SYLLABI AND SCHEME OF EXAMINATIONS
FOR
MULTI DISCIPLINARY COURSE OFFERED BY THE DEPARTMENT OF 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)

SYLLABI AND SCHEME OF EXAMINATIONS FOR MULTIDISCIPLINARY COURSES

Multidisciplinary Course (MDC)	Nomenclature of Course	Course Code	Credits Distribution			Total Credits	Workload			Total Work load	Formative Assessment Total Marks
			L	T	P		L	T	P		
SEMESTER I											
MDC 1 @ 3 credits	Fundamentals of Public Administration	24PUBX01 MD01	3			3				**3**	75
SEMESTER II											
MDC 2 @ 3 credits	Introduction to Indian Administration	24PUBX02 MD01	3			3				**3**	75
SEMESTER III											
MDC 3 @ 3 credits	Governance at Grass Roots Level in India	25PUBX03 MD01	3			3				**3**	75

L: Lecture; T: Tutorial; P: Practical

Multi-disciplinary Course (For Non Public Administration Students)
Semester- I

Name of the Program	UG 4 Years Public Administration	**Program Code**	MDC-1
Name of the Course	Fundamentals of Public Administration	**Course Code**	24PUBX01MD01
Hours/Week	03	**Credits**	3
Maximum Marks			75
Formative Assessment			**Marks Distribution**
Written Test (2*10)			**20**
Class Assignments/ Case Study/ Mini Project (2*10)			**20**
Book Review/ Essay/ Seminar (1*10)			**10**
Quiz/ /Group Discussion/ Debate(2*10)			**20**
Attendance			**05**
Total			**75**

Course Learning Outcomes

CLO-1. Increases understanding about the Importance and Evolution of Public Administration as a discipline and as an activity.

CLO-2. Generate the awareness about Organization & its various Principles.

CLO-3. To apprise the students about the System of Administrative Accountability & Various Types of Control Mechanisms.

CLO-4 To introduce the students with the Emerging Concepts of Public Administration.

Unit – I

Public Administration: Meaning, Nature, Scope and its Importance; Evolution of Public Administration, Public Administration Vs Private Administration, New Public Administration.

Unit – II

Organization: Meaning and Bases; Formal & Informal organization
Principles of Organization: Hierarchy, Span of Control, Unity of Command, Coordination & Supervision

Unit – III

Concept of Accountability and Control over Administration: Legislative Control, Executive Control, judicial Administration, Citizen and Administration.

Unit – IV

Emerging Concepts in Public Administration: New Public Management, Ethics in Administration, Public Private Partnership (PPP), Corporate Social Responsibility (CSR), Transparency and Responsiveness in Administration.

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.
- 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 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 and

Principles (Eng), Telugu Akademi, Hyd, 2011.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007
- Theory and Practice of Public Administration. S. N. Mishra, Sweta Mishra, Jnanada Prakashan, 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.

Semester- II

Name of the Program	UG 4 Years Public Administration	**Program Code**	MDC-2
Name of the Course	Introduction to Indian Administration	**Course Code**	24PUBX02MD01
Hours/Week	03	**Credits**	3
Maximum Marks			75
Formative Assessment			**Marks Distribution**
Written Test (2*10)			**20**
Class Assignments/ Case Study/ Mini Project (2*10)			**20**
Book Review/ Essay/ Seminar (1*10)			**10**
Quiz/ /Group Discussion/ Debate(2*10)			**20**
Attendance			**05**
Total			**75**

Course Learning Outcomes

CLO-1. Students would be able to get knowledge about administration in Mauryan, Mughal and British Period & their impact on Indian Administration.

CLO-2. They would get knowledge about the operational working level.

CLO-3. Students would get an understanding with the organization and functions of Important Administrative Institutions.

CLO-4 Students would become about the role of Civil Services, UPSC, CAT etc.

Unit – I

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 – II

Political Executive at Union & State level: President & Prime Minister, Governor & Chief Minister

Unit – III

Structures &Functions of Important Administrative Institutions: Lokpal & Lokayukta, Central Vigilance Commission, Central and State Information Commissions.

Unit – IV

Role of Civil Service in India, Union Public Service Commission and State Public Service Commission: Composition and Functions, Central and State Administrative Tribunals.

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: Alfa Publications, 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 Administration Pearson, 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.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.

Semester- III

Name of Program	UG 4 Years Public Administration	**Program Code**	**MDC-3**
Name of the Course	Governance at Grass Roots Level in India	**Course Code**	**25PUBX03MD01**
Hours per Week	**03**	**Credits**	**03**
Maximum Marks			75
Formative Assessment			**Marks Distribution**
Written Test (2*10)			**20**
Class Assignments/ Case Study/ Mini Project (2*10)			**20**
Book Review/ Essay/ Seminar (1*10)			**10**
Quiz/ /Group Discussion/ Debate(2*10)			**20**
Attendance			**05**
Total			**75**

Course Learning Outcomes

CLO1. Students would be able to get knowledge about the Local Government Amendments and Haryana Municipal and Panchayati Raj Acts.

CLO2. To apprise the students about the composition &functions of the Rural & Urban Ministries and Departments at Central as well as State level

CLO3. They would get knowledge about the operational working of Urban Local Bodies

CLO4. They would get knowledge about the operational working of Rural Local Bodies.

Unit 1:

Local Governance- Meaning, Definition & Scope, Significance, 73rd & 74th Constitutional Amendment Act, 1992: Salient Features, Haryana Panchayati Raj Act, 1994, Haryana Municipal Corporation Act, 1994, Haryana Municipality Act, 1994.

Unit 2:

Organization & Functions: Ministry of Panchayati Raj, Ministry of Urban Development, Haryana Urban local Bodies Department, Development & Panchayats Department, Haryana.

Unit 3:

Urban local Bodies: Municipal Corporations, Councils & Committees: Organization & Functions, Power and Position of Mayor.

Unit 4:

Organisation & Functions of Rural Local Bodies: Zila Parishad, Panchayat Samiti &, Gram Panchayat,Gram Sabha: Organisation & Functions, District Planning Committee: Composition & Functions.

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.