027-2028

Name of Program	**Public Administration**	**Program Code**	**PUB2**
Name of the Course	**Research Methodology-II**	**Course Code**	**24PUB202DS02**
Hours per Week	**04**	**Credits**	**04**
Maximum Marks	**Theory 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: 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.

Suggested Readings:

- Von Feigenblatt, O. F., & Islam, M. R. (Eds.). (2024). Ethics in social science research. Springer. doi:10.1007/978-981-97-9881-0
- Denzin K. N. & Lincoln Y.S. (2023).The SAGE Handbook of Qualitative Research(6th Edition).Sage publications.
- Sena, B. (2023). The case study in social research: History, methods and applications. Routledge.

- Poth, C. N. (2023). The Sage handbook of mixed methods research design. Sage publications.
- Tan, W. (2022). Research methods: A practical guide for students and researchers. World Scientific.
- Kothari, C.R. &, Garg, G. (2022). Research Methodology: Methods and Techniques (4th Edition). New Age International Publisher.
- Sundara Pandian, (dr) P., Muthulakshmi, S., & Vijayakumar, T. (2022). Research Methodology & applications of SPSS in social science research. Sultan Chand & Sons.
- Morin, J. F., Olsson, C., & Atikcan, E. Ö. (Eds.). (2021). Research methods in the social sciences: An A-Z of key concepts. Oxford University Press.
- Sharma, S.P. (2021).Research Methodology in Social Sciences. Writers World.
- Kumar, R. (2018). Research methodology: A step-by-step guide for beginners. Sage publications Pvt.
- Research Methodology (hindi)- Lakshmi Narayan Koli, Y K PUBLISHERS,AGRA, 2017.
- Creswell, J. W., & Creswell, J. D. (2017). Research design: Qualitative, quantitative, and mixed methods approaches. Sage publications.
- Bryman, A. (2016). Social research methods. Oxford university press.
- Kumar, Ranjeet, Research Methodology, Sage Publications, Pvt. Ltd., New Delhi, 2014.
- Panneerselvam, R., Research Methodology (2nd ed.) PHI Learning Private Ltd,Delhi 2014.
- George Kanire, Social Science Research Mehodology: Concepts, Methods &Computer applications, GRIN Publishing, Munich (Germany), 2013.
- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.
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- Ahuja, Ram, Research Methods, Rawat Publications, New Delhi, 2002 (Hindi & English).

Syllabi for Under Graduate Program in Public Administration

Semester - VIII

Session: 2027-2028

Name of Program	**Public Administration**	**Program Code**	**PUB2**
Name of the Course	**Comparative Public Administration-II**	**Course Code**	**24PUB202DS03**
Hours per Week	**04**	**Credits**	**04**
Maximum Marks	**Theory 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: 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.

Suggested Readings:

- Kuhlmann, S., Wollmann, H., & Reiter, R. (2025). Introduction to comparative public administration: Administrative systems and reforms in Europe. Edward Elgar Publishing.
- Mahajan, A. P. (2022). Comparative public administration. New Delhi, India: SAGE Publications.
- Jreisat, J. E. (2019). Comparative public administration and policy. Routledge.
- Chaturvedi, T. N. (2017). Comparative Public Administration. Indian Institute of Public Administration.

- Chandler, J. A. (Ed.). (2014). Comparative Public Administration (2nd ed.). Routledge. Gupta, Bhuvanesh, Comparative Public Administration, Wisdom Press, New Delhi, 2014.
- 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.
- Rathod, P. B. (2007). Comparative Public Administration. Jaipur, India: ABD.
- Otenyo, E. E., Lind, N. S., & Jones, L. R. (Eds.). (2006). Comparative public administration: the essential readings. Emerald Group Publishing.
- Chopra J.K., Comparative Public Administation, Commonwealth Publication, New Delhi, 2004.
- Jreisat, J. E. (2002). Comparative Public Administration And Policy. Philadelphia, PA: Westview Press.
- Heady, F. (2001). Public Administration: A Comparative Perspective (6th ed.). Routledge. doi:10.4324/9781420029482
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Syllabi for Under Graduate Program in Public Administration

Semester - VIII

Session: 2027-2028

Name of Program	**Public Administration**	**Program Code**	**PUB2**
Name of the Course	**Administrative Thought-II**	**Course Code**	**24PUB202DS04**
Hours per Week	**04**	**Credits**	**04**
Maximum Marks	**Theory 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 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.

Suggested Readings:

- Sapru, R.K., Administrative Theories and Management Thought, New Delhi: PHI Learning, 2017. (3rd Edition).
- Agrawal, Vijay, Prashasnik Chintak, Aakhar Publishing House, Bhopal, 2017.
- Sarkar Monoranjan, Administrative Thinkers, Delhi: Wisdom Press, 2013.
- 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)
- 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)
- Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
- Nisha Ali, S.S., Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998
- 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

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Semester - VIII

Session: 2027-2028

Name of Program	**Public Administration**	**Program Code**	**PUB2**
Name of the Course	**State Administration**	**Course Code**	**24PUB202DS05**
Hours per Week	**04**	**Credits**	**04**
Maximum Marks	**Theory 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: 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 Information 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.

Suggested Readings:

- Mohit Bhattacharya, Asit Basu, Indian Administration-,The world press private limited, Kolkata, 2024.
- Rajender Prasad, Meena, Bhart Mein Rajya Prashashan, Rajasthan Hindi Granth Academy, Jaipur, 2020.
- R.K. Sapru, Indian Administration, Sage Publication Pvt. Ltd., New Delhi. 2018.

- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Avasthi & Avasthi, Indian Administration, L.N. Aggarwal Publications, Agra, 2017.
- Bidyut Chakrabarty, Indian Administration, Sage Publication Pvt. Ltd., New Delhi, 2016.
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: AlfaPublications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi,2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers,New Delhi, 2012 (3rd edition).
- Hoshiyar Singh, Indian AdministrationPearson, London, 2011.
- Vishnu Bhagwan, Vidya Bhushan, Indian Administration, S. Chand, New Delhi, 2011.
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication,Jaipur, 2009.
- Chahar, S.S., District Administration in Era of Globalization, Concept Publication, New Delhi, 2009
- S.C. Mehta, Bhartiya Prashashan, HRDM Publication, New Delhi, 2007.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman,2006.
- Chaubey, P.K., Urban Local Lodies in India: Governance with Self-Reliance, New Delhi, IIPA,2004.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.

Syllabi for Under Graduate Program in Public Administration

Semester - VIII

Session: 2027-2028

Name of Program	**Public Administration**		**Program Code**	**PUB2**
Name of the Course	**Office Management and Secretarial Practices**		**Course Code**	**24PUB202VC02**
Hours per Week	**04**		**Credits**	**04**
Maximum Marks	**Theory**	**Internal**	**Time of Examinations**	**3 Hours**
	70	**30**		

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.
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- 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.