

**SYLLABI AND SCHEME OF
EXAMINATIONS
FOR
M.A. PUBLIC ADMINISTRATION**
(Based on Curriculum and Credit Framework for PG Programs under NEP)



**WITH EFFECT FROM
SESSION 2024-25**

**MAHARSHI DAYANAND UNIVERSITY
ROHTAK (HARYANA)**

Structure for 2 year Post Graduate Programme

	Semester	Discipline-Specific Courses (DSC)	Skill Enhancement Courses (SEC) / Vocational Courses (VOC)/ Internship	Research thesis/project	Total Credits
First year of 2 Year PG program (NHEQF Level 6)					
	I	DSC 1 @ 4 credits	SEC1/VOC 1/Internship 1 @ 4 credits	---	24
		DSC 2 @ 4 credits			
		DSC 3 @ 4 credits			
		DSC 4 @ 4 credits			
		DSC 5 @ 4 credits			
	II	DSC 6 @ 4 credits	SEC2/VOC2/Internship 2 @ 4 credits	---	24
		DSC 7 @ 4 credits			
		DSC 8 @ 4 credits			
		DSC 9 @ 4 credits			
		DSC 10 @ 4 credits			
Students who exit after first year on completion of 48 credits will be awarded PG Diploma in concerned discipline					
Second year of two year PG program (NHEQF Level 6.5) (STUDENT SHOULD SELECT ANY ONE OPTION FOR THE SECOND YEAR OF 2 YEAR PG PROGRAM)					
Only Course Work					
Option 1	III	DSC 11 @ 4 credits	SEC 3/Internship 3/ Project Work 1 @ 4 credits	---	24
		DSC 12 @ 4 credits			
		DSC 13 @ 4 credits			
		DSC 14 @ 4 credits			
		DSC 15 @ 4 credits			
	IV	DSC 16 @ 4 credits	SEC4/Internship 4/ Project Work 2 @ 4 credits	---	24
		DSC 17 @ 4 credits			
		DSC18 @ 4 credits			
		DSC19 @ 4 credits			
		DSC20 @ 4 credits			
Course work and Research					
Option 2	III	DSC 11 @ 4 credits	SEC 3/Internship 3 @ 4 credits	---	24
		DSC 12 @ 4 credits			
		DSC 13 @ 4 credits			
		DSC 14 @ 4 credits			
		DSC 15 @ 4 credits			
	IV	--	SEC4/Internship 4 @ 4 credits	Research thesis/project @20 credits	24

Only Research (only for the students who have completed 3 Years Bachelor's Program)					
	Semester	Discipline-Specific Courses (DSC)	Skill Enhancement Courses (SEC) / Vocational Courses (VOC)/ Internship	Research thesis/project	Total Credits
Option 3	III	--	SEC3/Internship 3 @ 4 credits	20 credits*	24
	IV	--	SEC4/Internship 4 @ 4 credits	20 credits**	24

Note:

*The students who opted Option 3 should submit a project report/synopsis of atleast 50 pages comprising of Literature survey, identification of Research Problem, Plan of work, methodology as well as practical work (if any) at the end of 3rd semester and the same will be evaluated by internal and external examiners.

**The students should continue the research work in 4th semester based on the project work/synopsis submitted at the end of 3rd semester. The final thesis/project report will be evaluated by the internal and external examiners.

Structure for 1 year Post Graduate Programme (2nd year of 2 Year PG Program)

	Semester	Discipline-Specific Courses (DSC)	Skill Enhancement Courses (SEC) / Vocational Courses (VOC)/Internship	Dissertation/ Project work	Total Credits
(STUDENT SHOULD SELECT ANY ONE OPTION)					
Only Course Work					
Option 1	I (Semester III of 2 year PG Program)	DSC 11 @ 4 credits	SEC 3/Internship 3/ Project Work 1 @ 4 credits	---	24
		DSC 12 @ 4 credits			
		DSC 13 @ 4 credits			
		DSC 14 @ 4 credits			
		DSC 15 @ 4 credits			
	II (Semester III of 2 year PG Program)	DSC 16 @ 4 credits	SEC4/Internship 4/ Project Work 2 @ 4 credits	---	24
		DSC 17 @ 4 credits			
		DSC18 @ 4 credits			
		DSC19 @ 4 credits			
		DSC20 @ 4 credits			
Course work and Research					
Option 2	I (Semester III of 2 year PG Program)	DSC 11 @ 4 credits	SEC 3/Internship 3 @ 4 credits	---	24
		DSC 12 @ 4 credits			
		DSC 13 @ 4 credits			
		DSC 14 @ 4 credits			
		DSC 15 @ 4 credits			
	II (Semester III of 2 year PG Program)	--	SEC4/Internship 4 @ 4 credits	Dissertation/ Project work @ 20 credits	24

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	Internal	External	
Semester I (Session 2024-25)															
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
SEC1/VOC 1/ Internship 1 @ 4 credits	E-Governance	24PUB201SE01/ 24PUB201VC01/ 24PUB201IN01	3 4 -	1 - -	- - 8	4					30	70 100 100			100
Semester II (Session 2024-25)															
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
SEC2/VOC 2/ Internship 2 @ 4 credits	Office Management and Secretarial Practices	24PUB201SE02/ 24PUB201VC02/ 24PUB201IN02	3 4 -	1 - -	- - 8	4					30	70 100 100			100

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	Internal	External	
Semester III (Session 2025-26)															
DSC 11 @ 4 credits	Development Administration-I	25PUB203DS01	3	1	-	4					30	70			100
DSC 12 @ 4 credits	Financial Administration-I	25PUB203DS02	3	1	-	4					30	70			100
DSC 13 @ 4 credits	Public Policy-I Or Elements of Political Science-I	25PUB203DS03	3	1	-	4					30	70			100
		25PUB203DS04													
DSC 14 @ 4 credits	Social Welfare Administration-I Or Disaster Management-I Or Basics of Governance-I	25PUB203DS05	3	1	-	4					30	70			100
		25PUB203DS06													
		25PUB203DS07													
DSC 15 @ 4 credits	Labour Welfare Administration Or Human Resource Development-I	25PUB203DS08	3	1	-	4					30	70			100
		25PUB203DS09													
SEC 3/Internship 3/ Project Work 1 @ 4 credits	Communication Skills & Personality Development	25PUB203SE03/ 25PUB203IN03/ 25PUB203PW01	3 - 4	1 - -	- 8 -	4					30	70 100 100			100

OPTION 1

Semester IV (Session 2025-26)

DSC 16 @ 4 credits	Development Administration-II	25PUB204DS01	3	1	-	4					30	70			100
DSC 17 @ 4 credits	Financial Administration-II	25PUB204DS02	3	1	-	4					30	70			100
DSC18 @ 4 credits	Public Policy-II Or Elements of Political Science-II	25PUB204DS03 25PUB204DS04	3	1	-	4					30	70			100
DSC19 @ 4 credits	Social Welfare Administration-II Or Disaster Management-II Or Basics of Governance-II	25PUB204DS05 25PUB204DS06 25PUB204DS07	3	1	-	4					30	70			100
DSC20 @ 4 credits	Administrative Law Or Public Enterprises Administration Or Human Resource Development-II	25PUB204DS08 25PUB204DS09 25PUB204DS10	3	1	-	4					30	70			100
SEC4/Internship 4/ Project Work 2 @ 4 credits	Stress & Time Management	25PUB204SE04/ 25PUB204IN04/ 25PUB204PW02	3 - 4	1 - -	- 8 -	4					30	70 100 100			100

OPTION 2

Semester IV (Session 2025-26)

SEC4/ Internship 4 @ 4 credits	Stress & Time Management	25PUB204SE04/ 25PUB204IN04	3	1	-	4					30	70			100
Research thesis/ project @20 credits		25PUB204PD01	-	-	-	20	-	-	-	-	-	-	150	350	500

L: Lecture; T: Tutorial; P: Practical

Syllabi for Post Graduate Program in Public Administration

Semester - I
Session: 2024-2025

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 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: Develop Understanding about the administrative system of any country and they are in a position to understand the latest developments in the discipline.

CLO-2. Develop competence about the operational working of an organizational structure.

CLO-3. Identify the nature of agencies operating in a system whether line, staff or auxiliary and the relationship between fields and headquarter.

CLO-4. Understand the means of ensuring accountability in the administrative system.

Unit 1:

Concept of Public Administration-Meaning, Nature, Scope and Significance,
Evolution of Public Administration & Present Status

Public and Private Administration;

New Public Administration, New Public Management Perspective.

Unit 2:

Organization-Meaning and Bases; Types & Principles,

Structure of Organization: Chief Executive, Line, Staff & Auxiliary agencies,

Department, Public Corporation, Board and Commission,

Headquarter-Field Relationships

Unit 3:

Theories of Administration: Scientific Management Theory, Classical Theory, Bureaucratic Theory, Human Relations Theory.

Unit 4:

Concept of Accountability and Responsibility,
Control over Public Administration: Legislative, Executive and Judicial Control,
Role of Media & Civil Society,
Citizen Charters, Right to Service Act, Enhancing Accountability in Service delivery

Suggested Readings:

- Tripathi, S. N., Vishandass, A., Misra, S., & Pathania, M. (Eds.). (2026). *Public administration in India: Theory, policy and practice*. Indian Institute of Public Administration.
- Avasthi, A., & Avasthi. (2004). *Administrative theory*. Laxmi Narain Agarwal.
- Avasthi, A., & Maheshwari, S. R. (2001). *Public administration*. Laxmi Narain Agarwal.
- 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 Publication.
- Dubey, R. K. (2007). *Aadhunik lok prashasan: Modern public administration*. Laxmi Narain Agarwal Publishers.
- 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.
- Henry, N. (2013). *Public administration and public affairs*. Pearson.
- Kataria, S. (2019). *Public administration (Hindi medium ed.)*. Malik & Company.
- Leary, R. O. (2011). *The future of public administration around the world: The Minnowbrook perspective*. Georgetown University Press.
- Mishra, S. N., & Mishra, S. (2007). *Theory and practice of public administration*. Jnanada 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 & practice*. Pearson Education India.
- Srivastava, S. (2011). *Theory and practice of public administration*. Pearson.

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Semester - I

Session: 2024-2025

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 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 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, 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, 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:

- Ahuja, R. (2002). *Research methods*. Rawat Publications.
- Bryman, A. (2016). *Social research methods* (5th ed.). Oxford University Press.
- Chawla, D., & Sondhi, N. (2011). *Research methodology: Concepts and cases*. Vikas Publishing House.

- Creswell, J. W., & Creswell, J. D. (2018). *Research design: Qualitative, quantitative, and mixed methods approaches* (5th ed.). Sage Publications. (If your department intends to prescribe the 2017/4th edition, cite that edition instead.)
- Denzin, N. K., & Lincoln, Y. S. (Eds.). (2023). *The SAGE handbook of qualitative research* (6th ed.). Sage Publications.
- George, K. (2013). *Social science research methodology: Concepts, methods & computer applications*. GRIN Publishing.
- Goode, W. J., & Hatt, P. K. (2006). *Methods in social research*. Surjeet Publications.
- Koli, L. N. (2017). *Research methodology* (Hindi). Y. K. Publishers.
- Kothari, C. R., & Garg, G. (2022). *Research methodology: Methods and techniques* (4th ed.). New Age International Publishers.
- Kumar, R. (2018). *Research methodology: A step-by-step guide for beginners*. Sage Publications.
- Mertens, D. M., & Ginsberg, P. E. (Eds.). (2008). *The handbook of social research ethics*. Sage Publications. <https://doi.org/10.4135/9781483348971>
- 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.
- Panneerselvam, R. (2014). *Research methodology* (2nd ed.). PHI Learning.
- Poth, C. N. (Ed.). (2023). *The SAGE handbook of mixed methods research design*. Sage Publications.
- Sena, B. (2023). *The case study in social research: History, methods and applications*. Routledge.
- Sharma, S. P. (2021). *Research methodology in social sciences*. Writers World.
- Sundara Pandian, P., Muthulakshmi, S., & Vijayakumar, T. (2022). *Research methodology & applications of SPSS in social science research*. Sultan Chand & Sons.
- Tan, W. (2022). *Research methods: A practical guide for students and researchers*. World Scientific.
- Von Feigenblatt, O. F., & Islam, M. R. (Eds.). (2024). *Ethics in social science research*. Springer. <https://doi.org/10.1007/978-981-97-9881-0>

Syllabi for Post Graduate Program in Public Administration

Semester - I

Session: 2024-2025

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 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: 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, CAG & SICA phase; Salient features of Administration in Developed & Developing Countries.

Unit 2:

Approaches: Structural Functional approach, Behavioural 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:

- Chandler, J. A. (Ed.). (2014). *Comparative public administration* (2nd ed.). Routledge.
- Chaturvedi, T. N. (2017). *Comparative public administration*. Indian Institute of Public Administration.
- Chopra, J. K. (2004). *Comparative public administration*. Commonwealth Publishers.
- Dahiya, S. S., & Singh, R. (2014). *Comparative public administration*. Sterling

Publishers.

- Gajanan, R. P., & Sharma, A. (2011). *Comparative public administration*. Crescent Publishing Corporation.
- Gupta, B. (2014). *Comparative public administration*. Wisdom Press.
- Heady, F. (2001). *Public administration: A comparative perspective* (6th ed.). Routledge. <https://doi.org/10.4324/9781420029482>
- Jreisat, J. E. (2002). *Comparative public administration and policy*. Westview Press.
- Jreisat, J. E. (2019). *Comparative public administration and policy*. Routledge.
- Kataria, S. (2001). *Tulnatmak lok prashasan*. RBSA Publishers.
- 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*. Sage Publications.
- Otenyo, E. E., Lind, N. S., & Jones, L. R. (Eds.). (2006). *Comparative public administration: The essential readings*. Emerald Group Publishing.
- Rathod, P. B. (2007). *Comparative public administration*. ABD Publishers.

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Semester - I

Session: 2024-2025

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 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: 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:

- Agrawal, V. (2017). *Prashasnik chintak*. Aakhar Publishing House.
- Gopinath, T., & Kumar, R. (2024). *Indian and global administrative thoughts: Theories, thinkers and impact*. Abhishek Publications.
- Goel, S. L. (2008). *Administrative and management thinkers*. Deep & Deep

Publications.

- Joshi, R. P., & Pareek, A. (2005). *Prashasnik vicharak*. Rawat Publications.
- Kumar, A. (2011). *Administrative theory and thought*. Ancient Publishing House.
- Kumar, A. (2012). *Administrative thought: A brief survey*. Global Publications.
- Mahajan, A. P. (2025). *Insights of administrative thinkers: Exploring the foundations of public administration*.
- Maheshwari, S. R. (2014). *Administrative thinkers* (2nd ed.). Laxmi Publications.
- Prasad, R., Prasad, V. S., Satyanarayan, P., & Pardhasaradhi, Y. (Ed.). (2011). *Administrative thinkers* (3rd ed.). Sterling Publishers.
- Sapru, R. K. (2017). *Administrative theories and management thought* (3rd ed.). PHI Learning.
- Sarkar, M. (2013). *Administrative thinkers*. Wisdom Press.
- Srinu, G. (2021). *Administrative thought*. Readworthy Publications.
- Sudha, G. S. (2003). *History of management thought*. RBSA Publishers.
- Thory, N. K. (2002). *Eminent administrative thinkers*. RBSA Publishers.
- Kataria, S. (2019). *Prashasnik chintak*. National Publishing House.

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Semester - I

Session: 2024-2025

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 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: 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 Indian 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:

- 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). *भारतमेंलोकप्रशासन: दशाऔरदिशा*. 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.
- Bhattacharya, M., & Basu, A. (2024). *Indian administration*. The World Press Private Limited.
- Chakrabarty, B. (2016). *Indian administration*. Sage Publications.
- 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.
- Jha, R. K. (2012). *Public administration in India*. Pearson.
- Maheshwari, S. R. (2000). *Indian administration*. Orient Longman.
- Meena, R. P. (2020). *Bharat mein rajya prashasan*. Rajasthan Hindi Granth Academy.
- Mehta, S. C. (2007). *Bhartiya prashashan*. HRDM Publications.
- Prasad, K. (2006). *Indian administration: Politics, policies and prospects*. Pearson Longman.
- 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.
- Vishnu Bhagwan, & Bhushan, V. (2011). *Indian administration*. S. Chand Publishing.

Syllabi for Post Graduate Program in Public Administration

Semester - I

Session: 2024-2025

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

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:

- Singh, M. (Ed.). (2026). *Digital governance in India*. RBSA Publishers.
- Government of India. (2008). *Promoting e-governance: The SMART way forward* (11th Report of the Second Administrative Reforms Commission). Government of India.
- 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). *E-governance*. Jnanada Prakashan.
- 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.
- Vasu Deva. (2005). *E-governance in India: A reality*. Commonwealth Publishers.

Syllabi for Post Graduate Program in Public Administration

Semester - II

Session: 2024-2025

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, Behavioural 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:

- Tripathi, S. N., Vishandass, A., Misra, S., & Pathania, M. (Eds.). (2026). *Public administration in India: Theory, policy and practice*. Indian Institute of Public Administration.
- Avasthi, A., & Avasthi. (2004). *Administrative theory*. Laxmi Narain Agarwal Publications.
- 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 Publication.
- Dubey, R. K. (2007). *Aadhunik lok prashasan: Modern public administration*. Laxmi Narain Agarwal Publishers.
- 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.
- Henry, N. (2013). *Public administration and public affairs*. Pearson.
- Kataria, S. (2019). *Public administration* (Hindi medium ed.). Malik & Company.
- Mishra, S. N., & Mishra, S. (2007). *Theory and practice of public administration*. Jnanada Prakashan.
- O'Leary, R. (2011). *The future of public administration around the world: The Minnowbrook perspective*. Georgetown University Press.
- 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 Education India.
- Srivastava, S. (2011). *Theory and practice of public administration*. Pearson.

Syllabi for Post Graduate Program in Public Administration

Semester - II
Session: 2024-2025

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 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: 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:

- Ahuja, R. (2002). *Research methods*. Rawat Publications.
- Bryman, A. (2016). *Social research methods* (5th ed.). Oxford University Press.
- Chawla, D., & Sondhi, N. (2011). *Research methodology: Concepts and cases*. Vikas Publishing House.

- Creswell, J. W., & Creswell, J. D. (2017). *Research design: Qualitative, quantitative, and mixed methods approaches* (5th ed.). Sage Publications.
- Denzin, N. K., & Lincoln, Y. S. (Eds.). (2023). *The SAGE handbook of qualitative research* (6th ed.). Sage Publications.
- George, K. (2013). *Social science research methodology: Concepts, methods & computer applications*. GRIN Publishing.
- Goode, W. J., & Hatt, P. K. (2006). *Methods in social research*. Surjeet Publications.
- Koli, L. N. (2017). *Research methodology* (Hindi). Y. K. Publishers.
- Kothari, C. R. (2012). *Research methodology: Methods and techniques*. New Age International Publishers.
- Kothari, C. R., & Garg, G. (2022). *Research methodology: Methods and techniques* (4th ed.). New Age International Publishers.
- Kumar, R. (2014). *Research methodology: A step-by-step guide for beginners* (4th ed.). Sage Publications.
- Kumar, R. (2018). *Research methodology: A step-by-step guide for beginners*. Sage Publications.
- Mertens, D. M., & Ginsberg, P. E. (Eds.). (2008). *The handbook of social research ethics*. Sage Publications. <https://doi.org/10.4135/9781483348971>
- 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.
- Panneerselvam, R. (2014). *Research methodology* (2nd ed.). PHI Learning.
- Poth, C. N. (Ed.). (2023). *The SAGE handbook of mixed methods research design*. Sage Publications.
- Sena, B. (2023). *The case study in social research: History, methods and applications*. Routledge.
- Sharma, S. P. (2021). *Research methodology in social sciences*. Writers World.
- Sundara Pandian, P., Muthulakshmi, S., & Vijayakumar, T. (2022). *Research methodology & applications of SPSS in social science research*. Sultan Chand & Sons.
- Tan, W. (2022). *Research methods: A practical guide for students and researchers*. World Scientific.
- □ Von Feigenblatt, O. F., & Islam, M. R. (Eds.). (2024). *Ethics in social science research*. Springer. <https://doi.org/10.1007/978-981-97-9881-0>

Syllabi for Post Graduate Program in Public Administration

Semester - II
Session: 2024-2025

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 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 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:

- Chandler, J. A. (Ed.). (2014). *Comparative public administration* (2nd ed.). Routledge.
- Chaturvedi, T. N. (2017). *Comparative public administration*. Indian Institute of Public Administration.

- Chopra, J. K. (2004). *Comparative public administration*. Commonwealth Publishers.
- Dahiya, S. S., & Ravindra. (2012). *Comparative public administration*. Sterling Publishers.
- Gajanan, R. P., & Sharma, A. (2011). *Comparative public administration*. Crescent Publishing Corporation.
- Gupta, B. (2014). *Comparative public administration*. Wisdom Press.
- Heady, F. (2001). *Public administration: A comparative perspective* (6th ed.). Routledge. <https://doi.org/10.4324/9781420029482>
- Jreisat, J. E. (2002). *Comparative public administration and policy*. Westview Press.
- Jreisat, J. E. (2019). *Comparative public administration and policy*. Routledge.
- Kataria, S. (2001). *Tulnatmak lok prashasan*. RBSA Publishers.
- 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*. Sage Publications.
- Otenyo, E. E., Lind, N. S., & Jones, L. R. (Eds.). (2006). *Comparative public administration: The essential readings*. Emerald Group Publishing.
- Rathod, P. B. (2007). *Comparative public administration*. ABD Publishers.

Syllabi for Post Graduate Program in Public Administration

Semester - II

Session: 2024-2025

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 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 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, Douglas 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:

- Agrawal, V. (2017). *Prashasnik chintak*. Aakhar Publishing House.
- Goel, S. L. (2008). *Administrative and management thinkers*. Deep & Deep

Publications.

- Gopinath, T., & Kumar, R. (2024). *Indian and global administrative thoughts: Theories, thinkers and impact*. Abhishek Publications.
- Joshi, R. P., & Pareek, A. (2005). *Prashasnik vicharak*. Rawat Publications.
- Kataria, S. (2019). *Prashasnik chintak*. National Publishing House.
- Kumar, A. (2011). *Administrative theory and thought* (4th ed.). Ancient Publishing House.
- Kumar, A. (2012). *Administrative thought: A brief survey*. Global Publications.
- Mahajan, A. P. (2025). *Insights of administrative thinkers: Exploring the foundations of public administration*. (Publisher to be verified).
- Maheshwari, S. R. (2014). *Administrative thinkers* (2nd ed.). Laxmi Publications.
- Prasad, R., Prasad, V. S., Satyanarayan, P., & Pardhasaradhi, Y. (Ed.). (2011). *Administrative thinkers* (3rd ed.). Sterling Publishers.
- Sapru, R. K. (2017). *Administrative theories and management thought* (3rd ed.). PHI Learning.
- Sarkar, M. (2013). *Administrative thinkers*. Wisdom Press.
- Srinu, G. (2021). *Administrative thought*. Readworthy Publications.
- Sudha, G. S. (2003). *History of management thought*. RBSA Publishers.
- Thory, N. K. (2002). *Eminent administrative thinkers*. RBSA Publishers.

Syllabi for Post Graduate Program in Public Administration

Semester - II

Session: 2024-2025

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 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: Comprehend the working of Chief Executive at state and various state departments.

CLO-2. Develop understanding about the operational aspect of important Commissions in Haryana state.

CLO-3. Get knowledge about structure and functions of Divisional and District Administration.

CLO-4. Evaluate the role of District Planning Committee & DRDA in rural development.

Unit 1:

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

Unit 2:

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

Unit 3:

Organization and Functions of State 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:

- 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). *भारतमेंलोकप्रशासन: दशाऔरदिशा*. 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.
- 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.
- Jha, R. K. (2012). *Public administration in India*. Pearson.
- Maheshwari, S. R. (2000). *Indian administration*. Orient Longman.
- Meena, R. P. (2020). *Bharat mein rajya prashasan*. Rajasthan Hindi Granth Academy.
- Mehta, S. C. (2007). *Bhartiya prashashan*. HRDM Publications.
- Prasad, K. (2006). *Indian administration: Politics, policies and prospects*. Pearson Longman.
- 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.
- Vishnu Bhagwan, & Bhushan, V. (2011). *Indian administration*. S. Chand Publishing.

Syllabi for Post Graduate Program in Public Administration

Semester - 2

Session: 2024-2025

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 70	Internal 30	Time of Examinations 3 Hours

Note:

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

Course Learning Outcomes (CLO):

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

CLO2: Develop Secretarial Skills–Manage correspondence, filing, and documentation.

CLO3: 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.
- Bhatia, R. C. (2019). *Principles of office management*. Lotus Press.
- Bist, G. D. (2017). *Office secretarial practice*. Shorthand House.
- Chopra, R. K., & Gauri, P. (2017). *Office management*. Himalaya Publishing House.
- 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 and Pensions.
- Gupta, S. (2024). *Office management (Hindi)*. SBPD Publications.
- Munyua, C. (2021). *A textbook for office procedures, office administration & management, and secretarial duties*. Virtue Book Publishers.
- Pillai, R. S. N. (2023). *Office management*. S. Chand Publishing.
- Sahai, I. M. (2019). *Modern office management*. Sahitya Bhavan Publications.
- Sahai, I. M. (2019). *Modern office management (Hindi)*. Sahitya Bhavan Publications.
- Sahai, I. M. (2019). *Office management*. Sahitya Bhavan Publications.
- Sahai, I. M. (2019). *Office management (Hindi)*. Sahitya Bhavan Publications.
- Sharma, D., & Rajni. (2019). *Office management and secretarial practice*. Galgotia Publishers.

Syllabi for Post Graduate Program in Public Administration

Semester -3
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Development Administration-I	Course Code	25PUB203DS01
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. Understand approaches of Development & Models of Development Administration.
CLO-2. Become familiar with the measures to improve administrative capability and concepts of Ecology.
CLO-3. Get understanding about the contribution of various scholars in Development Administration.
CLO-4. Generate awareness about the Development Programme GOI like MNREGA, NRHM, NRLM, JNNURM etc.

Unit 1:

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

Unit 2:

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

Unit 3:

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

Unit 4:

Development Issues and Programmes: Mahatma Gandhi National Rural Employment Guarantee Act (MNREGA), National Rural Health Mission (NRHM), Jawahar Lal Nehru National Urban Renewal Mission (JNNURM), National Rural Livelihood Mission (NRLM).

Suggested Readings:

- Chaturvedi, R. (2014). *Dimensions of development administration*. Radha Publications.
- Dass, S. L. (2010). *Bureaucracy and development administration*. Swastik Publications.
- Dutt, S. (2008). *Development administration and multi-level planning*. Kanishka Publishers.
- Goel, S. L. (2010). *Development administration*. Deep & Deep Publications.
- Jha, S. K. (2019). *Rural development administration in India*. Arjun Publications.
- Kaushik, A. (2019). *Welfare and development administration in India*. Global Vision Publishing House.
- Kundu, R. (2015). *Development administration*. Centre for Distance Education, S.N.D.T. Women's University.
- Mahajan, A. P. (2019). *Development administration in India*. Sage Publications.
- Murlidharan, K. (2024). *Accelerating India's development*. Penguin Random House India.
- Nath, Y. (2010). *Administration and development planning in India*. Concept Publishing Company.
- Pathak, M. (2021). *Vikas prashasan*. Manohar Publishers & Distributors.
- Pathak, P. D. (2015). *Vikas prashasan*. Generic Publications.
- Sapru, R. K., & Sapru, Y. (2021). *Development administration: Trends towards development management*. Sterling Publishers.
- Sharma, N. (2021). *Development administration*. Gullybaba Publishing House.

Syllabi for Post Graduate Program in Public Administration

Semester -3
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Financial Administration -I	Course Code	25PUB203DS02
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.Get knowledge about the impact of Liberalization, Privatization and Globalization on Financial Administration & theory and practice.

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

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

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

Unit 1:

Financial Administration: Evolution, Meaning, Nature, Scope and Significance;
Public Finance: Meaning, Nature, Scope and Significance;
Public Revenue: Classification and Sources;
Public Expenditure: Classification and Similarities & Dissimilarities between Public and Private Expenditures

Unit 2:

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

Unit 3:

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

Unit 4:

Reserve Bank of India, Central Finance Commission, State Finance Commission, Fiscal Responsibilities and Budget Management Act, 2003, Problems and Prospects of Financial Administration in India.

Suggested Readings:

- Garg, B. (2025). *Public finance and financial administration: A global perspective*. Routledge India.
- Gautam, P. N. (2012). *Bhartiya vitt prashasan evam prabandhan: Swaroop, samasyayen evam samadhan*. New Royal Book Company.
- Goel, S. L. (2002). *Public financial administration*. Deep & Deep Publications.
- Government of India. (2009). *Strengthening financial management system*. Ministry of Personnel, Public Grievances and Pensions.
- Gupta, R. K., & Saini, P. K. (2008). *Financial administration in India: Changing contours and emerging challenges*. Deep & Deep Publications.
- Mahajan, S., & Mahajan, A. P. (2020). *Financial administration in India*. PHI Learning.
- Sharma, M. K. (2006). *Financial administration*. Anmol Publications.
- Thavaraj, M. J. K. (2003). *Financial administration in India*. Sultan Chand & Sons.
- Verma, V. P. (2008). *Financial administration: Concepts and issues*. Alfa Publications.

Syllabi for Post Graduate Program in Public Administration

Semester -3
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Public Policy-I	Course Code	25PUB203DS03
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: Understanding the fundamental concepts, scope, and significance of public policy, its role in governance, and the distinction between public and private policy.

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

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

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

Unit 1: Introduction to Public Policy

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

Unit 2: Theories and Approaches to Public Policy

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

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

Unit 3: Models of Public Policy

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

Unit 4: Public Policy Process

Policy Cycle: Stages of Public Policy, Agenda Setting: Problem Identification and Issue Selection,

Policy Formulation: Role of government, Think Tanks, and Experts, Policy Adoption:

Legislative and Executive Decision-Making, Policy Implementation: Role of Bureaucracy, Institutions, and Stakeholders, Policy Evaluation and Analysis: Impact Assessment and Feedback Mechanisms

Suggested Readings:

- Chakrabarty, B., & Chand, P. (2016). *Public policy: Concept, theory and practice*. Sage Publications.
- Chakrabarty, R., & Sanyal, K. (2016). *Public policy in India*. Oxford University Press.
- Chandrasekharan, R. (2021). *Public policy and administration in India*. Academic Aspirations.
- Kumar, A. (2023). *Public policy and administration*. NE Books.
- Myneni, S. R. (2024). *Public policy and public administration*. Allahabad Law Agency.
- Raj, K. (2021). *Public policy in India: Essays in honour of Prof. B. S. Sreekantadaya*. Rawat Publications.
- Sapru, R. (2023). *Public policy: A contemporary perspective*. Atlantic Publishers & Distributors.
- Sapru, R. K. (2011). *Public policy: Art and craft of policy analysis*. PHI Learning.
- Sapru, R. K. (2012). *Public policy: Formulation, implementation and evaluation*. Sterling Publishers.
- Sapru, R. K., & Sapru, Y. (2019). *Public policy: Formulation, implementation and evaluation*. Sterling Publishers.
- Swamy, V., & Suresh, K. G. (2024). *Public policy*. Pearson.

Syllabi for Post Graduate Program in Public Administration

Semester -3
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Elements of Political Science-I	Course Code	25PUB203DS04
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. Identify the relation of Political Science with other Social Sciences.

CLO-2. Understand about the different theories relating to origin of the state.

CLO-3. Develop understanding about the nature of state like liberal state, Marxian state.

CLO-4. Analyze the types and theories of sovereignty.

Unit 1:

Political Science: Definition, Meaning, Nature and Scope; Relation of Political Science with other Social Sciences.

Unit 2:

State: Definition, Elements, Relations with the other Organizations, Theories of the Origin of the State.

Unit 3:

Nature of State: Liberal, Marxian, Functions of State: Liberal and Socialist Views, Welfare State: Concept and Functions.

Unit 4:

Sovereignty: Definition, Attributes and Types, Theories of Sovereignty: Monistic and Pluralistic.

Suggested Readings:

- Bhargava, R., & Acharya, A. (2016). *Rajneetik sidhant*. Repro India.
- Cany, J. (1964). *Conduct of the new diplomacy*. Harper & Row. (Author and publisher spelling should be verified.)
- Gauba, O. P. (2017). *An introduction to political theory* (12th ed.). Mayur Paperbacks.
- Jain, P. (2010). *Rajneetik sidhant*. Sahitya Bhawan Publications.

- Krishnamurty, G. V. G. (1980). *Modern diplomacy: Dialectics and dimensions*. Sagar Publications. (Title spelling should be verified.)
- Leguey-Feilleux, J. R. (2010). *The dynamics of diplomacy*. Viva Books.
- Sharma, H. C. (n.d.). *Theory and practice of diplomacy*. College Book Depot.
- Singh, N. (2002). *Diplomacy for the 21st century*. Mittal Publications.

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Semester -3
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Social Welfare Administration-I	Course Code	25PUB203DS05
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. Understand about the basic concepts of social welfare like social service, social work, social security etc.

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

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

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

Unit 1:

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

Unit 2:

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

Unit 3:

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

Unit 4:

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

Suggested Readings:

- Ahuja, R. (2018). *Samajik samasyayen*. Rawat Publications.
- Chandra, S. (2017). *Social welfare administration in India*. Lulu Press.

- Gautam, V. (2014). *Social welfare policy and administration*. K. K. Publishers.
- Kataria, S. (2010). *Samajik prashasan*. RBSA Publishers.
- Kataria, S. (2010). *Social welfare administration*. RBSA Publications.
- Kirdak, B. H. (2017). *Bharat mein samajik samasya*. Ishika Publishing House.
- Majeed, I. (2023). *Social policy and welfare administration*. Global Vision Publishers.
- Mishra, D., & Rathore, A. S. (2011). *Samajik prashasan*. College Book Depot.
- Pandey, B. (2013). *Samaj karya: Siddhant aur paddhatiyan*. Rawat Publications.
- Roy, S. (2013). *Social welfare administration: Development and prospects*. Discovery Publishing House.
- Sachdeva, D. R. (2015). *Social welfare administration in India*. Kitab Mahal Publishers.
- Singh, M. K. (2015). *Social welfare administration and social policy*. JBC Publishers.
- Vyas, S., & Sharma, S. D. (2013). *Samaj kalyan evam vidhan*. Nikhil Publishers & Distributors.
- Yadav, K. (2016). *Aadhunik samaj karya evam gair sarkari sangathan*. D.N.D. Publications.
- □ Yogi, P. (2000). *Social justice and empowerment*. Kalpaz Publications.

Syllabi for Post Graduate Program in Public Administration

Semester -3
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Disaster Management-I	Course Code	25PUB203DS06
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. The students have acquired an understanding about fundamentals of disasters and its various aspects. CLO-2. They also get knowledge regarding the Disaster Management in Mountainous Regions, Disaster Management in Riverine Regions, and Disaster Management in Coastal Regions. CLO-3. The students get awareness how to overcome natural disaster. CLO-4. The students are got to know about the different Man-Made disaster.			
Unit 1: Fundamental of Disasters: Meaning, Causes, Classification and Impact of Disasters; Disaster Management: Meaning, Approaches and Disaster Management Cycle.			
Unit 2: Development Perspective of Disaster Management; Disaster Management in - Mountains Regions, Riverine Regions, Coastal Regions.			
Unit 3: Natural Disaster: Meaning and Nature Types of Natural Disasters: Flood, Draught, Earthquakes, Cyclone.			
Unit 4: Man Made Disaster: Meaning and Nature, Types of Man-Made Disasters: Nuclear, Biological, Chemical, Pollution (Air, Water & Soil).			
Suggested Readings:			

- Dhage, S. (2024). *Disaster management in India*. GK Publications.
- Dhunna, M. (2020). *Disaster management*. Vayu Education of India.
- Kumar, P. (2023). *Disaster management* (2nd ed.). OakBridge Publishing.
- Mondal, D., & Basu, D. (n.d.). *Disaster management: Concepts and approaches*. CBS Publishers & Distributors.
- Pawneet Singh. (2023). *Disaster management* (1st ed.). Unique Publishers.
- Singh, R. B. (2006). *Natural hazards and disaster management: Vulnerability and mitigation*. Rawat Publications.
- Singh, S. (2024). *Disaster management*. Pravalika Publications.
- Srivastava, A. K. (2021). *Textbook of disaster management*. Scientific Publishers.
- Subramanian, R. (2018). *Disaster management*. Vikas Publishing House.
- Sulphey, M. M. (2016). *Disaster management*. PHI Learning.
- Vaidyanathan, S. (2011). *Introduction to disaster management*. Ikon Publications.

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Semester -3
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Basics of Governance -I	Course Code	25PUB203DS07
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.Develop understanding about the basic concepts, significance and issues of good governance.

CLO-2. Understand about the Kautilya's and World Bank Philosophies of Good Governance.

CLO-3. Understand the different components of good governance.

CLO-4. Get Knowledge about the issues and challenges of good governance.

Unit 1:

Governance: Concept, Meaning, Nature, Scope, Forms, Indicators, Models, Dimensions, Issues and Challenges.

Good Governance: Concept, Meaning, Characteristics, Nature, Scope, Significance, Ecology, Issues and Challenges

Unit 2:

Kautilya's Philosophy of Good Governance, World Bank agenda of Good Governance, Indian Constitution and Good Governance, Ethics and Good Governance, Indian efforts regarding Good Governance

Unit 3:

Components of Good Governance: Right to Information and Good Governance; Public Service Delivery and Good Governance; People's Participation and Good Governance; Public policy and Good Governance.

Unit 4:

Issues of Good Governance: New Public Management and Good Governance; Administrative Reforms and Good Governance; Economic Reforms and Good Governance; Political Reforms and Good Governance.

Suggested Readings:

- Agarwal, A., & Ramana, V. V. (2008). *Foundations of e-governance*. GIFT

Publishing.

- Alok, A. (2024). *Good governance in India*. Shandilya Publications.
- Baghel, C. L., & Kumar, Y. (2006). *Good governance: Concept and approaches*. Kanishka Publishers.
- Chakrabarty, B., & Bhattacharya, M. (2008). *The governance discourse: A reader*. Oxford University Press.
- Debroy, B. (2004). *Agenda for improving governance*. Academic Foundation.
- Government of India. (2008). *Promoting e-governance: The SMART way forward* (11th Report of the Second Administrative Reforms Commission). Government of India.
- Kalam, A. P. J. A. (2014). *Governance for growth in India*. Rupa Publications.
- Kingston, T. B. (2024). *Good governance: Principles and practices for modern state*. Bookscape.
- Pippidi, A. M. (2015). *The quest for good governance: How societies develop control of corruption*. Cambridge University Press.
- Reddy, G. G. (2012). *Good governance and politics: An Indian perspective*. Raj Publishers.
- Singh, A. P., & Murari, K. (2018). *Governance: Issues and challenges*. Pearson.
- Singh, P. (2019). *Governance in India: A handbook*. Edge Publications.
- Trotta, A. (2018). *E-governance: Theory and application of technology initiatives*. Routledge.
- United Nations. (2015). *Responsive and accountable public governance*. United Nations Department of Economic and Social Affairs.

Syllabi for Post Graduate Program in Public Administration

Semester -3
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Labour Welfare Administration	Course Code	25PUB203DS08
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. Understand the existing theories of labour welfare and how these theories are effective in modern world.

CLO-2. Explore the problems and solutions of Organised and Unorganised Labour.

CLO-3. Differentiate that what and which types of policies are made and which organisations have been established at National and international level for Labour Welfare.

CLO-4. Analyse the role of Ministry of Labour & Employment and Central Chief Labour Commissioner in labour welfare.

Unit 1:

Labour Welfare- Meaning, Nature and Scope, Principles and its Significance, Evolution of Labour Welfare, Theories of Labour Welfare

Unit 2:

Labour Movement in India: Origin and Causes, Trade Unionism: History of Trade Union Movement in India and Problems of Trade Unions, Problems of Organized and Unorganized Labour in India

Unit 3:

Labour Policy in India, International Labour Organization, (ILO): Origin, Objectives and Structure, International Labour Organization and Labour Welfare in India, Recruitment of Industrial Labour in India

Unit 4:

Union Ministry of Labour and Employment: Organization and Functions, Central Chief Labour Commissioner, National Commission on Labour: Organization & Functions, Labour Reforms in India

Suggested Readings:

- Bhagoliwal, T. N. (2003). *Economics of industrial relations and labour welfare in India*. Sahitya Bhawan Publications.
- Government of India. (1969). *Report of the National Commission on Labour*. Government of India.
- Government of India. (2002). *Report of the Second National Commission on Labour*. Government of India.
- Kumar, A. (2003). *Labour welfare and social security*. Deep & Deep Publications.
- Mamoria, C. B. (1975). *Industrial relations and labour welfare in India*. Kitab Mahal.
- Mishra, S. N. (2014). *Shram aur audyogik vidhi*. Central Law Agency.
- Mongia, M. L. (1984). *Industrial relations and labour laws in India*. Deep & Deep Publications.
- Padhi, P. K. (2012). *Labour and industrial laws*. PHI Learning.
- Pandey, B. (2014). *Shram kalyan aur audyogik sambandh*. Rawat Publications.
- Saxena, R. C. (1974). *Labour problems and social welfare*. Jai Prakash Nath & Co.
- Saxena, R. C. (2007). *Shram samasyaen evam samaj kalyan*. K. Nath & Co.
- Sharma, G. S. (2014). *Shramik vidhiyan*. Central Law Agency.
- Sharma, S. N. (1994). *Labour and industrial laws*. Central Law Publications.
- Singh, R. C. P. (1989). *Labour welfare administration*. Deep & Deep Publications.
- Singh, V. B. (1967). *Industrial labour in India*. Asia Publishing House.
- Sivarethinamohan, R. (2010). *Industrial relations and labour welfare*. PHI Learning.
- Vaid, K. N. (1970). *Labour welfare in India*. Shri Ram Centre for Industrial Relations.

Syllabi for Post Graduate Program in Public Administration

Semester -3
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Human Resource Development-I	Course Code	25PUB203DS09
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. Get knowledge about various types and process of recruitment system.

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

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

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

Unit 1:

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

Unit 2:

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

Unit 3:

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

Unit 4:

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

Suggested Readings:

- Bhattacharyya, D. K. (2015). *Human resource development*. Himalaya Publishing House.

- Chattopadhyay, P. (2024). *HR & HRD fundamentals*. Perfect Writer Publisher.
- Deb, T. (2010). *Human resource development: Theory and practice*. ANE Books.
- Goel, S. L., & Rajnish, S. (2002). *Public personnel administration: Theory and practice*. Deep & Deep Publications.
- Jørgensen, K. M., & McGuire, D. (2023). *Human resource development: Theory and practices*. Sage Publications.
- Kataria, S. (2021). *Karmik prashasan*. RBSA Publishers.
- Krishnaveni, R. (2008). *Human resource development*. Excel Books.
- Mankin, D. (2009). *Human resource development*. Oxford University Press.
- Mehra, S., & Bansal, M. (2017). *A conceptual understanding of human resource development*. Abhishek Prakashan.
- Mehta, C. M. (2020). *Human resource development*. Bharati Publications.
- Panchanatham, A. (2013). *Personnel administration*. Dominant Publishers & Distributors.
- Prasad, K. (2012). *Strategic human resource development: Concepts and practices*. PHI Learning.
- Rao, V. S. P. (2016). *Human resource management*. Excel Books.
- Reddy, B. R. (2016). *Effective human resource training and development strategy* (3rd ed.). Himalaya Publishing House.
- Sharma, M. K. (2007). *Personnel administration*. Anmol Publications.
- Sharma, S. (2009). *Human resource development*. Maxford Books.
- Sheikh, A. M. (2009). *Human resource development and management*. S. Chand Publishing.
- Tripathi, P. C. (2013). *Human resource development*. Sultan Chand & Sons.
- Viswanathan, R. (2013). *Strategic human resource management*. Himalaya Publishing House.

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Semester -3

Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB 2
Name of the Course	Communication Skills & Personality Development	Course Code	25PUB203SE03
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):

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

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

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

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

Unit 1:

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

Unit 2:

Communication and its Dimensions, Decision Making

Communication- Meaning, Importance, and Communication Skills, Verbal & Non Verbal Communication. Barriers to Effective Communication: Semantic; Organizational; Psychological, Superior-Subordinate Related & others; Decision Making –Meaning, Importance, Determinant Factors and Techniques.

Unit 3:

Managing Self-Mind and Motivation, Leadership and Conflict Resolution: Managing Self- Mind, Body and Soul; Motivation – Meaning, Theories and Types. Leadership – Meaning, Types, Functions and Various Theories. Conflict – Meaning, Reasons and Consequences. Conflict Resolution: Need and Various Approaches and Institutions

Unit 4:**Development of Soft Skills, Presentation and Interview**

Soft Skills: Meaning & Characteristics, Misconception about Soft Skills, Development of Soft Skills; Presentation: Concept, Need of Presentation, Types of Presentation and Stages of Presentation; Difficulties in Presentation, How to Make Presentation Effective, Salient Features of a Good Presentation: Interview: Meaning, Definition, Objectives Types, Techniques, Steps of Interview Process and limitations of Interview.

Suggested Readings:

- Adair, J. (2009). *Effective communication* (Rev. ed.). Pan Macmillan.
- Ajmani, J. C. (2012). *Good English: Getting it right*. Rupa Publications.
- Andrews, S. (1988). *How to succeed at interviews* (21st reprint). Tata McGraw-Hill.
- Baron, R. A., & Misra, G. (2015). *Psychology* (Indian subcontinent ed.). Pearson.
- Becker, E. F., & Wortmann, J. (2009). *Mastering communication at work: How to lead, manage, and influence*. McGraw-Hill Education.
- Gallo, C. (2014). *Talk like TED: The public speaking secrets of the world's top minds*. Pan Macmillan.
- Heller, R. (2002). *Effective leadership*. DK Publishing.
- Hurlock, E. B. (2006). *Personality development* (28th reprint). Tata McGraw-Hill.
- Jain, S. (2007). *Introduction to psychology* (4th rev. ed.). Kalyani Publishers.
- Khan, S. R. (2014). *Personality development*. Ramesh Publishing House.
- Kumar, P. (2005). *All about self-motivation*. Goodwill Publishing House.
- Lucas, S. E. (2001). *The art of public speaking*. Tata McGraw-Hill.
- Morgan, C. T., King, R. A., Weisz, J. R., & Schopler, J. (2014). *Introduction to psychology* (7th ed.). McGraw-Hill Education.
- Pease, A., & Pease, B. (2017). *The definitive book of body language*. Sudha Publications.
- Peale, N. V. (2004). *The power of positive thinking*. Rohan Book Company.

Syllabi for Post Graduate Program in Public Administration

Semester -4
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Development Administration-II	Course Code	25PUB204DS01
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.Get knowledge about the fundamentals of Development Public Policy and role of bureaucracy in technical examination of Policy.

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

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

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

Unit 1:

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

Unit 2:

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

Unit 3:

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

Unit 4:

Sustainable Development: Evolution, Concept, Objectives, Parameters; Strategies and Challenges of Achieving Sustainable Development; Role of United Nations and Indian Government in Sustainable Development, International Aid and Assistance Programmes for Development.

Suggested Readings:

- Chaturvedi, R. (2014). *Dimensions of development administration*. Radha Publications.
- Dass, S. L. (2010). *Bureaucracy and development administration*. Swastik Publications.
- Dutt, S. (2008). *Development administration and multi-level planning*. Kanishka Publishers.
- Goel, S. L. (2010). *Development administration*. Deep & Deep Publications.
- Jha, S. K. (2019). *Rural development administration in India*. Arjun Publishing House.
- Kaushik, A. (2019). *Welfare and development administration in India*. Global Vision Publishing House.
- Kundu, R. (2015). *Development administration*. Centre for Distance Education, S.N.D.T. Women's University.
- Mahajan, A. P. (2019). *Development administration in India*. Sage Publications.
- Muralidharan, K. (2024). *Accelerating India's development: A state-led roadmap for effective governance*. Penguin Random House India.
- Nath, Y. (2010). *Administration and development planning in India*. Concept Publishing Company.
- Pathak, M. (2021). *Vikas prashasan*. Manohar Publishers & Distributors.
- Pathak, P. D. (2015). *Vikas prashasan*. Generic Publications.
- Sapru, R. K., & Sapru, Y. (2021). *Development administration: Trends towards development management*. Sterling Publishers.
- Sharma, N. (2021). *Development administration*. Gullybaba Publishing House.

Syllabi for Post Graduate Program in Public Administration

Semester -4

Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Financial Administration-II	Course Code	25PUB204DS02
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. Acquaint with the role of Monetary, Fiscal Policies, IMF and LPG impact on Financial Management.

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

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

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

Unit 1:

Monetary Policy of India: Meaning, Objectives, Types and Instruments;
Fiscal Policy of India: Meaning, Objectives, Techniques and Limitations;
Impact of Liberalization, Privatization and Globalization on Financial Management;
Role of International Monetary Fund in Economic Policy of India.

Unit 2:

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

Unit 3:

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

Unit 4:

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

Suggested Readings:

- Garg, B. (2025). *Public finance and financial administration: A global perspective*. Routledge India.
- Gautam, P. N. (2012). *Bhartiya vitt prashasan evam prabandhan: Swaroop, samasyaen evam samadhan*. New Royal Book Company.
- Goel, S. L. (2002). *Public financial administration*. Deep & Deep Publications.
- Government of India. (2009). *Strengthening financial management system*. Ministry of Personnel, Public Grievances and Pensions.
- Gupta, R. K., & Saini, P. K. (2008). *Financial administration in India: Changing contours and emerging challenges*. Deep & Deep Publications.
- Mahajan, S., & Mahajan, A. P. (2020). *Financial administration in India*. PHI Learning.
- Sharma, M. K. (2006). *Financial administration*. Anmol Publications.
- Thavaraj, M. J. K. (2003). *Financial administration in India*. Sultan Chand & Sons.
- Verma, V. P. (2008). *Financial administration: Concepts and issues*. Alfa Publications

Syllabi for Post Graduate Program in Public Administration

Semester -4

Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Public Policy-II	Course Code	25PUB204DS03
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):

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

Unit 1: Introduction to Public Policy in India

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

Unit 2: Policy-Making Institutions in India

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

Unit 3: The Public Policy Process in India

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

Unit 4:Case Studies of Public Policies in India

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

Suggested Readings:

- Chakrabarty, B., & Chand, P. (2016). *Public policy: Concept, theory and practice*. Sage Publications.
- Chakrabarty, B., & Sanyal, K. (2016). *Public policy in India*. Oxford University Press.
- Chandrasekharan, R. (2021). *Public policy and administration in India*. Academic Aspirations.
- Kumar, A. (2023). *Public policy and administration*. NE Books.
- Myneni, S. R. (2024). *Public policy and public administration*. Allahabad Law Agency.
- Raj, K. (2021). *Public policy in India: Essays in honour of Prof. B. S. Sreekantadaya*. Rawat Publications.
- Sapru, R. (2023). *Public policy: A contemporary perspective*. Atlantic Publishers & Distributors.
- Sapru, R. K. (2011). *Public policy: Art and craft of policy analysis*. PHI Learning.
- Sapru, R. K. (2012). *Public policy: Formulation, implementation and evaluation*. Sterling Publishers.
- Sapru, R. K., & Sapru, Y. (2019). *Public policy: Formulation, implementation and evaluation*. Sterling Publishers.
- Swamy, V., & Suresh, K. G. (2024). *Public policy*. Pearson.

Syllabi for Post Graduate Program in Public Administration

Semester -4

Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Elements of Political Science-II	Course Code	25PUB204DS04
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. Get knowledgeable about the concept and theories of rights and duties related to human beings. CLO-2. Understand the concept and theories of liberty and equality. CLO-3. Understand about theories regarding the social change. CLO-4. Generate knowledge about the RTI and its application in consumer protection.			
Unit 1: Concepts and Theories of Rights. Relationships between Rights and Duties. Universal Declaration of Human Rights.			
Unit 2: Concept and Theories of Liberty and Equality. Relationship between Liberty and Equality.			
Unit 3: Concepts of Social Change: Concept and Theories and Development.			
Unit 4: RTI, Consumer Protection and Welfare.			
Suggested Readings: - Gauba, O. P. (2014). <i>An introduction to political theory</i>. Macmillan Publishers India. - Leguey-Feilleux, J.-R. (2010). <i>The dynamics of diplomacy</i>. Viva Books. - Sharma, H. C. (n.d.). <i>Theory and practice of diplomacy</i>. College Book Depot. - Singh, N. (2002). <i>Diplomacy for the 21st century</i>. Mittal Publications. - Krishnamurthy, G. V. G. (1980). <i>Modern diplomacy: Dialectics and dimensions</i>. Sagar Publications.			

- Nicolson, H. (1964). *The conduct of the new diplomacy*. Harper & Row.

Syllabi for Post Graduate Program in Public Administration

Semester -4
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Social Welfare Administration-II	Course Code	25PUB204DS05
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. Understand the working of Social Welfare Ministry and Department.

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

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

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

Unit 1:

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

Unit 2:

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

Unit 3:

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

Unit 4:

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

Suggested Readings:

- Ahuja, R. (2018). *Samajik samasyayen*. Rawat Publications.
- Chandra, S. (2017). *Social welfare administration in India*. Lulu Press.

- Gautam, V. (2014). *Social welfare policy and administration*. K. K. Publications.
- Kataria, S. (2010). *Samajik prashasan*. RBSA Publishers.
- Kataria, S. (2010). *Social welfare administration*. RBSA Publishers.
- Kirdak, B. H. (2017). *Bharat mein samajik samasya*. Ishika Publishing House.
- Majeed, I. (2023). *Social policy and welfare administration*. Global Vision Publishers.
- Mishra, D., & Rathore, A. S. (2011). *Samajik prashasan*. College Book Depot.
- Pandey, B. (2013). *Samaj karya: Siddhant aur paddhatiyan*. Rawat Publications.
- Roy, S. (2013). *Social welfare administration: Development and prospects*. Discovery Publishing House.
- Sachdeva, D. R. (2015). *Social welfare administration in India*. Kitab Mahal Publishers.
- Singh, M. K. (2015). *Social welfare administration and social policy*. JBC Publishers.
- Vyas, S., & Sharma, S. D. (2013). *Samaj kalyan evam vidhan*. Nikhil Publishers & Distributors.
- Yadav, K. (2016). *Aadhunik samaj karya evam gair sarkari sangathan*. D.N.D. Publications.
- Yogi, P. (2000). *Social justice and empowerment*. Kalpaz Publications.

Syllabi for Post Graduate Program in Public Administration

Semester -4
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Disaster Management-II	Course Code	25PUB204DS06
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. Describe the Disaster Preparedness Measures, Institutional Mechanisms, Disaster Mitigation.

CLO-2. Students acquired knowledge about the mechanism of disaster preparedness and Principles of Disaster mitigation.

CLO-3. Discuss about disaster Rehabilitation and Reconstruction.

CLO-4. Get knowledge about the Act, Policy and Various Conventions.

Unit 1:

Disaster Preparedness: Measures, Institutional Mechanism

Disaster Preparedness Plan: Concept, Significance and Essentials

Vulnerable Groups and Preparedness Strategies

Disaster Mitigation: Principles and Approaches.

Unit 2:

Need of Disaster Response Plan; Role of Central, State, District and Block Level Administration in Response Plan, Coordination in Response Plan, Role of Forces and NGOs in Disaster response Plan.

Unit 3:

Rehabilitation and Reconstruction: Types of Rehabilitation, Principles of Rehabilitation and Reconstruction, Problem areas in Disaster Recovery, Interlink between Recovery and Development

Unit 4:

Epidemic Disaster Act, 1897, Disaster Management Act 2005, World Conventions related to Disaster Management, National Disaster Management Policy 2009

Suggested Readings:

- Dhage, S. (2024). *Disaster management in India*. GK Publications.
- Dhunna, M. (2020). *Disaster management*. Vayu Education of India.
- Kumar, P. (2023). *Disaster management* (2nd ed.). OakBridge Publishing.
- Mondal, D., & Basu, D. (2010). *Disaster management: Concepts and approaches*. CBS Publishers & Distributors.
- Singh, P. (2023). *Disaster management* (1st ed.). Unique Publishers.
- Singh, R. B. (2006). *Natural hazards and disaster management: Vulnerability and mitigation*. Rawat Publications.
- Singh, S. (2024). *Disaster management*. Pravalika Publications.
- Srivastava, A. K. (2021). *Textbook of disaster management*. Scientific Publishers.
- Subramanian, R. (2018). *Disaster management*. Vikas Publishing House.
- Sulphey, M. M. (2016). *Disaster management*. PHI Learning.
- Vaidyanathan, S. (2011). *Introduction to disaster management*. Ikon Publications.

Syllabi for Post Graduate Program in Public Administration

Semester -4

Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Basics of Governance-II	Course Code	25PUB204DS07
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. Get knowledge about the role of e-governance in development, sustainable development in the era of Liberalization, Privatization and Globalization.

CLO-2. Understand the mediums of ICT like radio, telephone, television, computer software, satellite in management of information for governance.

CLO-3. Get Knowledge about the importance, pre-requisites, components of internet applications and precaution from virus.

CLO-4. Develop competence to evaluate the essential components and role of ICT in reforming administrative organizations, issues and challenges of governance reforms.

Unit 1:

E-Government: Meaning, Nature, Scope, Significance and problems

Information & Communication Technology (ICT): Meaning, Nature, Role, Components and Applications of ICT in Governance, Pre-Requisites for ICT: Internet, Personnel, Infrastructure & Technology

Unit 2:

Central Government Institutions for E-Governance: Ministry of Electronics and Information Technology (MEIT), National Informatics Centre

Programme Initiatives for E-Governance: National e-Governance Plan (2.0), Digital India Programme, National Policy on Information Technology (IT)

Unit 3:

Emerging Trends in E-Governance:

E-Public Service Delivery (e-Kranti)

Common Service Centers (CSC)

E-Learning- MOOC Portal in India SWAYAM & SWAYAMPRAKASH
M-Governance: Services through Mobiles

Unit 4:

Concept of Digital Literacy & Digital Divide,
E-Governance & Report of 2nd ARC
ICT based Reforms in India for E-Governance
Issues & Challenges of E-Governance

Suggested Readings:

- Agarwal, A., & Ramana, V. V. (2008). *Foundations of e-governance*. GIFT Publishing.
- Alok, A. (2024). *Good governance in India*. Shandilya Publications.
- Baghel, C. L., & Kumar, Y. (2006). *Good governance: Concept and approaches*. Kanishka Publishers.
- Chakrabarty, B., & Bhattacharya, M. (2008). *The governance discourse: A reader*. Oxford University Press.
- Debroy, B. (2004). *Agenda for improving governance*. Academic Foundation.
- Government of India. (2008). *Promoting e-governance: The SMART way forward* (11th Report of the Second Administrative Reforms Commission). Government of India.
- Kalam, A. P. J. A. (2014). *Governance for growth in India*. Rupa Publications.
- Kingston, T. B. (2024). *Good governance: Principles and practices for the modern state*. Bookscape.
- Pippidi, A. M. (2015). *The quest for good governance: How societies develop control of corruption*. Cambridge University Press.
- Reddy, G. G. (2012). *Good governance and politics: An Indian perspective*. Raj Publishers.
- Singh, A. P., & Murari, K. (2018). *Governance: Issues and challenges*. Pearson.
- Singh, P. (2019). *Governance in India: A handbook*. Edge Publications.
- Trotta, A. (2018). *E-governance: Theory and application of technology initiatives*. Routledge.
- United Nations. (2015). *Responsive and accountable public governance*. United Nations Department of Economic and Social Affairs.

Syllabi for Post Graduate Program in Public Administration

Semester -4

Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Administrative Law	Course Code	25PUB204DS08
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. Get knowledge about the meaning, nature, scope and sources of administrative Law. CLO-2. Develop knowledge about the operational aspects of Administrative courts in France. CLO-3. Understand the importance of delegated legislation and the working of administrative tribunals in India. CLO-4. Understand about the procedure of filing PILs in the courts of Law.			
Unit 1: Administrative Law- Meaning, Nature, Scope and Characteristics, Reasons for its growth, Sources of Administrative Law, Relations between Constitutional Law and Administrative Law.			
Unit 2: Rule of Law-Meaning, Nature & Scope, Dicey's Thesis on Rule of Law, its Criticism, UltraVirus: Meaning & Types, Courts of Administrative Law (Droit Administration) in France.			
Unit 3: Delegated Legislation- Meaning, Types, Causes of its Growth, Advantages and Disadvantages, Safeguards.			
Unit 4: Administrative Adjudication- Meaning Causes for its Growth, Administrative Tribunals Meaning, Composition and features. Public Interest Litigation: Meaning, Nature, Reasons of Growth, Judicial activism: Meaning, Origin, Reasons for growth, criticism.			
Suggestive Readings: • Diwan, P., & Diwan, P. (2024). <i>Administrative law</i>. Allahabad Law Agency. • Jain, M. P., & Jain, S. N. (2010). <i>Principles of administrative law</i> (6th ed.). LexisNexis.			

- Joshi, K. C. (2006). *An introduction to administrative law*. Central Law Publications.
- Joshi, K. C. (2012). *Prashasanik vidhi* (2nd ed.). Eastern Book Company.
- Kesari, U. P. D. (2004). *Prashasanik vidhi* (8th ed.). Central Law Publications.
- Padma, & Rao, K. P. C. (2022). *The principles of administrative law*. TALT Publications.
- Sathe, S. P. (2004). *Administrative law* (7th ed.). LexisNexis.
- Singh, D. (2004). *An introduction to administrative law*. Allahabad Law Agency.
- Upadhyaya, J. J. R. (2002). *Prashasanik vidhi* (6th ed.). Central Law Publications.
- Upadhyaya, J. J. R. (2009). *Administrative law* (7th ed.). Central Law Publications.

Syllabi for Post Graduate Program in Public Administration

Semester -4
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Public Enterprises Administration	Course Code	25PUB204DS09
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. Explain about the evolution and growth of Public Sector Enterprises in India.

CLO-2. Make an appraisal about the different forms of Public Enterprises.

CLO-3. Describe about the structure and function of Ministry of Heavy Industries and control mechanism over Public Enterprises.

CLO-4. Comprehend the performance appraisal of Public Sector Enterprises in India.

Unit 1:

Concept of Public Enterprises-Mixed Economy: Features, Merits and Demerits: Reasons for the Growth of Public Sector in Economic Development of India; Changing perspective of Public Sector in India.

Unit 2:

Growth and major forms of Public Enterprises; Department, Company and Corporation; Sectorial Corporations; Composition and Problems of Governing Boards; Joint Management Councils.

Unit 3:

Organization and functions of Ministry of Heavy Industries and Public Enterprises, Memorandum of Understanding (MOU) System in Public Enterprises; Public Accountability; Parliamentary and Executive Control over public Enterprises in India, Public Undertaking Committee.

Unit 4:

Performance and problem of Public Enterprises in India; Controversy with regard to the privatization of public Enterprises; Pricing policy of Public Enterprises; Disinvestment of

Public Enterprises in India.

Suggested Readings:

- Hansen, A. H. (1972). *Public enterprises and economic development*. George Allen & Unwin.
- Mathur, B. L. (2006). *Economic policy and administration*. RBSA Publishers.
- Mathur, B. L. (2007). *Public enterprises in India*. RBSA Publishers.
- Narain, L. (1960). *Public enterprises in India: A study of public relations*. S. Chand Publishing.
- Government of India. (1967). *Report of the Administrative Reforms Commission on public sector undertakings*. Government of India.
- United Nations. (2005). *World public sector report 2005: Unlocking the human potential for public sector performance*. United Nations.

Syllabi for Post Graduate Program in Public Administration

Semester -4
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Human Resource Development- II	Course Code	25PUB204DS10
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. Identify and measure the data about human resources and how it can be utilized in decision making.

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

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

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

Unit 1:

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

Unit 2:

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

Unit 3:

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

Unit 4:

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

Suggested Readings:

- Bhattacharyya, D. K. (2015). *Human resource development*. Himalaya Publishing House.
- Chattopadhyay, P. (2024). *HR & HRD fundamentals*. Perfect Writer Publisher.
- Deb, T. (2010). *Human resource development: Theory and practice*. ANE Books.
- Goel, S. L., & Rajnish, S. (2002). *Public personnel administration: Theory and practice*. Deep & Deep Publications.
- Jørgensen, K. M., & McGuire, D. (2023). *Human resource development: Theory and practices*. Sage Publications.
- Kataria, S. (2021). *Karmik prashasan*. RBSA Publishers.
- Krishnaveni, R. (2008). *Human resource development*. Excel Books.
- Mankin, D. (2009). *Human resource development*. Oxford University Press.
- Mehra, S., & Bansal, M. (2017). *A conceptual understanding of human resource development*. Abhishek Prakashan.
- Mehta, C. M. (2020). *Human resource development*. Bharati Publications.
- Panchanatham, A. (2013). *Personnel administration*. Dominant Publishers & Distributors.
- Prasad, K. (2012). *Strategic human resource development: Concepts and practices*. PHI Learning.
- Rao, V. S. P. (2016). *Human resource management*. Excel Books.
- Reddy, B. R. (2016). *Effective human resource training and development strategy* (3rd ed.). Himalaya Publishing House.
- Sharma, M. K. (2007). *Personnel administration*. Anmol Publications.
- Sharma, S. (2009). *Human resource development*. Maxford Books.
- Sheikh, A. M. (2009). *Human resource development and management*. S. Chand Publishing.
- Tripathi, P. C. (2013). *Human resource development*. Sultan Chand & Sons.
- Viswanathan, R. (2013). *Strategic human resource management*. Himalaya Publishing House.

Syllabi for Post Graduate Program in Public Administration

Semester -4
Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Stress & Time Management	Course Code	25PUB204SE04
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: Imparting theoretical knowledge of the concepts such as stress, its approaches and sources of stress. CLO 2: Understanding the relationship of stress with health and workplace. CLO 3: Developing an understanding of the basic concepts of time, its significance, skills & techniques of time management. CLO 4: To acquaint with the role of administrator in time management.			
Unit 1: Stress: Nature & Concept, Approaches, Types, Symptoms, and Sources of Stress Stress Management: Meaning, Approaches & Techniques			
Unit 2: Stress and Health: Effects on Health, Job Performance and Relationship Workplace Stress: Major Causes Models of Stress			
Unit 3: Time Management: Concept, Significance, Skills of Time Management Techniques of time management			
Unit 4: Approaches of Time Management Poor Time Management: Effects on Job Performance Role of Administrator in Time Management.			
Suggested Readings: - Bly, R. (2017). <i>Time management: Make every second count</i>. Jaico Publishing House. - Cambridge Dictionary. (n.d.). <i>Time management</i>. Retrieved July 20, 2026, from https://dictionary.cambridge.org/dictionary/english/time-management			

- Covey, S. R. (1989). *The 7 habits of highly effective people: Powerful lessons in personal change*. Free Press.
- Dixit, S. (2018). *Time management: 20 principles for the best utilization of your time*. Manjul Publishing House.
- Ferner, J. D. (1995). *Successful time management*. John Wiley & Sons.
- Harvard Business Essentials. (2005). *Time management: Increase your personal productivity and effectiveness*. Harvard Business School Press.
- Management Study Guide. (n.d.). *Time management: Benefits*. Retrieved July 20, 2026, from <https://www.managementstudyguide.com/time-management-benefits.html>
- Rowan, J. (2015). *Time matters: Making the most of your day*. Viva Books.

OPTION- II

Syllabi for Post Graduate Program in Public Administration

Semester -4

Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Stress & Time Management	Course Code	25PUB204SE04
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: Imparting theoretical knowledge of the concepts such as stress, its approaches and sources of stress. CLO 2: Understanding the relationship of stress with health and workplace. CLO 3: Developing an understanding of the basic concepts of time, its significance, skills & techniques of time management. CLO 4: To acquaint with the role of administrator in time management.			
Unit 1: Stress: Nature & Concept, Approaches , Types, Symptoms, and Sources of Stress Stress Management: Meaning, Approaches & Techniques			
Unit 2: Stress and Health: Effects on Health, Job Performance and Relationship Workplace Stress: Major Causes Models of Stress			
Unit 3: Time Management: Concept, Significance, Skills of Time Management Techniques of time management			
Unit 4: Approaches of Time Management Poor Time Management: Effects on Job Performance Role of Administrator in Time Management.			
Suggested Readings: Bly, R. (2017). <i>Time management: Make every second count</i>. Jaico Publishing House.			

- Cambridge Dictionary. (n.d.). *Time management*.
<https://dictionary.cambridge.org/dictionary/english/time-management>
- Covey, S. R. (1989). *The 7 habits of highly effective people: Powerful lessons in personal change*. Free Press.
- Dixit, S. (2018). *Time management: 20 principles for the best utilization of your time*. Manjul Publishing House.
- Ferner, J. D. (1995). *Successful time management*. John Wiley & Sons.
- Harvard Business Essentials. (2005). *Time management: Increase your personal productivity and effectiveness*. Harvard Business School Press.
- Management Study Guide. (n.d.). *Time management: Benefits*.
<https://www.managementstudyguide.com/time-management-benefits.html>
- Rowan, J. (2015). *Time matters: Making the most of your day*. Viva Books.

Syllabi for Post Graduate Program in Public Administration

Semester -4

Session: 2025-2026

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Research thesis/ project @20 credits	Course Code	25PUB204PD01
Hours per Week	04	Credits	4
Maximum Marks	100	Time of Examinations	3 Hours
Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.			
Course Learning Outcomes (CLO):			
Unit 1:			
Unit 2:			
Unit 3:			
Unit 4:			
Suggested Readings:			