

SYLLABI AND SCHEME OF EXAMINATIONS FOR DISCIPLINE SPECIFIC COURSES OF SINGLE MAJOR PROGRAMS B.A. PUBLIC ADMINISTRATION

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



**WITH EFFECT FROM
THE
SESSION 2024-25**

**MAHARSHI DAYANAND UNIVERSITY
ROHTAK (HARYANA)**

Syllabi and S.O.E. for Under Graduate Single Major Program in Public Administration w.e.f.
2024-25 session

Credit Structure for Undergraduate Programmes (Single Major) in Public Administration

Semester	Discipline-Specific Courses (DSC) / Major Course	Minor(MIC)/ Vocational (VOC)/ Skill Enhancement Courses (SEC)/ Internship	Multidisciplinary courses (MDC)	Ability Enhancement courses (AEC)	Dissertation	Value-Added Courses (VAC)	Total Credits
I	DSC - A1 @ 4 credits	MIC1 @ 4 credits	MDC1 @ 3 credits	AEC1 @ 2 credits	-----	VAC1 @ 2 credits	22
	DSC – A2 @ 4 credits	SEC1@ 3 credits					
II	DSC – A3 @ 4 credits	MIC2 @ 4 credits	MDC2 @ 3 credits	AEC2 @ 2 credits	-----	VAC2 @ 2 credits	22
	DSC – A4 @ 4 credits	SEC2@ 3 credits					
Students exiting the programme after second semester and securing 48 credits including 4 credits of summer internship will be awarded UG Certificate in the relevant Discipline/Subject							
III	DSC – A5 @ 4 credits	MIC3 @ 4 credits	MDC3 @ 3 credits	AEC3 @ 2 credits		VAC3 @ 2 credits	22
	DSC – A6 @ 4 credits	SEC3@ 3 credits					
IV	DSC – A7 @ 4 credits	MIC4(VOC)@ 4 credits	-----	AEC4 @ 2 credits	-----	VAC4 @ 2 credits	24
	DSC – A8 @ 4 credits						
	DSC – A9 @ 4 credits						
	DSC – A10 @ 4 credits						
Students exiting the programme after fourth semester and securing 94 credits including 4 credits of summer internship will be awarded UG Diploma in the relevant Discipline/Subject							
V	DSC – A11 @ 4 credits	MIC5(VOC)@ 4 credits	-----	-----	-----	-----	24
	DSC – A12 @ 4 credits						
	DSC – A13 @ 4 credits	Internship @ 4 credits#					
	DSC – A14 @ 4 credits						
VI	DSC – A15 @ 4 credits	MIC6(VOC)@ 4 credits	-----	-----	-----	-----	22
	DSC – A16 @ 4 credits						
	DSC – A17 @ 4 credits	SEC3@ 2 credits					
	DSC – A18 @ 4 credits						
Students will be awarded 3-year UG Degree in relevant major Discipline/Subject upon securing 136 credits.							
VII	DSC – H1 @ 4 credits	SEC4 @ 4 credits	-----	-----	-----	-----	24
	DSC – H2 @ 4 credits	OR					
	DSC – H3 @ 4 credits	MIC7 (VOC) @ 4 credits					
	DSC – H4 @ 4 credits	OR					
	DSC – H5 @ 4 credits	Internship @ 4 credits					
VIII (4yr UG Hon.)	DSC – H6 @ 4 credits	SEC5 @ 4 credits	-----	-----	-----	-----	24
	DSC – H7 @ 4 credits	OR					
	DSC – H8 @ 4 credits	MIC8 (VOC) @ 4 credits OR					
	DSC – H9 @ 4 credits	Internship @ 4 credits					
	DSC – H10 @ 4 credits						
VIII (4yr UG Hon. with Research)	DSC – H6@ 4 credits	SEC5 @ 4 credits	-----	-----	Research project/ Dissertation @ 12 credits	-----	24
	DSC – H7@ 4 credits	OR MIC8 (VOC) @ 4 credits OR Internship @ 4 credits				TOTAL CREDITS	184

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Note:

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

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Discipline Specific Courses/ Major Course			Credits Distribution			Total Credits	Workload			Total Workload	Marks				
	Nomenclature of Course	Course Code	L	T	P		L	T	P		Theory		Practical		Total Marks
											Internal	External	Internal	External	
Semester I (Session 2024-25)															
DSC - A1 @ 4 credits	Elements of Public Administration-I	24PUBS401DS01	3	1	-	4					30	70			100
DSC - A2 @ 4 credits	Basics of Indian Administration -I	24PUBS401DS02	3	1	-	4					30	70			100
Semester II (Session 2024-25)															
DSC - A3 @ 4 credits	Elements of Public Administration-II	24PUBS402DS01	3	1	-	4					30	70			100
DSC - A4 @ 4 credits	Basics of Indian Administration -II	24PUBS402DS02	3	1	-	4					30	70			100
Semester III (Session 2025-26)															
DSC - A5 @ 4 credits	Personnel Administration-I	25PUBS403DS01	3	1	-	4					30	70			100
DSC - A6 @ 4 credits	Rural Local Government	25PUBS403DS02	3	1	-	4					30	70			100
Semester IV (Session 2025-26)															
DSC - A7 @ 4 credits	Social Welfare Administration	25PUBS404DS01	3	1	-	4					30	70			100
DSC - A8 @ 4 credits	Personnel Administration-II	25PUBS404DS02	3	1	-	4					30	70			100
DSC - A9 @ 4 credits	Urban Local Government	25PUBS404DS03	3	1	-	4					30	70			100
DSC - A10 @ 4 credits	Administrative Law	25PUBS404DS04	3	1	-	4					30	70			100

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Semester V (Session 2026-27)														
DSC – A11 @ 4 credits	Organisational Behaviours	26PUBS405DS01	3	1	-	4					30	70		100
DSC – A12 @ 4 credits	Fundamentals of Governance-I	26PUBS405DS02	3	1	-	4					30	70		100
DSC – A13 @ 4 credits	International Organisation-I	26PUBS405DS03	3	1	-	4					30	70		100
DSC – A14 @ 4 credits	Labour Welfare Administration-I	26PUBS405DS04	3	1	-	4					30	70		100
Semester VI (Session 2026-27)														
DSC – A15 @ 4 credits	Consumer Protection Administration	26PUBS406DS01	3	1	-	4					30	70		100
DSC – A16 @ 4 credits	Fundamentals of Governance--II	26PUBS406DS02	3	1	-	4					30	70		100
DSC – A17 @ 4 credits	International Organisation-II	26PUBS406DS03	3	1	-	4					30	70		100
DSC – A18 @ 4 credits	Labour Welfare Administration-II	26PUBS406DS04	3	1	-	4					30	70		100
Semester VII (Session 2027-28)														
DSC – H1 @ 4 credits	Administrative Theory-I	24PUB201DS01	3	1	-	4					30	70		100
DSC – H2 @ 4 credits	Research Methods-I	24PUB201DS02	3	1	-	4					30	70		100
DSC – H3 @ 4 credits	Comparative Public Administration-I	24PUB201DS03	3	1	-	4					30	70		100
DSC – H4 @ 4 credits	Administrative Thought-I	24PUB201DS04	3	1	-	4					30	70		100

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DSC – H5 @ 4 credits	Central Administration	24PUB201DS05	3	1	-	4					30	70			100
UG Hons. Semester VIII (Session 2027-28)															
DSC – H6 @ 4 credits	Administrative Theory-II	24PUB202DS01	3	1	-	4					30	70			100
DSC – H7 @ 4 credits	Research Methods-II	24PUB202DS02	3	1	-	4					30	70			100
DSC – H8 @ 4 credits	Comparative Public Administration-II	24PUB202DS03	3	1	-	4					30	70			100
DSC – H9 @ 4 credits	Administrative Thought-II	24PUB202DS04	3	1	-	4					30	70			100
DSC – H10 @ 4 credits	State Administration	24PUB202DS05	3	1	-	4					30	70			100

Semester-VIII (Session 2027-28)

UG Hons with Research

	Nomenclature of Course	Course Code	Hours/week			Marks			Total marks	Credit
			L	T	P	The	Int	P		
DSE-A25	Public Administration: Theoretical Perspective-II	26PUB508DS01	3	1	-	70	30	-	100	4
DSE-A29	Research Method-II	26PUB508DS02	3	1	-	70	30	-	100	4
SEC	Office Management and Secretarial Practices	24PUB202SE02	3	1	-	70	30	-	100	4
Project	Research Project	26PUB508PD01	-	-	12	90	210		300	12
	Total Credit								600	24

Syllabi and S.O.E. for Under Graduate Single Major Program in Public Administration w.e.f.
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L: Lecture; T: Tutorial; P: Practical

Syllabi for Under Graduate Programme in Public Administration

Semester I

Session:2024-25

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Elements of Public Administration- 1	Course Code	24PUBS401DS01
Hours per Week	04	Credits	4
Maximum Marks	Theory Internal 70 30	Time of Examinations	3 Hours
Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.			
Course Learning Outcomes (CLO): CLO 1: Increases understanding about the emergence of Public Administration as a discipline and as an activity. CLO-2. Generates understanding among the students about the relationship of Public Administration with various disciplines. CLO-3. Students would become well versed with the theories of Public Administration. CLO-4. Students would get knowledge about the means of ensuring accountability in the administrative system.			
Unit 1: Public Administration: Meaning, Nature, Scope & Significance; Evolution of Public Administration: Pre 1950s and Post 1950s; Public Administration: Art or Science; New Public Administration.			
Unit 2: Public Administration and its Relations with Political Science, Economics, History, Sociology, Psychology, Geography etc.; Public Administration and Private Administration: Similarities and Differences.			
Unit 3: Approaches to Study of Public Administration: Traditional Approach, Legal Approach, Institutional Approach, Case Method Approach			
Unit 4: Control over Public Administration – Executive, Legislative and Judicial; Citizen and Administration; Responsive Administration.			

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., & Maheshwari, S. R. (2001). *Public administration*. Laxmi Narain Agarwal Publications.
- Bhambri, C. P. (1991). *Public administration*. Vikas Publishing House.
- Bhattacharya, M. (1991). *Public administration: Structure, process and behaviour*. The World Press.
- 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 Academy Publications.
- Dimock, M. E., & Dimock, G. O. (1975). *Public administration*. IBH Publishing Company.
- Dubey, R. K. (2007). *Aadhunik lok prashasan: Modern public administration*. Laxmi Narayan Agarwal Publishers.
- Fadia, B. L., & Fadia, K. (2015). *Public administration: Administrative theories*. Sahitya Bhawan Publications.
- Naidu, S. P. (1996). *Public administration: Concepts and theories*. New Age International Publishers.
- Nigro, F. A., & Nigro, G. N. (1980). *Modern public administration*. Harper & Row.
- 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.
- Sarkar, S. (2009). *Public administration in India*. PHI Learning.
- Shafritz, J. M. (Ed.). (2007). *Defining public administration*. Rawat Publications.
- Sharma, M. P., & Sadana, B. L. (2003). *Public administration in theory and practice*. Kitab Mahal.
- Sharma, P. D., & Sharma, H. C. (1998). *Theory and practice of public administration*. College Book Depot.
- Singh, H., & Sachdeva, P. (2010). *Public administration: Theory and practice*. Pearson Education India.
- Srivastava, S. (2011). *Theory and practice of public administration*. Pearson.
- White, L. D. (1958). *Introduction to the study of public administration*. Macmillan.

Syllabi for Under Graduate Programme in Public Administration

Semester I

Session: 2024-25

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Basics of Indian Administration-I	Course Code	24PUBS401DS02
Hours per Week	04	Credits	4
Maximum Marks	Theory 70	Internal 30	Time of Examinations 3 Hours
Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.			
Course Learning Outcomes (CLO): CLO 1: Students would be able to get knowledge about administration in Mauryan, Mughal and British Period & their impact on Indian Administration. CLO-2. They would get knowledge about the operational working of Political Executive At Union level. CLO-3. Students would get understanding about the organization & functions of various ministries. CLO-4. Develop awareness among the students about the various Commissions			
Unit 1: Evolution of Indian Administration: Contribution of Mauryan, Mughal and British Administration, Salient Features of Indian Administration, Federal & Unitary Aspects of Indian Administration, Impact of British Administration on Indian Administration.			
Unit 2: Political Executive at Union level: President: Election Procedure, Powers and Functions, Emergency powers of Indian President and their Impact on Indian Citizens, Prime Minister: Powers and Functions, Council of Ministers: Organizations and Functions.			
Unit 3: Ministries at Central Level: Organizations and Functions of Ministry of Human Resource Development, Ministry of External Affairs, Ministry of Rural Development, Prime Minister Office (PMO): Organization and Functions.			
Unit 4: Organization and Functions of Specific Commissions: NITI Aayog, Election Commission of India, National Human Rights Commission and National Commission for Women			

Suggested Readings:

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

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Semester II

Session: 2024-25

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Elements of Public Administration- II	Course Code	24PUBS402DS01
Hours per Week	04	Credits	4
Maximum Marks	Theory 70	Internal 30	Time of Examinations 3 Hours
Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.			
Course Learning Outcomes (CLO): CLO 1: Organization is the base of an administrative system, so the students secured enough knowledge to understand the operational working of an organizational structure. CLO-2. Generate awareness about the principles of Organization. CLO-3. Develop knowledge about the O & M techniques and Public Sector Undertaking. CLO-4. Acquire knowledge about IRCs, Field-Headquarter Relationship, Delegated Legislation & Administrative Adjudication.			
Unit 1: Organization: Meaning and Bases; Types of Organization: Formal and Informal; Principles of Organization: Hierarchy, Span of Control, Unity of Command.			
Unit 2: Principles of Organization: Co-ordination, Centralization and Decentralization, Supervision, Delegation; Chief Executive: Meaning, Types and Functions.			
Unit 3: Line Staff & Auxiliary Agencies; Public Sector Undertaking: Govt. Company & Public Corporation, Organization & Method (O&M): Meaning, Functions, Techniques, Advantages and Disadvantages			
Unit 4: Independent Regulatory Commissions: Features, Functions, Advantages and Disadvantages, Field-Headquarter Relationship, Delegated Legislation: Meaning, Types, Advantages, Limitations and Safeguards. Administrative Adjudication: Meaning, Advantages & Disadvantages.			

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.

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Semester II

Session:2024-25

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Basics of Indian Administration- II	Course Code	24PUBS402DS02
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: Student acquired knowledge about the Ecology of Indian Administration & its Role in Nation Building. CLO-2. Students will gain understanding about the Political Executive at State Level. CLO-3. Students would get knowledge about the Operational Working of Administration at District Level. CLO-4. Students would be familiarized about the emerging issues in Indian Administration.			
Unit 1: Ecology of Indian Administration: Social, Political, Economic, Cultural and Constitutional Environment, Role of Indian Administration in Nation Building and Social Welfare.			
Unit 2: Political Executive at State Level: Governor: Powers, Functions and Position, Chief Minister: Powers, Functions and Position, Relationship between Chief Minister and Governor, Council of Minister: Organization and Functions.			
Unit 3: Organization and Functions of State Police Administration, Role of Superintendent of Police in Maintaining Law and Order at District Level, Role of Deputy Commissioner in District Administration, Role of District Rural Development Agency (DRDA)			
Unit 4: Emerging Issues in Indian Administration: Impact of Liberalisation Privatisation & Globalisation on Indian Administration, Impact of Information Technology on Indian Administration, Initiatives towards Citizens Centric Administration: Citizen Charter, RTI Act, Social Audit.			
Suggested Readings:			

- 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, A. (2017). *Indian administration*. Laxmi Narain Agarwal Publications.
- Bhattacharya, M., & Basu, A. (2024). *Indian administration*. The World Press.
- Chakrabarty, B. (2016). *Indian administration*. Sage Publications.
- Chahar, S. S. (2009). *District administration in the era of globalization*. Concept Publishing Company.
- Chaubey, P. K. (2004). *Urban local bodies in India: Governance with self-reliance*. Indian Institute of Public Administration.
- Fadia, B. L., & Fadia, K. (2017). *Indian administration*. Sahitya Bhawan Publications.
- Goyal, V. K., & Garg, B. K. (2013). *Rural development administration*. Alfa Publications.
- Gupta, J. L. (2013). *Indian administration: Evolution and development*. Wisdom Press.
- Maheshwari, S. R. (2000). *Indian administration*. Orient Longman.
- Meena, R. P. (2020). *Bharat mein rajya prashasan*. Rajasthan Hindi Granth Academy.
- Mehta, S. C. (2007). *Bhartiya prashasan*. 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 Under Graduate Programme in Public Administration

Semester III

Session:2024-25

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Personnel Administration-I	Course Code	25PUBS403DS01
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. Help in getting knowledge about the basics of Personnel Administration and Bureaucracy.

CLO-2. Impart knowledge about the process and types of Recruitment.

CLO-3. Generate knowledge about the impact of training in human resource development.

CLO-4. Increase knowledge about the impact of promotion in human resource development.

Unit 1:

Personnel Administration: Meaning, Nature, Scope and Importance; Civil Services: Meaning, Features and Functions; Evolution of Civil Services, Bureaucracy: Meaning, Nature, Characteristics

Unit 2:

Recruitment in India: Meaning, Types, Procedure, Features, Problems and Prospects; Union Public Service Commission: Organization & Functions; State Public Service Commission: Organization & Functions

Unit 3:

Training: Meaning, Objectives, Types, Methods, Problems and Remedies; Training Process in India: Indian Administrative Services, Indian Police Services, and Indian Forest Services.

Unit 4:

Promotion: Meaning, Types, Principles, Purpose and Advantages of Promotion, Components/ Elements of Promotion.

Suggested Readings:

- Bhattacharyya, D. K. (2015). *Human resource development*. Himalaya Publishing House.
- Chattopadhyay, P. (2024). *HR and 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.
- Kataria, S. (2021). *Karmik prashasan*. RBSA Publishers.
- Krishnaveni, R. (2008). *Human resource development*. Excel Books.
- Mankin, D. (2009). *Human resource development*. Oxford University Press.
- McGuire, D., & Jørgensen, K. M. (2023). *Human resource development: Theory and practices*. Sage Publications.
- Mehra, S., & Bansal, M. (2017). *A conceptual understanding of human resource development*. Abhishek Prakashan.
- Mehta, C. M. (2020). *Human resource development*. Bharti 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 III

Session:2024-25

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Rural Local Government	Course Code	25PUBS403DS02
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. Student acquired knowledge about the evolution of Local Self-Governments in India and the Post-Independence Developments.

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

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

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

Unit 1:

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

Unit 2:

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

Unit 3:

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

Unit 4:

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

Suggested Readings:

- Bajpai, A. (2014). *State government and administration*. Wisdom Press.

- Chahar, S. S. (2009). *Governance at grassroots level in India*. Kanishka Publishers & Distributors.
- Gupta, B. (2014). *Urban local government*. Wisdom Press.
- Gupta, J. L. (2013). *Local government*. Wisdom Press.
- Jana, A. K. (2015). *Decentralizing rural governance and development: Perspectives, ideas and experiences*. Rawat Publications.
- Maheshwari, S. R. (2020). *Local government in India*. Laxmi Narain Agarwal Publications.
- Pal, M. (2020). *Rural local governance and development*. Sage Publications.
- Sachdeva, P. (2011). *Local government in India*. Pearson India.
- Sharma, B. (2023). *Rural governance*. Global Vision Publishing House.
- Sharma, M. (2004). *Local government: Rural and urban*. Anmol Publications.
- Singh, R. K., & Dhar, S. (2022). *Local self-government including panchayat administration*. Gogia Law Agency.
- Singh, S. (2007). *Decentralization: Institutions and politics in rural India*. Oxford University Press.

Syllabi for Under Graduate Programme in Public Administration

Semester IV

Session:2025-26

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Social Welfare Administration	Course Code	25PUBS404DS01
Hours per Week	04	Credits	4
Maximum Marks	Theory 70	Internal 30	Time of Examinations 3 Hours

Note:

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

Course Learning Outcomes (CLO):

CLO-1. Generate understanding 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:

Conceptual Framework and Constitutional Framework: Social Welfare, Social Service, Social Work, Social Security, Social Justice and Social Reforms.

Unit 2:

Evolution of Social Welfare in India: Ancient, Medieval and British Period; Five Year Plans and Social Welfare in India; Factors Determining Social Welfare Programmes; Social Welfare Models

Unit 3:

Social Welfare Administration: Meaning, Nature, Scope and Principles; Tasks & Problem; Social Welfare Administration Discipline and Profession.

Unit 4:

Social Legislation in India; Social Policy in India; National Policy for Senior Citizens; National Policy for Child Welfare; National Policy for Women Empowerment.

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 Under Graduate Programme in Public Administration

Semester IV

Session:2025-26

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Personnel Administration-II	Course Code	25PUBS404DS02
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.** Familiarize the students about conduct rules, service conditions and disciplinary action for public servant.
- CLO-2.** Students would acquire knowledge about the factors affecting morale & motivation.
- CLO-3.** Students get knowledge about Grievance Redressal Mechanism.
- CLO-4.** Generate awareness about the Rights of Civil Servants and Ethics & Integrity in Civil Services

Unit 1:

Conduct and Discipline in India: Service Conditions of Civil Services; Conduct Rules of Civil Services; Types and Procedure of Disciplinary Actions for Civil Services.

Unit 2:

Morale: Meaning, Determining Factors, Causes of Low Morale and Measures of High Morale; Motivation: Meaning, Types, Factors Affecting Motivation.

Unit 3:

Machinery for Grievances Redressal: Employees Associations: Meaning, Types, Objectives and Functions; Whitley Councils: Objectives, Organization and Functions.

Unit 4:

Public Services and their Importance in Modern Society; Rights of Public Servants, Corruption in Public services: Causes of Corruption & Remedies, Ethics & Integrity in Civil Services.

Suggested Readings:

- Bhattacharyya, D. K. (2015). *Human resource development*. Himalaya Publishing House.
- Chattopadhyay, P. (2024). *HR and 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.
- Kataria, S. (2021). *Karmik prashasan*. RBSA Publishers.
- Krishnaveni, R. (2008). *Human resource development*. Excel Books.
- Mankin, D. (2009). *Human resource development*. Oxford University Press.
- McGuire, D., & Jørgensen, K. M. (2023). *Human resource development: Theory and practices*. Sage Publications.
- Mehra, S., & Bansal, M. (2017). *A conceptual understanding of human resource development*. Abhishek Prakashan.
- Mehta, C. M. (2020). *Human resource development*. Bharti 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 Under Graduate Programme in Public Administration

Semester IV

Session:2025-26

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Urban Local Government	Course Code	25PUBS404DS03
Hours per Week	4	Credits	4
Maximum Marks	Theory 70	Internal 30	Time of Examinations 3 Hours

Note:

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

Course Learning Outcomes (CLO):

- CLO-1.** Student acquired knowledge about the evolution of Urban Local governments in India.
- CLO-2.** Students got knowledge about the grassroots governance institution in urban area.
- CLO-3.** Students get awareness about the features of 74th Constitutional Amendment Act and working of Municipal Committees, Municipal Councils & Municipal Corporations.
- CLO-4.** Students would be able to describe about the Personnel Management of Urban Local Bodies & Govt. control Machinery over these Bodies.

Unit 1:

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

Unit 2:

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

Unit 3:

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

Unit 4:

Control over Urban Local Bodies; Role of Deputy Commissioner in Urban Local Bodies, Personnel Management of Urban Local Administration; Role of District

Planning Committee in Urban Development; Recent Reforms in Urban Local Bodies in Haryana.

Suggested Readings-

- Arora, R., & Chaturvedi, G. (2005). *Bharat mein rajya prashasan*. RBSA Publishers.
- Bajpai, A. (2014). *State government and administration*. Wisdom Press.
- Choudhary, G., & Gopinath, T. (2024). *Urban local governance in India: Dynamics, challenges, and innovation*. Abhishek Publications.
- Goel, S. L. (2022). *Urban local self-government: Administration and management in the 21st century*. Deep & Deep Publications.
- Gupta, B. (2013). *Urban local government*. Dominant Publishers & Distributors.
- Gupta, B. (2014). *Urban local government*. Wisdom Press.
- Gupta, J. L. (2013). *Local government*. Wisdom Press.
- Maheshwari, S. R. (2020). *Local government in India*. Laxmi Narain Agarwal Publications.
- Ram, S. (2010). *Grassroots planning and local governance in India*. Kanishka Publishers & Distributors.
- Sachdeva, P. (2011). *Local government in India*. Pearson India.
- Sharma, M. (2004). *Local government: Rural and urban*. Anmol Publications.
- Singh, D. (2017). *Panchayati raj avam gramini vikas*. Rawat Publications.
- Singh, P. (2013). *Urban local governance in India*. Kitab Mahal.
- Singh, U. B. (2023). *Urban local governance in India*. Aayu Publications.
- *Vikendrikaran tatha sthanyia shasan*. (2018). Gully Baba Publications.

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Semester IV

Session:2025-26

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Administrative Law	Course Code	25PUBS404DS04
Hours per Week	4	Credits	4
Maximum Marks	Theory 70	Internal 30	Time of Examinations 3 Hours

Note:

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

Course Learning Outcomes (CLO):

- CLO-1.** The students get knowledge about the basic aspects of administrative Law.
CLO-2. They get acquainted with the Concepts of Judicial Activism, Judicial Review, PIL and Liability of Administration.
CLO-3. They gain understanding about the Operational Working of Administrative Tribunals- CAT, CVC & CBI.
CLO-4. They get knowledge about the operational working of various Regulatory Bodies.

Unit 1:

Meaning, Growth and Scope of Administrative Law
Distinction between Constitutional Law and Administrative Law
Concept of Droit Administration; Meaning, Principles and Characteristics
Concept of Rule of Law and Principle of Natural Justice

Unit 2:

Judicial Activism: Meaning, Justification, Activators and Apprehension
Judicial Review of Administrative Action: Principles and Modes
Public Interest Litigation: Features, Scope & Principles
Liability of the Administration: Contract and Tort

Unit 3:

Administrative Tribunals: Concepts, Rational and Types
Central Administrative Tribunal: Structure, Functions and Role
Central Vigilance Commission: Structure, Functions, Role and Significance
Central Bureau of Investigation: Organization and Functions

Unit 4:

Sectoral Regulation: Telecom Regulatory Authority of India (TRAI): Structure, Function and Role, Insurance Regulatory and Development Authority of India (IRDAI): Structure,

Functions and Role, Central Electricity Regulatory Commission (CERC): Structure, Function and Role,
Food Standard and Safety Authority of India (FSSAI): Structure, Function and Role

Suggestive Readings:

- Diwan, P., & Diwan, P. (2024). *Administrative law*. Allahabad Law Agency.
- Jain, M. P., & Jain, S. N. (2010). *Principles of administrative law* (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, T., & Rao, K. P. C. (2022). *The principles of administrative law*. ALT 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.

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Semester V

Session:2026-27

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Organisational Behaviours	Course Code	26PUBS405DS01
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 Acquaintance with the conceptual framework of Organizational Behaviour foundations and approaches.
- CLO-2.** Develop understanding about the factors of Individual and group behavior among the students.
- CLO-3.** Develop competency to analyze the impact of Perception and attitude on Organizational Behaviour.
- CLO-4.** Get knowledge about the impact of Organizational Culture and Organizational Change.

Unit 1:

Organizational Behaviour: Meaning, Nature, Scope & Features, Models and Importance of Organizational Behaviour, Organizational Effectiveness: Meaning, Characteristic & Approaches.

Unit 2:

Individual Behaviour: Meaning, Assumptions, Theories, Factors Affecting; Group Behaviour: Meaning, Types, Characteristics and Importance; Group Dynamics & Group Decision Making Techniques.

Unit 3:

Perception: Meaning, Process, Categories and Influencing Factors; Perception in Organizational Behaviour; Attitude: Meaning, Components, Sources of Formation, and Importance of Attitude in Organizational Behaviour.

Unit 4:

Organizational Culture and Climate: Meaning, Dimensions, Approaches and Changing Context of Organizational Culture; Organizational Change: Meaning, Types, Importance, Approaches and Role in Organizational Behaviour.

Suggested Readings:

- Aswathappa, K. (2012). *Organizational behaviour*. Himalaya Publishing House.
- Gupta, C. B. (2012). *Organizational behaviour*. Dhanpat Rai Publications.

- Gupta, C. B. (2014). *A textbook of organizational behaviour*. S. Chand Publishing.
- Jain, K. S., & Jain, A. V. (2017). *Organizational behaviour*. Himalaya Publishing House.
- Kamath, A. A., & Shah, K. (2017). *Organizational behaviour*. Himalaya Publishing House.
- Khanka, S. S. (2000). *Organizational behaviour: Text and cases*. S. Chand Publishing.
- Khanna, S. (2011). *Understanding organizational behaviour*. Oxford University Press.
- Kumar, N. (2013). *Organizational behaviour*. Himalaya Publishing House.
- Mullins, L. J., & Christie, G. (2016). *Organizational behaviour*. Pearson.
- Nahavandi, A., & Denhardt, R. B. (2015). *Organizational behaviour*. Sage Publications.
- Prasad, L. M. (2004). *Organizational behaviour*. Sultan Chand & Sons.
- Rao, P. S. (2012). *Management and organizational behaviour*. Himalaya Publishing House.
- Reddy, G. S., & Aswathappa, K. (2015). *Organizational behaviour*. Himalaya Publishing House.
- Robbins, S. P., Judge, T. A., & Vohra, N. (2017). *Organizational behaviour*. Pearson India.
- Singla, R. K. (2012). *Organizational behaviour*. V. K. Publications.
- Srivastava, S. K., & Kumari, P. (2010). *Organizational behaviour: A comprehensive study*. Global Vision Publishing House.

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Semester V

Session: 2027-28

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Fundamentals of Governance-I	Course Code	26PUBS405DS02
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 basic aspects of governance.

CLO-2. Develop understanding about the role of various branches of Government in governance.

CLO-3 Get Acquaintance about the role of NGOs and Media in governance.

CLO-4. Understand the role of IT, PRIs, ULBs and Financial Institutions in Governance.

Unit 1:

Governance: Concept, Meaning, Nature and Scope.

Governance: Forms, Indicators, Models, Dimensions, Ethics, Issues & Challenges.

Unit 2:

Role of Legislature in Governance; Role of Political Executives in Governance;

Role of Bureaucracy in Governance; Role of Judiciary in Governance.

Unit 3:

Role of NGOs in Governance; Role of Stakeholders in Governance;

Role of Media in Governance; Role of Specialized Agencies in Governance.

Unit 4:

Role of Information and Communication Technology in Governance;

Role of Panchayati Raj Institution in Governance;

Role of Urban Local Bodies in Governance; Role of Financial Institutions in 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 & Distributors.

- 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* (Second Administrative Reforms Commission, 11th Report). 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 India.
- Singh, P. (2019). *Governance in India: A handbook*. Edge.
- Singh, Shivani. (2016). *Governance: Issues and Challenges*, Sage.
- Trotta, A. (2018). *E-governance: Theory and application of technology initiatives*. Routledge.
- United Nations. (2015). *Responsive and accountable public governance* (World Public Sector Report). United Nations Department of Economic and Social Affairs.

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Semester -V

Session:2026-27

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	International Organization-I	Course Code	26PUBS405DS03
Hours per Week	4	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 Concept of International Organization & its Evolution and Growth and the Emerging Importance of Regional Cooperation.
- CLO-2.** Get knowledge about the failures of League of Nation and the emergence of UNO. They further become aware about the role of UN in changing scenario
- CLO-3.** Develop understanding about various organs of UNO and their rationality in present times.
- CLO-4.** Get acquaintance about the Environmental Issues on International Agenda.

Unit 1:

International Organization: Meaning Nature & Scope, Evolution & Growth of International Organization. Importance of Regional Cooperation: Role of India at International Organization.

Unit 2:

League of Nations: Structure, Objectives, Functions & Failures, United Nations Organizations (UNO): Origin Objectives, Principles and Role, UN Impact on Third World, Changing world Scenario: The New World Order.

Unit 3:

Structure of UNO: General assembly, Security Council, Economic and Social Council, UN Secretariat, International Court of Justice, Critical Evaluation and review of UNO.

Unit 4:

Environmental Issue on International Agenda; Millennium Development Goals, Sustainable Development Goals, Earth Summit.

Suggested Readings:

- Fadia, B. L., & Fadia, K. (2017). *Antarrashtriya sambandh*. Sahitya Bhawan Publications.
- Jain, [Initials unavailable], & Tripathi, [Initials unavailable]. (2016). *Rajneeti vigyan*. Aagrohi Publications.
- Panth, P. (n.d.). *21st shatabdi mein antarrashtriya sambandh*. McGraw Hill Education.
- Fadia, B. L., & Fadia, K. (2017). *Antarrashtriya sambandh*. Sahitya Bhawan Publications.
- Jain, & Tripathi,. (2016). *Rajneeti vigyan*. Aagrohi Publications.

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Semester V

Session:2026-27

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Labour Welfare Administration-I	Course Code	26PUBS405DS04
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: Help in knowing the existing theories of labour welfare and how these theories are effective in modern world.

CLO-2. Gain Understanding about the problems of organized and unorganized labour and how it can be solved.

CLO-3 Help in knowing that what and which types of policies are made and which organizations have been established at national and international level for labour welfare.

CLO-4. Acquired knowledge about 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 Significance, Evolution of Labour Welfare, Theories of Labour Welfare

Unit 2:

Labour Movement in India: Historical Perspective, Trade Union: Meaning, Objectives, Functions and Problems, Problems of Organized and Unorganized Labour in India.

Unit 3:

Labour Policy in India,
Industrial Relations: Concept, Scope and Approaches
Industrial Disputes: Causes, Effects, Methods and Machinery for the Settlement,
International Labour Organization, (ILO): Organization, Objectives and Functions

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:

- Bose, S. P., & Bose, J. (2022). *Introduction to labour welfare laws in India*. Notion Press.
- Jagdish. (2022). *Labour welfare administration*. Akanksha Publishers.
- Joshi, J. C. (2010). *Labour welfare administration: Tools and techniques*. Rajat Publications.
- Kumar, R. S. (2012). *Understanding labour welfare administration*. Raj Publishers.
- Kumawat, B. (2020). *Labour welfare laws* (Hindi). Sahitya Bhawan Publications.
- Nain, B. S. (2024). *Latest labour codes*. Walnut Publications.
- Rao, B. J. (2020). *Labour welfare laws*. Sahitya Bhawan Publications.
- Rao, K. V. (2022). *Labour reforms and labour codes in India*. Niruta Publications.
- Sharma, S. C. (2025). *Indian labour codes*. Pramjyoti Publishers.

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Semester VI

Session:2026-27

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Consumer Protection Administration	Course Code	26PUBS406DS01
Hours per Week	04	Credits	4
Maximum Marks	Theory Internal 70 30	Time of Examinations	3 Hours

Note:

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

Course Learning Outcomes (CLO):

CLO-1. Students would be able to gain knowledge about the consumer movements in India and abroad.

CLO-2. Develop awareness on the part of students about the Consumer Grievance Redressal Machinery at National, State & District Level.

CLO-3. Students would get knowledge about the different Acts framed by Govt. for the Protection of Consumers.

CLO-4. The students would get acquaintance about the MRTP Act, MRTP Commission about the Ministry Consumer affairs.

Unit 1:

Consumer Movement: Origin and Growth, Features, Issues and Trends of Consumer Movement in India, Consumer Environment and Consumer Rights. Evolution of Consumer Protection Laws, Consumer Protection Act 2019: Basic features and Limitations.

Unit 2:

Consumer Grievance Redressal Machinery at National, State and District Level: Composition, Powers & Functions.

Unit 3:

Standardization Legislations: Sales of Goods Act, The Legal Metrology Act; The Prevention of Food Adulteration Act; Drugs and Cosmetics Act.

Unit 4:

Bureau of Indian Standards Act, 2016; Monopolies and Restrictive Trade Practices (MRTP) Act, 1969, MRTP Commission: Organization and Functions, Ministry of Consumer Affairs, Food and Public Distribution: Organisation & Functions.

Suggested Readings:

- Agrawal, R. K. (2016). *Upbhokta sanrakshan adhiniyam*. Pioneer Printers.
- Bangia, R. K. (2004). *A handbook of consumer protection laws and procedure*. Allahabad Law Agency.
- Bangia, R. K. (1996). *Consumer protection laws and procedures*. Allahabad Law Agency.
- Chahar, S. S. (2007). *Consumer protection movement in India*. Kanishka Publishers & Distributors.
- Chaudhary, R. N. P. (2005). *Consumer protection law: Provisions and procedure*. Deep & Deep Publications.
- Gambhir, C. (2008). *Consumer protection administration*. Deep & Deep Publications.
- Lata, P. (2006). *Upbhokta adalaten: Swaroop evam sambhavnayen*. Radha Krishna Publications.
- Seth, M., & Premvarthy, S. (1994). *Consumerism: A growing concept*.
- Sharma, F. C. (2008). *Consumer protection*. Shree Mahavir Book Depot.
- Singh, A. (1995). *Upbhokta sanrakshan: Sidhant evam prakriya*. Eastern Book Company.
- Singh, I. (2016). *Law of consumer protection*. Central Law Publications.
- Verma, Y. S., & Sharma, C. K. (1994). *Consumerism in India*.

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Semester VI

Session:2026-27

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Fundamentals of Governance-II	Course Code	26PUBS406DS02
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 Basic aspects of Good Governance.

CLO-2. Get knowledge about basic aspects of the governance.

CLO-3. Get understanding about the different components of good governance.

CLO-4. Develop competence to understand the issues of good governance

Unit 1:

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

Unit 2:

E-Governance: Meaning, Characteristics, Nature, Scope, Significance, Principles, Models, Challenges, Indian Initiatives.

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; Electoral 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 & Distributors.

- 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 India.
- 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* (World Public Sector Report). United Nations Department of Economic and Social Affairs.

Syllabi for Under Graduate Programme in Public Administration

Semester VI

Session:2026-27

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	International Organisation-II	Course Code	26PUBS406DS03
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 specialized agencies of UN.

CLO-2. Develop Understanding about the various organizations operating at regional level.

CLO-3. Get acquaintances about the peace keeping efforts of UN at International Level, Role of MNCs and WTO.

CLO-4. Develop Competence to gain knowledge about Issues prevailing at International Level

Unit 1:

Specialized Agencies of United Nations: UNESCO, UNICEF, WHO, IMF, and World Bank.

Unit 2:

Regional Organizations: European Community, SAARC, ASEAN, BRICS,

Unit 3:

Disarmament: Problems and Challenges, UN & Peace Keeping Efforts: Role & Evaluation, Multi National Companies (MNCs): Principles Objectives and its Functions, WTO: Organization & Functions.

Unit 4:

Issues in International Perspective: Problems of Terrorism, Problems of Migrants & Refugees, Cyber Security, Energy Security

Suggested Readings:

- Ashley, R. K. (1983). The eye of power: The politics of world modeling. *International Organization*, 37(3).

- Baehr, P., & Gordenker, L. (1992). *The United Nations in the 1990s*. Oxford University Press.
- Barton, J. H., & Weiler, D. L. (1976). *International arms control issues and agreements*. Stanford University Press.
- Jain, S. K. (2003). *Antarrashtriya sambandh (1945–2000)*. College Book Depot.
- Laurd, E. (1989). *A history of the United Nations*. Macmillan.
- Lewis, W. H. (Ed.). (1991). *The security role of the United Nations*. Praeger.
- Prashad, M. (2013). *Antarrashtriya sambandh*. Arjun Publication House.
- Rikhey. (1993). *Strengthening UN peace keeping*. Hurst & Company.
- Saxena, K. P. (1993). *Reforming the United Nations: The challenge and relevance*. Sage Publications.
- Sharma, P. (2001). *Antarrashtriya rajneeti (Sidhant evam vyavahar)*. College Book Depot.
- Singh, S. (2016). *SAARC and South Asian economic union*. K.K. Publications.
- Varma, D. (2003). *Antarrashtriya sambandh*. Gyanada Prakashan.

Syllabi for Under Graduate Programme in Public Administration

Semester VI

Session:2026-27

Name of Program	Public Administration	Program Code	USPUB4
Name of the Course	Labour Welfare Administration-II	Course Code	26PUBS406DS04
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. Impart the knowledge to students about wage policy.

CLO-2. Help in knowing the role of Labour Welfare Department at state level.

CLO-3. Improve the knowledge of student about different Labour Welfare Acts and their provisions.

Unit 1:

Labour Welfare and Liberalization, Wage Policy and Wage Regulation Machinery, Workers Education & Training.

Unit 2:

Haryana Labour Department: Organization and Functions; Labour Welfare Officer: Functions & Responsibility; Workers Participation in Management: Concept and Importance, Forms of Worker's Participation in Management.

Unit 3:

Labour Codes- Code on Social Security 2020-
Employs Provident Funds & Miscellaneous Provisions Act, 1952
The Maternity Benefits Act, 1961
The Occupational Safety, Health & Working Conditions Code 2020-
The Factory Act, 1948
The Mines Act, 1952

Unit 4:

Labour Codes- Industrial Relations Code 2020-
Industrial Dispute Act, 1947
Trade Union Act, 1926
Code on Wages 2019-
Minimum Wage Act, 1948
Payment of Wage Act, 1938

Suggested Readings:

- Bose, S. P., & Bose, J. (2022). *Introduction to labour welfare laws in India*. Notion Press.
- Jagdish. (2022). *Labour welfare administration*. Akanksha Publishers.
- Joshi, J. C. (2010). *Labour welfare administration: Tools and techniques*. Rajat Publications.
- Kumar, R. S. (2012). *Understanding labour welfare administration*. Raj Publishers.
- Kumawat, B. (2020). *Labour welfare laws* (Hindi). Sahitya Bhawan Publications.
- Nain, B. S. (2024). *Latest labour codes*. Walnut Publications.
- Rao, B. J. (2020). *Labour welfare laws*. Sahitya Bhawan Publications.
- Rao, K. V. (2022). *Labour reforms and labour codes in India*. Niruta Publications.
- Sharma, S. C. (2025). *Indian labour codes*. Pramjyoti Publishers.

Syllabi for Under Graduate Programme with Hons. in Public Administration

Semester - VII

Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Administrative Theory-I	Course Code	24PUB201DS01
Hours per Week	04	Credits	04
Maximum Marks	Theory 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 as An Academic Discipline in India,
New Public Management, New Public Service, New Public Governance.

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:

Administrative Theories: Classical Administrative Theory – Scientific, Administrative Management and Bureaucratic Theory, Neo Classical Theory, Human Relations Approaches.

Unit 4:

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

Suggested Readings:

- 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* (Latest ed.). 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 Academy.
- Dubey, R. K. (2007). *Aadhunik lok prashasan: Modern public administration*. Laxmi Narain Agarwal Publications.
- Fadia, B. L., & Fadia, K. (2015). *Public administration (Administrative theories)*. Sahitya Bhawan Publications.
- Gajanan, R. P., & Sharma, A. (2011). *Theory of public administration*. Crescent Publishing House.
- Henry, N. (2013). *Public administration and public affairs*. Pearson India.
- Kataria, S. (2019). *Public administration* (Hindi medium, latest 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*. Gyanada Prakashan.
- Prasad, D. R., & Pardhasaradhi, Y. (Eds.). (2011). *Public administration: Concepts, theories and principles*. Telugu Akademi.
- Puri, K. K., & Brara, G. S. (2000). *Public administration: Theory and practice*. Bharat Prakashan.
- Sharma, M. P., & Sadana, B. L. (2003). *Public administration in theory and practice*. Kitab Mahal.
- Singh, H., & Sachdeva, P. (2010). *Public administration: Theory and practice*. Pearson India.
- Srivastava, S. (2011). *Theory and practice of public administration*. Pearson India.

Syllabi for Under Graduate Program in Public Administration

Semester - VII

Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Research Methods-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 of Scientific Methods, Research: Meaning, Nature and Types, Research Process.			
Unit 2: Social Research: Importance, Nature and Objectives; Types of Social Research: Pure and Applied, Selection of Research Problem: Meaning, Definition & Criteria. Objectivity in Social Research, Review of Literature.			
Unit 3: Hypothesis: Meaning, Types, Importance and Sources of Hypothesis, Qualities of a Workable Hypothesis, Difficulties in the Formulation of Hypothesis; Designing of Hypothesis; Research Design: Meaning, Importance, Types & Elements of a Standard Research Design.			
Unit 4: Theory Building process: Theory, Concept and Variables, Sampling: Meaning, Merits and Demerits, Types of Sampling: Probability and Non- Probability, Procedure for Selecting a Representative Sample.			
Suggested Readings: - Ahuja, R. (2002). <i>Research methods</i> (Hindi & English). Rawat Publications. - Bryman, A. (2016). <i>Social research methods</i>. Oxford University Press. - Chawla, D., & Sondhi, N. (2011). <i>Research methodology: Concepts and cases</i>. Vikas Publishing House.			

- Creswell, J. W., & Creswell, J. D. (2017). *Research design: Qualitative, quantitative, and mixed methods approaches*. Sage Publications.
- Denzin, N. K., & Lincoln, Y. S. (2023). *The SAGE handbook of qualitative research* (6th ed.). Sage Publications.
- Goode, W. J., & Hatt, P. K. (2006). *Methods in social research*. Surjeet Publications.
- Kanire, G. (2013). *Social science research methodology: Concepts, methods and computer applications*. GRIN Publishing.
- 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/10.4135/9781483348507>
- 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. (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 and 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>

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Semester - VII

Session: 2027-2028

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

Public Administration: Meaning, Nature, Scope and Significance; Evolution: Pre & Post 2nd World War Phase, CAG Phase & SICA Phase; Salient Features of Administration in Developed & Developing Countries.

Unit 2:

Approaches: Structural Functional Approach, 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 Executives 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., & 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. (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 Under Graduate Program in Public Administration

Semester - VII

Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Administrative Thought-I	Course Code	24PUB201DS04
Hours per Week	04	Credits	04
Maximum Marks	Theory 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, Woodrow Wilson, Max Weber.

Unit 3:

Classical Thinker

F.W. Taylor, L.D. White, Luther Gulick.

Unit 4:

Classical Thinker

Henry Fayol, M.P. Follett, L. Urwick.

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* (4th ed., Hindi medium). 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*. New Delhi Publishers.
- Maheshwari, S. R. (2014). *Administrative thinkers* (2nd ed.). Laxmi Publications.
- Prasad, R., Prasad, V. S., Satyanarayan, P., & Pardhasaradhi, Y. (Eds.). (2011). *Administrative thinkers* (3rd ed., Hindi & English). 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* (Hindi medium). RBSA Publishers.
- Kataria, S. (2019). *Prashasnik chintak*. National Publishing House.

Syllabi for Under Graduate Program in Public Administration

Semester - VII

Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Central Administration	Course Code	24PUB201DS05
Hours per Week	04	Credits	04
Maximum Marks	Theory 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, Lok Sabha & Rajya Sabha Secretariat, 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). <i>Public administration for Viksit Bharat</i>. ABS Books. - Meena, J. S. (Ed.). (2024). <i>Public administration in India</i>. RBSA Publishers.			

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

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Semester - VII

Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	E-Governance	Course Code	24PUB201VC01
Hours per Week	04	Credits	04
Maximum Marks	Theory Internal 70 30	Time of Examinations	3 Hours

Note:

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

Course Learning Outcomes (CLO):

CLO 1: Understand the Fundamentals of E-Governance—Explain concepts, frameworks, and policies related to e-Governance.

CLO 2: Use Digital Platforms for Governance—Operate and navigate government e- portals, online services, and databases.

CLO 3: Apply ICT Tools in Public Service Delivery—Utilize digital tools for secure and efficient service delivery.

CLO 4: Develop Digital Literacy for Governance—Assist in digital service facilitation, grievance redressal, and e-office management.

Unit 1: Introduction to E-Governance

Definition, Scope, and Importance of E-Governance
Evolution and Growth of E-Governance in India
Key E-Governance Policies and National Digital Initiatives
Benefits and Challenges of E-Governance

Unit 2: E-Governance Infrastructure and Digital Platforms

E-Governance Models (G2C, G2B, G2G, G2E)
Digital Infrastructure (Aadhaar, DigiLocker, NPCI)
Major Government Portals (UMANG, e-District, RTI, CSC)
E-Governance in Sectors: Education, Healthcare, Agriculture, Finance

Unit 3: Cybersecurity and Legal Frameworks in E-Governance

Cyber Laws and IT Act, 2000
Digital Identity, Privacy, and Data Protection Frameworks
Cyber Threats, Risks, and Best Practices for Secure Governance
Role of AI and Blockchain in E-Governance

Unit 4: Practical Applications and Case Studies in E-Governance

Implementation of E-Governance in India: Case Studies (Aadhaar, e-NAM, e-Courts)
Global Best Practices in E-Governance (Estonia, Singapore, UK)

E-Governance for Rural Development and Smart Cities
Citizen Engagement and Digital Inclusion Strategies

Suggested Readings:

- Deva, V. (2005). *E-governance in India: A reality*. Commonwealth Publishers.
- 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*. Gyanada 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.

Syllabi for Under Graduate Program in Public Administration

Semester - VIII

Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Administrative Theory-II	Course Code	24PUB202DS01
Hours per Week	04	Credits	04
Maximum Marks	Theory Internal 70 30	Time of Examinations	3 Hours
Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.			
Course Learning Outcomes (CLO): CLO 1: Become well versed with the theories of Public Administration. CLO-2. Comprehend about the Organizational Behaviour in an administrative system. CLO-3. Develop understanding about the role of Grievances Redressal Agencies and other initiatives taken towards citizen centric administration. CLO-4. Develop understanding about the Emerging Trends in Public Administration.			
Unit 1: Administrative Behaviour: Decision Making Theories: Process & Techniques, Motivation Theories- Abraham Maslow, Fredrick Herzberg, Douglas McGregor Leadership Theories- Trait Theory, Situational Theory, Behavioral Theory. Communication: Meaning, Types & Process.			
Unit 2: Ethics & Integrity in Administration Administrative Corruption: Causes and Consequences. Impact of Liberalization, Privatization & Globalization on Public Administration			
Unit 3: Citizens and Administration: People's Participation in Administration, Citizens' Grievances & their Redressal: Concept of Ombudsman & its features, Indian Ombudsman: Lokpal & Lokayukta, Right to Information: Legal Provisions & Implementation			
Unit 4: Emerging Trends in Public Administration, Use of ICT in Administration, Public Private Partnership (PPP), New Public Service, New Public Governance			

Suggested Readings:

- 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* (Latest ed.). 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 Academy.
- Dubey, R. K. (2007). *Aadhunik lok prashasan: Modern public administration*. Laxmi Narain Agarwal Publications.
- Fadia, B. L., & Fadia, K. (2015). *Public administration (Administrative theories)*. Sahitya Bhawan Publications.
- Gajanan, R. P., & Sharma, A. (2011). *Theory of public administration*. Crescent Publishing House.
- Henry, N. (2013). *Public administration and public affairs*. Pearson India.
- Kataria, S. (2019). *Public administration* (Hindi medium, latest 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*. Gyanada Prakashan.
- Prasad, D. R., & Pardhasaradhi, Y. (Eds.). (2011). *Public administration: Concepts, theories and principles*. Telugu Akademi.
- Puri, K. K., & Brara, G. S. (2000). *Public administration: Theory and practice*. Bharat Prakashan.
- Sharma, M. P., & Sadana, B. L. (2003). *Public administration in theory and practice*. Kitab Mahal.
- Singh, H., & Sachdeva, P. (2010). *Public administration: Theory and practice*. Pearson India.
- Srivastava, S. (2011). *Theory and practice of public administration*. Pearson India.

Syllabi for Under Graduate Program in Public Administration

Semester - VIII

Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Research Methods-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* (Hindi & English). Rawat Publications.
- Bryman, A. (2016). *Social research methods*. 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*. Sage Publications.

- Denzin, N. K., & Lincoln, Y. S. (2023). *The SAGE handbook of qualitative research* (6th ed.). Sage Publications.
- Goode, W. J., & Hatt, P. K. (2006). *Methods in social research*. Surjeet Publications.
- Kanire, G. (2013). *Social science research methodology: Concepts, methods and computer applications*. GRIN Publishing.
- 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. (Eds.). (2008). *The handbook of social research ethics*. Sage Publications. <https://doi.org/10.4135/9781483348507>
- 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. (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 and 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 Under Graduate Program in Public Administration

Semester - VIII

Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Comparative Public Administration-II	Course Code	24PUB202DS03
Hours per Week	04	Credits	04
Maximum Marks	Theory 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 Redressal 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). <i>Comparative public administration</i> (2nd ed.). Routledge. - Chaturvedi, T. N. (2017). <i>Comparative public administration</i>. Indian Institute of Public Administration. - Chopra, J. K. (2004). <i>Comparative public administration</i>. Commonwealth Publishers. - Dahiya, S. S., & Ravindra. (2012). <i>Comparative public administration</i>. Sterling 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. (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 Under Graduate Program in Public Administration

Semester - VIII

Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Administrative Thought-II	Course Code	24PUB202DS04
Hours per Week	04	Credits	04
Maximum Marks	Theory 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, Doughlas McGregor, Fredrick Herzberg.			
Unit 3: Behavioural Thinker Chris Argyris, Rensis Likert, Victor Vroom			
Unit 4: Management and Public Policy Thinker Peter Drucker, Yehezkal Dror, Dwight Waldo.			
Suggested Readings: - Agrawal, V. (2017). <i>Prashasnik chintak</i>. Aakhar Publishing House. - Goel, S. L. (2008). <i>Administrative and management thinkers</i>. Deep & Deep Publications. - Gopinath, T., & Kumar, R. (2024). <i>Indian and global administrative thoughts: Theories, thinkers and impact</i>. Abhishek Publications. - Joshi, R. P., & Pareek, A. (2005). <i>Prashasnik vicharak</i>. Rawat Publications.			

- Kataria, S. (2019). *Prashasnik chintak*. National Publishing House.
- Kumar, A. (2011). *Administrative theory and thought* (4th ed., Hindi medium). 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. (Eds.). (2011). *Administrative thinkers* (3rd ed., Hindi & English). 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* (Hindi medium). RBSA Publishers.

Syllabi for Under Graduate Program in Public Administration

Semester - VIII

Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	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). *भारत में लोक प्रशासन: दशा और दिशा*. RBSA Publishers.
- Abrar, R. (2016). *Indian public administration*. Wisdom Press.
- Arora, R. K. (2012). *Indian public administration: Institutions and issues* (3rd ed.). New Age International Publishers.
- Avasthi, A., & Avasthi. (2017). *Indian administration*. Laxmi Narain Agarwal Publications.
- Bhagwan, V., & Bhushan, V. (2011). *Indian administration*. S. Chand Publishing.
- Bhattacharya, M., & Basu, A. (2024). *Indian administration*. The World Press Private Limited.
- Chakrabarty, B. (2016). *Indian administration*. Sage Publications.
- 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 India.
- Maheshwari, S. R. (2000). *Indian administration*. Orient Longman.
- Mehta, S. C. (2007). *Bhartiya prashasan*. HRDM Publications.
- Prasad, K. (2006). *Indian administration: Politics, policies and prospects*. Pearson Longman.
- Prasad, R., & Meena. (2020). *Bharat mein rajya prashasan*. Rajasthan Hindi Granth Academy.
- Sapru, R. K. (2018). *Indian administration*. Sage Publications.
- Sharma, P. D., & Sharma, B. M. (2009). *Indian administration: Retrospect and prospect*. Rawat Publications.
- Singh, H. (2011). *Indian administration*. Pearson India.

UG Hons. With Research

Syllabi for Under Graduate Program in Public Administration

Semester - VIII
Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Public Administration: Theoretical Perspective-II	Course Code	26PUB508DS01
Hours per Week	04	Credits	04
Maximum Marks	Theory Internal 70 30	Time of Examinations	3 Hours
Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.			
Course Learning Outcomes (CLO): CLO 1. Become well versed with the theories of Public Administration. CLO-2. Comprehend about the Organizational Behaviour in an administrative system. CLO-3. Develop understanding about the role of Grievances Redressal Agencies and other initiatives taken towards citizen centric administration. CLO-4. Develop understanding about the Emerging Trends in Public Administration.			
Unit 1: Administrative Behaviour: Decision Making Theories: Process & Techniques, Motivation Theories- Abraham Maslow, Fredrick Herzberg, Douglas McGregor Leadership Theories- Trait Theory, Situational Theory, Behavioral Theory. Communication: Meaning, Types & Process.			
Unit 2: Ethics & Integrity in Administration Administrative Corruption: Causes and Consequences. Impact of Liberalization, Privatization & Globalization on Public Administration			
Unit 3: Citizens and Administration: People's Participation in Administration, Citizens' Grievances & their Redressal: Concept of Ombudsman & its features, Indian Ombudsman: Lokpal & Lokayukta, Right to Information: Legal Provisions & Implementation			
Unit 4: Emerging Trends in Public Administration: Concept of Good Governance, E-Governance: Use of ICT in Administration, Digital Governance, Artificial Intelligence. Public Private Partnership (PPP), New Public Service, New Public Governance			
Suggested Readings: Tripathi, S. N., Vishandass, A., Misra, S., & Pathania, M. (Eds.). (2026). <i>Public administration in India: Theory, policy and practice</i>. Indian Institute of Public Administration.			

- Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984.
- Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- Goel, S.L., Advance Public Administration, Delhi, Deep & Deep Publication, 2003.
- Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.
- Hoshier Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition. (Hindi Medium).
- Leary Rosemary O', The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
- Maheshwari, S.R., Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
- Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
- Polinaidu, S., Public Administration, New Delhi, Galgotia, 2010.
- Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000. (Hindi Medium)
- Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Sharma, M.P. and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006. (English & Hindi Medium)
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- Srivastav, Om, Public Administration and Management-The Growing Horizons, Mumbai (Vol.II), 1991...

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Semester - VIII

Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Research Methods-II	Course Code	26PUB508DS02
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, Ram, Research Methods, Rawat Publications, New Delhi, 2002. (Hindi & English). - Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.			

- Clair Seltiz., Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
- George Kanire, Social Science Research Methodology: Concepts, Methods & Computer Applications, GRIN Publishing, Munich (Germany), 2013.
- Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Delhi, 2006.
- John, Galtung, Theory and Methods of Social Research, New York, Columbia University, 1967.
- Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.
- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Kumar, Ranjeet, Research Methodology, Sage Publications, India, Pvt. Ltd., New Delhi, 2014.
- Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
- Nachmias, David and Ferrel Nachmias., Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
- Panneerselvam, R., Research Methodology (2nd Ed.) PHI Learning Private Ltd, Delhi, 2014.
- Research Methodology (Hindi) - Lakshmi Narayan Koli, Y K PUBLISHERS, AGRA, 2017.
- Sarantakos, S, Social Research MacMillian Publishers Australia Pty Ltd 2nd Ed., 1988.
- Sharma. A.K. & Bhaskar Rao (ed): Research in Public Administration: An Overview. Vikas, New Delhi, 1996.
- Shukla and Trivedi (Hindi)., Research Methodology, College Book Depot, Jaipur.
- Tripathi, PC & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979

Syllabi for Under Graduate Program in Public Administration

Semester - VIII

Session: 2027-2028

Name of Program	Public Administration		Program Code	PUB2
Name of the Course	Office Management and Secretarial Practices		Course Code	24PUB202VC02
Hours per Week	04		Credits	04
Maximum Marks	Theory 70	Internal 30	Time of Examinations	3 Hours
Note: Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.				
Course Learning Outcomes (CLO): CLO 1: Understand Office Administration–Explain office structure, functions, and workflow. CLO 2: Develop Secretarial Skills–Manage correspondence, filing, and documentation. CLO 3: Use Office Automation Tools–Operate MS Office and Google Workspace. CLO4: Organize Meetings and Schedules–Prepare agendas, minutes, and schedules.				
Unit 1: Fundamentals of Office Management Office Management and Administration: Structure and Functions Office Layout, Workflow, and Ergonomics Role and Responsibilities of Office Personnel Time and Work Management				
Unit 2: Secretarial Practices and Administrative Communication Role of a Secretary in Office Administration Administrative Correspondence: Letters, Memos, Emails Report Writing, Noting, and Drafting Techniques Telephone and Virtual Communication Etiquette Record Management and Filing Systems				
Unit 3: Office Technology and Digital Tools Office Automation: MS Word, Excel, PowerPoint, Google Workspace Digital Filing and E-Governance Practices Data Security and Confidentiality in Office Work Online Meetings: Scheduling, Video Conferencing Tools (Zoom, MS Teams)				
Unit 4: Office Management in Practice Planning and Organizing Meetings: Notices, Agendas, Minutes Professional Ethics, Teamwork, and Interpersonal Skills Customer Handling and Public Relations Office Exposure				
Suggested Readings: - Balachandran, V. (2024). <i>Office management and secretarial practice</i>. Vijay Nicole Imprints. - Bhatia, R. C. (2019). <i>Principles of office management</i>. 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 and 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 Bhawan Publications.
- Sahai, I. M. (2019). *Modern office management* (Hindi). Sahitya Bhawan Publications.
- Sahai, I. M. (2019). *Office management*. Sahitya Bhawan Publications.
- Sahai, I. M. (2019). *Office management* (Hindi). Sahitya Bhawan Publications.
- Sharma, D., & Rajni. (2019). *Office management and secretarial practice*. Galgotia Publications.

Syllabi for Under Graduate Program in Public Administration

Semester - VIII

Session: 2027-2028

Name of Program	Public Administration	Program Code	PUB2
Name of the Course	Research Project	Course Code	26PUB508PD01
Hours per Week	04	Credits	12
Maximum Marks	300	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:			