

SIDDHARTH UNIVERSITY, KAPILVASTU SIDDHARTH NAGAR



**Integrated NEP Syllabus of Public Administration (U.G. & P.G.)
(w.e.f. 2025-2026)**

DEPARTMENT OF PUBLIC ADMINISTRATION

SIDDHARTH UNIVERSITY, KAPILVASTU
SIDDHARTH NAGAR



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Year	Sem.	Paper Title	Theory/Practical	Credits	Types of Course
1	I	Introduction to Public Administration	Theory	6	Core Paper
		Introduction to Indian Constitution (Minor)		6	Minor
	II	Introduction to Indian Constitution	Theory	6	Core Paper
2	III	Administrative Theory & Behaviour	Theory	6	Core Paper
		Public Administration in India (Minor)		6	Minor
	IV	Public Administration in India	Theory	6	Core Paper
3	V	Administrative Thinkers	Theory	5	Core Paper
	V	Indian Government System	Theory	5	Core Paper
	VI	Personnel Administration in India	Theory	5	Core Paper
	VI	Financial Administration	Theory	5	Core Paper
4	VII	Theories & Practices of Modern Government	Theory	4	Core Paper
		Comparative & Development Administration	Theory	4	Core Paper
		Rural Local Governance	Theory	4	Core Paper
		Urban Local Governance	Theory	4	Core Paper
		Indian Political Thinkers	Theory	4	Core Paper
	VIII	Introduction to Public Policy	Theory	4	Core Paper
		Research Methodology	Theory	4	Core Paper
		Administrative Ethics & Governance	Theory	4	Value Added
		Social Welfare Administration	Theory	4	Core Paper
		Disaster Management & Sustainable Development	Theory	4	AEC
Or (Students who secure 75% marks in first six semesters are eligible for UG Degree (Honors with Research))					
4	VII	Theories & Practices of Modern Government	Theory	4	Core Paper
		Comparative & Development Administration	Theory	4	Core Paper
		Local Governance in India	Theory	4	Core Paper
		Indian Political thinkers	Theory	4	Core Paper
		Dissertation		4	Dissertation
	VIII	Introduction to Public Policy	Theory	4	Core Paper
		Research Methodology	Theory	4	Core Paper
		Administrative Ethics & Governance	Theory	4	Core Paper
		Social Welfare Administration	Theory	4	Core Paper
		Dissertation		4	Dissertation

5	IX	E-Governance		Theory	4	Core Paper
		Administrative Law		Theory	4	Core Paper
		(Elective Any One)				
		A	International Administration	Theory	4	Elective
		B	Public Health Administration	Theory	4	Elective
		(Elective Any One)				
		A	Police Administration in India	Theory	4	AEC
		B	Citizen-Centric Administration	Theory	4	Elective
		Dissertation			4	
	X	Contemporary Issues in Governance		Theory	4	Core Paper
		Modern Administrative System (UK, USA, France & Switzerland)		Theory	4	Core Paper
		(Elective Any One)				
		A	Environmental Administration	Theory	4	Elective (Value Added)
		B	Human Resource Management	Theory	4	Elective
		(Elective Any One)				
		A	Public Enterprises & Corporate Governance	Theory	4	Elective
		B	Office Management and Administrative Improvement	Theory	4	Elective (AEC)
		Dissertation			4	

*** AEC-Ability Enhancement Course**

Year	Semester	Paper: I	Credit	Paper: II	Credit	Paper: III	Credit	Paper: IV	Credit	Paper: V	Credit	Total
1st	I	Introduction to Public Administration	6									6
		Introduction to Indian Constitution (Minor)	6									6
	II	Introduction to Indian Constitution	6									6
2nd	III	Administrative Theory and Behaviour	6									6
		Public Administration in India (Minor)	6									6
	IV	Public Administration in India	6									6
3rd	V	Administrative thinkers	5	Indian Government System	5							10
	VI	Personal Administration in India	5	Financial Administration	5							10
4th	VII	Theories & Practices of Modern Government	4	Comparative & Development Administration	4	Rural Local Governance	4	Urban Local Governance	4	Indian Political Thinkers	4	20
	VIII	Introduction to Public Policy	4	Research Methodology	4	Administrative Ethics & Governance	4	Social Welfare Administration	4	Disaster Management & Sustainable Development	4	20
Or (Students who secure 75% marks in first six semesters are eligible for UG Degree (Honors with research))												
4th	VII	Theories & Practices of Modern Government	4	Comparative & Development Administration	4	Local Governance in India	4	Indian Political Thinkers	4	Dissertation	4	20
	VIII	Introduction to Public Policy	4	Research Methodology	4	Administrative Ethics & Governance	4	Social Welfare Administration	4	Dissertation	4	20
5th	IX	E-Governance	4	Administrative Law	4	International Administration Or Public Health Administration	4	Police Administration in India Or Citizen-Centric Administration	4	Dissertation	4	20
	X	Contemporary Issues in Governance	4	Modern Administrative System (UK, USA, France & Switzerland)	4	Environmental Administration Or Human Resource Management	4	Public Enterprises & Corporate Governance Or Office Management and Administrative Improvement	4	Dissertation	4	20

B.A in Public Administration

Program Outcomes (POs):

This course Provides the basic ideas and concepts of Public Administration, through this programme. The programme will make the students more confident and will enable them to pursue their choice which may include teaching, research, public services, executive work in the corporate and voluntary sectors. The Student is expected to imbue following qualities which will help them in their life to achieve goals:

- Provides students with learning experiences that develop broad knowledge and understanding of key concepts of Public Administration and equip them with advanced knowledge and understanding for analyzing and performing the tasks concerning public affairs and public policy;
- Nurture ability among students to apply the acquired knowledge and skills to find solutions to specific theoretical and applied problems in public administration settings;
- Develop abilities in students to come out with innovative prescriptions/solutions for the benefits of society, by diligence, leadership, team work and lifelong learning;
- Provide students with skills that enable them to get employment in public, private and non-government sectors; pursue higher studies or research assignments.

B.A. First Year: Certificate in Public Administration

Program Specific Outcomes (PSOs):

At the end of Program following outcomes are expected from students:

- Learn about the fundamental aspects of Public Administration.
- Learn about the historical development of Indian Constitution.
- Learn about the discipline of Public Administration as a multidisciplinary field of study covering arts, science and management.
- May have capabilities to start earning by enhancing their skills in the field of Administration, Private and non- government sector.

Year	Sem.	Course Code	Paper Title	Credits	Total No. of Lecture
1	I	BPAC-	Introduction to Public Administration (Theory)	6	90
		BPAM-	Introduction to Indian Constitution (Minor)	6	90
	II	BPAC-	Introduction To Indian Constitution	6	90

Programme/Class :Certificate BA		Year : First	Semester : First
Subject: Public Administration			
Course Code: BPAC		Course Title: Introduction to Public Administration	
Course Objective: This Course indents to familiarize students with the basic concepts of Public Administration and Governance. It also aims to acquaint students with the contemporary discourse, approaches, issues and concerns along with changing dynamics of Public Administration.			
Credits:6		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	No of Credits
I	<ul style="list-style-type: none">Meaning, Nature, Scope and Significance of Pub. Admin.Ecology of Admin-Social, Political, Economic and CulturalPublic and Private Administration	15	01
II	<ul style="list-style-type: none">Evolution of Public Administration as a DisciplineNew Public AdministrationNew Public ManagementGlobalization and Public AdministrationRecent Development in Public Administration	15	01
III	<ul style="list-style-type: none">Hierarchy & Unity of CommandSpan of ControlCentralization and DecentralizationDelegation	15	01
IV	<ul style="list-style-type: none">SupervisionAuthority and ResponsibilityControlCo-ordination	15	01
V	<ul style="list-style-type: none">Chief Executive: Meaning, Types, Functions and Role	15	01
VI	<ul style="list-style-type: none">Line, Staff and Auxiliary Agencies, Board & Commission	15	01
Course Outcomes: Introduction to Public Administration will enable the students to have an understanding about basic concepts of Public Administration.			
Suggested Readings: <ol style="list-style-type: none">कटारिया, सुरेन्द्र : लोक प्रशासनअवस्थी – माहेश्वरी : लोक प्रशासनफाड़िया, बी. एल.: लोक प्रशासनMaheshwari, S.R. : Public AdministrationSharma & Sadana: Public AdministrationSahni,Pradeep et.al: Administrative TheoryBasu, Rumaki: Public AdministrationBhattacharya, Mohit: New Horizons of Public Admn.Bhambri, C.P. (2010) Public Administration Theory and Practice (21st Edition). Educational Publishers:MeerutBhattacharya, Mohit (2008) New Horizons of Public Administration. Jawahar Publishers and Distributors: New DelhiBhattacharya, Mohit (2000) Public Administration. World Press: CulcuttaBhattacharya, Mohit (2012)Public Administration: Issues And perspective. Jawahar Publishers and Distributors: New DelhiChakrabarty,Bidyut and Chand, Prakash (2012) Public Administration in a Globalizing World: Theories and Practice. Sage: New DelhiDenhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not Steering (4th Edition). Routledge: New York			

<p>15. Drucker, Peter F (1993) Management: Tasks, responsibilities, Practices. Harper Collins: New York</p> <p>16. Drucker, Peter F (2008) The Essential Drucker. Harper Collins: New York</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed class 12 th

Programme/Class: BA		Year : First		Semester: First
Subject: Public Administration (Minor)				
Course Code: BPAM		Course Title: Introduction to Indian Constitution		
Course Objective: This course intends to acquaint the students with constitutional development, constitutional framework, central government, state government and constitutional bodies and working of constitution. The course strives for a holistic comprehension of Indian constitution and government.				
Credits:6		Course Compulsory		
Max. Marks: 100 (75+25)		Min. Pass Marks :		
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0				
Unit	Topics	No. of lectures	No. of Credits	
I	Constitutional Development <ul style="list-style-type: none">Regulating Act, 1773Pitts India Act, 1784Charter Act 1813, 1833, 1853Govt. of India Act, 1909, 1919 & 1935Indian Independence Act, 1947	15	01	
II	Basics of the Constitution <ul style="list-style-type: none">The making of the ConstitutionSalient features of the ConstitutionThe Preamble of the Constitution	15	01	
III	<ul style="list-style-type: none">Nature of Federal System	15	01	
IV	<ul style="list-style-type: none">Fundamental RightsFundamental Duties	15	01	
V	<ul style="list-style-type: none">Directive Principles of State PolicyProcedure of Constitution Amendment	15	01	
VI	Union-State Relations <ul style="list-style-type: none">Legislative RelationsAdministrative RelationsFinancial RelationsInter-State Relations	15	01	
Course Outcomes: Introduction to Indian constitution will enable the students to have an understanding about glimpse of the constitutional history. The Philosophy and main features of the constitution along with the machinery of public government as provided in the constitution.				
Books Recommended: 1. Kashyap, S. :Constitution of India 2. Kashyap, S. :Our Parliament 3. Basu, D.D. :Introduction to Indian Constitution 4. Sharma, B.K. : Introduction to Indian Constitution 5. Syed,S.M. : Indian Political System 6. Joahri, J.C. :The Constitution of India 7. डी० डी० बसु : भारत का संविधान 8. जे० एन० पाण्डेय : भारत का संविधान Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad				
This course can be opted as Compulsory Subject				
Suggested Continuous Internal Evaluation Methods (25 Marks) <ul style="list-style-type: none">Seminar/ Assignment on any topic of the above syllabus.Test with multiple choice questions/short and long answer questions.Research Orientation of the student. Quiz				
Course prerequisites: To study this course, a student must have passed class 12 th				

Programme/Class:Certificate BA		Year:First	Semester:Second
Subject: Public Administration			
Course Code: BPAC		Course Title: Introduction to Indian Constitution	
Course Objective: This course intends to acquaint the students with constitutional development, constitutional framework, central government, state government and constitutional bodies and working of constitution. The course strives for a holistic comprehension of Indian constitution and government.			
Credits:6		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	Constitutional Development <ul style="list-style-type: none">Regulating Act, 1773Pitts India Act, 1784Charter Act 1813, 1833, 1853Govt. of India Act, 1909, 1919 & 1935Indian Independence Act, 1947	15	01
II	Basics of the Constitution <ul style="list-style-type: none">The making of the ConstitutionSalient features of the ConstitutionThe Preamble of the Constitution	15	01
III	<ul style="list-style-type: none">Nature of Federal System	15	01
IV	<ul style="list-style-type: none">Fundamental RightsFundamental Duties	15	01
V	<ul style="list-style-type: none">Directive Principles of State PolicyProcedure of Constitution Amendment	15	01
VI	Union-State Relations <ul style="list-style-type: none">Legislative RelationsAdministrative RelationsFinancial RelationsInter-State Relations	15	01
Course Outcomes: Introduction to Indian constitution will enable the students to have an understanding about glimpse of the constitutional history. The Philosophy and main features of the constitution along with the machinery of public government as provided in the constitution.			
Books Recommended: <div><div>1. Kashyap, S. :Constitution of India</div><div>2. Kashyap, S. :Our Parliament</div><div>3. Basu, D.D. :Introduction to Indian Constitution</div><div>4. Sharma, B.K. : Introduction to Indian Constitution</div><div>5. Syed,S.M. : Indian Political System</div><div>6. Joahri, J.C. :The Constitution of India</div><div>7. डी० डी० बसु : भारत का संविधान</div><div>8. जे० एन० पाण्डेय : भारत का संविधान</div></div> <div>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</div>			
This course can be opted as Compulsory Subject			
Suggested Continuous Internal Evaluation Methods (25 Marks) <div><div>Seminar/ Assignment on any topic of the above syllabus.</div><div>Test with multiple choice questions/short and long answer questions.</div></div>			

- Research Orientation of the student.

Quiz

Course prerequisites: To study this course, a student must have passed class 12th

B.A. Second Year: Diploma in Public Administration

Program Specific Outcomes (PSOs):

At the end of Program following outcomes are expected from students to-

- Learn about the Evolution Features of Indian Administration.
- Learn about the approaches to study of Public Administration.
- Built Knowledge about administrative behavior.
- Learn about the salient features of theories of organization.
- learn about the Neo-Human Relations.
- Have capabilities to start earning by enhancing their skills in the field of Administration, Private and non-governmental sector.
- Enhance their skills in the field of Public Service, management which will helpful to get Job in Public Sector.

Year	Sem.	Course Code	Paper Title	Credits	Total No. of Lecture
2	III	BPAC-	Administrative Theory and Behaviour	6	90
		BPAM-	Public Administration in India (Minor)	6	90
	IV	BPAC-	Public Administration in India	6	90

Programme/Class: Diploma BA		Year:Second	Semester:Third
Subject: Public Administration			
Course Code: BPAC		Course Title: Administrative Theory and Behaviour	
Course Objectives: This course is intends to acquaint the students with the Administrative Theory and Behaviour to Public Administration.			
Credits:6		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	Approaches to study of Public Administration <ul style="list-style-type: none">• Ecological Approach• Structural-Function Approach• Public-Choice Approach• The Critical Theory Perspective	15	01
II	Administrative Behaviour <ul style="list-style-type: none">• Decision making• Communication• Leadership	15	01
III	Theories of Organization <ul style="list-style-type: none">• Classical theory• Human Relations Theory• Behavioural Theory	15	01
IV	Motivational Theories <ul style="list-style-type: none">• Abraham Maslow : Need Hierarchy Concept• Frederick Herzberg : Hygiene Motivation Theory	15	01
V	<ul style="list-style-type: none">• Douglas Mc Gregor: Managerial Theories of 'X' & 'Y'• P.F. Drucker: Management by Objectives	15	01
VI	<ul style="list-style-type: none">• Yehezkel Dror: Ideas on policy sciences• William Ouchi: Theory 'Z'	15	01
Course Outcomes: Administrative Theory and Behaviour will enable the students to have an understanding them to the ideas of several prominent western Administrative Thinkers.			
Books Recommended: <ol style="list-style-type: none">1. Maheshwari, S.R. : Public Administration2. Sharma, M.P. & Sadana : Public Administration3. Dixit,Manoj et. al : Public Administration4. Shani, Pradeep et. al : Administrative Theory5. Basu, Rumaki : Public Administration6. Bhattacharya, Mohit : New Horizons of Public Administration7. Drucker, Peter F. The Practice of Management8. Goel, S.L. Administrative and Management thinkers:Relevance in New Millenium9. Saoru, R.K. Administrative Theories and Management Thought10. Sharma, Manoj. Administrative Thinkers Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad			
This course can be opted as Compulsory Subject			
Suggested Continuous Internal Evaluation Methods (25 Marks) <ul style="list-style-type: none">• Seminar/ Assignment on any topic of the above syllabus.			

- Test with multiple choice questions/short and long answer questions.
- Research Orientation of the student.
- Quiz

Course prerequisites: To study this course, a student must have passed class 12th

Programme/Class : BA		Year: Second	Semester: Third
Subject: Public Administration (Minor)			
Course Code : BPAM		Course Title: Public Administration in India	
Course Objectives : This course intends to acquaint the students with the theory, structure, functioning, rules and process of Indian Administration. The Objective of The Course is to discuss the scope and the challenge of Administration in today in India. The Course also focuses on different level of Administration of the central, state and local levels besides discussing right to duties of Administration in a democratic context.			
Credits:6		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	Evolution Features of Indian Administration <ul style="list-style-type: none">• Vedic and Post-Vedic Administration• Mauryan Administration• Mughal Administration• British Administration• British Legacies to Indian Administration	15	01
II	Central Administration <ul style="list-style-type: none">• Central Secretariat• Cabinet Secretariat• Cabinet Secretary• Prime Minister’s Office	15	01
III	State and District Administration <ul style="list-style-type: none">• State Secretariat• Directorate• State Secretariat vs Directorate• Divisional Administration and Divisional Commissioner• District Magistrate and S.S.P• Commissionerate System	15	01
IV	Public services and Recruitment Agencies <ul style="list-style-type: none">• UPSC, UPPSC & UPSSSC• All-India Services (IAS, IPS & IFS)• Central Services• SSC & Railway Recruitment Board	15	01
V	Control Over Administration <ul style="list-style-type: none">• Legislative Control• Executive Control• Judicial Control	15	01
VI	<ul style="list-style-type: none">• Lokpal and Lokayukt in U.P.	15	01
Course Outcomes : Public Administration in India will enable the students to have an understanding about the evolution of Administrative system of the country and the present Administrative system.			
Books Recommended: <ol style="list-style-type: none">1. Bhattacharya, Mohit : Indian Administration2. Singh, Hoshiyar : Idea & Issues in Indian Administration3. Maheshwari, S.R. : Indian Administration4. Fadia, B.L. & Fadia, Kuldeep : Public Administration in India5. Arora, R.K. & Goel, Rajani : Indian Public Administration6. Rathod, P.B. : Indian Administration : Dynamics and Dimensions7. Sharma, P.D. and Sharma, B.M. : Indian Administration			

<p>8. Basu, Rumki : Public Administration</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
<p>This course can be opted as Compulsory Subject</p>
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
<p>Course prerequisites: To study this course, a student must have passed class 12th</p>

Programme/Class: Diploma BA		Year:Second	Semester:Fourth
Subject: Public Administration			
Course Code: BPAC		Course Title: Public Administration in India	
Course Objectives : This course intends to acquaint the students with the theory, structure, functioning, rules and process of Indian Administration. The Objective of The Course is to discuss the scope and the challenge of Administration in today in India. The Course also focuses on different level of Administration of the central, state and local levels besides discussing right to duties of Administration in a democratic context.			
Credits:6		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	Evolution Features of Indian Administration <ul style="list-style-type: none">• Vedic and Post-Vedic Administration• Mauryan Administration• Mughal Administration• British Administration• British Legacies to Indian Administration	15	01
II	Central Administration <ul style="list-style-type: none">• Central Secretariat• Cabinet Secretariat• Cabinet Secretary• Prime Minister’s Office	15	01
III	State and District Administration <ul style="list-style-type: none">• State Secretariat• Directorate• State Secretariat vs Directorate• Divisional Administration and Divisional Commissioner• District Magistrate and S.S.P• Commissionerate System	15	01
IV	Public services and Recruitment Agencies <ul style="list-style-type: none">• UPSC, UPPSC & UPSSSC• All-India Services (IAS, IPS & IFS)• Central Services• SSC & Railway Recruitment Board	15	01
V	Control Over Administration <ul style="list-style-type: none">• Legislative Control• Executive Control• Judicial Control	15	01
VI	<ul style="list-style-type: none">• Lokpal and Lokayukt in U.P.	15	01
Course Outcomes : Public Administration in India will enable the students to have an understanding about the evolution of Administrative system of the country and the present Administrative system.			
Books Recommended: <ol style="list-style-type: none">1. Bhattacharya, Mohit : Indian Administration2. Singh, Hoshiyar : Idea & Issues in Indian Administration3. Maheshwari, S.R. : Indian Administration4. Fadia, B.L. & Fadia, Kuldeep : Public Administration in India5. Arora, R.K. & Goel, Rajani : Indian Public Administration6. Rathod, P.B. : Indian Administration : Dynamics and Dimensions7. Sharma, P.D. and Sharma, B.M. : Indian Administration			

<p>8. Basu, Rumki : Public Administration</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
<p>This course can be opted as Compulsory Subject</p>
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
<p>Course prerequisites: To study this course, a student must have passed class 12th</p>

B.A. Third Year: Bachelor Degree in Public Administration

Program Specific Outcomes (PSOs):

At the end of Program following outcomes are expected from students to-

- Learn about the state administration in Uttar Pradesh.
- Learn about the Personnel Administration in India.
- Learn about the Financial Administration in India.
- Learn about the preparation of Budget.
- After this degree programme students may have capabilities to start earning by enhance their skills in the field of teaching, Public Service, Executive work in the corporate and voluntary sectors.

Year	Sem.	Course Code	Paper Title	Credits	Total No. of Lecture
3	V	BPAC-	Administrative Thinkers	5	75
	V	BPAC-	Indian Government System	5	75
	VI	BPAC-	Personnel Administration in India	5	75
	VI	BPAC-	Financial Administration	5	75

Programme/Class: Degree BA		Year: Third	Semester: Fifth
Subject: Public Administration			
Course Code: BPAC		Course Title: Administrative Thinkers	
Course Objectives: This course is intends to acquaint the students aware of theories and thought of various modern thinkers in the area of Administration and Organization.			
Credits:5		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 5-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Woodrow WilsonHenri FayolLuther Gulick & L. Urwick	15	01
II	<ul style="list-style-type: none">F.W. TaylorMax WeberM.P. Follet	15	01
III	<ul style="list-style-type: none">Elton MayoChester I. BarnardHerbert Simon	15	01
IV	<ul style="list-style-type: none">Abraham MaslowHertzbergChris Argyris and Dougulous McGregor	15	01
V	<ul style="list-style-type: none">Rensis LickertC. AlderferPeter Drucker	15	01
Course Outcome : Administrative Thought will enable the students to have an understanding of the Historical evolution of Administrative thought, Various conceptualization and their application.			
Books Recommended: <ol style="list-style-type: none">Prasad,D. Ravindra & Prasad, V.S. : Administrative ThinkerMaheshwari, S.R. : Administrative Thinkerकुमार उमेश,; प्रशासनिक चिन्तककटारिया, सुरेन्द्र : प्रशासनिक चिन्तकअशोक कुमार दुबे : प्रशासनिक चिन्तकGoel, S.L :Administrative & Management ThinkersSapru, R.K : Administrative Theories and ManagementSarkar, Monoranjan: Administrative Thinker <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>			
This course can be opted as Compulsory Subject			
Suggested Continuous Internal Evaluation Methods (25 Marks) <ul style="list-style-type: none">Seminar/ Assignment on any topic of the above syllabus.Test with multiple choice questions/short and long answer questions.Research Orientation of the student.Quiz			
Course prerequisites: To study this course, a student must have passed class 12 th			

Programme/Class: Degree BA		Year:Third	Semester:Fifth
Subject: Public Administration			
Course Code: BPAC		Course Title: Indian Government System	
Course Objectives: This course is intends acquaint the students with the Indian Constitution along with the a machinery of Public governance as provided in the constitution.			
Credits:5		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 5-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	The Legislature: Composition & Functions <ul style="list-style-type: none">The Lok SabhaThe Rajya SabhaThe Vidhan SabhaThe Vidhan Parishad	15	01
II	The Central Government: Powers and Functions <ul style="list-style-type: none">The PresidentThe Prime MinisterThe Council of MinistersThe Comptroller & Auditor General of India	15	01
III	The State Government: Powers and Functions <ul style="list-style-type: none">The GovernorThe Chief MinisterThe Council of MinistersThe Governor-Chief Minister Relationship	15	01
IV	Indian Judicial System <ul style="list-style-type: none">Supreme CourtHigh CourtLower CourtPIL and Judicial Activism	15	01
V	Constitutional Bodies and Non-Constitutional Bodies <ul style="list-style-type: none">Election CommissionFinance CommissionInter-State CouncilComptroller and Auditor General of IndiaAttorney General of IndiaNational Development CouncilNITI AYOOG	15	01
Course Outcomes: Indian Government System will enable the students to have an understanding about the Indian Constitution and main features of the constitution.			
Books Recommended: <ol style="list-style-type: none">Kashyap, S. : Our ConstitutionKashyap, S. : Our ParliamentBasu, D.D. : Introduction to the Constitution of IndiaSharma, B.K : Introduction to the Constitution of IndiaSyed, S.M. : Indian Political SystemJohari, J.C. : The Indian ConstitutionChakrabarty, Bidyut & Pandey, Rajendra Kumar : Indian Government and PoliticsRathod, P.B. : Indian Administration: Dynamics and Dimensions			

Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed class 12th

Programme/Class: Degree BA		Year:Third	Semester:Sixth	
Subject: Public Administration				
Course Code: BPAC		Course Title: Personnel Administration in India		
Course Objectives: This course is intends to acquaint the students with the concepts, nature, functions and significance of Personnel Administration. It covers important components of Personnel Administration.				
Credits:5		Course Compulsory		
Max. Marks: 100 (75+25)		Min. Pass Marks :		
Total No. of Lectures- Practical (in hours per week): L-T-P: 5-0-0				
Unit	Topics		No. of lectures	No. of Credits
I	• Personnel Administration: Concept, Nature, Scope & Significance		15	01
II	• Bureaucracy: Meaning and Definition, Concepts, Types • Bureaucracy : Recent trends and Its Role in Modern Society		15	01
III	• Public Personnel System in India with reference to Civil Service: Recruitment, Training, Promotion and Salary Administration		15	01
IV	• Code of conduct, Discipline and Grievances		15	01
V	• Promotion: Methods and Performance Appraisal Schemes • Grievance Redressal Mechanism: Tribunals		15	01
Course Outcomes: Personnel Administration in India will enable to have an understanding Public Personnel System in India.				
Books Recommended: <ol style="list-style-type: none">कटारिया, सुरेन्द्र : कार्मिक प्रशासनचतुर्वेदी, टी. एन.: कार्मिक प्रशासनChaturvedi, T. N. : Personnel AdministrationAgrawal, R.D. : Dynamics of Personnel management in India: A Book of ReadingsGoel, S.L. : Public Personnel AdministrationC.M. Jain : Public Personnel AdministrationP. Ghosh : Personnel AdministrationO. Glenn Stanl : Public Personnel Administration <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>				
This course can be opted as Compulsory Subject				
Suggested Continuous Internal Evaluation Methods (25 Marks) <ul style="list-style-type: none">Seminar/ Assignment on any topic of the above syllabus.Test with multiple choice questions/short and long answer questions.Research Orientation of the student.Quiz				
Course prerequisites: To study this course, a student must have passed class 12th				

Programme/Class: Degree BA	Year:Third	Semester:Sixth	
Subject: Public Administration			
Course Code: BPAC	Course Title: Financial Administration		
Course Objectives: This course is intends to acquaint the students with the various aspects of Financial Administration, Particularly budgeting in India.			
Credits : 5		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures-Practical (in hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Financial Administration: Meaning, Scope & Significance	15	01
II	<ul style="list-style-type: none">Planning and planning Machinery – NITI Aayog, Finance Commission	15	01
III	<ul style="list-style-type: none">Budget: Meaning and principlesBudgetary Process – Preparation, Enactment & Execution	15	01
IV	Types & Techniques of Budget <ul style="list-style-type: none">Line Item BudgetPerformance BudgetZero Base Budget (ZBB)Gender Budgeting	15	01
V	Public Finance <ul style="list-style-type: none">Public RevenuePublic ExpenditurePublic DebtDeficit Financing	15	01
Course Outcomes: Financial Administration will enable the students to have an understanding them to the Public Finance, Present reports and Develop analytical skills regarding the monetary and Fiscal system in India.			
Books Recommended: <ol style="list-style-type: none">Goel, S.L. : Public Financial AdministrationMahajan, Sanjeev Kumar and Mahajan, Anupama Puri : Financial Administration in IndiaSury, M.M. : Government Budgeting in IndiaJoshi, P.L. & Raja, V.P. : Techniques of Zero Base BudgetingThavaraj, M.J.K : Financial Administration of IndiaTyagi, B.P. : Public FinanceKulshreshtha, R.S. : Financial ManagementG.S. Lal : Financial Administration in IndiaC.P. Bhambhri : Public Administration in India <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>			
This course can be opted as Compulsory Subject			
Suggested Continuous Internal Evaluation Methods (25 Marks) <ul style="list-style-type: none">Seminar/ Assignment on any topic of the above syllabus.Test with multiple choice questions/short and long answer questions.Research Orientation of the student.Quiz			
Course prerequisites: To study this course, a student must have passed class 12th			

Fourth Year: UG Degree with Honors in Public Administration

Program Specific Outcomes (PSOs):

At the end of Program following outcomes are expected from students to-

- Learn about the state administration in Uttar Pradesh.
- Learn about the Personnel Administration in India.
- Learn about the Financial Administration in India.
- Learn about the preparation of Budget.
- After this degree programme students may have capabilities to start earning by enhance their skills in the field of Education and Academics, Rural and urban Development Public Service, Executive work in the corporate and voluntary sectors.

Year	Sem.	Course Code	Paper Title	Credits	Total No. of Lecture
4	VII	BPAC-	Theories & Practices of Modern Government	4	60
		BPAC-	Comparative & Development Administration	4	60
		BPAC-	Rural Local Governance in India	4	60
		BPAC-	Urban Local Governance in India	4	60
		BPAC-	Indian Political Thinkers	4	60
	VIII	BPAC-	Introduction to Public Policy	4	60
		BPAC-	Research Methodology	4	60
		BPAC-	Administrative Ethics & Governance	4	60
		BPAC-	Social Welfare Administration	4	60
		BPAC-	Disaster Management & Sustainable Development	4	60

Programme/Class : UG Degree with Honors		Year : Fourth	Semester: Seven	
Subject: Public Administration				
Course Code: BPAC		Course Title: Theories and Practices of Modern Government		
Course Objectives: This course intends to acquaint the students with Political Ideas and values that be used to describe, understanding and assess political practices and institutions.				
Credits : 4		Course Compulsory		
Max. Marks: 100 (75+25)		Min. Pass Marks :		
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0				
Unit	Topics		No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Sate : Meaning, Definition, Elements and FunctionsOrigin of State : Divine theory, Social contract theory and Historical Evolutionary theory		15	01
II	<ul style="list-style-type: none">Concepts and Forms : Liberty, Equality, Justice, Rights, Sovereignty, Power and Authority		15	01
III	<ul style="list-style-type: none">Forms of Government : Democratic and Non-Democratic, Parliamentary and Presidential, Unitary and Federal		15	01
IV	<ul style="list-style-type: none">Political Parties, Pressure Groups, Electoral Reforms and Public OpinionPolitical culture and Political Development, Political Socialization, Political Modernization		15	01
Course Outcomes: Theories and Practices of Modern Government will enable the students to have an understanding about the political aspects of the public governance systems.				
Books Recommended:				
<ol style="list-style-type: none">Gauba, O.P. , An Introduction to Political Theory, Macmillan, New Delhi, 2003.Easton, David, The Political System: AN Inquiry into the state of Political Science, Wiley, New York, 1953.Barry, B., Democracy, Power and Justice: Essay in Political Theory, Clarendon Press, Oxford.Jain, M.P, Political Theory, Authors Guild, Delhi,1989.Bhargava, Rajeev, And Acharya, Ashok : Political Theory-An Introduction, Pearson Longman, New Delhi.Ray, Amal and Bhattacharya, Mohit, Political Theory, World Press, Culcutta, 1994.Johari, J.C., Contemporary Political Theory, Sterling Publishers,New Delhi, 1987.Asirvatham, Eddy & Mishra, K.K, Political Theory, Schand Publishers, New Delhi, 2010.जौहरी, जे0 सी0, समकालीन राजनीतिक सिद्धान्त, स्टर्लिंग पब्लिशर्स, नई दिल्लीगाबा, ओ0 पी0, राजनीतिक सिद्धान्त की रूपरेखा, मयूर पेपर बैक्स, नई दिल्ली 2000फाड़िया बी0 एल0, फाड़िया कुलदीप, समकालीन राजनीतिक सिद्धान्त, साहित्य भवन पब्लिकेशन, आगरा, 2017पंत, गुप्ता एवं जैन, राजनीतिशास्त्र के आधार, सेन्ट्रल पब्लिशिंग हाउस, प्रयागराज				
Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad				
This course can be opted as Compulsory Subject				
Suggested Continuous Internal Evaluation Methods (25 Marks)				
<ul style="list-style-type: none">Seminar/ Assignment on any topic of the above syllabus.Test with multiple choice questions/short and long answer questions.Research Orientation of the student.Quiz				
Course prerequisites: To study this course, a student must have passed class 12th				

Programme/Class : UG Degree with Honors		Year : Fourth	Semester: Seven
Subject: Public Administration			
Course Code: BPAC		Course Title: Comparative and Development Administration	
Course Objectives: This course intends to acquaint the students with the theoretical as well as practical aspects of Comparative and Development Administration.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	Comparative Public Administration <ul style="list-style-type: none">• Meaning, Characteristics and scope• Significance of CPA• Factors contributing to the Emergence of CPA• Formation of CAG• Contribution of Riggs in CPA	15	01
II	Approaches and models of CPA <ul style="list-style-type: none">• Institutional• Behavioural• Structural-Functional• Ecological	15	01
III	Development Administration <ul style="list-style-type: none">• Meaning, Characteristics, Purposes and Scope• Functions and Problems• Traditional Public Administration and Development Administration• Development Administration and Administrative Development• Ferel Heady and Widners's views on development	15	01
IV	Approaches of Development <ul style="list-style-type: none">• Contemporary Approaches : Sustainable Development Approach, Socialist Approach, Inclusive Development Approach, Market Friendly Approach	15	01
Course Outcomes: Comparative and Development Administration will enable the students to have an understanding them to advance their knowledge about basic concepts and approaches related to them.			
Books Recommended: <ol style="list-style-type: none">1. Heady, F., Public Administration: A Comparative Perspective, New York: Marcel Ducker, 1996.2. Riggs, F.W., The Ecology of Administration, Bloomington: Indian University. 1970.3. Waldo, D., Comparative Public Administration Prologue, Performance and Problems, 1963, Indian Journal of political Science,24 (3), 177-216.4. Weidner W.E., Development administration in Asia, Durham, North Carolina: Duke University Press, 1970.5. Montgomery, J., Approaches to development politics, administration and change, New York: Mcgraw Hil, 1966.6. Swerdlow, I, Development administration: Concepts and problems, Syracus, new York: Syracus University Press. 1963.			

<p>7. Banarjee, Arpita and Parvat Kumar, Development Disparities in India: An Enquiry into Convergence, Springer Publications, 2015.</p> <p>8. Gable, Richard W., development Administration: Background, Terms, Concepts, Theories and a New Approach, ASPA, 2008.</p> <p>9. Goel, S.L. Development Administration-Potentialities and Prospects, New Delhi: Deep & Deep Publication, 2010.</p> <p>10. Sapru, RK. Development Administration, New Delhi: Sterling Publications, 2012.</p> <p>11. कटारिया, सुरेन्द्र, तुलनात्मक लोक प्रशासन, आर० बी० एस० ए० पब्लिशर्स, जयपुर, 2018.</p> <p>12. चतुर्वेदी, टी० एन०, तुलनात्मक लोक प्रशासन, रिसर्च पब्लिकेशन, जयपुर,</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed class 12 th

Programme/Class : UG Degree with Honors		Year : Fourth	Semester: Seven
Subject: Public Administration			
Course Code: BPAC		Course Title: Rural Local Governance	
Course Objectives: This course intends to acquaint the students with the structure, laws, procedure, Programs and contemporary issues in The Rural Local Governance.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	Rural Government : Meaning, Definition, Significance and Evolution	15	01
II	73 rd Constitutional Amendment Act <ul style="list-style-type: none">Salient features; Composition and Functions of Gram Panchayat, Kshetra Panchayat and Zila Panchayat (with special reference to UP)	15	01
III	Rural Administration <ul style="list-style-type: none">Chief Development Officer (CDO)Block Development Officer (BDO)Village Development Officer (VDO)Panchayat Secretary (with special reference to UP)	15	01
IV	Rural Development Programs <ul style="list-style-type: none">Major Programs of Union and State Governments	15	01
Course Outcomes: Rural Local Governance will enable the students to have an understanding them to know about most of aspects of Rural Governance in the country.			
Books Recommended:			
<ol style="list-style-type: none">1. Maheshwari, S.R., Local government in India; Lakshmi narain Agarwal, 2014.2. Jain, jasbir S. and Joshi, R.P., Panchayat Raj in India: Emerging Trends Across the States, Delhi: Rawat Publication, 2002.3. Dhaliwal, S.S. Good Governance in Local Government. New Delhi: Deep & Deep Publications, 2004.4. Rao, P.S.N. Urban Governance and Management: India Initiatives. Delhi: kanishka, 2006.5. Jain, L.C. Decentralization and Local Governance> Orient Black Swan, 2005.6. Bardhan Lalit, A review of Urbanization and urban Policy in Past-Independent India. CSLG Working Paper Series, CSLG/WP/09/05, Centre for the Study of Law and Governance, Jawaharlal Nehru University, 2009.7. Bardhan, P. and Mookherjee, D., Decentralization and Local Governance in Developing Countries: A Comparative Perspective. MIT Press, 2006.8. Khanna, B. S., Rural Local Government in India and South Asia, Deep Deep Publication, New delhi, 1999.9. Mathew, George, Panchayati Raj in India: From Legislation to Movement,ISS, New Delhi, 1994.10. Bhattacharya, Mohit, Management of Urban Government in India: Uppal, New Delhi, 1976.11. Choudhary, R.C. and Jain, S.P., Patterns of Decentralized Government in Rural India, NIRD, Hyderabad,2001.12. शर्मा, अशोक, भारत में स्थानीय प्रशासन, आर० बी० एस० ए० पब्लिशर्स, जयपुर, 2021.13. माहेस्वरी, एस० आर०, भारत में स्थानीय प्रशासन, लक्ष्मी नारायण, अग्रवाल, 2014.			
Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad			
This course can be opted as Compulsory Subject			

Suggested Continuous Internal Evaluation Methods (25 Marks)

- Seminar/ Assignment on any topic of the above syllabus.
- Test with multiple choice questions/short and long answer questions.
- Research Orientation of the student.
- Quiz

Course prerequisites: To study this course, a student must have passed class 12th

Programme/Class : UG Degree with Honors		Year : Fourth	Semester: Seven	
Subject: Public Administration				
Course Code: BPAC		Course Title: Urban Local Governance		
Course Objectives: This course intends to acquaint the students with the Structure, Laws, Procedure, Programs and Contemporary issues in the Urban Governance.				
Credits : 4		Course Compulsory		
Max. Marks: 100 (75+25)		Min. Pass Marks :		
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0				
Unit	Topics		No. of lectures	No. of Credits
I	Urban Government : Meaning, Definition, Significance and Evolution		15	01
II	74 th Constitutional Amendment Act <ul style="list-style-type: none">Salient features; Composition and Functions of Municipal Corporation, Municipal Council and Town Panchayat (with special reference to UP)		15	01
III	Agencies Engaged in Urban Administration in Development <ul style="list-style-type: none">District Development AuthorityAwas Vikas ParishadState Urban Development Agency (SUDA)District Urban Development Agency (DUDA) (with special reference to UP)		15	01
IV	Major Urban Development Programs <ul style="list-style-type: none">Programs of Union and State Governments		15	01
Course Outcomes: Urban Governance in India will enable the students to have an understanding them to know about most of aspects of Urban Governance in the country.				
Books Recommended:				
1. Maheshwari, S.R., Local government in India; Lakshmi narain Agarwal, 2014.				
2. Jain, jasbir S. and Joshi, R.P., Panchayat Raj in India: Emerging Trends Across the States, Delhi: Rawat Publication, 2002.				
3. Dhaliwal, S.S. Good Governance in Local Government. New Delhi: Deep & Deep Publications, 2004.				
4. Rao, P.S.N. Urban Governance and Management: India Initiatives. Delhi: kanishka, 2006.				
5. Jain, L.C. Decentralization and Local Governance> Orient Black Swan, 2005.				
6. Bardhan Lalit, A review of Urbanization and urban Policy in Past-Independent India. CSLG Working Paper Series, CSLG/WP/09/05, Centre for the Study of Law and Governance, Jawaharlal Nehru University, 2009.				
7. Bardhan, P. and Mookherjee, D., Decentralization and Local Governance in Developing Countries: A Comparative Perspective. MIT Press, 2006.				
8. Khanna, B. S., Rural Local Government in India and South Asia, Deep Deep Publication, New delhi, 1999.				
9. Mathew, George, Panchayati Raj in India: From Legislation to Movement,ISS, New Delhi, 1994.				
10. Bhattacharya, Mohit, Management of Urban Government in India: Uppal, New Delhi, 1976.				
11. Choudhary, R.C. and Jain, S.P., Patterns of Decentralized Government in Rural India, NIRD, Hyderabad,2001.				
12. शर्मा, अशोक, भारत में स्थानीय प्रशासन, आर० बी० एस० ए० पब्लिशर्स, जयपुर, 2021.				
13. माहेश्वरी, एस० आर०, भारत में स्थानीय प्रशासन, लक्ष्मी नारायण, अग्रवाल, 2014.				

Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed class 12 th

Programme/Class : UG Degree with Honors		Year : Fourth	Semester: Seven	
Subject: Public Administration				
Course Code: BPAC		Course Title: Indian Political Thinkers		
Course Objectives: This course intends to acquaint the students with the Indian Political thinker's life their work along with constitution and thought to Public Administration.				
Credits : 4		Course Compulsory		
Max. Marks: 100 (75+25)		Min. Pass Marks :		
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0				
Unit	Topics		No. of lectures	No. of Credits
I	<ul style="list-style-type: none">• Kautilya• Mahatma Gandhi		15	01
II	<ul style="list-style-type: none">• Pt. Jawahar Lal Nehru• Dr. B.R. Ambedkar		15	01
III	<ul style="list-style-type: none">• Ram Manohar Lohia• Acharya Narendra Dev		15	01
IV	<ul style="list-style-type: none">• Sardar Vallabhbhai Patel• Jai Prakash Narayan		15	01
Course Outcomes: Indian Political Thought will enable the students to have an understanding them to the ideas of several prominent Indian Political Thinkers.				
Books Recommended: <ul style="list-style-type: none">1. Sharma, Laxmi, Indian Political Thought.2. Chaturvedi, Abha, Bhartiya Rajneetik Vicharak.3. Chakrabarty, Bidyut and Pandey, Rajendra Kumar, Modern Indian Political Thought.4. Mohammad Taj; Ambedkar on Social Justice.5. Gauba, O.P; Indian Political Thought.6. Sharma, B.M & Sharma, Ramkrishna; Bhartiya Rajneetik Vicharak. Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad				
This course can be opted as Compulsory Subject				
Suggested Continuous Internal Evaluation Methods (25 Marks) <ul style="list-style-type: none">• Seminar/ Assignment on any topic of the above syllabus.• Test with multiple choice questions/short and long answer questions.• Research Orientation of the student.• Quiz				
Course prerequisites: To study this course, a student must have passed class 12th				

Programme/Class : UG Degree with Honors		Year : Fourth	Semester: Eight	
Subject: Public Administration				
Course Code: BPAC		Course Title: Introduction to Public Policy		
Course Objectives: This course intends to acquaint the students with the analysis of Public Policy, with a comprehensive perspective on the field. Policy analysis will be understood as tool of research and evolution with the help of assignment work.				
Credits : 4		Course Compulsory		
Max. Marks: 100 (75+25)		Min. Pass Marks :		
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0				
Unit	Topics		No. of lectures	No. of Credits
I	Introduction <ul style="list-style-type: none">• Meaning, Nature, Scope and Significance of Public Policy• Types of Public Policy• Policy Cycles		15	01
II	Policy Formulation <ul style="list-style-type: none">• Meaning and Significance of Policy Formulation• Role of Legislature, Executive and Judiciary in Policy Formulation• Models and Approaches of Policy Formulation; Incremental, Group Theory, Elite Theory, Institutional, Game Theory and System Models		15	01
III	Policy Implementation <ul style="list-style-type: none">• Meaning and Significance of Policy Implementation• Role of Legislature, Executive and Judiciary in Policy implementation• Models and approaches of policy implementation-top-down model, Bottom of Model, Policy action model, Political Game Model		15	01
IV	Policy Monitoring and Evaluation <ul style="list-style-type: none">• Meaning and Significance of policy Monitoring• Meaning and Significance of Policy Evaluation• Techniques of Policy Evaluation: Social Cost Benefit analysis; input-output analysis		15	01
Course Outcomes: Introduction to Public Policy will enable the students to have an understanding them to the fields of Public Policy in an all-encompassing manner.				
Books Recommended:				
1. Sapru, R.K., Public Policy Formulation, Implementation and Evaluation, Sterling, New Delhi, 2000.				
2. Sahani, P., Public Policy Conceptual Dimensions, Kitab Mahal, Allahabad, 1987.				
3. Dror, Y., Public Policy Making Re- examined, Chancellor, Pennsylvania, 1968.				
4. Bertcih, garg, K. Robert P. Clark and David M. Wood, Comparing Political System: Power and Policy in Three Worlds, Macmillan, New York, 1986.				
5. Bardach, Eugene, The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, 1977.				

<p>6. Birkland, Thomas A., An Introduction to The Policy Process: Theories, Concepts and Models of Public Policy Making, Armonk; M.E. Sharpe, 2005.</p> <p>7. Dror, Y., Public Policy Making Re- Examined, 2nd ed., San Francisco, Chandler.</p> <p>8. Hill Michael, The Public Policy Process, Harlow, U.K; Pearson Education, 2005.</p> <p>9. Jones, C.O., An Introduction to the Study of Public Policy, Belmont, Prentice-Hall, 1970.</p> <p>10. Nachmias, David, Public Policy Evaluation: Approaches and Methods, New York: St. Martin's Press, 1979.</p> <p>11. सक्सेना, प्रदीप, नीति विज्ञान एवं लोक प्रशासन, आर० बी० एस० ए० पब्लिशर्स, जयपुर, 2014.</p> <p>12. सिन्हा, मनोज, प्रशासन एवं लोक नीति, ओरिएन्ट ब्लैक स्वान, नई दिल्ली, 2016.</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad</p>
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : UG Degree with Honors		Year : Fourth	Semester: Eight	
Subject: Public Administration				
Course Code: BPAC		Course Title: Research Methodology		
Course Objective: This course intends to acquaint the students with the (I) advances in the field of Research Methodology and Project Formulation and (II) Develop research methodological skills for undertaking research in Social Sciences in general and in a discipline particular.				
Credits : 4		Course Compulsory		
Max. Marks: 100 (75+25)		Min. Pass Marks :		
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0				
Unit	Topics		No. of lectures	No. of Credits
I	<ul style="list-style-type: none">• Meaning, Nature, Scope and Objective of Social Science Research.• Types of Social Science Research.• Objectivity in Social Science Research.• Review of Literature		15	01
II	<ul style="list-style-type: none">• Hypothesis: Meaning, Importance, Sources and Types of Hypothesis; Qualities of a Workable Hypothesis, Formulation and Testing of Hypothesis.• Research Design: Meaning, Types and its Formulation.• Sampling: Merits and Demerits, Types and Procedure for Selecting a representative sample.		15	01
III	<ul style="list-style-type: none">• Data collection: Sources of Data Collection, primary and Secondary.• Techniques of Data Collection: Interview, Questionnaire, Schedule and Observation.• Processing and Analysis of Data: Editing, Coding, Classification and Tabulation of Data.		15	01
IV	<ul style="list-style-type: none">• Measure of Central Tendency: Mean, Median, Mode, Mean Deviation, Standard Deviation, Correlation, Chi Square Test, T Test.• Report Writing.• Plagiarism-Concept and Significance of Plagiarism		15	01
Course Outcomes: Research Methodology will enable the students to have and understanding them to the sphere of Social Research in most of its Manifestations.				
Books Recommended:				
<ol style="list-style-type: none">1. Eller, Gerber, Public Administration Methods- Tools for Evolution and Evidence based practices, Routledge, NY, 2013.2. Chawla, Deepak and Sondhi Neena, Research Metheodology-Concepts and Casses, Vikas Publishing, New Delhi,2011.3. Baryman, Alan, Social Research and Methods, Delhi: Oxford University Press, 2004.4. White Jay, Research in Public Administration: Reflection on Theory and Practice, Sage London, 1994.5. Gupta, S.P., Statistical methods, Sultan Chand & Sons, New Delhi, 2011.6. Kothari, C.R., and Garg, Gaurav, Research Methodology-Methods and Techniques, New Age. New Delhi. 2014.				

<p>7. McNabb, David E., Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches, M.E. Sarphe, 2013.</p> <p>8. Mishra, S.K, Binwal, J.C., Computer in Social Science Research, Har-Anand, New Delhi, 1991.</p> <p>9. Loseke, Donileen R., Methodological Thinking, New Delhi: Sage, 2013.</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : UG Degree with Honors		Year : Fourth	Semester: Eight
Subject: Public Administration			
Course Code: BPAC		Course Title: Administrative Ethics and Governance	
Course Objective: This course intends to acquaint the students with the Constitutional values, Fundamental values for civil services, ethics in governance and explain in its significance.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Constitutional values: The Preamble: Social Economic and Political Justice.Liberty, Equality and Fraternity, Unity & Integrity of The Nation.Dignity of Individual and Fundamental Duties.	15	01
II	<ul style="list-style-type: none">Attitude: Meaning, Component and types of Attitude.Attitude and Behaviours.Political, Social and Economic Attitudes.	15	01
III	<ul style="list-style-type: none">Fundamental values for Civil Services: Rule of Law, Integrity in Administration.Code of Conduct, Neutrality, Anonymity.Empathy, Tolerance and Compassion towards Weaker Sections	15	01
IV	<ul style="list-style-type: none">Ethics in Public Administration: concept and significance.Ethical Concerns and dilemmas in Governance.Essence of Human Rights in Public Administration.Emotional Intelligence: ConceptDimensions; its utility and application in Administration and Governance.	15	01
Course Outcomes: Ethics in governance will enable to the students to have an understanding them to the awareness regarding various dimensions of ethics in Public Governance.			
Books Recommended:			
<ol style="list-style-type: none">Arora, K. Ramesh, Ethics, Integrity and Values in Public Service, New Age International (P) Limited, Publishers, New Delhi, 2018.Andrews, Kenneth, R, Ethics in practice, Harvard Business Review, Volume 83, No. 5.Denhardt, kathryri G., The Ethics of Public Service: resolving Moral Dilemmas in Public Organisations, Greenwood, New York,1998.Dubhashi PR., Public Accountability and Ethics in Administration, IJPA, volume 24, No.3.Dwivedi, O.P., Public Service Ethics, Institute of Administrative Science, Belgium, 1983.Meehan, Engene. J, Ethics for Policy making: A Methodological Analysis, Greenwood, New York.Caiden, Gearald, E. and Naomi J. Caidene, Administrative Corruption Revisited, Philippine Journal of Public Administration, Volume XXXVII, No. 1., 1994.Caiden Gerald E., Further Light on Combating Administrative Corruption, in Ramesh K. Arora and S.L. Kaushik, The Universe of Public Administration, Associated Publication House, New Delhi, 1994.			

Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : UG Degree with Honors		Year : Fourth	Semester: Eight
Subject: Public Administration			
Course Code: BPAC		Course Title: Social Welfare Administration	
Course Objective: This course intends to acquaint the students with the concept of social welfare, approaches and institutions along with policies and programmes of social welfare in India.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	Social welfare Administration <ul style="list-style-type: none">• Meaning, Features and Significance• Evolution of Social Welfare Administration• Concepts of Welfare State• Social Change and Social Justice	15	01
II	Social welfare Administration at Union Level <ul style="list-style-type: none">• Ministry of Social Justice and empowerment-structure and functions• Ministry of women and child development-structure and functions• Central social welfare board (CSWB)• National Human Rights Commission (NHRC)	15	01
III	Social Welfare Administration at State and District Level <ul style="list-style-type: none">• Department of Social Welfare-Structure and Functions• Department of Women and Child Development- structure and functions• State Social Welfare Advisory Board (SSWAB)• Major welfare programs and schemes	15	01
IV	Voluntary Groups <ul style="list-style-type: none">• Voluntary/NGO's-Meaning, Objectives, Features, Working and Problem• Civil Society-Concepts, features, Components, Working and Problem• Self-Help Groups (SHGs)	15	01
Course Outcomes: Social Welfare Administration will enable the students to understanding them to the gamut of social welfare concerns and machinery at state, national and international levels.			
Books Recommended:			
1. Sachdeva, D.R., Social Welfare Administration, Kitaab Mahal, Allahabad, 2009.			
2. Singh, P.K., Samajik Sarokar banam Gair- Sarkari Sansthan: Ek Vimarsh, MRI Publishers Pvt. Ltd. New Delhi, 2016.			
3. Ray, kalpana, Women and Child Development, commonwealth Publishers, New Delhi, 2000.			
4. Fand, J.,Bulsara & Verma, R.M., Perspectives in Social Welfare in India, S.Chand & Co., New Delhi, 2006.			
5. Gangrade, K.D., Social Legislation in India, Concept Publishing House, Reprint, Delhi, 2011.			
6. Sankhdhar, M.M., Welfare State, Deep & Deep, New Delhi, 1995.			
7. Robson, William, A., Welfare state and welfare society: illusion and reality, 2 nd ed., Allen and Unwin, London, 1976.			
8. Madam, G. R., Indian Social Problems, Vol II: Social wor, Allied Publishers Ltd., New Delhi, 2006.			

<p>9. Chowdhary, D. Paul, Social Welfare Administration, Atma Ram and Sons, 1979.</p> <p>10. Yogi, Praveen, Social Justice and Empowerment, Kalpag Publication, 2000.</p> <p>11. Kataria, Surendra, Social Welfare Administration, RBSA Publication, 2002.</p> <p>12. Goel, S.L., & R.K. Jain, Social Welfare Administration, Vol I & II, Deep & Deep Publications, New Delhi, 1990.</p> <p>13. कटारिया, सुरेन्द्र, सामाजिक प्रशासन, आर० बी० एस० ए० पब्लिशर्स, जयपुर, 2021.</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : UG Degree with Honors		Year : Fourth	Semester: Eight	
Subject: Public Administration				
Course Code: BPAC		Course Title: Disaster management and Sustainable Development		
Course Objective: This course intends to acquaint the students with the Disaster Management and Sustainable Development along with Governmental machinery and inter-state co-operation in effective management of disaster.				
Credits : 4		Course Compulsory		
Max. Marks: 100 (75+25)		Min. Pass Marks :		
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0				
Unit	Topics		No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Disaster Management: Concept, Forms & SignificanceIndia’s Keys Hazards & Crisis Response Mechanism.Preparedness and Risk Reduction; Recovery.		15	01
II	<ul style="list-style-type: none">Emergency Response System; NDMA; SDMA; Indian Case Studies; Disaster Management and Efforts by Government.		15	01
III	<ul style="list-style-type: none">Sustainable Development- Concept and Current Issues; Development and its Sustainability; Sustainable Development and International Politics.		15	01
IV	<ul style="list-style-type: none">Earth Summit- International and National Efforts, Globalization and Sustainable Development, Legislative Framework, Ethics in Sustainable Development.		15	01
Course Outcomes: Disaster Management and Sustainable Development will enable the students to have an understanding them to Provide them glimpse about types of disasters, the ways they are to be managed, the Machinery for disaster Management, the rational of sustainable development and the manners it has to be brought about.				
Books Recommended:				
<ol style="list-style-type: none">Ghosh, G. K., Disaster Management APH Publication, New Delhi, 2006.Sinha, Prabha. C., Disaster Relief, Rehabilitation and Emergency Humanitarian Assistance, SBS Publication, New Delhi, 2006.Goel, S.L., Disaster Administration and Management: Text and case studies, Deep and Deep, New Delhi, 2007.Satendra and Sharma, V.K., Sustainable Rural Development for Disaster Management, Concept, New Delhi, 2004.Sahni, P. and Ariyabandhu, M.M., Malagoda, M., Disaster Risk Reduction in South Asia, Prentice Hall, New Delhi, 2003.Narayan, B., Disaster Management, A.P.H. Publishing Corporation, New Delhi, 2019.Singh, R.B., Natural Hazards and Disaster Management: Vulnerability and Mitigation, Rawat Publication, Jaipur, 2006.Sharma, Kadmaabri and Chiranjeev, Engineering for Natural Disaster Management, Jnanada, New Delhi, 2010.Rasure, K.A., Globalization and Sustainable Development, Oxford Book Company, 2011.सिंह, रविन्द्र, आपदा प्रबन्धन, प्रवालिका पब्लिकेशन्स, प्रयागराज, 2022.मिश्र, शिवगोपाल, आपदा पबन्धन, साहित्य प्रकाशन, दिल्ली, 2020.				

Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed Graduation

Fourth Year: UG Degree Honors with Research in Public Administration

Program Specific Outcomes (PSOs):

At the end of Program following outcomes are expected from students to-

- Learn about the state administration in Uttar Pradesh.
- Learn about the Personnel Administration in India.
- Learn about the Financial Administration in India.
- Learn about the preparation of Budget.
- After this degree programme students may have capabilities to start earning by enhance their skills in the field of Research, Education and Academics, Rural and urban Development Public Service, Executive work in the corporate and voluntary sectors.

Year	Sem.	Course Code	Paper Title	Credits	Total No. of Lecture
4	VII	BPAC-	Theories & Practices of Modern Government	4	60
		BPAC-	Comparative & Development Administration	4	60
		BPAC-	Local Governance in India	4	60
		BPAC-	Indian Political Thinkers	4	60
		BPAD-	Dissertation	4	-
	VIII	BPAC-	Introduction to Public Policy	4	60
		BPAC-	Research Methodology	4	60
		BPAC-	Administrative Ethics & Governance	4	60
		BPAC-	Social Welfare Administration	4	60
		BPAD-	Dissertation	4	-

Programme/Class : UG Degree Honors with Research		Year : Fourth	Semester: Seven
Subject: Public Administration			
Course Code: BPAC		Course Title: Theories and Practices of Modern Government	
Course Objectives: This course intends to acquaint the students with Political Ideas and values that be used to describe, understanding and assess political practices and institutions.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Sate : Meaning, Definition, Elements and FunctionsOrigin of State : Divine theory, Social contract theory and Historical Evolutionary theory	15	01
II	<ul style="list-style-type: none">Concepts and Forms : Liberty, Equality, Justice, Rights, Sovereignty, Power and Authority	15	01
III	<ul style="list-style-type: none">Forms of Government : Democratic and Non-Democratic, Parliamentary and Presidential, Unitary and Federal	15	01
IV	<ul style="list-style-type: none">Political Parties, Pressure Groups, Electoral Reforms and Public OpinionPolitical culture and Political Development, Political Socialization, Political Modernization	15	01
Course Outcomes: Theories and Practices of Modern Government will enable the students to have an understanding them about the political aspects of the Public Governance Systems.			
Books Recommended:			
<ol style="list-style-type: none">Gauba, O.P. , An Introduction to Political Theory, Macmillan, New Delhi, 2003.Easton, David, The Political System: AN Inquiry into the state of Political Science, Wiley, New York, 1953.Barry, B., Democracy, Power and Justice: Essay in Political Theory, Clarendon Press, Oxford.Jain, M.P, Political Theory, Authors Guild, Delhi,1989.Bhargava, Rajeev, And Acharya, Ashok : Political Theory-An Introduction, Pearson Longman, New Delhi.Ray, Amal and Bhattacharya, Mohit, Political Theory, World Press, Culcutta, 1994.Johari, J.C., Contemporary Political Theory, Sterling Publishers,New Delhi, 1987.Asirvatham, Eddy & Mishra, K.K, Political Theory, Schand Publishers, New Delhi, 2010.जौहरी, जे० सी०, समकालीन राजनीतिक सिद्धान्त, स्टर्लिंग पब्लिशर्स, नई दिल्लीगाबा, ओ० पी०, राजनीतिक सिद्धान्त की रूपरेखा, मयूर पेपर बैक्स, नई दिल्ली 2000फाड़िया बी० एल०, फाड़िया कुलदीप, समकालीन राजनीतिक सिद्धान्त, साहित्य भवन पब्लिकेशन, आगरा, 2017पंत, गुप्ता एवं जैन, राजनीतिशास्त्र के आधार, सेन्ट्रल पब्लिशिंग हाउस, प्रयागराज			
Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad			
This course can be opted as Compulsory Subject			
Suggested Continuous Internal Evaluation Methods (25 Marks)			
<ul style="list-style-type: none">Seminar/ Assignment on any topic of the above syllabus.Test with multiple choice questions/short and long answer questions.Research Orientation of the student.Quiz			
Course prerequisites: To study this course, a student must have passed class 12th			

Programme/Class : UG Degree Honors with Research		Year : Fourth	Semester: Seven
Subject: Public Administration			
Course Code: BPAC		Course Title: Comparative and Development Administration	
Course Objectives: This course intends to acquaint the students with the theoretical as well as practical aspects of Comparative and Development Administration.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 6-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	Comparative Public Administration <ul style="list-style-type: none">• Meaning, Characteristics and scope• Significance of CPA• Factors contributing to the Emergence of CPA• Formation of CAG	15	01
II	Approaches and models of CPA <ul style="list-style-type: none">• Institutional, Behavioural, Structural-Functional and Ecological	15	01
III	Development Administration <ul style="list-style-type: none">• Meaning, Characteristics, Purposes and Scope• Functions and Problems• Traditional Public Administration and Development Administration• Development Administration and Administrative Development	15	01
IV	Approaches of Development <ul style="list-style-type: none">• Contemporary Approaches : Sustainable Development Approach, Socialist Approach, Inclusive Development Approach, Market Friendly Approach	15	01
Course Outcomes: Comparative and Development Administration will enable the students to have an understanding them to advance their knowledge about basic concepts and approaches related to them.			
Books Recommended:			
<ol style="list-style-type: none">1. Heady, F., Public Administration: A Comparative Perspective, New York: Marcel Ducker, 1996.2. Riggs, F.W., The Ecology of Administration, Bloomington: Indian University. 1970.3. Waldo, D., Comparative Public Administration Prologue, Performance and Problems, 1963, Indian Journal of political Science,24 (3), 177-216.4. Weidner W.E., Development administration in Asia, Durham, North Carolina: Duke University Press, 1970.5. Montgomery, J., Approaches to development politics, administration and change, New York: Mcgraw Hil, 1966.6. Swerdlow, I, Development administration: Concepts and problems, Syracus, new York: Syracus University Press, 1963.7. Banarjee, Arpita and Parvat Kumar, Development Disparities in India: An Enquiry into Convergence, Springer Publications, 2015.8. Gable, Richard W., development Administration: Background, Terms, Concepts, Theories and a New Approach, ASPA, 2008.			

<p>9. Goel, S.L. Development Administration-Potentialities and Prospects, New Delhi: Deep & Deep Publication, 2010.</p> <p>10. Sapru, RK. Development Administration, New Delhi: Sterling Publications, 2012.</p> <p>11. कटारिया, सुरेन्द्र, तुलनात्मक लोक प्रशासन, आर० बी० एस० ए० पब्लिशर्स, जयपुर, 2018.</p> <p>12. चतुर्वेदी, टी० एन०, तुलनात्मक लोक प्रशासन, रिसर्च पब्लिकेशन, जयपुर,</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed class 12 th

Programme/Class : UG Degree Honors with Research		Year : Fourth	Semester: Seven
Subject: Public Administration			
Course Code: BPAC		Course Title: Local Governance in India	
Course Objectives: This course intends to acquaint the students with the structure, laws, procedure, Programs and contemporary issues the Rural Governance in India.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	Introduction: <ul style="list-style-type: none">Nature, Scope and Definitions of Local Government.Philosophy and Significance of Local Government.Historical Developments and Landmarks in the growth of Local Government.	15	01
II	Organization Structure: <ul style="list-style-type: none">Structure of Rural Local Government (73rd Constitutional Amendment Act)Structure of Urban Local Government (74th Constitutional Amendment Act)Composition & Function of Urban & Rural Local Bodies.	15	01
III	<ul style="list-style-type: none">Approaches to the study of Local Government.Programmes of Urban and Rural development.Public-Private Partnership.	15	01
IV	Accountability and Control: <ul style="list-style-type: none">Executive control, Legislative control and Financial control.State and Local government relations.Human Resource Management at Local level.Policy Analysis at Local level.	15	01
Course Outcomes: Local Governance in India will enable the students to have an understanding them to know about most of aspects of Local Governance in the country.			
Books Recommended: <ol style="list-style-type: none">Maheshwari, S.R., Local government in India; Lakshmi narain Agarwal, 2014.Jain, jasbir S. and Joshi, R.P., Panchayat Raj in India: Emerging Trends Across the States, Delhi: Rawat Publication, 2002.Dhaliwal, S.S. Good Governance in Local Government. New Delhi: Deep & Deep Publications, 2004.Rao, P.S.N. Urban Governance and Management: India Initiatives. Delhi: kanishka, 2006.Jain, L.C. Decentralization and Local Governance> Orient Black Swan, 2005.Bardhan Lalit, A review of Urbanization and urban Policy in Past-Independent India. CSLG Working Paper Series, CSLG/WP/09/05, Centre for the Study of Law and Governance, Jawaharlal Nehru University, 2009.Bardhan, P. and Mookherjee, D., Decentralization and Local Governance in Developing Countries: A Comparative Perspective. MIT Press, 2006.			

<p>8. Khanna, B. S., Rural Local Government in India and South Asia, Deep Deep Publication, New delhi, 1999.</p> <p>9. Mathew, George, Panchayati Raj in India: From Legislation to Movement,ISS, New Delhi, 1994.</p> <p>10. Bhattacharya, Mohit, Management of Urban Government in India: Uppal, New Delhi, 1976.</p> <p>11. Choudhary, R.C. and Jain, S.P., Patterns of Decentralized Government in Rural India, NIRD, Hyderabad,2001.</p> <p>12. शर्मा, अशोक, भारत में स्थानीय प्रशासन, आर० बी० एस० ए० पब्लिशर्स, जयपुर, 2021.</p> <p>13. माहेश्वरी, एस० आर०, भारत में स्थानीय प्रशासन, लक्ष्मी नारायण, अग्रवाल, 2014.</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed class 12th

Programme/Class : UG Degree Honors with Research		Year : Fourth	Semester: Seven	
Subject: Public Administration				
Course Code: BPAC		Course Title: Indian Political Thinkers		
Course Objectives: This course intends to acquaint the students with the Indian Political thinker's life their work along with constitution and thought to Public Administration.				
Credits : 4		Course Compulsory		
Max. Marks: 100 (75+25)		Min. Pass Marks :		
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0				
Unit	Topics		No. of lectures	No. of Credits
I	<ul style="list-style-type: none">• Kautilya• Mahatma Gandhi		15	01
II	<ul style="list-style-type: none">• Pt. Jawahar Lal Nehru• Dr. B.R. Ambedkar		15	01
III	<ul style="list-style-type: none">• Ram Manohar Lohia• Acharya Narendra Dev		15	01
IV	<ul style="list-style-type: none">• Sardar Vallabhbhai Patel• Jai Prakash Narayan		15	01
Course Outcomes: Indian Political Thought will enable the students to have an understanding them to the ideas of several prominent Indian Political Thinkers.				
Books Recommended:				
<ul style="list-style-type: none">1. Sharma, Laxmi, Indian Political Thought.2. Chaturvedi, Abha, Bhartiya Rajneetik Vicharak.3. Chakrabarty, Bidyut and Pandey, Rajendra Kumar, Modern Indian Political Thought.4. Mohammad Taj; Ambedkar on Social Justice.5. Gauba, O.P; Indian Political Thought.6. Sharma, B.M & Sharma, Ramkrishna; Bhartiya Rajneetik Vicharak.				
Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad				
This course can be opted as Compulsory Subject				
Suggested Continuous Internal Evaluation Methods (25 Marks)				
<ul style="list-style-type: none">• Seminar/ Assignment on any topic of the above syllabus.• Test with multiple choice questions/short and long answer questions.• Research Orientation of the student.• Quiz				
Course prerequisites: To study this course, a student must have passed class 12th				

Programme/Class : UG Degree Honors with Research		Year : Fourth	Semester: Eight
Subject: Public Administration			
Course Code: BPAC		Course Title: Introduction to Public Policy	
Course Objectives: This course intends to acquaint the students with the analysis of Public Policy, with a comprehensive perspective on the field. Policy analysis will be understood as tool of research and evolution with the help of assignment work.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	Introduction <ul style="list-style-type: none">• Meaning, Nature, Scope and Significance of Public Policy• Types of Public Policy• Policy Cycles	15	01
II	Policy Formulation <ul style="list-style-type: none">• Meaning and Significance of Policy Formulation• Role of Legislature, Executive and Judiciary in Policy Formulation• Models and Approaches of Policy Formulation; Incremental, Group Theory, Elite Theory, Institutional, Game Theory and System Models	15	01
III	Policy Implementation <ul style="list-style-type: none">• Meaning and Significance of Policy Implementation• Role of Legislature, Executive and Judiciary in Policy implementation• Models and approaches of policy implementation-top-down model, Bottom of Model, Policy action model, Political Game Model	15	01
IV	Policy Monitoring and Evaluation <ul style="list-style-type: none">• Meaning and Significance of policy Monitoring• Meaning and Significance of Policy Evaluation• Techniques of Policy Evaluation: Social Cost Benefit analysis; input-output analysis	15	01
Course Outcomes: Introduction to Public Policy will enable the students to have an understanding them to the fields of Public Policy in an all-encompassing manner.			
Books Recommended: <ol style="list-style-type: none">1. Sapru, R.K., Public Policy Formulation, Implementation and Evaluation, Sterling, New Delhi, 2000.2. Sahani, P., Public Policy Conceptual Dimensions, Kitab Mahal, Allahabad, 1987.3. Dror, Y., Public Policy Making Re- examined, Chancellor, Pennsylvania, 1968.4. Bertcih, garg, K. Robert P. Clark and David M. Wood, Comparing Political System: Power and Policy in Three Worlds. Macmillan. New York. 1986.			

5. Bardach, Eugene, The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, 1977.
6. Birkland, Thomas A., An Introduction to The Policy Process: Theories, Concepts and Models of Public Policy Making, Armonk; M.E. Sharpe, 2005.
7. Dror, Y., Public Policy Making Re- Examined, 2nd ed., San Francisco, Chandler.
8. Hill Michael, The Public Policy Process, Harlow, U.K; Pearson Education, 2005.
9. Jones, C.O., An Introduction to the Study of Public Policy, Belmont, Prentice-Hall, 1970.
10. Nachmias, David, Public Policy Evaluation: Approaches and Methods, New York: St. Martin's Press, 1979.
11. सक्सेना, प्रदीप, नीति विज्ञान एवं लोक प्रशासन, आर० बी० एस० ए० पब्लिशर्स, जयपुर, 2014.
12. सिन्हा, मनोज, प्रशासन एवं लोक नीति, ओरिएन्ट ब्लैक स्वान, नई दिल्ली, 2016.

Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad

This course can be opted as Compulsory Subject

Suggested Continuous Internal Evaluation Methods (25 Marks)

- Seminar/ Assignment on any topic of the above syllabus.
- Test with multiple choice questions/short and long answer questions.
- Research Orientation of the student.
- Quiz

Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : UG Degree Honors with Research		Year : Fourth	Semester: Eight
Subject: Public Administration			
Course Code: BPAC		Course Title: Research Methodology	
Course Objective: This course intends to acquaint the students with the (I) advances in the field of Research Methodology and Project Formulation and (II) Develop research methodological skills for undertaking research in Social Sciences in general and in a discipline particular.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Meaning, Nature, Scope and Objective of Social Science Research.Types of Social Science Research.Objectivity in Social Science Research.Review of Literature	15	01
II	<ul style="list-style-type: none">Hypothesis: Meaning, Importance, Sources and Types of Hypothesis; Qualities of a Workable Hypothesis, Formulation and Testing of Hypothesis.Research Design: Meaning, Types and its Formulation.Sampling: Merits and Demerits, Types and Procedure for Selecting a representative sample.	15	01
III	<ul style="list-style-type: none">Data collection: Sources of Data Collection, primary and Secondary.Techniques of Data Collection: Interview, Questionnaire, Schedule and Observation.Processing and Analysis of Data: Editing, Coding, Classification and Tabulation of Data.	15	01
IV	<ul style="list-style-type: none">Measure of Central Tendency: Mean, Median, Mode, Mean Deviation, Standard Deviation, Correlation, Chi Square Test, T Test.Report Writing.Plagiarism-Concept and Significance of Plagiarism	15	01
Course Outcomes Research Methodology will enable the students to have and understanding them to the sphere of Social Research in most of its Manifestations.			
Books Recommended:			
<ol style="list-style-type: none">1. Eller, Gerber, Public Administration Methods- Tools for Evolution and Evidence based practices, Routledge, NY, 2013.2. Chawla, Deepak and Sondhi Neena, Research Metheodology-Concepts and Casses, Vikas Publishing, New Delhi,2011.3. Baryman, Alan, Social Research and Methods, Delhi: Oxford University Press, 2004.4. White Jay, Research in Public Administration: Reflection on Theory and Practice, Sage London, 1994.5. Gupta, S.P., Statistical methods, Sultan Chand & Sons, New Delhi, 2011.			

<ol style="list-style-type: none"> 6. Kothari, C.R., and Garg, Gaurav, Research Methodology-Methods and Techniques, New Age, New Delhi, 2014. 7. McNabb, David E., Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches, M.E. Sarphe, 2013. 8. Mishra, S.K, Binwal, J.C., Computer in Social Science Research, Har-Anand, New Delhi, 1991. 9. Loseke, Donileen R., Methodological Thinking, New Delhi: Sage, 2013. <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : UG Degree Honors with Research		Year : Fourth	Semester: Eight	
Subject: Public Administration				
Course Code: BPAC		Course Title: Administrative Ethics and Governance		
Course Objective: This course intends to acquaint the students with the Constitutional values, Fundamental values for civil services, ethics in governance and explain in its significance.				
Credits : 4			Course Compulsory	
Max. Marks: 100 (75+25)			Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0				
Unit	Topics		No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Constitutional values: The Preamble: Social Economic and Political Justice.Liberty, Equality and Fraternity, Unity & Integrity of The Nation.Dignity of Individual and Fundamental Duties.		15	01
II	<ul style="list-style-type: none">Attitude: Meaning, Component and types of Attitude.Attitude and Behaviours.Political, Social and Economic Attitudes.		15	01
III	<ul style="list-style-type: none">Fundamental values for Civil Services: Rule of Law, Integrity in Administration.Code of Conduct, Neutrality, Anonymity.Empathy, Tolerance and Compassion towards Weaker Sections		15	01
IV	<ul style="list-style-type: none">Ethics in Public Administration: concept and significance.Ethical Concerns and dilemmas in Governance.Essence of Human Rights in Public Administration.Emotional Intelligence: ConceptDimensions; its utility and application in Administration and Governance.		15	01
Course Outcomes: Ethics in governance will enable to the students to have an understanding them to the awareness regarding various dimensions of ethics in Public Governance.				
Books Recommended:				
<p>9. Arora, K. Ramesh, Ethics, Integrity and Values in Public Service, New Age International (P) Limited, Publishers, New Delhi, 2018.</p> <p>10. Andrews, Kenneth, R, Ethics in practice, Harvard Business Review, Volume 83, No. 5.</p> <p>11. Denhardt, kathryri G., The Ethics of Public Service: resolving Moral Dilemmas in Public Organisations, Greenwood, New York,1998.</p> <p>12. Dubhashi PR., Public Accountability and Ethics in Administration, IJPA, volume 24, No.3.</p> <p>13. Dwivedi, O.P., Public Service Ethics, Institute of Administrative Science, Belgium, 1983.</p> <p>14. Meehan, Engene. J, Ethics for Policy making: A Methodological Analysis, Greenwood, New York.</p> <p>15. Caiden, Gearald, E. and Naomi J. Caidene, Administrative Corruption Revisited, Philippine Journal of Public Administration, Volume XXXVII, No. 1., 1994.</p> <p>16. Caiden Gerald E., Further Light on Combating Administrative Corruption, in Ramesh K. Arora and S.L. Kaushik, The Universe of Public Administration, Associated Publication House, New Delhi, 1994.</p>				

Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : UG Degree Honors with Research		Year : Fourth	Semester: Eight
Subject: Public Administration			
Course Code: BPAC		Course Title: Social Welfare Administration	
Course Objective: This course intends to acquaint the students with the concept of social welfare, approaches and institutions along with policies and programmes of social welfare in India.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	Social welfare Administration <ul style="list-style-type: none">• Meaning, Features and Significance• Evolution of Social Welfare Administration• Concepts of Welfare State• Social Change and Social Justice	15	01
II	Social welfare Administration at Union Level <ul style="list-style-type: none">• Ministry of Social Justice and empowerment-structure and functions• Ministry of women and child development-structure and functions• Central social welfare board (CSWB)• National Human Rights Commission (NHRC)	15	01
III	Social Welfare Administration at State and District Level <ul style="list-style-type: none">• Department of Social Welfare-Structure and Functions• Department of Women and Child Development- structure and functions• State Social Welfare Advisory Board (SSWAB)• Major welfare programs and schemes	15	01
IV	Voluntary Groups <ul style="list-style-type: none">• Voluntary/NGO's-Meaning, Objectives, Features, Working and Problem• Civil Society-Concepts, features, Components, Working and Problem• Self-Help Groups (SHGs)	15	01
Course Outcomes: Social Welfare Administration will enable the students to understanding them to the gamut of social welfare concerns and machinery at state, national and international levels.			
Books Recommended:			
1. Sachdeva, D.R., Social Welfare Administration, Kitaab Mahal, Allahabad, 2009.			
2. Singh, P.K., Samajik Sarokar banam Gair- Sarkari Sansthan: Ek Vimarsh, MRI Publishers Pvt. Ltd. New Delhi, 2016.			
3. Ray, kalpana, Women and Child Development, commonwealth Publishers, New Delhi, 2000.			
4. Fand, J.,Bulsara & Verma, R.M., Perspectives in Social Welfare in India, S.Chand & Co., New Delhi, 2006.			
5. Gangrade, K.D., Social Legislation in India, Concept Publishing House, Reprint, Delhi, 2011.			
6. Sankhdhar, M.M., Welfare State, Deep & Deep, New Delhi, 1995.			
7. Robson, William, A., Welfare state and welfare society: illusion and reality, 2 nd ed., Allen and Unwin, London. 1976.			

<p>8. Madam, G. R., Indian Social Problems, Vol II: Social wor, Allied Publishers Ltd., New Delhi, 2006.</p> <p>9. Chowdhary, D. Paul, Social Welfare Administration, Atma Ram and Sons, 1979.</p> <p>10. Yogi, Praveen, Social Justice and Empowerment, Kalpag Publication, 2000.</p> <p>11. Kaataria, Surendra, Social Welfare Administration, RBSA Publication, 2002.</p> <p>12. Goel, S.L., & R.K. Jain, Social Welfare Administration, Vol I & II, Deep & Deep Publications, New Delhi, 1990.</p> <p>13. कटारिया, सुरेन्द्र, सामाजिक प्रशासन, आर० बी० एस० ए० पब्लिशर्स, जयपुर, 2021.</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : UG Degree Honors with Research		Year : Fourth	Semester: Eight	
Subject: Public Administration				
Course Code: BPAC		Course Title: Disaster management and Sustainable Development		
Course Objective: This course intends to acquaint the students with the Disaster Management and Sustainable Development along with Governmental machinery and inter-state co-operation in effective management of disaster.				
Credits : 4		Course Compulsory		
Max. Marks: 100 (75+25)		Min. Pass Marks :		
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0				
Unit	Topics		No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Disaster Management: Concept, Forms & SignificanceIndia’s Keys Hazards & Crisis Response Mechanism.Preparedness and Risk Reduction; Recovery.		15	01
II	<ul style="list-style-type: none">Emergency Response System; NDMA; SDMA; Indian Case Studies; Disaster Management and Efforts by Government.		15	01
III	<ul style="list-style-type: none">Sustainable Development- Concept and Current Issues; Development and its Sustainability; Sustainable Development and International Politics.		15	01
IV	<ul style="list-style-type: none">Earth Summit- International and National Efforts, Globalization and Sustainable Development, Legislative Framework, Ethics in Sustainable Development.		15	01
Course Outcomes: Disaster Management and Sustainable Development will enable the students to have an understanding them to Provide them glimpse about types of disasters, the ways they are to be managed, the Machinery for disaster Management, the rational of sustainable development and the manners it has to be brought about.				
Books Recommended:				
<ol style="list-style-type: none">Ghosh, G. K., Disaster Management APH Publication, New Delhi, 2006.Sinha, Prabha. C., Disaster Relief, Rehabilitation and Emergency Humanitarian Assistance, SBS Publication, New Delhi, 2006.Goel, S.L., Disaster Administration and Management: Text and case studies, Deep and Deep, New Delhi, 2007.Satendra and Sharma, V.K., Sustainable Rural Development for Disaster Management, Concept, New Delhi, 2004.Sahni, P. and Ariyabandhu, M.M., Malagoda, M., Disaster Risk Reduction in South Asia, Prentice Hall, New Delhi, 2003.Narayan, B., Disaster Management, A.P.H. Publishing Corporation, New Delhi, 2019.Singh, R.B., Natural Hazards and Disaster Management: Vulnerability and Mitigation, Rawat Publication, Jaipur, 2006.Sharma, Kadmaabri and Chiranjeev, Engineering for Natural Disaster Management, Jnanada, New Delhi, 2010.Rasure, K.A., Globalization and Sustainable Development, Oxford Book Company, 2011.सिंह, रविन्द्र, आपदा प्रबन्धन, प्रवालिका पब्लिकेशन्स, प्रयागराज, 2022.मिश्र, शिवगोपाल, आपदा प्रबन्धन, साहित्य प्रकाशन, दिल्ली, 2020.				

Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed Graduation

Integrated NEP Syllabus of Public Administration UG Degree Honors with Research		
Semester Eight		
Course Code: BPAD	Course Title: Dissertation	Credits 4

Fifth Year: PG Degree in Public Administration

Program Specific Outcomes (PSOs):

At the end of Program following outcomes are expected from students to-

- Learn about the state administration in Uttar Pradesh.
- Learn about the Personnel Administration in India.
- Learn about the Financial Administration in India.
- Learn about the preparation of Budget.
- After this degree programme students may have capabilities to start earning by enhance their skills in the field of Research, Education and Academics, International Organization, Policy Analyst Public Service, Executive work in the corporate and voluntary sectors.

Year	Sem.	Course Code		Paper Title	Credits	Total No. of Lecture
5	IX	MPAC		E-Governance	4	60
		MPAC		Administrative Law	4	60
		MPAE	(Elective Any One)	A. International Administration	4	60
		MPAE		B. Public Health Administration	4	60
		MPAE	(Elective Any One)	A. Police Administration in India	4	60
		MPAE		B. Citizen-Centric Administration	4	60
		MPAD		Dissertation	4	-
	X	MPAC		Contemporary Issues in Governance	4	60
		MPAC		Modern Administrative System (UK, USA, France & Switzerland)	4	60
		MPAE	(Elective Any One)	A. Environmental Administration	4	60
		MPAE		B. Human Resource Management	4	60
		MPAE	(Elective Any One)	A. Public Enterprises & Corporate Governance	4	60
		MPAE		B. Office Management and Administrative Improvement		
		MPAD		Dissertation	4	-

Programme/Class : PG Degree		Year : Five	Semester: Nine
Subject: Public Administration			
Course Code: MPAC		Course Title : E-Governance	
Course Objective: This course intends to acquaint the students with the application of Information and Communication Technology (ICT) for Providing Government Services, Exchange of Information, Transactions, Integration of previously existing services and information portals.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">E-Governance: Concept, Scope and Significance.Evolution of E-Governance in India.SMART Village, SMART CityEmerging ICT trends such as SMAC, Big-Data, E- Commerce, Cashless India, Mobile Wallet, Telemedicine, Digital Library.	15	01
II	<ul style="list-style-type: none">Cyber crime and Risk Management: Cyber Crimes, Hacking, virus Attacks, Software Piracy, Risks Involved in Instant Messaging (IM) such as whatsapp, Messenger, Google Chat etc.	15	01
III	<ul style="list-style-type: none">Digital Governance initiative in states: Akshayaa Project in Kerala; Tele samadhan in Madhya Pradesh; E-Gram Vishvagram Project in Gujrat; E-ration card Service in Delhi; E-Aasthi system in Karnataka; Bhulekh Scheme, Lokvani Kendra (Jan Suvidha Kendra) in Uttar Pradesh.	15	01
IV	<ul style="list-style-type: none">Issues in E- Governance: Individual Privacy VS National Security, Artificial Intelligence threats and internet of things (IOT) Challenges, Digital Divide, Data Security, Data Privacy, Social Media.	15	01
Course Outcomes: E-Governance will enable the students to have an understanding them to the Fundamental, Emerging Trends and other related aspects of E-Governance.			
Books Recommended:			
<ol style="list-style-type: none">Sahu, G.P., Emerging Technologies in E-Governance Practice, GIFT Publication, New Delhi, 2009.Ojha, Amitabh, E-Governance in Practical, GOFT Publication, New Delhi, 2009.Deva, vasu, E- Governance in India : A Reality, Commonwealth, New Delhi, 2005.Gupta, M.P., Kumar, Pand Bhattacharya, J., Government on Line- Opportunities and challenges, Tata McGraw Hill, New Delhi, 2004.Srivastava, P, management Information system, A New Framework, Shree Niwas Publication, Jaipur, 2004.Aggarwal, Kamlesh & Tiwari, Murli, D., IT and E-Governance in India, McMillan, New Delhi, 2002.Prabh, C.S.R., E-Governance: Concepts and Case Studies, Prentice Hall, New Delhi.IGNOU, E-Government, MPA-017, School of Social Sciences, IGNOU, New Delhi.Bhatnagar, Subhash, E-Governance from vision to implementation-A Prentice Hall, New Delhi. 2004.			

<p>10. Indian Journal of Public Administration, Special Issue on IT and Indian Administration, New Delhi, Vol. XLVI, No. 3, July-September, 2003..</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
<p>This course can be opted as Compulsory Subject</p>
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
<p>Course prerequisites: To study this course, a student must have passed Graduation</p>

Programme/Class : PG Degree		Year : Five	Semester: Nine
Subject: Public Administration			
Course Code: MPAC		Course Title : Administrative Law	
Course Objective: This course intends to acquaint the students with the Development of Administrative Law, Concepts and Principles of Administrative Law, Functioning of Administrative institutions with in the norms of Governance and Accountability.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Administrative Law- Meaning, nature, Scope and Characteristics, Reason, Its Growth.Sources of Administrative Law.Relations Between Constitutional Law and Administrative Law.	15	01
II	<ul style="list-style-type: none">Rule of Law- Meaning, Nature & Scope, Dicey’s Thesis on Rule of Law, Meaning and its criticism.Ultra Vires: Meaning & Types.Courts of Administrative Law (Droit Administration) in France.	15	01
III	<ul style="list-style-type: none">Delegated legislation- Meaning, Types, courses of its growth, Advantages and Disadvantages.Safeguards.	15	01
IV	<ul style="list-style-type: none">Administration Adjudication : Meaning causes for its growth.Administrative Tribunals : Meaning composition and FeaturesPublic Interest LitigationJudicial Activism	15	01
Course Outcomes: Administrative Law will enable the students to have understanding about the advanced Principles of Administrative Law and Evaluate complex legal information with a Particular emphasis upon legislation.			
Books Recommended:			
<ol style="list-style-type: none">Basu, D.D., Administrative Law, Prentice Hall of India Pvt. Ltd, New Delhi, 1986.Baplawat, Abhishek, Administrative Law, Wisdom Press, New Delhi, 2014.Wale, H.L.R & Forsyth, C.F., Administrative Law, Ninthy Editions, OUP, 2015.Jain, M.P. & S.N. Jain, Principles of Administrative Law, Lexis Nexis, Gurgaon, 2013.Takwani, C.K., Lectures o Administrative Law, Eastern Book Compnay, New Delhi, 2006.Massey, I.P., Administrative Law, Eastern Book Company,, New Delhi, 2006.Cecil, Carr, Delegated Legislation, Cambridge University Press, Cambridge, 1921.Bandyopadhyay, rathin and Dubey, Rajendra Dhar, An Imtroduction to Administrative Law, Paragon International, New Delhi, 2013.Kagzi, Jain, M.C., Indian Administartive Law, Universal, Delhi, 2002.Joshi, K.C., Prashnik vidhi, Eastern Book Company, Lucknow, 2012.बसु0 डी0 डी0, प्रशासनिक विधि, प्रेन्टिस हॉल ऑफ इण्डिया, प्रा0 लि0, नई दिल्ली.			

<p>12. उपाध्याय, जयजय राम, प्रशासनिक विधि, सेन्ट्रल लॉ एजेन्सी, इलाहाबाद, 2020.</p> <p>Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
<p>This course can be opted as Compulsory Subject</p>
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
<p>Course prerequisites: To study this course, a student must have passed Graduation</p>

Programme/Class : PG Degree		Year : Five	Semester: Nine
Subject: Public Administration			
Course Code: MPAE		Course Title : International Administration	
Course Objective: This course intends to acquaint the students with the important International Organization at the global and regional level including Specialized agencies will be studied and their role and working critically understood in light of their effectiveness in including the national Policy agendas. A focused and Critical study of various institutions and agencies will provide a deep understanding about their working and role.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P:4 -0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">International Administration : Origin, Objectives and Role (with the special reference to The League of Nations till world war second)Role of International organizations in Development : Rational and overview of the global scenario.United Nations: Genesis and Evolution; Issues in Performing its role.	15	01
II	<ul style="list-style-type: none">U.N. Structure: Organization, Functions and working of General Assembly, Security Council, Secretariat, International Court of Justice and Economic and social council.	15	01
III	<ul style="list-style-type: none">Organizational Structure, Functions/Programmes and working of UNESCO, UNICEF, ILO, WHO, UNDP, UNEP.	15	01
IV	<ul style="list-style-type: none">Organizational Structure, Functions, Role and issues in working of SAARC, ASEAN; G-20; and European Union, WTO (World Trade Organization), World Bank (IBRD), IMF (International Monetary Fund) and ADB (Asian Development Bank)	15	01
Course Outcomes: International Administration will enable the students to have an understanding them about the important International Organization at the Global and regional level about their working and role.			
Books Recommended: <ol style="list-style-type: none">Goel, S.L., International Administration, Sterling Publishers, New Delhi, 1976.Cobli, V., Globalization And Global Governance, Royal Institute of International affairs, London, 1999.Banerjee, Ajit, M. & Murari R. Sharma, Reinventing The United Nation, Prentice Hall of India, New Delhi, 1976.Pease, Kelly- Kates., International Organizations, Routledge, New York, 2017.Krasvo, Jean E. (ed.), The United Nations: Comforting the challenges of a Global society, Viva Books, New Delhi.Saxena, K. P., Reforming the United nations: The Challenge of Relevance, Sage Publications, New Delhi, 1993.Narasimham, C.V., The United Nations: An Inside View, United Nations Publication, 1988.Relevant Websites www.un.org/ www. Saarc-sec.org/ www.ilo.org.त्रिपाठी, श्रीप्रकाश मणि : अंतर्राष्ट्रीय संगठन, प्रत्यूष पब्लिकेशन्स, नई दिल्ली, 2013.			

<p>10. फाइया, बी0 एल0 : अंतर्राष्ट्रीय कानून तथा अंतर्राष्ट्रीय संगठन, साहित्य भवन पब्लिकेशन, आगरा. Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad</p>
<p>This course can be opted as Compulsory Subject</p>
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
<p>Course prerequisites: To study this course, a student must have passed Graduation</p>

Programme/Class : PG Degree		Year : Five	Semester: Nine
Subject: Public Administration			
Course Code: MPAE		Course Title : Public Health Administration	
Course Objective: This course intends to acquaint the students with the Functioning of Health Administration along with various health mission and issues and challenges in dealing them.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P:4 -0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Public Health : Meaning and nature.Health Administration : Nature, Scope and Significance.Public Health in Global Perspective.	15	01
II	<ul style="list-style-type: none">Principle and Characteristics of Primary Health Care.Components of Primary Health Core Services.Health care Delivery System in India.	15	01
III	<ul style="list-style-type: none">Organization of Health Administration at Union, State and Local Government Levels.Administration of Primary Health Care.Personnel and Financial Management.	15	01
IV	<ul style="list-style-type: none">The Planning Process.The Government Programmes for Health Care-NRHM, NUHM and JSY (Janani Surksha Yojan.Programmes for Women and Child Development.	15	01
Course Outcomes: Public Health Administration with enable the students to understanding organization of Health Administration, Government Programmes for Health care System.			
Books Recommended:			
<ol style="list-style-type: none">Goel, S.L., Health care Administration-Levels and Aspects, Sterling Publishers, New Delhi, 1971.Goel, S.L., Health Care Administration: Ecology, Principles and Modern Trends, Sterling Publishers, New Delhi, 1980.Raghu, Ram, N.V., Health Administration and Policy Development, Ramkrishna Printers and Publishers, Hyderabad, 1971.Waram, Ramesh G., Medical and Health Administration in Rural India, Ashish Publishing House, New Delhi, 1986.Madan, Owen, J.K., Concepts of Hospital Administration.Broker, G., Health In Independent India (Latest Edition).Robinson, C.A., Hospital Administration (Latest Edition).Wright, A. Cart, Human Relations and Hospital (Latest Ed.)			
Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad			
This course can be opted as Compulsory Subject			
Suggested Continuous Internal Evaluation Methods (25 Marks)			
<ul style="list-style-type: none">Seminar/ Assignment on any topic of the above syllabus.Test with multiple choice questions/short and long answer questions.Research Orientation of the student.			

- Quiz

Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : PG Degree		Year : Five	Semester: Nine
Subject: Public Administration			
Course Code: MPAE	Course Title : Police Administration in India		
Course Objective: This course intends to acquaint the students with role of the police in contemporary society. The Students will develop analytical and critical skills and develop an understanding of working of Police Administration.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P:4 -0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Police Administration: Evolution, Concept and Significance.Police: Powers and Functions.Reforms in Police Administration after Independence.	15	01
II	<ul style="list-style-type: none">Legal Procedure of Police & Magistrate.Community Policing.Smart Policing.	15	01
III	<ul style="list-style-type: none">Structure, Functions and Role of D.M & S.S.P and Commissionerate System in maintenance of law and order.Relationship between DM & SSP.	15	01
IV	Investigating Agency: <ul style="list-style-type: none">SIT & CIDED & NCBNIA & CBI	15	01
Course Outcomes: Police Administration will enable the students to have an understanding them about Police Administration System in the Country. Its Structure and functioning and the challenges being faced by the administration in the real life.			
Books Recommended: <ol style="list-style-type: none">Chaturvedi, J.C., Police Administration and Investigation of Crime, Isha Books, New Delhi, 2006.Ghosh, G., Re- Legitimizing Indian Police, Radha Publication, 2010.Ghosh, S. K. & Hummer, Don, Encyclopaedia of Police in India. Vol. I, Taylor & Francis Group, 2008.Ghosh, S, Police Administration: Organization and Procedure, Eastern Law House, New Delhi, 1973.Jim, R. & Rustamji, K.F., Handbook of Police Administration, CSR Press, Ashish Publishing House, New Delhi.Srivastava, A., Role of Police in Changing Society, APH, Publishing, New Delhi.Subramanian, K.S., Political Violence and the Police in India, Sage Publication India, New Delhi, 2007.Rohit, C. Policing: Re-Inventing Strategies in a Marketing framework, Sage Publication, New Delhi, 2009.Swanson, C. R., Territo, L. & Taylor, R.W, Police Administration: Structures, Process and Behavior, Prentice Hall.			
Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad			
This course can be opted as Compulsory Subject			
Suggested Continuous Internal Evaluation Methods (25 Marks) <ul style="list-style-type: none">Seminar/ Assignment on any topic of the above syllabus.			

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| <ul style="list-style-type: none">• Test with multiple choice questions/short and long answer questions.• Research Orientation of the student.• Quiz |
| Course prerequisites: To study this course, a student must have passed Graduation |

Programme/Class : PG Degree		Year : Five	Semester: Nine
Subject: Public Administration			
Course Code: MPAE		Course Title : Citizen-Centric Administration	
Course Objective: This course intends to acquaint the students with the participatory and rights based approaches. Good Governance citizen centric Administration inextricably linked.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P:4 -0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">• Concept of Citizen-Centric Administration: Concept, Evolution, Features and Significance.• Rights and Obligations of Citizens: Civic Culture.• Service Providing and Development functions of the government.	15	01
II	<ul style="list-style-type: none">• Citizen Charter- Evolution, Features and Applications.• Social Audit-Evolution, Features and Applications.• Citizens Participation and Administration: Concept, Significance and Limitations.	15	01
III	<ul style="list-style-type: none">• Right to information Act 2005,• Lokpal and Lokayukt in India.• Grievance-Meaning, Agencies for Redressal of Grievances at centre and state levels in India.	15	01
IV	<ul style="list-style-type: none">• Public Distribution System (PDS), Millennium development goals.• Rureal health services, Gender Issues and Women Empowerment.• India’s Administration Culture.	15	01
Course Outcomes: Citizen-Centric Administration will enable the students to understanding the citizen welfare and good governance.			
Books Recommended:			
<ol style="list-style-type: none">1. Singh, Shivani (Ed.), Governance: Issues and Challenges, Sage, New Delhi, 2016.2. Government of India Second Administrative Reforms Commission, ‘Citizen Centric Administration- The Heart of Governance, Twelfth Report: Ministry of Personnel, Grievances and Pension, Department of Administrative Reforms and Public Grievances, New Delhi.3. Public Affairs Centre: India’s Citizen’s charters-A Decade of Experience, Public Affairs Centre, Bangalore, 2007.4. Paul, Samuel, “India’s Citizen’s Charters: In Search of a Champion,” Economic and Political Weekly, Vol. 43, No.7, P.P.-67-33.5. Biswal, T., Governance and Citizenship, Rawat Publication, Jaipur.6. Gupta, Dipankar, ‘People to Citizen: Democracy’s Must take road, Social Science Press, 2017.7. Madsen, Pirie, Citizen charter, Adam Smith Institute, London, 1991.8. Bava, Noorjahan, Public Administration in 21st Century.9. Chaturvedi, T. N. (ed.), Towards Good Governance.10. Bhandari, I.K.- Public Distribution System.			

Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad
This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : PG Degree		Year : Five	Semester: Ten
Subject: Public Administration			
Course Code: MPAC		Course Title : Contemporary Issues in Governance	
Course Objective: This course intends to acquaint the students with issues of Public Administration on Inter-Disciplinary Boundaries whatever appears to appropriate of the time and circumstances.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">• Politician-Civil Servant Relationship• Generalist-Specialist Debate• Redressal of Citizen Grievances: CVC, Lokpal and Lokayukt	15	01
II	<ul style="list-style-type: none">• Neutrality-Anonymity• Transparency in Administration• Administrative reforms and India's Administrative Culture	15	01
III	<ul style="list-style-type: none">• Public Service Delivery• Public Distribution System• Gender Issues• Consumer Interest and Protection	15	01
IV	<ul style="list-style-type: none">• Human Rights and Police• Role of Media and Civil Society• Role of Non-State Actors	15	01
Course Outcomes: Contemporary issues in Governance will facilitate the appreciation of the students about the contemporary issue in Public Administration and the way in which they are impacting Governance systems.			
Books Recommended:			
<ol style="list-style-type: none">1. Bhattacharaya , Mohit, New Horizons of Public Administration, Jawahar Publishers, New Delhi, 2013.2. Henry, Nicholas, public Administration and Public Affairs, prentice Hall of India, New Delhi, 2006.3. Frank, J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003.4. Martin, Albrow, Bureaucracy, McMillan, London, 1970.5. O' Leary, Rosemary etal., The Future of Public Administration around the World: The Minnowbrook Perspective, George Town University Press, DC, 2010.6. Wilson, Woodrow, "The Study of Administration," Political Science Quarterly 2, June, 1987.7. Mander, H & Arif, M.-Good Governance8. Jabbra, J.G. Dwivedi, O.P.-Public Service Accountability9. Chaturvedi, T.N. (ed.)-Towards Good Governance10. Kaviraj, S. & Khilnani, (ed.)-Civil Society : History & Possibilities11. IInd ARC Report, Government of India12. Singh, S.N.-Administrative Culture & Development13. Bhandari, I.K.-Public Distribution System14. Bava, Noorjahan-Public Administration in the 21st Century			
Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as "SWAYAM" in India and Abroad			
This course can be opted as Compulsory Subject			
Suggested Continuous Internal Evaluation Methods (25 Marks)			

- Seminar/ Assignment on any topic of the above syllabus.
- Test with multiple choice questions/short and long answer questions.
- Research Orientation of the student.
- Quiz

Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : PG Degree		Year : Five	Semester: Ten	
Subject: Public Administration				
Course Code: MPAC		Course Title : Modern Administrative System (UK, USA, France & Switzerland)		
Course Objective: This course intends to acquaint the students with the examination of different political system and alert us to the similarities in the working of various political system.				
Credits : 4		Course Compulsory		
Max. Marks: 100 (75+25)		Min. Pass Marks :		
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0				
Unit	Topics		No. of lectures	No. of Credits
I	Salient Features of Administrative System of UK, USA, France, Switzerland; functions and Role of Chief Executive of UK, USA, France and Switzerland		15	01
II	Higher Civil Service of UK, USA, France and Switzerland : Recruitment, Training, Classification and Promotion		15	01
III	Structure and Functions of Local Government of UK, USA, France and Switzerland		15	01
IV	Machinery for redressal of citizen grievances of UK, USA, France and Switzerland; Control Over Administration in UK, USA, France and Switzerland		15	01
Course Outcomes: Modern Administrative System will enable the students to have an understanding them to The Government and Administration of different countries.				
Books Recommended:				
1. R.K., Mishra (et.al) - PE in India, Institute of PE				
2. Arora, R.K. - Comparative Public Administration				
3. Chaturvedi, T.N. - Comparative Public Administration				
4. Sharma, P.D. - Comparative Government				
5. Bhagwan, Vishnool & Bhushan, Vidya - World Constitution				
6. Finer, H. - English Local Government				
7. Harris, G.M. - Comparative Local Government				
8. Philips, J.C. - State and Local Government in America				
9. Adrain, G.E. - State and Local Government (U.S.A)				
10. Muttalib, M.A. and Khan, A.A. - Theory of Local Government				
11. Barthwal, C.P. - Understanding Local Self-Government				
12. S.R. Maheshwari - Higher Civil Services in France				
13. Donald F. Kettl - The Politics of the Administrative Process				
14. Judith Gillespie and Stuart Lazarus American Government Comparing Political Experiences				
15. सिंह, वीरकेश्वर प्रसाद - विश्व के प्रमुख संविधान				
Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad				
This course can be opted as Compulsory Subject				
Suggested Continuous Internal Evaluation Methods (25 Marks)				
• Seminar/ Assignment on any topic of the above syllabus.				
• Test with multiple choice questions/short and long answer questions.				

- Research Orientation of the student.
- Quiz

Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : PG Degree		Year : Five	Semester: Ten
Subject: Public Administration			
Course Code: MPAE		Course Title : Environmental Administration	
Course Objective: This course intends to acquaint the students with the Environmental Concerns in India and Mechanism to deal with it and various International Treaty and negotiation that Promote environmental conservation and Protection.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Environment- Meaning, Definition, Scope of Environment Administration, Importance of Environmental Administration.Environmental Pollution- Meaning, Types of Pollution, Role of Industrialization in Environmental Pollution.	15	01
II	<ul style="list-style-type: none">Global Warming causes and remedy, ozone depletion: Meaning; Causes; Effects, Green House Gasses effects, The Role of Nuclear Energy and Non- Conventional Energy Sources to the next generation of the Human Community.	15	01
III	<ul style="list-style-type: none">Ministry of the Environment and Forest and climate change, The Environmental Policy 2016, Judicial remedies and regulatory Techniques.	15	01
IV	<ul style="list-style-type: none">The Stockholm Declaration on Human Environment- 1972, The UNEP, Nairobi convention 1982, The Earth Summit-1992, Kyoto Protocol, The Paris Summit on Climate Change-2016, Challenges of the Developing Nations in The carbon Emission, Role of India in the Environmental Protection.	15	01
Course Outcomes: Environment Administration will enable the students to have an understanding them to the Environment Administration, regulation and Policies in India and global Level.			
Books Recommended:			
<ol style="list-style-type: none">1. Singh, Hoshiyar, (ed.), Environmental, Print well Publishers, Jaipur.2. Singh, Shekhar, Environmental Policy in India, IIPA, New Delhi, 1984.3. Dwivedi, O.P., India : Pollution Control Policy and Programmes, International Review of Administration Sciences, Vol. XLIII, Nos, Z, 1977.4. Bhatia, S.C.,(ed), Papers in Environmental Education, Indian University Association for Continuing Education, 1981.5. Tiwari, H.N., Environmental Law, Allahabad Law Agency, Faridabad, 2001.6. Srivastava, V.N. & Rai, B.P., Environment and Ecology, Vasundra Publications, Gorakhpur, 1998.7. Sharma, A.K. & Sharma, A. (ed.) Impact of Development of Sciences and Technology on Environment, Indian Science Congress Association, 1981.8. Bandhu, Desh, Environmental Management, Indian Environmental Society, 1981.			
Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad			
This course can be opted as Compulsory Subject			

Suggested Continuous Internal Evaluation Methods (25 Marks)

- Seminar/ Assignment on any topic of the above syllabus.
- Test with multiple choice questions/short and long answer questions.
- Research Orientation of the student.
- Quiz

Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : PG Degree		Year : Five	Semester: Ten
Subject: Public Administration			
Course Code: MPAE		Course Title : Human Resource Management	
Course Objective: This course intends to acquaint the students with knowledge of principles, functions and practices of HRM, Enabling them to understand recruitment, training, performance appraisal, compensation and employee relations. It aims to develop analytical and decision-making skills for effective human capital management and prepare them for professional HR roles.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Human Resource Management : Concept, Significance, Evolution and Functions; Policies and Human Resources Planning.	15	01
II	<ul style="list-style-type: none">Position and Rank Classification, Recruitment, Training and Promotion.	15	01
III	<ul style="list-style-type: none">Job Analysis, Job Evaluation Performance Appraisal, Stress and Time Management.	15	01
IV	<ul style="list-style-type: none">Health and Safety at work Place, Industrial Relations, Industrial Conflicts, Labour Participation in Management : Grievances and Grievance Handling Procedure	15	01
Course Outcomes: Human Resource Management will enable the students to have an understanding them HR Concepts, Apply HR Techniques in organizational settings, evaluate HR policies, Handle work place challenges, Demonstrate leadership and communication skills and integrate HR strategies with organizational goals for improved activity and employee satisfaction.			
Books Recommended: <ol style="list-style-type: none">Yoder, Dale Personnel Management & Industrial RelationsFlippo, Edwin B. - Principles of Personnel managementDavar, Rustom S. - Personnel Management & Industrial RelationsReport of national Commission on Labour, G.O.I. 1968Second Administrative Reforms Commission Report.Bhatia, S.K. - Emerging Human Resource Management.Monappa, Arun & Mirza, S. Saiyadain - Personnel Management.8.Stahl, O Glenn - Public Personnel Administration9.Hays, S.W. & Kearney, R.C. - Public PersonnelReport of the Fifth & Sixth Central Pay Commissions, Government of IndGoel, S.L. Public Personnel AdministrationSinha, V.M. Public Personnel Administrationकटारिया, सुरेन्द्र-कार्मिक प्रशासनशर्मा एवं जैन-लोक सेवी वर्गीय प्रशासन			
Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad			
This course can be opted as Compulsory Subject			
Suggested Continuous Internal Evaluation Methods (25 Marks) <ul style="list-style-type: none">Seminar/ Assignment on any topic of the above syllabus.Test with multiple choice questions/short and long answer questions.Research Orientation of the student.Quiz			
Course prerequisites: To study this course, a student must have passed Graduation			

Programme/Class : PG Degree		Year : Five	Semester: Ten
Subject: Public Administration			
Course Code: MPAE		Course Title : Public Enterprises and Corporate Governance	
Course Objective: This course intends to acquaint the students with the functioning of various Enterprises and Corporate bodies, Personnel Management of Enterprises and their responsibilities toward Public and Government.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Public Enterprise: Concept, Characteristics, Significance; Evolution of Public Enterprises; Forms of Public Enterprises; Governing Board; Department of Public Enterprises: Function and Role.	15	01
II	<ul style="list-style-type: none">Personnel Management: Recruitment, Training, Promotion on and Remuneration; Financial Management of Public Enterprises; Control over Public Enterprises: Parliamentary, Ministerial and Audit.	15	01
III	<ul style="list-style-type: none">Issues Areas in Public Enterprise: Accountability and Autonomy; Memorandum of Understanding (MoU); Privatization & Disinvestment; Concept of Navratna; Mergers & Acquisitions; Various Theories of Pricing Policy; Profitability & Performance.	15	01
IV	<ul style="list-style-type: none">Corporate Governance: Meaning, Objectives & Principles; Models of Corporate Governance, The Board of Directors, Corporate Social Responsibility, Corporate Governance and Ethics.Corporate Governance: Issues, Challenges and Future Trends.	15	01
Course Outcomes : Public Enterprises and Corporate Governance will enable the students to understanding proper functioning of Public Enterprises and Corporate Sectors.			
Books Recommended:			
<ol style="list-style-type: none">Shastri, K.S., Dhamejanand- Public Enterprises, Performance, Evolution of Public Enterprises, Mamas Publication, Delhi, 1993.Prasad, Jagdish, Rao, Nageshwar and Others, Administration of Public Enterprises in India, Himalaya Publishing House, 2010.Singh, S.K., Public Sector in India, Rawat Publication, Jaipur, 1997.Hanson, A.H., Public Enterprises and Economic Development, Routledge & Kegan Paul, 1959.Rabson, W.A., Problems of Nationalized Industry, Routledge, 2021.Bhatia, S.K., Business Ethics and Corporate Governance, Deep & Deep Publication, New Delhi, 2004.Bhattacharya, Ashish, K., Corporate Governance Practices in India, Regal Book, New Delhi, 2007.Das, Shubhash Chandra, Corporate Government in Public Sector Enterprises, Doeling Kinderslay India Pvt. Ltd., 2006.Sarkar, Jayati and Sarkar, Subrata, Corprate Governance in India, Sage, New Delhi, 2012.Kumar, Surendra, Corporate Governance- A Qustion on of Ethics, Galgotia Publishing Company, New Delhi, 2002.			

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This course can be opted as Compulsory Subject
<p>Suggested Continuous Internal Evaluation Methods (25 Marks)</p> <ul style="list-style-type: none"> • Seminar/ Assignment on any topic of the above syllabus. • Test with multiple choice questions/short and long answer questions. • Research Orientation of the student. • Quiz
Course prerequisites: To study this course, a student must have passed Graduation

Programme/Class : PG Degree		Year : Five	Semester: Ten
Subject: Public Administration			
Course Code: MPAE		Course Title : Office Management and Administrative Improvement	
Course Objective: This course intends to acquaint the students with the basic concepts associated with office organization and related techniques required to manage it. It Covers the concepts of office procedure and communication with record management and also gives an overview of latest techniques like PERT, TQM, CPM and MOB used in almost all the offices in the market spear.			
Credits : 4		Course Compulsory	
Max. Marks: 100 (75+25)		Min. Pass Marks :	
Total No. of Lectures- Practical (in hours per week): L-T-P: 4-0-0			
Unit	Topics	No. of lectures	No. of Credits
I	<ul style="list-style-type: none">Office Management: Concept and Significance.Office Organization: Functions and Role.Office Supervision/Office Manager.	15	01
II	<ul style="list-style-type: none">Office Procedure and Office manuals: Forms, Designing and control.Office Communication: Handling mail and Electronic communication system.Records Management: Classification, Indexing and Preservation of Records.	15	01
III	<ul style="list-style-type: none">O & M Approach.Work Study and Work Management.Operation Research and use of ICT.	15	01
IV	<ul style="list-style-type: none">PERT, CPM & MBO and its Application in Public Administration.Organizational Development and Change.Total Quality Management (TQM).Re-engineering, Benchmarking and Empowerment.	15	01
Course Outcomes : Office management and Administrative Improvement will enable the students to get and overview of all improvement office procedure in any organization.			
Books Recommended:			
<ol style="list-style-type: none">Dubey, N.B., Office Management, Global India Publications Pvt. Ltd.,2009.Bhatia, R.C., Principles of office management, Lotus Press, New Delhi, 2005.Arora, S.P., office Organization and Management, 2nd Ed, Vikas Publishing House, 2009.Chopra, R.K., Administrative office management, 2nd Ed, Himalaya Publishing House, New Delhi, 2010.Gadkari, S.S., Office Management for Public Administration Concept, New Delhi, 1997.Gobson, P., Administrative office management, 13th ed, South Western Educational Pub, 1996.Thukaram, M.E., Office Organization and Management Atlantic Publishers and Distributors, New Delhi, 2000.Zone, K. Quible, Administrative Office Management, Prentice Hall, New Delhi, 2001.Ferrera, E.J., Fundamental of Office Management, Juta Academic, 2011.Keeling, B.L. & Kallaus, N.F., Administrative Office Management, South Western Educational Publication, 1996.			
Suggestive digital platforms web links-IGNOU & other centrally/ state operated Universities/ MOOC platforms such as “SWAYAM” in India and Abroad			
This course can be opted as Compulsory Subject			
Suggested Continuous Internal Evaluation Methods (25 Marks)			
<ul style="list-style-type: none">Seminar/ Assignment on any topic of the above syllabus.Test with multiple choice questions/short and long answer questions.Research Orientation of the student.			

- Quiz

Course prerequisites: To study this course, a student must have passed Graduation

Integrated NEP Syllabus of Public Administration P.G. Degree		
Semester Ten		
Course Code: MPAD	Course Title: Dissertation	Credits 4