SYLLABI AND SCHEME OF EXAMINATIONS FOR MINOR/ MINOR VOCATIONAL COURSES FOR UNDER GRADUATE PROGRAMS (SINGLE MAJOR / MULTIDISCIPLINARY PROGRAMS) 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)

SYLLABI AND SCHEME OF EXAMINATIONS FOR MINOR COURSES FOR

UNDER GRADUATE SINGLE MAJOR/MULTIDISCIPLINARY PROGRAMS/ SINGLE MAJOR PROGRAM IN PUBLIC ADMINISTRATION AFTER 2nd SEMESTER OF MULTIDISCIPLINARY PROGRAM

Minor Courses (MIC)/ Minor (Vocational) Course MIC(VOC)	TYPE OF PROGRAM				Credits Distribution			Total Credits	Workload			Total Workload	Marks			
	SINGLE MAJOR PROGRAM	MULTIDISCIPLINARY PROGRAM / SINGLE MAJOR PROGRAM AFTER 2nd SEMESTER OF MULTIDISCIPLINARY PROGRAM	Nomenclature of Course	Course Code	L	T	P		L	T	P		Theory		Practical	Total Marks
	SEMESTER	SEMESTER											Internal	External		
MIC 1 @ 4 credits	1	1	Introduction to Public Administration	24PUB401MI01	3	1	-	4	3	1			30	70		100
MIC 2 @ 4 credits	2	3	Central Administration in India	24PUB402MI01	3	1	-	4	3	1			30	70		100
MIC 3 @ 4 credits	3	5	State and District Administration in India	25PUB403MI01	3	1	-	4	3	1			30	70		100
MIC 4 (VOC) @ 4 credits	4	4	Introduction to Health Administration	25PUB404MV01	3	1	-	4	3	1			30	70		100
MIC 5 (VOC) @ 4 credits	5	5	Health Administration: Policy & Programs	26PUB405MV01	3	1	-	4	3	1			30	70		100
MIC 6 (VOC) @ 4 credits	6	6	Hospital Administration	26PUB406MV01	3	1	-	4	3	1			30	70		100
MIC 7 (VOC) @ 4 credits	7	7	E-Governance	24PUB201VC01	3	1	-	4	3	1			30	70		100
MIC 8 (VOC) @ 4 credits	8	8	Office Management and Secretarial Practices	24PUB202VC02	3	1	-	4	3	1			30	70		100

L: Lecture; T: Tutorial; P: Practical

Note:

1. The Syllabi and Scheme of Examinations (SOE) for Minor (Vocational) Courses for UG Semester 7 and Semester 8 will be same as applicable for Vocational Course in Post Graduate semester 1 and semester 2 respectively.
2. Course coding of Minor courses for Single Major Programs will be applicable for Multidisciplinary Programs/ Multidisciplinary Programs after 2nd semester irrespective of their offering in any semester.
3. The student who select any Minor Course (MIC) of any discipline in first semester should study the Minor courses (MIC) in the same discipline in the subsequent semesters. However, while exercising the option for choosing Minor Vocational Course MIC (VOC), the student may opt the discipline either related to the discipline of Minor Course or the discipline of Major Course or any other discipline as per his/her choice.

Syllabi For Public Administration (Single Major / Multidisciplinary Programs) – Course Minor

Semester 1

Session:2024-2025

Name of Program	**UG Public Administration**	**Program Code**	**UMBA4**
Name of the Course	**Introduction to Public Administration**	**Course Code**	**24PUB401MI01**
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: Increases understanding about the emergence of Public Administration as a discipline and as an activity.

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

CLO-3. Students would become well versed with organization and its various Principles.

CLO-4. Students would get knowledge about the Chief Executive, its main Agencies

Unit 1:

Public Administration: Meaning, Nature, Scope & Significance; Public Administration: Art or Science;. Public Administration and Private Administration: Similarities and

Differences.
Unit 2: Public Administration and its Relations with Political Science, Economics, History, Sociology, Psychology, Geography etc.; New Public Administration.
Unit 3: Organization: Meaning and Bases & Types Principles of Organization: Hierarchy, Co-ordination, Centralization and Decentralization,.
Unit 4: Chief Executive: Functions & Role, Line, Staff & Auxiliary Agencies, Independent Regulatory Commissions (IRCs), Public Corporation.
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 andPrinciples (Eng), Telugu Akademi, Hyd, 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
- 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 Public Administration (Single major / Multidisciplinary Programs) -Course Minor

Semester II

Session: 2024-2025

Name of Program	**UG Public Administration**	**Program Code**	**UMBA4**
Name of the Course	**Central Administration in India**	**Course Code**	**24PUB402MI01**
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: Students would be able to get knowledge about the Political Executive at Central Level.

CLO-2. They would get knowledge about the operational working of the Staff Agencies operating at central level.

CLO-3. Students would get understanding about the organization & functions Prime Minister and Lok Sabha Speaker Office

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

Unit 1:

Federal & Unitary aspects of Indian Administration, Political Executive at Union Level: President & Vice President: Powers and Functions, Prime Minister: Powers and Functions.

Unit 2:

Council of Ministers: Organizations and Functions, Role of Central Secretariat, Cabinet and its Features & Functions, Role of Cabinet Secretariat..

Unit 3:

Prime Minister Office (PMO): Organization and Functions, Lok Sabha & Rajya Sabha Secretariat: Organization & Functions, Office of Lok Sabha Speaker: Organization & Functions

Unit 4:

Organization and Functions: NITI Aayog, Election Commission, National Human Rights Commission, Central Information Commission: Organisation & Functions, Union Public Service Commission (UPSC), Lokpal.

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 Public Administration (Single major / Multidisciplinary Programs) -Course Minor

Semester- III

Session: 2025-2026

Name of Program	**UG Public Administration**	**Program Code**	**Minor-3**
Name of the Course	**State & District Administration in India**	**Course Code**	**25PUB403MI01**
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. Students would be able to get knowledge about the Political Executive at State level.

CLO-2. They would get knowledge about the operational working of the chief Secretary and various commissions operating at State Level.

CLO-3. Students would understand about the organization & functions of DC, SP, DRDA, DDPO etc.

CLO-4. Develop awareness among the students about DPC and the officers operating at urban and rural level.

Unit 1:
Political Executive at State Level: Governor: Power and Position, Chief Minister: Power and Position, Council of Minister: Organization and Functions, State Planning Board: Organization & Functions.

Unit 2:
Role of Chief Secretary in State Administration, Composition & Functions of Haryana Public Service Commission, Haryana State Information Commission, and Haryana right to Service Commission, Haryana Lokayukta: Power & Position.

Unit 3:
Role of Deputy Commissioner and Superintendent of Police at District level, District Consumer Forum: Organization & Functions, Organization and Functions of District Rural Development Agency, Role and Functions of DDPO

Unit 4:
Municipal Commissioner: Powers & Functions, Composition and Functions of District Planning Committee, Role and Functions of Block Development & Panchayat Officer and Panchayat Secretary, Chief Executive Officer of Zila Parishad,

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 Public Administration (Single major / Multidisciplinary Programs) -Course Minor
Semester- IV

Session: 2025-2026

Name of Program	**UG Public Administration**	**Program Code**	**Minor (Vocational)**
Name of the Course	**Introduction to Health Administration**	**Course Code**	**25PUB404MV01**
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): **CLO1** An understanding of the theoretical issues related to health care policies **CLO2** An understanding about various governmental programs and institutions/organization at national and international levels **CLO3** Acquaintance with the challenges faced by Public Health Administration			
Unit 1:			

Introduction: Public Health Administration–Nature, Significance and Scope; Evolution of health Administration in India, Sustainable Development Goal-3: Good Health & Well Being, World Health Organization (WHO) – Structure, Functions,
Unit 2: **Health Administration at National Level-1**: Union Ministry of Health and Family Welfare; Department of Health: Organization, Functions, Department of Family Welfare: Organization, Functions, Department of Health Research: Organization, Functions. Directorate General of Health Services: Organization, Functions.
Unit 3: **Health Administration at National Level-II:** Central Council of Health & Family Welfare, National Medical Commission in India: Structure & Functions, Indian Council of Medical Science & Research: Organization & Functions, Challenges of Health Administration in India.
Unit 4: **Health Administration at State & District** Level Department of Health: Organization, Functions; State health Directorate: Composition & Functions; Director of Health & Family Welfare; Organization and Functions of Health Administration at District & Block Level, Role of Chief Medical Officer (CMO) & Sub- Divisional Officer (SMO).
Suggested Readings:

- World Health Organization (2017) World Health Statistics 2017: Monitoring Health for the SDGs. Sustainable Development Goals: World Health Organization: USA
- Ballabh, C (2007) Health Care Services in Hospital. Alfa Publication: New Delhi Banerjee, Baratati (Ed.)(2017) DK Taneja's Health Policies & Programmes in India (15th Edition). Jaypee Brothers Medical Publishers: New Delhi
- Kishore, Jugal (2016) National Health Programs of India, National Policies and Legislations related to Health (12th Edition).Century Publications: New Delhi
- Monk, Abraham (Ed.) (2016) Health Care of the Aged: Needs, Policies, and Services, Journal of Geronotological Social Work, Vol. 15, Nos.3-4.
- Routledge: New York Packard, Randall M(2016) A History of Global Health Interventions into the Lives of Other People. John Hopkins University Press: Baltimore
- Henry, Zodinliana Pachuau (2015) Children Under Institutional Care in North-East India. Lambert Academic Publishing: New Delhi
- Ahmad, Alia and Lalitha, N (Eds.) (2013) An Institutional Perspective on Provision of Health Care in India and Bangladesh. Academic Foundation: New Delhi
- Rout, Himanshu Sekhar(Ed.)(2011)Health Care Systems: A Global Survey. New Century Publications: New Delhi
- Hanlon,JohnH(2008)PrinciplesofPublicHealthAdministration.CVMosleyCo.Mahal: St.Louis

- Sanjivi, K S (2007) Planning India's Health. Orient Longman: University of California Terry, McNulty and Ferlie, Ewan (2004) Re-engineering Health Care. Oxford University Press: New Delhi
- Burci, Gian Luca and Vignes, Claude-Henri (2004) World Health Organization. Kulwer Law International: London/New York
- Bergerhoff, Petra; Lemann, Dieter; Novak, P (Eds.)(1990)Primary Health Care: Public Involvement, Family Medicine, Epidemiology and Health Economics. Springer-Verlag: Berlin and Heidelberg.
- Ghosh,B(1948)ATreatiseonHygieneandPublicHealth.ScientificPublishingCompany: Calcutta

Syllabi for Public Administration (Single major / Multidisciplinary Programs) -Course Minor

Semester V

Session:2026-2027

Name of Program	**UG Public Administration**	**Program Code**	**UMBA4**
Name of the Course	**Health Administration: Policy & Programs**	**Course Code**	**26PUB405MV01**
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: To apprise the students about the National health policy and national Ayush mission.

CLO 2: To impart knowledge about the National Urban and rural health mission and ICDS.

CLO 3: To develop understanding about the National family Planning program, Mission Indradhanush, PM Surakshit Matritav Abhiyaan & Janani Suraksha Yojana

CLO 4: To acquaint the students about the Pradhan Mantri Jan Arogya Yojana, National AIDS control Program & PM Swasthya Suraksha Yojana

Unit 1:

National Health Policy, 2017 - Objectives, Principles & Challenges
National AYUSH Mission- Objectives, Components & Challenges
Role of WHO's Health Guidelines in National Health Policy.

Unit 2:

Integrated Child Development Services (ICDS) -salient features, objectives, contributions & Problems
National Rural Health Mission (NRHM) - salient features, objectives, contributions & Problems
National Urban Health Mission (NUHM) - salient features, objectives, contributions & Problems

Unit 3:

National Program for family Planning - Salient features, Objectives & Limitations
PM Surakshit Matritav Abhiyaan- Salient features, Objectives & Limitations

Janani Suraksha Yojana- Salient features, Objectives & Limitations Mission Indradhanush- Salient features, Objectives & Limitations
Unit 4: Pradhan Mantri Jan Arogya Yojana (PM-JAY) - Salient features, Objectives & Limitations National AIDS control Program - Salient features, Objectives & Limitations PM Swasthya Suraksha Yojana- Salient features, Objectives & Limitations
Suggested Readings: • National Health Policy, 2017, Ministry of Health & Family welfare, GOI. • National AYUSH Mission, Ministry of AYUSH, 2017 • Supporting national health policies, strategies, plans , WHO Guidelines • Integrated Child Development Services (ICDS), Women & Child Development Department, GOI • National Rural Health Mission (NRHM), National Health Mission, Ministry of Health and Family Welfare (MOHFW), GOI • National Urban Health Mission (NUHM) , National Health Mission, Ministry of Health and Family Welfare (MOHFW), GOI • National Program for family Planning, National Health Mission, Ministry of Health and Family Welfare (MOHFW), GOI • PM Surakshit matritav Abhiyaan, Ministry of Health and Family Welfare (MOHFW), GOI • Janani Suraksha Yojana, National Health Mission, Ministry of Health and Family Welfare (MOHFW), GOI • Mission Indradhanush, Ministry of Health and Family Welfare (MOHFW), GOI, 2016 • Pradhan Mantri Jan Arogya Yojana (PM-JAY) , National Health Authority, Ministry of Health and Family Welfare (MOHFW), GOI

- National AIDS control Program, National AIDS control Organisation, Ministry of Health and Family Welfare (MOHFW), GOI
- PM Swasthy Suraksha Yojana, Ministry of Health and Family Welfare (MOHFW), GOI

Syllabi for Public Administration (Single major / Multidisciplinary Programs) -Course Minor

Semester VI

Session:2026-2027

Name of Program	**UG Public Administration**	**Program Code**	**UMBA4**
Name of the Course	**Hospital Administration**	**Course Code**	**26PUB406MV01**
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 basics of hospital and hospital administration

CLO 2: To generate awareness about the role and responsibilities of nursing, para-medical staff & Security staff.

CLO 3: To apprise the students about the hospital waste management process &the role & responsibility of Healthcare Authorities towards it.

CLO 4: To provide understanding about the role of Medical Superintendent (MS), PRO, HRM &ICT in Hospitals

Unit 1:

Hospital- Meaning, Definition, Nature, Scope & Hospital Ethics
Hospital Administration - Meaning, Definition, Functions & Role of Hospital Administration, Administration of Hospital Services- In- Patient, Out- Patient(OPD), Intensive Care Unit & Emergency Services
Challenges of Hospital Administration in New Millennium

Unit 2:

Nursing Services in Hospitals- Definition, Brief History, Organisation of Nursing Services, Functions of Nursing Service Department.
Role of Para-Medical Staff

Disaster management in Hospitals- Pre, During & Post Disaster Phase Security Administration in Hospital -
Unit 3: Hospital Waste Management- Meaning, Types, and Categorization Process of BMWM-Segregation, Collection, Transportation, & Disposal Role & Responsibility of Healthcare Authorities in Hospital Waste Management
Unit 4: Role of Medical Superintendent (MS) Public Relations in Hospitals Role of HRM in Hospitals Role of ICT in Hospitals
Suggested Readings: • Goel, S.L., Hospital Administration and Management, Rajouri Garden , Deep & Deep Publication, Vol- I. • Goel, S.L., Hospital Administration and Management, Rajouri Garden , Deep & Deep Publication, Vol- II. • Goel, S.L., Hospital Administration and Management, Rajouri Garden , Deep & Deep Publication, Vol- III. • Goel, R.C, Hospital Administration and Human Resource Management, PHI Learning Private Limited, 2013 • Alexander, Edythe L., Nursing Administration in the Hospital Health Care System, Mobsy, St, Louis, 1972. • Alexander Edythe, et al., Nursing Service Administration, New York, C.V. Mobsy Company, 1962. • Anderson, C.L., Health Principles and Practice, St Louis, C.V. Mobsy, 1967. • Brockington, Fraser, C., World Health, London, Churchill, 1967. • Bennett, J.V., Brachman, P.S. (1979): eds., Hospital Infections, Boston. • Block, Seymour, S. (1977): "Sterilization by Heat," Disinfection, Sterilization and

Preservation, Second Edition, Philadelphia, P.A.: Lea and Febiger.
- India, Report of the Health Survey and Planning Committee, Ministry of Health, August 1959, October 1961.
- India, Planning Commission, Five Year Plans, New Delhi.
- India, Lok Sabha Secretariat, Estimates Committes and Public Accounts Committee Reports.
- India, Annual Reports of the Ministry of Health and Family Welfare.
- India, India and World Health Organization, 1959.

Syllabi for Public Administration (Single major / Multidisciplinary Programs) -Course Minor

Semester VII
Session:2026-2027

Name of Program	**UG 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 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:

- 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.

Syllabi for Public Administration (Single major / Multidisciplinary Programs) -Course Minor

Semester VIII

Session:2026-2027

Name of Program	**UG 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 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 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:

- Government of Haryana (2022). Manual of Office Procedure. Chandigarh: Central Administration Department
- Government of India (2022). Central Secretariat Manual of Office Procedure. New Delhi: Department of Administrative Reforms and Public Grievances.
- Bist, G D (2017). Officer Secretarial Practice. New Delhi: Shorthand House.
- Chopra, R.K. & Priyanka Gauri (2017). Office Management, New Delhi: Himalaya

Publishing House.

- France, Sue (2015). The Definitive Personal Assistant & Secretarial Handbook. New Delhi: Kegan Page.
- Ghosh, P.K. (2010). Office Management. New Delhi: Sultan Chand & Sons.
- Kuchhal, M C (2008). Secretarial Practice (18th Edition*)*. New Delhi: Vikas Publication.
- Debnath, B K (2001). A Guide to Secretarial Practice & Office Procedure. New Delhi: New Central Book Agency.
- Duggal, Balraj. Office Management and Commercial Correspondence. New Delhi: Kitab Mahal.
- De Vires, Mary A (1995). Professional Secretary's Handbook: Guide to the Electronic and Conventional Office (3rdEdition). USA: American Heritage.

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