

**SYLLABI AND SCHEME OF
EXAMINATIONS
FOR
MULTI DISCIPLINARY COURSE
OFFERED BY THE DEPARTMENT
OF PUBLIC ADMINISTRATION**
(Based on Curriculum and Credit Framework for UG Programs under NEP)



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

**MAHARSHI DAYANAND UNIVERSITY
ROHTAK (HARYANA)**

SYLLABI AND SCHEME OF EXAMINATIONS FOR MULTIDISCIPLINARY COURSES

Multidisciplinary Course (MDC)	Nomenclature of Course	Course Code	Credits Distribution			Total Credits	Workload			Total Workload	Formative Assessment Total Marks
			L	T	P		L	T	P		
SEMESTER I (2025-26)											
MDC 1 @ 3 credits	Fundamentals of Public Administration	24PUBX01 MD01	3			3					75
SEMESTER II (2025-26)											
MDC 2 @ 3 credits	Introduction to Indian Administration	24PUBX02 MD01	3			3					75
SEMESTER III (2025-26)											
MDC 3 @ 3 credits	Governance at Grass Roots Level in India	25PUBX03 MD01	3			3					75

L: Lecture; T: Tutorial; P: Practical

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

Name of the Program	UG 4 Years Public Administration	Program Code	MDC-1
Name of the Course	Fundamentals of Public Administration	Course Code	24PUBX01MD01
Hours/Week	03	Credits	3
Maximum Marks			75
Formative Assessment			Marks Distribution
Written Test (2*10)			20
Class Assignments/ Case Study/ Mini Project (2*10)			20
Book Review/ Essay/ Seminar (1*10)			10
Quiz/ /Group Discussion/ Debate (2*10)			20
Attendance			05
Total			75
Course Learning Outcomes			
CLO-1. Increases understanding about the Importance and Evolution of Public Administration as a discipline and as an activity.			
CLO-2. Generate the awareness about Organization & its various Principles.			
CLO-3. To apprise the students about the System of Administrative Accountability & Various Types of Control Mechanisms.			
CLO-4 To introduce the students with the Emerging Concepts of Public Administration.			
Unit – I			
Public Administration: Meaning, Nature, Scope and its Importance; Evolution of Public Administration, Public Administration Vs Private Administration, New Public Administration.			
Unit – II			
Organization: Meaning and Bases; Formal & Informal organization Principles of Organization: Hierarchy, Span of Control, Unity of Command, Coordination & Supervision			
Unit – III			
Concept of Accountability and Control over Administration: Legislative Control, Executive Control, judicial Administration, Citizen and Administration.			
Unit – IV			
Emerging Concepts in Public Administration: New Public Management, Ethics in Administration, Public Private Partnership (PPP), Corporate Social Responsibility (CSR), Transparency and Responsiveness in Administration.			
Suggested Readings:			
- Avasthi, A., & Maheshwari, S. R. (2001). <i>Public administration</i>. Laxmi Narain Agarwal Publications. - Basu, R. (2019). <i>Public administration: Concept and theory</i>. Sterling Publishers. - Bhattacharya, M. (2018). <i>New horizons of public administration</i>. 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 Narayan 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.
- Mishra, S. N., & Mishra, S. (2007). *Theory and practice of public administration*. Jnanada Prakashan.
- Prasad, D. R., & Pardhasaradhi, Y. (Eds.). (2011). *Public administration: Concepts, theories and principles*. Telugu Akademi.
- Puri, K. K., & Brara, G. S. (2000). *Public administration: Theory and practice*. Bharat Prakashan.
- Sharma, M. P., & Sadana, B. L. (2003). *Public administration in theory and practice*. Kitab Mahal.
- Singh, H., & Sachdeva, P. (2010). *Public administration: Theory and practice*. Pearson Education India.
- Srivastava, S. (2011). *Theory and practice of public administration*. Pearson.

Semester- II

Name of the Program	UG 4 Years Public Administration	Program Code	MDC-2
Name of the Course	Introduction to Indian Administration	Course Code	24PUBX02MD01
Hours/Week	03	Credits	3
Maximum Marks			75
Formative Assessment			Marks Distribution
Written Test (2*10)			20
Class Assignments/ Case Study/ Mini Project (2*10)			20
Book Review/ Essay/ Seminar (1*10)			10
Quiz/ /Group Discussion/ Debate (2*10)			20
Attendance			05
Total			75
Course Learning Outcomes			
CLO-1. Students would be able to get knowledge about administration in Mauryan, Mughal and British Period & their impact on Indian Administration. CLO-2. They would get knowledge about the operational working level. CLO-3. Students would get an understanding with the organization and functions of Important Administrative Institutions. CLO-4 Students would become about the role of Civil Services, UPSC, CAT etc.			
Unit – I			
Evolution of Indian Administration: Contribution of Mauryan, Mughal and British Administration in its Evolution, Salient Features of Indian Administration, Federal & Unitary Aspects of Indian Administration, Impact of British Administration on Indian Administration.			
Unit – II			
Political Executive at Union & State level: President & Prime Minister, Governor & Chief Minister			
Unit – III			
Structures & Functions of Important Administrative Institutions: Lokpal & Lokayukta, Central Vigilance Commission, Central and State Information Commissions.			
Unit – IV			
Role of Civil Service in India, Union Public Service Commission and State Public Service Commission: Composition and Functions, Central and State Administrative Tribunals.			
Suggested Readings:			
• 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). <i>Public administration in India: Towards a citizen-centric governance</i>. Indian Institute of Public Administration. • Singh, M. (Ed.). (2024). <i>भारत में लोक प्रशासन: दशा और दिशा</i>. RBSA Publishers. • Abrar, R. (2016). <i>Indian public administration</i>. Wisdom Press. • Arora, R. K. (2012). <i>Indian public administration: Institutions and issues</i> (3rd ed.). New Age International Publishers.			

- Avasthi, A., & Avasthi, A. (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.
- Chakrabarty, B. (2016). *Indian administration*. Sage Publications.
- Chahar, S. S. (2009). *District administration in the era of globalization*. Concept Publishing Company.
- 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.

Semester- III

Name of Program	UG 4 Years Public Administration	Program Code	MDC-3
Name of the Course	Governance at Grass Roots Level in India	Course Code	25PUBX03MD01
Hours per Week	03	Credits	03
Maximum Marks			75
Formative Assessment			Marks Distribution
Written Test (2*10)			20
Class Assignments/ Case Study/ Mini Project (2*10)			20
Book Review/ Essay/ Seminar (1*10)			10
Quiz/ /Group Discussion/ Debate (2*10)			20
Attendance			05
Total			75
Course Learning Outcomes			
CLO1. Students would be able to get knowledge about the Local Government Amendments and Haryana Municipal and Panchayati Raj Acts. CLO2. To apprise the students about the composition & functions of the Rural & Urban Ministries and Departments at Central as well as State level CLO3. They would get knowledge about the operational working of Urban Local Bodies CLO4. They would get knowledge about the operational working of Rural Local Bodies.			
Unit 1: Local Governance- Meaning, Definition & Scope, Significance, 73 rd & 74 th Constitutional Amendment Act, 1992: Salient Features, Haryana Panchayati Raj Act, 1994, Haryana Municipal Corporation Act, 1994, Haryana Municipality Act, 1994.			
Unit 2: Organization & Functions: Ministry of Panchayati Raj, Ministry of Urban Development, Haryana Urban local Bodies Department, Development & Panchayats Department, Haryana.			
Unit 3: Urban local Bodies: Municipal Corporations, Councils & Committees: Organization & Functions, Power and Position of Mayor.			

Unit 4:

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

Suggested Readings-

- 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 gram in 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 sthaniya shasan*. (2018). Gully Baba Publications.