

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

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
												Internal	External	Internal
1	1	Introduction to Public Administration	24PUB401MI01	3	1	-	4	3	1			30	70	
2	3	Central Administration in India	24PUB402MI01	3	1	-	4	3	1			30	70	
3	5	State and District Administration in India	25PUB403MI01	3	1	-	4	3	1			30	70	
4	4	Introduction to Health Administration	25PUB404MV01	3	1	-	4	3	1			30	70	
5	5	Health Administration: Policy & Programs	26PUB405MV01	3	1	-	4	3	1			30	70	
6	6	Hospital Administration	26PUB406MV01	3	1	-	4	3	1			30	70	
7	7	E-Governance	24PUB201VC01	3	1	-	4	3	1			30	70	
8	8	Office Management and Secretarial Practices	24PUB202VC02	3	1	-	4	3	1			30	70	

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 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 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:

- Avasthi, A., & Maheshwari, S. R. (2001). *Public administration*. Laxmi Narain Agarwal Publications.

- Basu, R. (2019). *Public administration: Concept and theory*. Sterling Publishers.
- Bhattacharya, M. (2018). *New horizons of public administration*. Jawahar Publishers & Distributors.
- Chakrabarty, B., & Chand, P. (2012). *Public administration in a globalizing world: Theories and practices*. Sage Publications.
- Chahar, S. S. (2013). *Lok prashasan ka sidhant*. Haryana Sahitya Academy.
- Dubey, R. K. (2007). *Aadhunik lok prashasan: Modern public administration*. Laxmi Narain Agarwal Publications.
- Fadia, B. L., & Fadia, K. (2015). *Public administration (Administrative theories)*. Sahitya Bhawan Publications.
- Gajanan, R. P., & Sharma, A. (2011). *Theory of public administration*. Crescent Publishing House.
- Mishra, S. N., & Mishra, S. (2007). *Theory and practice of public administration*. Gyanada Prakashan.
- Prasad, D. R., & Pardhasaradhi, Y. (Eds.). (2011). *Public administration: Concepts, theories and principles*. Telugu Akademi.
- Puri, K. K., & Brara, G. S. (2000). *Public administration: Theory and practice*. Bharat Prakashan.
- Sharma, M. P., & Sadana, B. L. (2003). *Public administration in theory and practice*. Kitab Mahal.
- Singh, H., & Sachdeva, P. (2010). *Public administration: Theory and practice*. Pearson India.
- Srivastava, S. (2011). *Theory and practice of public administration*. Pearson India.

**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 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 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:

- Bhatt, R. K., Meena, J. S., & Bhatt, J. (Eds.). (2026). *Public administration for Viksit Bharat*. ABS Books.
- Meena, J. S. (Ed.). (2024). *Public administration in India*. RBSA Publishers.
- Misra, S., Chadha, S., & Pathania, M. (Eds.). (2025). *Public administration in India: Towards a citizen-centric governance*. Indian Institute of Public Administration.
- Singh, M. (Ed.). (2024). *भारत में लोक प्रशासन: दशा और दिशा*. RBSA Publishers.
- Abrar, R. (2016). *Indian public administration*. Wisdom Press.

- Arora, R. K. (2012). *Indian public administration: Institutions and issues* (3rd ed.). New Age International Publishers.
- Avasthi, A., & Avasthi. (2017). *Indian administration*. Laxmi Narain Agarwal Publications.
- Bhagwan, V., & Bhushan, V. (2011). *Indian administration*. S. Chand Publishing.
- Bhattacharya, M., & Basu, A. (2024). *Indian administration*. The World Press Private Limited.
- Chakrabarty, B. (2016). *Indian administration*. Sage Publications.
- Chahar, S. S. (2009). *District administration in the era of globalization*. Concept Publishing Company.
- Chaubey, P. K. (2004). *Urban local bodies in India: Governance with self-reliance*. Indian Institute of Public Administration.
- Fadia, B. L., & Fadia, K. (2017). *Indian administration*. Sahitya Bhawan Publications.
- Goyal, V. K., & Garg, B. K. (2013). *Rural development administration*. Alfa Publications.
- Gupta, J. L. (2013). *Indian administration: Evolution and development*. Wisdom Press.
- Maheshwari, S. R. (2000). *Indian administration*. Orient Longman.
- Mehta, S. C. (2007). *Bhartiya prashasan*. HRDM Publications.
- Prasad, K. (2006). *Indian administration: Politics, policies and prospects*. Pearson Longman.
- Prasad, R., & Meena. (2020). *Bharat mein rajya prashasan*. Rajasthan Hindi Granth Academy.
- Sapru, R. K. (2018). *Indian administration*. Sage Publications.
- Sharma, P. D., & Sharma, B. M. (2009). *Indian administration: Retrospect and prospect*. Rawat Publications.
- Singh, H. (2011). *Indian administration*. Pearson India.

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:

- Bhatt, R. K., Meena, J. S., & Bhatt, J. (Eds.). (2026). *Public administration for Viksit Bharat*. ABS Books.
- Meena, J. S. (Ed.). (2024). *Public administration in India*. RBSA Publishers.
- Misra, S., Chadha, S., & Pathania, M. (Eds.). (2025). *Public administration in India: Towards a citizen-centric governance*. Indian Institute of Public Administration.
- Singh, M. (Ed.). (2024). *भारत में लोक प्रशासन: दशा और दिशा*. RBSA Publishers.
- Abrar, R. (2016). *Indian public administration*. Wisdom Press.
- Arora, R. K. (2012). *Indian public administration: Institutions and issues* (3rd ed.). New Age International Publishers.
- Avasthi, A., & Avasthi. (2017). *Indian administration*. Laxmi Narain Agarwal Publications.
- Bhagwan, V., & Bhushan, V. (2011). *Indian administration*. S. Chand Publishing.
- Bhattacharya, M., & Basu, A. (2024). *Indian administration*. The World Press Private Limited.
- Chakrabarty, B. (2016). *Indian administration*. Sage Publications.
- Chahar, S. S. (2009). *District administration in the era of globalization*. Concept Publishing Company.
- Chaubey, P. K. (2004). *Urban local bodies in India: Governance with self-reliance*. Indian Institute of Public Administration.
- Fadia, B. L., & Fadia, K. (2017). *Indian administration*. Sahitya Bhawan Publications.
- Goyal, V. K., & Garg, B. K. (2013). *Rural development administration*. Alfa Publications.
- Gupta, J. L. (2013). *Indian administration: Evolution and development*. Wisdom Press.
- Maheshwari, S. R. (2000). *Indian administration*. Orient Longman.
- Mehta, S. C. (2007). *Bhartiya prashasan*. HRDM Publications.
- Prasad, K. (2006). *Indian administration: Politics, policies and prospects*. Pearson Longman.
- Prasad, R., & Meena. (2020). *Bharat mein rajya prashasan*. Rajasthan Hindi Granth Academy.
- Sapru, R. K. (2018). *Indian administration*. Sage Publications.
- Sharma, P. D., & Sharma, B. M. (2009). *Indian administration: Retrospect and prospect*. Rawat Publications.
- Singh, H. (2011). *Indian administration*. Pearson India.

Syllabi and S.O.E. for Minor Course(s) for UG Programs in Public Administration w.e.f.
2024-25 session
**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:

- Ahmad, A., & Lalitha, N. (Eds.). (2013). *An institutional perspective on provision of health care in India and Bangladesh*. Academic Foundation.
- Ballabh, C. (2007). *Health care services in hospital*. Alfa Publications.
- Banerjee, B. (Ed.). (2017). *DK Taneja's health policies and programmes in India* (15th ed.). Jaypee Brothers Medical Publishers.
- Bergerhoff, P., Lemann, D., & Novak, P. (Eds.). (1990). *Primary health care: Public involvement, family medicine, epidemiology and health economics*. Springer-Verlag.
- Burci, G. L., & Vignes, C.-H. (2004). *World Health Organization*. Kluwer Law International.
- Ghosh, B. (1948). *A treatise on hygiene and public health*. Scientific Publishing Company.
- Hanlon, J. H. (2008). *Principles of public health administration*. C. V. Mosby Company.
- Henry, Z. P. (2015). *Children under institutional care in North-East India*. Lambert Academic Publishing.
- Kishore, J. (2016). *National health programs of India: National policies and legislations related to health* (12th ed.). Century Publications.
- Monk, A. (Ed.). (2016). *Health care of the aged: Needs, policies, and services*. Routledge.
- Packard, R. M. (2016). *A history of global health: Interventions into the lives of other people*. Johns Hopkins University Press.
- Rout, H. S. (Ed.). (2011). *Health care systems: A global survey*. New Century Publications.
- Sanjivi, K. S. (2007). *Planning India's health*. Orient Longman.
- Terry, M., & Ferlie, E. (2004). *Re-engineering health care*. Oxford University Press.
- World Health Organization. (2017). *World health statistics 2017: Monitoring health for the Sustainable Development Goals (SDGs)*. World Health Organization.

**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 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 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:

- Ministry of AYUSH, Government of India. (2017). *National AYUSH Mission*.
- Ministry of Health and Family Welfare, Government of India. (2017). *National health policy 2017*.
- Ministry of Health and Family Welfare, Government of India. (n.d.). *Mission Indradhanush*.
- Ministry of Health and Family Welfare, Government of India. (n.d.). *PM Surakshit Matritva Abhiyan*.
- Ministry of Health and Family Welfare, Government of India. (n.d.). *PM Swasthya Suraksha Yojana*.
- Ministry of Health and Family Welfare, Government of India. (n.d.). *Supporting national health policies, strategies and plans: WHO guidelines*.
- National AIDS Control Organisation. (n.d.). *National AIDS Control Programme*. Ministry of Health and Family Welfare, Government of India.
- National Health Authority. (n.d.). *Pradhan Mantri Jan Arogya Yojana (PM-JAY)*.
- National Health Mission. (n.d.). *Janani Suraksha Yojana*. Ministry of Health and Family Welfare, Government of India.
- National Health Mission. (n.d.). *National programme for family planning*. Ministry of Health and Family Welfare, Government of India.
- National Health Mission. (n.d.). *National Rural Health Mission (NRHM)*. Ministry of Health and Family Welfare, Government of India.
- National Health Mission. (n.d.). *National Urban Health Mission (NUHM)*. Ministry of Health and Family Welfare, Government of India.
- Women and Child Development Department, Government of India. (n.d.). *Integrated Child Development Services (ICDS)*.

**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 BMW- 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:

- Alexander, E. L. (1972). *Nursing administration in the hospital health care system*. C. V. Mosby Company.
- Alexander, E., et al. (1962). *Nursing service administration*. C. V. Mosby Company.
- Anderson, C. L. (1967). *Health principles and practice*. C. V. Mosby Company.
- Bennett, J. V., & Brachman, P. S. (Eds.). (1979). *Hospital infections*. **[Publisher not specified]**.
- Block, S. S. (1977). *Sterilization by heat*. In *Disinfection, sterilization and preservation* (2nd ed.). Lea & Febiger.
- Brockington, F. C. (1967). *World health*. Churchill Livingstone.
- Goel, R. C. (2013). *Hospital administration and human resource management*. PHI Learning.
- Goel, S. L. (n.d.). *Hospital administration and management* (Vol. 1). Deep & Deep Publications.
- Goel, S. L. (n.d.). *Hospital administration and management* (Vol. 2). Deep & Deep Publications.
- Goel, S. L. (n.d.). *Hospital administration and management* (Vol. 3). Deep & Deep Publications.
- Government of India, Ministry of Health. (1959–1961). *Report of the Health Survey and Planning Committee*.
- Government of India, Ministry of Health and Family Welfare. (n.d.). *Annual reports*.
- Government of India, Planning Commission. (n.d.). *Five Year Plans*.
- Government of India, Lok Sabha Secretariat. (n.d.). *Estimates Committee and Public Accounts Committee reports*.
- Government of India. (1959). *India and World Health Organization*.

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 Internal 70 30	Time of Examinations	3 Hours
Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.			
Course Learning Outcomes (CLO): CLO 1: Understand 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:

- Singh, M. (Ed.). (2026). *Digital governance in India*. RBSA Publishers.
- Deva, V. (2005). *E-governance in India: A reality*. Commonwealth Publishers.
- Government of India. (2008). *Promoting e-governance: The SMART way forward* (11th Report of the Second Administrative Reforms Commission).
- Islam, M. M., & Ehsan, M. (2012). *From government to e-governance: Public administration in the digital age*. IGI Global.
- Milakovich, M. E. (2011). *Digital governance: New technologies for improving public service and participation*. Routledge.
- Miluwi, J. O., & Rashid, H. (2013). *E-governance, democracy and administration strategy*. Manglam Publications.
- Sharma, P. (2004). *E-governance*. APH Publishing Corporation.
- Singh, U. K., Nayak, A. K., & Chiranjeev, A. (2011). *[Title not specified]*. **[Publisher not specified]**.
- Sumathy, M. (2021). *A handbook of e-governance in India*. Abhijeet Publications.
- Tripathi, V. (2007). *E-governance: Perspectives and challenges*. Anmol Publications.
- Tripathi, V. K. (2016). *E-governance, leadership and citizen administration*. Omage Publications.
- Trotta, A. (2018). *E-governance: Theory and application of technology initiatives*. Routledge.

**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 Internal 70 30	Time of Examinations	3 Hours
Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.			
Course Learning Outcomes (CLO): CLO 1: Understand 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:

- Bist, G. D. (2017). *Office secretarial practice*. Shorthand House.
- Chopra, R. K., & Gauri, P. (2017). *Office management*. Himalaya Publishing House.
- Debnath, B. K. (2001). *A guide to secretarial practice and office procedure*. New Central Book Agency.
- De Vries, M. A. (1995). *Professional secretary's handbook: Guide to the electronic and conventional office* (3rd ed.). American Heritage.
- Duggal, B. (n.d.). *Office management and commercial correspondence*. Kitab Mahal.
- France, S. (2015). *The definitive personal assistant and secretarial handbook*. Kogan Page.
- Ghosh, P. K. (2010). *Office management*. Sultan Chand & Sons.
- Government of Haryana. (2022). *Manual of office procedure*. Central Administration Department.
- Government of India. (2022). *Central Secretariat manual of office procedure*. Department of Administrative Reforms and Public Grievances.
- Kuchhal, M. C. (2008). *Secretarial practice* (18th ed.). Vikas Publishing House.