

Approved in BOS Meeting in the
Subject of Public Administration held
on 7.6.2013

Annexure – I of BOS Meeting

**Department of Public Administration
Himachal Pradesh University, Shimla.**

Outlines of Syllabi & Courses of Reading in the subject of Public Administration for BA with Major in Public Administration & Minor Elective in Public Administration (2013-14 onwards)

(A) Structure outline of Major in Public Administration (Minimum Credits to be earned=56)

Semester	Course Code	Course	Major (Core Courses)	Minor & Additional Courses	Credit (s)	Cumulated Credits Category Wise
I (Odd)		Compulsory Course -I	To be selected from the list of compulsory courses		3	Compulsory-6 Core-8 Elective-8 GI & H- 1 Total=23
		Compulsory Course –II (Skill Based)	To be selected from the list of compulsory courses (skill based)		3	
	BAPA 0101	Major Core Course –I (CC)	Administrative Theory		4	
	BAPA 0102	Major Core Course –II (CC)	Rural Development Administration		4	
		Minor Elective Course-I (a) (MEC)	To be selected from the list for Minor Elective Subject other than Pub. Admn.		4	
		Minor Elective Course-I (b) (MEC)	To be selected from the list for Minor Elective Subject other than Pub. Admn.		4	
		GI & H Course -I	To be selected from the list of GI & H courses		1	
II (Even)		Compulsory Course -III	To be selected from the list of compulsory courses		3	Compulsory-6 (12) Core-8 (16) Elective-8 (16) GI & H- 1(2) Total=23 (46)
		Compulsory Course –IV (Skill Based)	To be selected from the list of compulsory courses (skill based)		3	
	BAPA 0203	Major Core Course –III (CC)	Basics of Public Admn. & Management		4	
	BAPA 0204	Major Core Course –IV (CC)	Indian Administration		4	
		Minor Elective Course-II (a) (MEC)	To be selected from the list for Minor Elective Subject other than Pub. Admn.		4	
		Minor Elective Course-II (b) (MEC)	To be selected from the list for Minor Elective Subject other than Pub. Admn.		4	
		GI & H Course -II	To be selected from the list of GI & H courses		1	
III (Odd)		Compulsory Course -V	To be selected from the list of compulsory courses		3	Compulsory-6 (18) Core-8 (24) Elective-8 (24) GI & H- 1(3) Total=23 (69)
		Compulsory Course – VI (Skill Based)	To be selected from the list of compulsory courses (skill based)		3	
	BAPA 0305	Major Core Course –V (CC)	Administrative Thinkers- I		4	
	BAPA 0306	Major Core Course –VI (CC)	Decentralization & Rural Local-Self Government		4	
		Minor Elective Course-III (a) (MEC)	To be selected from the list for Minor Elective Subject other		4	

			than Pub. Admn.			
		Minor Elective Course-III (b) (MEC)	To be selected from the list for Minor Elective Subject other than Pub. Admn.		4	
		GI & H Course -III	To be selected from the list of GI & H courses		1	
IV (Even)	BAPA 0407	Major Core Course –VII (CC)	Administrative Thinkers-II		4	Core-12 (36) Elective-8 (32) Core/Elective (EC) (Additional)-4 Total=24 (93)
	BAPA 0408	Major Core Course –VIII (CC)	Urban – Local Administration		4	
	BAPA 0409	Major Core Course –IX (CC)	Administrative & Constitutional Law		4	
		Minor Elective – IV (a) (MEC)	To be selected from the list for Minor Elective Subject other than Pub. Admn.		4	
		Minor Elective – IV (b) (MEC)	To be selected from the list for Minor Elective Subject other than Pub. Admn.		4	
	BAPA 0415	Core/Elective (C/E) (Additional)*		See the list of Core/Elective Courses(Additional)*	4	
V (Odd)	BAPA 0510	Major Core Course –X (CC)	Social Welfare Administration		4	Core-12 (48) Elective-8 (40) Core/Elective (EC) (Additional)-4 Total=24 (117)
	BAPA 0511	Major Core Course –XI (CC)	Financial Administration		4	
	BAPA 0512	Major Core Course –XII (CC)	Development Administration		4	
		Minor Elective – V (a) (MEC)	To be selected from the list for Minor Elective Subject other than Pub. Admn.		4	
		Minor Elective – V (b) (MEC)	To be selected from the list for Minor Elective Subject other than Pub. Admn.		4	
	BAPA 0516	Core/Elective (C/E) (Additional)*		See the list of Core/Elective Courses(Additional)*	4	
VI (Even)	BAPA 0613	Major Core Course –XIII (CC)	Human Resource Management		4	Core- 8 (56) Core/Elective (EC) (Additional)-20* Total=28 (145)
	BAPA 0614	Major Core Course –XIV (CC)	New Emerging Aspects of Public Administration		4	
	BAPA 0617	Core/Elective (C/E) (Additional)*		See the list of Core/Elective Courses(Additional)*	4	
	BAPA 0618	Core/Elective (C/E) (Additional)*		See the list of Core/Elective Courses(Additional)*	4	
	BAPA 0619	Core/Elective (C/E) (Additional)*		See the list of Core/Elective Courses(Additional)*	4	
	BAPA 0620	Core/Elective (C/E) (Additional)*		See the list of Core/Elective Courses(Additional)*	4	
	BAPA 0621	Core/Elective (C/E) (Additional)*		See the list of Core/Elective Courses(Additional)*	4	

Note: Students majoring in Public Administration have to opt and qualify all the Core Courses (CC) listed above

*Additional Elective Courses offered by Public Administration (can be chosen for earning credits over and above 56 Major subject credits, 40 Minor Elective Credits, 9 (Min.) Compulsory Course Credits and 1 (Min.) 3G I and H Course Credits i.e. total 106 credits; for getting BA Degree a learner has to earn a minimum of 120 credits.

Semester	Course Code	Course Type	Course Name	Credits (s)/weeks
IV	BAPA 0415	Core/Elective Course (Additional)*	Public Personnel Administration	4
V	BAPA 0516	Core/Elective Course (Additional)*	Public Enterprises in India	4
VI	BAPA 0617	Core/Elective Course (Additional)*	Labour Welfare Administration	4
VI	BAPA 0618	Core/Elective Course (Additional)*	Organizational Behaviour	4
VI	BAPA 0619	Core/Elective Course (Additional)*	International Administration	4
VI	BAPA 0620	Core/Elective Course (Additional)*	Administration of Non-Govt. Organizations	4
VI	BAPA 0621	Core/Elective Course (Additional)*	Public Relation	4

(B) Structure outline of Minor Elective in Public Administration for other than Major Public Administration students (Minimum Credits to be Earned = 20). Other than Public Administration Major learner can do double Major by earning 34 more credits over and above 20 credits of Minor Elective.

Semester	Course Code	Course	Major (Core Courses)	Minor Courses	Credit(s)	Cumulated Credits Category Wise
I (Odd)		Compulsory Course -I			3	Compulsory -6 Core-8 Elective-8 GI & H- 1 Total=23
		Compulsory Course –II (Skill Based)			3	
		Major Core Course –I (CC)			4	
		Major Core Course –II (CC)			4	
	BAPA 0101 Or 0122	Minor Elective Course-I (a) (MEC)		Administrative Theory Or Law & Order Administration in India	4	
		Minor Elective Course-I (b) (MEC)			4	
		GI & H Course -I			1	
II (Even)		Compulsory Course -III			3	Compulsory -6 (12) Core-8 (16) Elective-8 (16) GI & H- 1(2) Total=23 (46)
		Compulsory Course –IV (Skill Based)			3	
		Major Core Course –III (CC)			4	
		Major Core Course –IV (CC)			4	
	BAPA 0203 Or 0223	Minor Elective Course-II (a) (MEC)		Basics of Public Administration and Management Or State & District Administration	4	
		Minor Elective Course-II (b) (MEC)			4	
		GI & H Course -II			1	
		Compulsory Course -V			3	Compulsory -6 (18) Core-8 (24) Elective-8
		Compulsory Course – VI (Skill Based)			3	
		Major Core Course –V (CC)			4	
		Major Core Course –VI (CC)			4	
	BAPA 0305	Minor Elective Course-III (a)		Administrative	4	

III (Odd)	Or 0324	(MEC)		Thinkers – I Or Issues in Public Administration		(24) GI & H- 1(3) Total=23 (69)
		Minor Elective Course-III (b) (MEC)			4	
		GI & H Course -III			1	
IV (Even)		Major Core Course –VII (CC)			4	Core-12 (36) Elective-8 (32) Core/Electi ve (EC) (Additional) -4 Total=24 (93)
		Major Core Course –VIII (CC)			4	
		Major Core Course –IX (CC)			4	
	BAPA 0407 Or 0425	Minor Elective – IV(a) (MEC)		Administrative Thinkers – II Or Administrative System in India	4	
		Minor Elective – IV (b) (MEC)			4	
		Core/Elective (C/E) (Additional)*			4	
V (Odd)		Major Core Course –X (CC)			4	Core-12 (48) Elective-8 (40) Core/Electi ve (EC) (Additional) -4 Total=24 (117)
		Major Core Course –XI (CC)			4	
		Major Core Course –XII (CC)			4	
	BAPA 0511 Or 0526	Minor Elective – V (a) (MEC)		Financial Administration Or Public Policy	4	
		Minor Elective – V (b) (MEC)			4	
		Core/Elective (C/E) (Additional)*			4	
VI (Even)		Major Core Course –XIII (CC)			4	Core- 8 (56) Core/Electi ve (EC) (Additional) -20* Total=28 (145)
		Major Core Course –XIV (CC)			4	
		Core/Elective (C/E) (Additional)*			4	
		Core/Elective (C/E) (Additional)*			4	
		Core/Elective (C/E) (Additional)*			4	
		Core/Elective (C/E) (Additional)*			4	
		Core/Elective (C/E) (Additional)*			4	

PUBLIC ADMINISTRATION

SEMESTER WISE COURSE STRUCTURE OF B.A. THREE YEAR (SIX SEMESTERS)

COURSES UNDER CBCS, HIMACHAL PRADESH UNIVERSITY, SHIMLA-171005

FIRST SEMESTER

Stream Code	Sub. Code	Course Name	Core Course/Elective Course/Minor Elective Course	L	T	P	Credits
BA/PA	CCBA/PA0101	Administrative Theory	CC	3	1	0	4
BA/PA	CCBA/PA0102	Rural Development Administration	CC	3	1	0	4
BA/PA	E/CBA/PA0122	Law and Order Administration in India	MEC	3	1	0	4

SECOND SEMESTER

Stream Code	Sub Code	Course Name	Core Course/Elective Course/Minor Elective Course	L	T	P	Credits
BA/PA	CCBA/PA0203	Basics of Public Administration and Management	CC	3	1	0	4
BA/PA	CCBA/PA0204	Indian Administration	CC	3	1	0	4
BA/PA	E/CBA/PA0223	State and District Administration	MEC	3	1	0	4

THIRD SEMESTER

Stream Code	Sub Code	Course Name	Core Course/Elective Course/Minor Elective Course	L	T	P	Credits
BA/PA	CCBA/PA0305	Administrative Thinkers-I	CC	3	1	0	4
BA/PA	CCBA/PA0306	Decentralization and Rural Local-Self Government	CC	3	1	0	4
BA/PA	E/CBA/PA0324	Issues in Public Administration	MEC	3	1	0	4

FOURTH SEMESTER

Stream Code	Sub Code	Course Name	Core Course/Elective Course/Minor Elective Course	L	T	P	Credits
BA/PA	CCBA/PA0407	Administrative and Thinkers-II	CC	3	1	0	4
BA/PA	CCBA/PA0408	Urban-Local Administration	CC	3	1	0	4
BA/PA	CCBA/PA0409	Administrative and Constitutional Law	CC	3	1	0	4
BA/PA	E/CBA/PA0425	Administrative System in India	MEC	3	1	0	4
BA/PA	E/CBA/PA0415	Public Personnel Administration	C/EC	3	1	0	4

FIFTH SEMESTER

Stream Code	Sub Code	Course	Core Course/Elective Course/Minor Elective Course	L	T	P	Credits
BA/PA	CCBA/PA0510	Social Welfare Administration	CC	3	1	0	4
BA/PA	CCBA/PA0511	Financial Administration	CC	3	1	0	4
BA/PA	CCBA/PA0512	Development Administration	CC	3	1	0	4
BA/PA	E/CBA/PA0526	Public Policy	MEC	3	1	0	4
BA/PA	E/CBA/PA0516	Public Enterprises in India	C/EC	3	1	0	4

SIXTH SEMESTER

Stream Code	Sub Code	Course Name	Core Course/Elective	L	T	P	Credits
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			Course/Minor Elective Course				
BA/PA	CC BA/PA0613	Human Resource Management	CC	3	1	0	4
BA/PA	CC BA/PA0614	New Emerging aspects of Public Administration	CC	3	1	0	4
BA/PA	E/C BA/PA0617	Labour Welfare Administration	C/EC	3	1	0	4
BA/PA	E/C BA/PA0618	Organisational Behaviour	C/EC	3	1	0	4
BA/PA	E/C BA/PA0619	International Administration	C/EC	3	1	0	4
BA/PA	E/C BA/PA0620	Administration of Non- Government Organizations	C/EC	3	1	0	4
B A/PA	E/C BA/PA0621	Public Relations	C/EC	3	1	0	4

Note: Students majoring in Public Administration have to opt and qualify all the Core Courses (CC) listed above.

Public Administration Syllabus
BA – 1st Year (Semester-I)
 Major Core Course (CC)- I
 Code CC: BA/PA 0101
Course: Administrative Theory

Course Code	CODE – CC: BA PA 0101	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Public Administration: Meaning, Nature, Scope and Significance. ii. Evolution of Public Administration. iii. Public and Private Administration: Similarities and Dissimilarities. iv. Public Administration as an Art and Science. v. Relationship of Public Administration with Political Science, Sociology and Economics.	12	03	0
II	i. Forms of Organization: Meaning, Elements and Basis of Organization. ii. Formal and Informal Organization: Meaning ,Difference between Formal and Informal Organization. iii. New Public Administration: iv. New Public Management.	12	03	0
III	i. Theories of Organization: Brief introduction of Scientific Management Theory, ii. Human Relations Theory iii. Bureaucratic Theory.	12	03	0
IV	i. Principles of Organization-: Hierarchy, ii. Unity of Command, and Span of Control, iii. Centralization, iv. Decentralization,	12	03	0
Total		48+12=60		

Books and References

1. Bhagawan, Vishnu Bushan; Vidya - Public Administration, S. Chand and Company New Delhi. 1994
2. Avasthi and Maheswari - Public Administration, Laxmi Narayan Agarwal,2000.
4. Sharma, M.P. - Public Administration (Theory Concept), Kitab Mehal Allahabad 2007.
5. Maheshwari, Sriram – Administrative Theory, Mcmilan New Delhi, 2009.
7. Fadia & Fadia - Public Administration, Sahitya Bhawan Publication Agra, 2007.
8. Tyagi, A.R. - Principles & Practice of Public Administration 1987.
9. Chakrabarty, Bidyut and Chand; Prakash, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
10. Srivatava, Smita Theory and Practice of Public Administration, Pearson, 2011.
11. Singh, Hoshiar and Sachdeva; Pradeep, Public Administration Through Practice,Pearson, 2010.
12. Basu; Rumki, Public Administration (Concepts and theories) Sterling Publishers, New Delhi 1994

Public Administration Syllabus

BA – 1st Year (Semester-I)

Major Core Course (CC)- II

Code CC: BA/PA 0102

Course: Rural Development Administration

Course Code	CODE – CC: BA PA 0102	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Rural Development: Meaning, Objectives ii. Significance, iii. People Participation and Rural Development. iv. Growth of Rural Development Institutions in India (since Independence).	11	04	0
II	i. Institutional Arrangement for Rural Development at National level: Organization structure, Functions and Role of Union Ministry of Rural Development. ii. Institutional Arrangement for Rural Development at State level: Organization Structure, Functions and Role of Department of Rural Development, iii. Institutional Arrangement for Rural Development at District level :Organization, Functions and Role of District Rural Development Agency (DRDA).	12	03	0
III	i. Functions and Role of Block Samiti/Panchyati Samiti, ii. Functions & role of Gram Panchayat and Gram Sabha in Development. iii. Organization, Functions and Role of Block level Administration in Rural Development. iv. Functions and Role of Block Development Officer (BDO) & Extension Officers in Rural Development.	12	03	0

IV	i. Rural Development Programms : MNREGA, ii. Swaran Jayanti Gramin SwarojgarYojna, iii. Pradhan Mantri Gramin Sadak Yojna. iv. Mahilia Mandal Protsahan Yojna, v. National Social Assistance Programme.	13	02	0
	Total	48+12=60		

Books and References

- Cheema, G. and Poinelli D. (eds) Decentralisation and Development Policy Implementation in Developing Countries (London: Sage, 1983).
- Abdul Aziz (eds.) Decentralised Governance in Asian Countries (New Delhi: Sage, 1996).
- Peter Oakley Projects with People : The Practice of Participation in Rural Development (Geneva: I.L.O., 1991).
- Mishra, S.N. New Panchayati Raj in Action (New Delhi: Mittal Publication, 1996).
- Maheshwari, S.R. Local Government in India (Agra: Lakshmi Narain Aggarwal, latest ed.).
- George Mathew Panchayati Raj in India : From Legislation to Movement (New Delhi: ISS, 1994).
- Bhayana, Sahib Singh and Singh, Swinder Local Government in India(Jalandhar: New Academic Publishing Company, 1991).
- Mishra, S.N. Panchayati Raj Bureaucracy and Rural Development (New Delhi: IIPA, 1986).
- Chaturvedi, T.N. and Datta, Abhijit Local Government (New Delhi: IIPA, 1984).
- Bhadouria, B.D.S. and Dubey, V.P. Panchayati Raj and Rural Development (New Delhi: Commonwealth Publishers, 1989).
- Khanna, B.S. Rural Development in South Asia (New Delhi: Deep and Deep, 1992) in four Volumes.

Public Administration Syllabus

**BA – 1st Year (Semester-II)
Major Core Course (CC)- III**

Code CC: BA/PA 0203

Course: Basics of Public Administration and Management

Course Code	CODE – CC: BA PA 0203	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topics	Allotted Time Hours		
		L	T	P
I	i. Management: Meaning, Nature and Functions. ii. Difference between Administration and Management. iii. Chief Executive: Meaning, Types, and Functions. iv. Role of Chief Executive in Management..	12	03	0
II	i. Decision Making: Meaning, Types, Steps in Decision Making Process. ii. Essentials of Decision Making and Problems in Decision Making iii. Motivation: Meaning and Importance. iv. Morale: Meaning and Importance, Factors Influencing Morale.	12	03	0
III	i. Leadership: Meaning, Types and Functions. ii. Leadership Styles, Leadership Qualities. iii. Communication: Meaning, Importance, Types/Methods. iv. Essentials of good Communication and Hindrances	13	02	0
IV	i. Coordination: Meaning and Importance, ii. Methods of Coordination. iii. Problems in Effective Coordination. iv. Supervision: Meaning, Importance, and Techniques of Supervision. v. Qualities of a good supervisor	11	04	0
Total		48	12=60	

Books and References

1. Bhattacharya, Mohit Public Administration-Structure, Process and Behaviour. The World Press Private Limited. Calcutta 1987.
2. Awasthi & Maheshwari, Public Administration, Laxmi Narayan Aggarwal, Agra 2000.
3. Fadia, B.L. & Fadia; Kuldeep Public Administration, Administrative Theory & Concepts, Sahitya Bhawan Publications, Agra 2007.
4. Nicholas, Henry. Public Administration and Public Affairs. Prentice Hall, New Jersey 2006.
5. Sapru, R.K. Theory Of Administration, S.Chand, New Delhi 1996.
6. Maheshwari, S.R. Administrative Theory, Macmillan, New Delhi 2009.
7. Kataria, Surinder Administrative Theories and management (Hindi Medium), National Publishing House, New Delhi 2008.
8. Bhagwan, Vishno & Bhushan Vidya, Principles of Public Administration, S. Chand & Co., New Delhi (Hindi Medium) 1990.
9. Sahani, Pradeep & Vayunandan; Etakula Vayunandan, Administrative Theory, PHI Learning Pvt. Ltd. New Delhi 2009.
10. Puri, K.K. and G.S. Barara, Elements of public Administration (Hindi Medium) Bharat Prakashan, Jalandhar latest Edition.
11. Sharma, M.P. & Sadana B.L., Public Administration in Theory & Practice, Kitab Mahal, New Delhi.

Public Administration Syllabus

**BA – 1st Year (Semester-II)
Major Core Course (CC)- IV**

Code CC: BA/PA 0204

Course: Indian Administration

Course Code	CODE – CC: BA PA 0204	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Evolution of Indian Administrative System: Brief account of Indian Administration during British Rule, ii. Indian Administration after Independence. iii. Nature and Features of Indian Administration.	11	04	0
II	i. Civil Services in India: Structure of Civil Services, ii. Nature, Role and Rationale iii. Recruitment of Civil Services, iv. Training for Civil Services in India: IAS and IPS.	12	03	0
III	Constitutional Authorities: i. Finance Commission : Organizational structure, functions and role, ii. Election Commission: Organizational structure, functions and role, iii. Comptroller and Auditor General of India: Organizational structure, functions and role.	13	02	0
IV	i. Problem of corruption in Indian Administration: Meaning, Causes and Control,	12	03	0

	ii. Relationship between Minister and Civil servant.			
	iii. Generalists vs Specialists - A Controversy.			
	Total	48+12=60		

Books and References

1. Basu, D.D. Introduction the study of Indian constitution Lexis Nexis 2009.
2. Pylle, M.V. India's constitution Asia Publishing House 1962.
3. Gai, Indian Govt and Politics
4. Johari, J.C. Indian Political System Anmol Publications, 1996.
5. Maheswari, S.R. Indian Administration Orient Blackswan 2000
6. Jha, Rajesh K. Public Administration in India, Pearson, 2010
7. Singh, Hoshiar & Singh, Pankaj Indian Administration, Pearson 2010
8. Mitra, Subrata K. The Puzzle of India's Governance, Cambridge University Press, New Delhi, 2011.

Public Administration Syllabus
BA – 2nd Year (Semester-III)
Major Core Course (CC)- V
Code CC: BA/PA 0305
Course: Administrative Thinkers-I

Course Code	CODE – CC: BA PA 0305	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Kautilaya brief life sketch, Administrative Features of Kautilaya's Arthshastra. ii. Saptang Theory or Elements of States. iii. Mahatma Gandhi: brief life sketch, Concept of Ideal State, iv. Democracy and Administration and Theory of Trusteeship.	12	03	0
II	i. F.W.Taylor: brief life sketch, ii. Principles of Scientific Management, Mental Revolution. iii. Henry Fayol: brief life sketch, Fayol's General Principles of Management, iv. Abilities of Personnel	12	03	0
III	i. Luther Gullick And Lyndall Urwick: brief life sketch, POSDCORB ii. Principles of Organization. iii. M.P.Follet: brief life sketch, Constructive Conflict, iv. Authority and Responsibility.	12	03	0

IV	i.	Chester I. Barnard: brief life sketch, Elements of Organization,	12	03	0
	ii.	Functions of Executive, Acceptance Theory of Authority.			
	iii.	Elton Mayo: brief life sketch, Hawthorne Experiments,			
	iv.	Importance of Hawthorne Experiments.			
Total			48+12=60		

Books and References:

- 1 Prasad, D. Ravindra, Prasad, V.S. Administrative Thinkers, Sterling Publishing House, New Delhi, 2009.
- 2 Maheshwari, S.R. Administrative Thinkers, Mac Millan India Limited, New Delhi, 2004.
- 3 Gandhi, M.K.: Hind Swaraj, Navajivan, Ahmedabad .
- 4 Taylor, F.W.: Scientific Management , Harper and Row Publishers, USA.
- 5 Luther Gullick & Lyndall Urwick: Papers- in Sciences of Administration, Columbia University Press, New York.
- 6 George Elton Mayo The Human Problems of Industrial Civilization , Harvard Business School Boston.
- 7 Barnard, Chester I. The Functions of Executive , Harvard University Press, Cambridge.
8. Singh, R.N. Management Thought & Thinkers Sultan Chand and Sons , New Delhi, 2000.
9. Prasad & Narayanan : Administrative Thinkers.
10. Mathur, Navin: Management Thought, National Publishing House , Jaipur, 1990.
11. कुमार, डॉ. अशोक प्रशासनिक चिन्तक, लक्ष्मी नारायण अग्रवाल, आगरा, २००४.
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13. सुधा, जी. एस. प्रबंध चिंतन का इतिहास, RBSA जयपुर २००३.

Public Administration Syllabus
BA – 2ndnd Year (Semester-III)
 Major Core Course (CC)- VI
 Code CC: BA/PA 0306

Course: Decentralization & Rural Local Self Government

Course Code	CODE – CC: BA PA 0306	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Decentralization: Meaning, Features and Significance ii. Development and Democracy: Meaning, Features and Significance iii. Inter-relationship among Decentralization, Development and Democracy.	11	04	0
II	i. Evolution of Local Government in India: Local Government under British Rule, ii. and Post Independence period. iii. Local Government: Meaning, Scope and Significance. iv. Distinction between Local and Local Self Government.	12	03	0
III	i. 73 rd Constitutional Amendment Act: Main Features ii. Structural Pattern of Panchayati Raj: Organizational Structure and Functions of Gram Panchayat iii. Panchayat Samiti : Organization Structure & Functions. iv. Zila Parishad: Organization Structure & Functions.	13	02	0
IV	i. Finances of Rural Local bodies: Sources of Income, ii. The State Finance Commission for Local Bodies: Organization and Functions iii. State control over Rural Local bodies: Types of Control and Factors affecting the degree of State Control iv. Problems of PRIs.	12	03	0
	Total	48+12=60		

Books and References

1. Maheshwari, S.R: Local Government in India, Agra Lakshmi Naraiyan, Aggrawal ,Latest ed.
2. Bhayana, Sahib Singh: Local Government in India, New Academic publishing company , Jalandhar, 1986.
3. Nigam, S.R: Local Government, S. Chand and Co., New Delhi 1987.
4. Singh, K.N. and Singh,D.N. (ed.) Rural Development in India , Babaras Hindu University, Varanasi 2007.
5. Maheshwari, S.R: Rural Development in India, A Public Policy Approach, Sage Publications, New Delhi,1985.
6. Lakshman,T.K. & Naravon B.R.(ed): Rural Development in India, Himalayan Publishing House, 1984.
- 7.. Jain , L.C. Grass (ed.): Grass Without Roots, Sage Publication, New Delhi,1982.
- 8.. Singh,Sahib and Singh, Swinder: Local Government in India, New Academic Publishing of Company, Jalandhar 2007.
- 9.. Bhatnagar , S: Rural Local Development in India , Light and Life publishers, New Delhi ,1992
10. Mishra, S.N: New Horizons in Rural Development Administration, Mittal publication , New Delhi,1989.
11. Khanna, B.S: Rural Development in India, Deep and Deep publication, 1992.
12. Sharma; Ashok. Bharat mein Sathania Prashasan; RBSA Publishers Jaipur.
- 13 Singh, Mohinder: Rural Development Administration and Anti Poverty programmes, Deep and Deep publication, 1988.
14. Singh, Mohinder: Rural Development in India, Currant Perspectives, Intellectual publishing House, New Delhi,1992.
15. Amithav Mukherjee; Decentralisation; Panchayats in the Ninetees, Vikas, New Delhi, 1994.
16. Biju. M.R. : Politics of democracy and Decentralisation in India. A case study of Kerala. Atlantic, New Delhi, 1997.

Public Administration Syllabus

**BA – 2nd Year (Semester-IV)
Major Core Course (CC)- VII
Code CC: BA/PA 0407**

Course: Administrative Thinkers-II

Course Code	CODE – CC: BA PA 0407	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Max Weber: brief life sketch, Theory of Authority Structure. ii. Herbert Simon: brief life sketch, Classification of Decisions, Simon's Bounded Rationality Model.	12	03	0
II	i. Abraham Maslow: brief life sketch, The Need Hierarchy Theory of Motivation. ii. Fredrick Herzberg: brief life sketch, Two Factor or Motivation Hygiene Theory, iii. Job enrichment.	12	03	0
III	i. F.W.Riggs: brief life sketch, Fused, Diffracted and Prismatic Model. ii. Douglas Mc Gregor: brief life sketch, Theory X, iii. And Theory Y.	12	03	0
IV	i. Peter Drucker: brief life sketch, His Ideas on Management, ii. Management by Objectives (MBO). iii. Rensis Likert: brief life sketch, Management Systems, iv. 'Linking Pins Model'	12	03	0
Total		48+12=60		

Books and References

- 1 Prasad, D. Ravindra, V.S. Prasad and P . Satyanaryana Administrative Thinkers, Sterling Publishing House, New Delhi 2010.
- 2 Maheshwari, S.R Administrative Thinkers, Mac Millan India Limited, New Delhi 1998.
- 3 Gandhi, M.K. Hind Swaraj, Navajivan, Ahmedabad .
- 4 Taylor, F.W . Scientific Management , Harper and Row Publishers, USA.
- 5 Gullick, Luther & Urwick Papers- in Sciences of Administration, Columbia University Press, New York.
- 6 Lyndall: Mayo, George Elton The Human Problems of Industrial Civilization , Harvard Business School Boston.
- 7 Barnard, Chester I. The Functions of Executive , Harvard University Press, Cambridge.
- 8 Weber, Max. Economy and Society translated and edited by Guenther Roth & Claus Wittich , Bedminister Press New York.
- 9 Maslow, Abraham Motivation and Personality, Harper & Row, New York.
- 10 Gregor, Douglas Mc Leadership and Motivation , MIT Press, Boston.
- 11 Singh, R.N. Management Thought & Thinkers Sultan Chand and Sons , New Delhi Latest Edition.
- 12 Mathur, Navin Management Thought, National Publishing House , Jaipur, 1990.
- 13 डॉ. कुमार अशोक प्रशासनिक चिन्तक, लक्ष्मी नारायण अग्रवाल, आगरा, २००४.
- 14 महेश्वरी श्री राम सुधा जी. एस. प्रशासनिक विचारक, मैक मिलन, नयी दिल्ली, २००४.
प्रबंध चिंतन का इतिहास, RBSA जयपुर २००३.

Public Administration Syllabus
BA – 2nd Year (Semester-IV)
 Major Core Course (CC)-VIII
 Code CC: BA/PA 0408
Course: Urban Local Administration

Course Code	CODE – CC: BA PA 0408	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Urbanization : Concept of Urban Area &, Recent trends. Problems of Urbanization. ii. Urban Local Government: Features of Urban Local Government, iii. Role of Urban Local Government	12	03	0
II	i. Municipal Corporation: Organization Structure, Functions and Essential Features. ii. Powers & Functions of Mayor. iii. Municipal Committee/ Council: Structure, Classification and Functions. iv. Functions and Duties of Chairman of the Municipal Committee.	12	03	0
III	i. Municipal Finance: Sources of Income, ii. Reasons for poor financial position and suggestions for improvement iii. State Control over urban local bodies: Methods, Factors affecting degree of State Control. iv. Machinery for Supervision and Control.	12	03	0

IV	i.	74 th Constitutional Amendment Act., 1992: Main Provisions, Implications and Impact.	12	03	0
	ii.	Urban Planning and Development: Objectives and Need of Urban Planning.			
	iii.	Functions and Role of Town and Country Planning.			
Total			48+12=60		

Books and References

1. Maheshwari, S.R: Local Government in India, Agra Lakshmi Naraiyan, Aggrawal ,Latest ed.
2. Bhayana, Sahib Singh: Local Government in India, New Academic publishing company , Jalandhar, 1986.
3. Nigam, S.R: Local Government, S. Chand and Co., New Delhi Latest ed.
4. Kaushik, S.K: Leadership in Urban Government in India Kitab Mahal , Allahabad, 1986.
5. Singh, K.N. and Singh,D.N. (ed.) Rural Development in India , Babaras Hindu University, Varanasi.
6. Maheshwari, S.R: Rural Development in India, A Public Policy Approach, Sage Publications, New Delhi,1985.
7. Lakshman.T.K. & Naravon B.R.(ed): Rural Development in India, Himalayan Publishing House, 1984.
8. Jain, L.C. Grass (ed.): Grass Without Roots, Sage Publication, New Delhi,1982.
9. Singh,Sahib and Singh, Swinder: Local Government in India, New Academic Publishing of Company, Jalandhar.
10. Bhatnagar , S: Rural Local Development in India , Light and Life publishers, New Delhi ,1992
11. Mishra, S.N: New Horizons in Rural Development Administration, Mittal publication , New Delhi,1989.
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13. Sharma; Ashok. Bharat mein Sathania Prashasan; RBSA Publishers Jaipur, 2002
14. Singh, Mohinder: Rural Development Administration and Anti Poverty programmes, Deep and Deep publication, 1988.
15. Singh, Mohinder: Rural Development in India, Currant Perspectives, Intellectual publishing House, New Delhi,1992.

Public Administration Syllabus**BA – 2nd Year (Semester-IV)**

Major Core Course (CC)- IX

Code CC: BA/PA 0409

Course: Administrative and Constitutional Law

Course Code	CODE – CC: BA PA 0409	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Administrative Law : Meaning , Nature and Scope	12	03	0
	ii. Growth of Administrative Law : Reasons			
	iii. Rule of Law: Concept of Rule of Law			
	iv. Rule of Law under Indian Constitution.			
II	i. Principles of Natural Justice & their Judicial interpretation	11	04	0
	ii. Administrative discretion and Judicial control.			
	iii. Administration Tribunals: Meaning, Reasons and Features Difference between Court and Tribunal			
III	i. Delegated Legislation : Meaning & Need of delegated Legislation	13	02	0
	ii. Parliamentary control			
	iii. Procedural & Judicial Control.			
	iv. Judicial Review: Principles and modes (writs).			

IV	i. Fundamental Rights and	12	03	0
	ii. Fundamental Duties.			
	iii. Amendment of Indian Constitution: Procedure, Basic Structure Concept.			
Total		48+12=60		

Books and References:

- 1 Kagzi, M.C.J. Indian Administrative Law (Delhi Metropolitan) Latest Addition
- 2 Kesri, U.P.D. Lectures on Administrative Law (Central Law Publications) latest edition.
- 3 Sathe, S.P. Administrative Law (N.M. Tripathis Pvt. Ltd.) latest edition
- 4 Massey, I.P. Administrative Law (New Delhi) latest edition
- 5 Chhabra, S. Administrative Tribunals New Delhi 2007.
- 6 Mehta, S. M. Constitutional Law in India Law Delhi 2004
- 7 Pandey, J. N. Constitutional Law in Law Central law Agency Allahabad 2005.
- 8 Justice Thakker; C.K. Lectures on Administrative law Eastern Book Co. Lucknow 2000.

Public Administration Syllabus
BA – 3rdrd Year (Semester-V)
 Major Core Course (CC)- X
 Code CC: BA/PA 0510

Course: Social Welfare Administration

Course Code	CODE – CC: BA PA 0510	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Meaning, Nature Scope and Significance of Social Welfare Administration. ii. Difference between Welfare State and Socialist State iii. Difference between Social Security and Social Welfare.	12	03	0
II	i. Analysis of relevant Constitutional provisions relating to Social Welfare, ii. Social Welfare programmes in India: with special reference to Women iii. Welfare of Weaker Sections: Schedule Casts, Schedule Tribes and OBC's	12	03	0
III	i. Welfare of Children, and Aged, ii. Role of NGOs in Social Welfare. iii. National Commission for SCs and STs: Organization, Functions and role.	13	02	0
IV	i. Department of Social Justice & Empowerment: Organization & Functions. ii. Directorate of Social Justice and Empowerment: Organization, Functions and Role. iii. State Social Welfare Board: Organization, Functions and Role.	11	04	0
	Total	48+12=60		

Books and References:

- Sachdeva, D.R. :Social Welfare Administration in India, Allahabad, Kitab Mahal, 1993.
- Goel, S.L. & Jain, R.K. :Social Welfare Administrative, Vol. I&II New Delhi, Deep and Deep Publications, 1988.
- Chaturvedi, T.N., Jain, R.K. & Shanta C.K. :Social Administration: Development and Change, New Delhi, Indian Institute of Public Administration, 1980.
- Chowdhry Paul D. :Social Welfare Administration through Voluntary Agencies, Delhi, Atma Ram & Sons., 1962.
- Mishra D.K. :Social Administration (Hindi medium) College Book Depot, 93 Tripolia Bazar Jaipur 1990.
- Dean Paul, Appleby H. :Public Administration for a Welfare State, Bombay, Asia Publishing House, 1961
- Government of India :Report of the Scheduled Castes and Scheduled Tribes Commission (Mandal Commission), 1989

Public Administration Syllabus
BA – 3rd Year (Semester-V)
 Major Core Course (CC)- XI
 Code CC: BA/PA 0511
Course: Financial Administration

Course Code	CODE – CC: BA PA 0511	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Financial Administration: Meaning, Scope and Significance. ii. Evolution of Financial Administration in British Period, iii. Post-Independence Period.	12	03	0
II	i. Budget: Concept Types and Essential Principles. ii. Budgeting Procedure: Formulation, iii. Enactment and Execution	12	03	0
III	i. Financial Control: Legislative Control, ii. Control through Parliamentary Committees. iii. Ministry of Finance: Organization, Functions and Role.	12	03	0
IV	i. Tax Administration: Direct Taxes and ii. Indirect Taxes Administration. iii. Reserve Bank of India: Organization, Functions and Role.	12	03	0
Total		48+12=60		

Books and References

1. Fadia B. L. & Faida, Kuldip: Public Administration, Theories and Concepts, Sahit Bhavan Publications, Agra , 2008
2. Chellaiah, Raja J: Essays in Fiscal and Financial Sector, Oxford University Press, 1996
3. Fadia, B. L. & Kuldip Faida: Indian Administration, Sahitya Bhavan Publications, Agra, 2008.
4. शर्मा, मंजुषा और वोहरा; ओ.पी. भारतीय लोक वित् प्रशासन, रवि बुक्स, न्यू दिल्ली, २००५
5. Sharma K. K., Financial Administration in Government, New Delhi 1996.
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7. Thavaraj, M.J.K, Financial Administration, Sulthan Chand & Sons Delhi 2008
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Public Administration Syllabus
BA – 3rd Year (Semester-V)
 Major Core Course (CC)- XII
 Code CC: BA/PA 0512

Course: Development Administration

Course Code	CODE – CC: BA PA 0512	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Development: Definition, Nature and Dimensions of Development ii. Problems of Development in Developing Countries. iii. Sustainable Development: Concept, Features and Significance of Sustainable Development.	11	04	0
II	i. Development Administration: Meaning, Nature, and Scope. ii. Essential Features of Development Administration. iii. Difference between Traditional & Development Administration. iv. Main Characteristics of Developed and Developing Countries.	13	02	0
III	i. Machinery for Planning in India: Planning Commission: Functions and Role. ii. National Development Council, Functions and Role. iii. State Planning Board: Organization, Functions and Role.	11	04	0
IV	i. Constitutional Provisions relating to education: Right to Education Act, 2009: Main Provisions. ii. Ministry of Human Resource development, Organisation, Functions and Role. iii. Health Administration in India: Organization and Functions of Union Ministry of Health and iv. State Department of Health: Organization & Functions.	13	02	0
Total		48+12=60		

Books and References

1. Sharma, R.D., Development Administration, Theory&Practice, Deep & Deep ublications, New Delhi 1971.
2. Mokta, Mamta Kaushal ,Development Administration in India, Student Publications,Shimla 2005.
3. Parmar, Mary, Development Planning in India, Reliance Publications New Delhi 1992.
4. Singh, Swinder, Development Administration, New Academaic Publisher Jalandhar, 2007.
5. Puri, K.K. and Barara, G.S., Development Administration in India (Hindi Medium) Bharat, Prakashan, Jalandhar 1996.
6. Verma, S.P. and Sharma; S.K. (eds.) Development Administration New Delhi:IIPA, 1984.
7. Weidne, Edward W. r (ed.) Development Administration in Asia Durham : Duke University Press, 1970
8. Sapru, R.K. Development Administration New Delhi: Sterling Publishers, 2002
9. Dwivedi, O.P. Development Administration: From Underdevelopment to Sustainable Development London: Macmillan, 1994.
10. Bhattacharya, Mohit Development Administration New Delhi: Jawahar Publishers, 2001.
11. Goel S,L. Health Administration Deep and Deep Publication New Delhi, 2010.

Public Administration Syllabus
BA – 3rd Year (Semester-VI)
 Major Core Course (CC)- XIII
 Code CC: BA/PA 0613

Course: Human Resource Management

Course Code	CODE – CC: BA PA 0 613	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Meaning, Nature, Scope and Significance. ii. Objectives and Functions of Human Resource Management. iii. Qualities of HR/Personnel Manager	11	04	0
II	iv. Human Resource Planning: Meaning Objectives and Need. v. Factors affecting Human Resource Planning. vi. Performance Appraisal: Meaning Objectives and vii. Methods of Performance Appraisal	12	03	0
III	viii. Human Relations: Meaning, Importance, Problems, ix. Techniques of Human Relations, x. Causes of Disputes/Conflicts. xi. Industrial Relations-Meaning, Objectives. xii. Causes of poor Industrial Relations.	13	02	0
IV	xiii. Trade Unions: Meaning, Objectives and Functions. xiv. Rights and Liabilities of Registered Trade Unions. xv. Problems of Trade Unions, xvi. Role of Trade Unions in Industrial Relations & Labour Welfare.	12	03	0
Total		48+12=60		

Books and References

1. Monappa; Arun, Managing Human Resources, Macmillan India Limited, New Delhi, 1997.
2. Gupta, C.B.: Human Resource Management, Sultan Chand & Sons New Delhi, 2001
3. Decenzo, David A. and Stephen P., Robbins, Personnel/Human Resource Management, Prentice Hall, New 1988.
4. Flippo, Edwin B, Personnel Management, Mcgraw Hill Book Company, New York. Delhi 1984.
5. Aswathappa, K., Human Resource Management and Personnel Management: Text and Cases, Tata McGraw Hill Publishing Company Ltd., New Delhi 2008.
6. Pareek, Udai and Rao; T.V., Designing and Managing Human Resource System with Special Emphasis on HRD, Oxford & IBH, New Delhi 1981.
7. Parsad, L.M; Human Resource Management, Sultan Chand & Sons New Delhi. 2001
8. Tripathi, P.C; Human Resource Development, Sultan Chand & Sons New Delhi. 19

Public Administration Syllabus
BA – 3rd Year (Semester-VI)
 Major Core Course (CC)-XIV
 Code CC: BA/PA 0614

Course: New Emerging Aspects of Public Administration

Course Code	CODE – C/E: BA PA 0614	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core/Elective Course Additional)	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. E- Governance : Concept, Significance and Scope., ii. Preconditions for implementing E- Governance. iii. Initiatives taken for promoting E Governance in Himachal Pradesh.	11	04	0
II	i. Environmental Administration: Concept and Significance. ii. Brief Introduction of The Environment (Protection) Act, 1986. iii. Central Pollution Control Board: Organisation, Functions and Role.	12	03	0
III	i. Consumer Protection: Meaning, Objectives and Significance. ii. Consumer Protection Act, 1986 : Brief Introduction of main provisions. iii. Administrative Setup of the Consumer Disputes Redressal Agencies: brief introduction	13	02	0
IV	i. Human Rights: Meaning, origin and Significance. ii. Kinds of Civil and Political Rights iii. Indian Constitution and Human Rights. iv. National Human Rights Commission: Organisation, Functions and Role.	12	03	0
	Total	48+12=60		

Books and References

1. Bedi; Kiran, Singh Parminderjeet
 2. and SrivastaSandeep va
 3. Kawadia Ganesh & Ahuja Kanhaiya
 4. Chary S.N. & Vyasalu Vinod
Macmillan 2000
 5. Ojha Pundrik and Sharma Kiran
 6. Jaswal P.S. and Nishtha Jaswal
 7. Mukund Rajan Gobind
 8. Singla Gurnax
Jaipur,
 9. Aggarwal V.K.
New Delhi,
 10. Subbian Adaikkalam
Perspectives, Ambala
 11. Ansari M.R.
 12. Verma J.S.
 13. Chandra, U.,
Allahabad,2000.
- [Government@net](#) (New Delhi: Sage Publications, 2001)
- Environmental Issues of Development Ambala Cantt. 2006.
- Environment Management and Indian Perspective,
Public Administration, Raj Publishers, Jalandhar, 2000
- Environmental Law, Pioneer Publications 2000
- Global Environmental Policies Oxford University Press 1997
- Law of Consumer Protection, Bharat Law Publications,
1993
- Consumer Protection Law & Practice, BLH Publishers Ltd.,
1993
- Human Rights: Philosophy, Promotion, Protection and
Cantt. 2006.
- Protecting Human Rights, Maxford Books, New Delhi, 2006
- The Universe of Human Rights, Universal Law Publishing
Company, Delhi, 2006
- Human Rights, Allahabad Law Agency Publications,

Core/Elective (C/E)

(Additional) Courses
Public Administration Syllabus
BA – 2nd Year (Semester-IV)
 Core/Elective Course (Additional) (C/E) C-I
 Code C/EC: BA/PA 0415

Course: Public Personnel Administration

Course Code	CODE – C/E: BA PA 0 415	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core/Elective Course Additional)	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Meaning, Functions and Importance of Public Personnel Administration. ii. Position Classification: Meaning, Advantages and Disadvantages. iii. Rank Classification: Meaning, Advantages and Disadvantages.	11	04	0
II	i. Recruitment: Meaning, Methods of Recruitment , ii. Defects in Recruitment System. iii. Training: Meaning, Objectives, iv. Types and Techniques of Training.	11	04	0
III	i. Promotion: Meaning, Objectives , ii. Promotion Systems. iii. Conduct and Discipline: Meaning and Significance, iv. Reasons behind Indiscipline, Types of Disciplinary Action.	13	02	0
IV	i. Performance Appraisal: Meaning, objectives and Methods. ii. Limitations of Appraisal System. iii. Employer- Employee Relation: Meaning and Significance, iv. Whitley Council in India, Joint Consultative Machinery in India.	13	02	0
Total		48+12=60		

Books and References

1. Sharma, M.P. Public Administration Theory and Practice, Kitab Mahal, Allahabad. . (1998)
2. Avasthi-Maheswari, Public Administration, Lakshmi Narayan Agarwal, Agra 2000.
3. Tyagi, A.R. (1987) Principles and Practice of Public Administration . 1998.
4. Bhagawan, Vishnu and Bhushan; Vidhya PublicAdministration, S.Chand & Company, New Delhi, (1994)
5. Goel, S.L. : Public Personnel Administration, Deep and Deep Publication, New Derlhi, 2008.
6. Jha, Rajesh K., Public Personnel Administration, Pearson Education, 2012.
7. Gupta, C.B. Human Resource Management, Sultan Chand and Sons, New Delhi, 2000

Public Administration Syllabus

BA – 3rd Year (Semester-V)
Core/Elective Course (Additional) (C/E) C-II
Code C/EC: BA/PA 0516

Course: Public Enterprises in India

Course Code	CODE – C/E: BA PA 0 516	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core/Elective Course Additional)	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Public Enterprise: Concept, Rationale and Objectives; ii. Role of Public Sector in the Economic Development; iii. New Economic Policy: Its impact on Public Sector	11	04	0
II	i. Organization Forms: The Departmental Undertaking; ii. The Public Corporation, iii. Government Company and Joint Stock Company	13	02	0
III	i. The Board of Directors: Constitution, Functions and Role. ii. Legislative control over Public Enterprises. iii. Ministerial control over Public Enterprises.	13	02	0
IV	i. Disinvestment: Objectives, Need, Methods, ii. Procedure and Impact iii. Privatization: Theory, Objectives, Merits, Demerits and Impact.	11	04	0
Total		48+12=60		

Books and References

1. Khera, S.S. Government in Business (Delhi: National, 1977).
2. United Nations Organisation Management and supervision of Public Enterprises in Developing Countries (New York: V.N., 1974)
3. Government of India Administrative Reforms Commission, report on Public Undertakings (New Delhi: 1974).
4. Gupta, K.R. Issues in Public Enterprises New Delhi: S.Chand, latest edition.
5. Narain, Laxmi Principles and Practice of Public Enterprises Management New Delhi: S. Chand, latest edition
6. Jha, L.K. Economic Administration in India – Retrospects and Prospect, IIPA, New Delhi:
7. Kuchhal, S.C. Industrial Economy of India Allahabad: Chaitanya Publishing House, latest edition.
8. Ramanadham, V.V. The Working of Public Sector Bombay: Allied Publishers, latest edition.

Public Administration Syllabus**BA – 3rd Year (Semester-VI)**

Core/Elective Course (Additional) (C/E) C-III

Code C/EC: BA/PA 0617

Course: Labour Welfare Administration

Course Code	CODE – C/E: BA PA 0617	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core/Elective Course Additional)	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Labour Welfare: Meaning, Objectives & Needs. ii. Scope and Classification. iii. Labour Welfare Activities undertaken by the Government in India. iv. Functions & role of labour welfare officer.	11	04	0
II	i. Social Security: Meaning, Objectives, and Significance. ii. Difference between Social Security , Social assistance & insurance. iii. Social Security measures undertaken by the Government in India. iv. Critical appraisal of Social security measures.	11	04	0
III	i. Industrial Relations: Meaning, Objectives and Significance. ii. Method of promotion of harmonious Industrial relations. iii. Workers Participation: Meaning, Objectives and Significance. iv. Methods of Participation.	13	02	0
IV	i. Problems of Unemployment: Meaning, and Types, ii. Causes and effects of unemployment. iii. Labour Administration: Organization and Functions of Union Ministry of Labour iv. Labour Administration at State Level: Organization and Functions of State Department of Labour.	13	02	0
Total		48+12=60		

Books & References:

1. Bhagoliwal, T.N. Economics of Labour and Industrial Relations Sahitya Bhawan Agra, 2000.
2. Bhatnagar, Deepak Labour Welfare and Social Security Legislations in India, Deep and Deep New Delhi, 1995.
3. Mamoria and Mamoria, Social Security, Labour Welfare and Industrial Peace in India, Himalya Publishing House Bombay 1990.
4. Saxena; R.C. Labour Problems and Social Welfare, K. Nath and Company Meerut, 2000.
5. Sharma; G.K. Labour Movement in India, Sterling Publishers New Delhi, 1998.
6. Sen, Rattan Industrial Relations in India: Shifting Paradigms Mc. Millan India Ltd. New Delhi 2003.
7. Subramanium, Labour Management Relation in India Asia Publishing House Bombay. 1995.
8. Tyagi, B.P. Labour Economics and Social Welfare, J.P. Nath and Company Meerut 2000.
9. Vaid, K.N. Labour Welfare in India, Sri Ram Centre for Industrial Relations, New Delhi 1995.

Public Administration Syllabus

BA – 3rd Year (Semester-VI)
 Core/Elective Course (Additional) (C/E) C-IV
 Code C/EC: BA/PA 0618

Course: Organizational Behaviour

Course Code	CODE – CC: BA PA 0 618	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core Course/Major	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Concept of Organization , ii. Typology of Organizations. iii. Organizational goals & individual goals, integration of goals. iv. Nature of Organization behavior (OB) : Concept of organization behavior, Role of OB,	12	03	0
II	i. Concept of organizational climate: factors affecting organizational climate, ii. Impact of organizational climate, iii. Developing sound organizational climate.	12	03	0
III	i. Group Dynamics and Behaviour: Types of groups , formal and informal groups, ii. Concept of group dynamics, iii. Group behavior,& group norms, group decision making. iv. Organizational conflicts: Types of conflicts, conflict management .	12	03	0
IV	i. Organizational Change :- Reasons for organizational change, ii. Planned change, processes in planned change, iii. Human reactions to change, overcoming resistance to change. iv. Change agents and their role.	12	03	0
	Total	48+12=60		

Books and References:

- 1 R.A .Sharma: Organizational Theory & Behaviour; Tata Mc Graw- Hill Publishing co. Ltd. New Delhi.
- 2 Pfiffner and Sherwood: Administrative Organizations, Prentics Hall of India , New Delhi.
- 3 Elizioni, A: Modern Organizations, Prentice Hall of India , New Delhi.
- 4 Prasad, L.M.: Organizational Behaviour, Sultan Chand & Sons Daryaganj, New Delhi.
- 5 Kumar & Mittal Organizational Behaviour, Anmol Publications, New Delhi.
- 6 Lazarus , R.S. : Psychological Stress and the coping process, Mc Graw Hill, New York.
- 7 Fred Luthans: Organizational Behaviour, Mc Graw Hill Singapur.
- 8 French & Bell: Organization Development , Prentice Hall , New Delhi
- 9 Stemphen P. Rebbins: Organizational Behaviour: Concept and Controversies (Prentice Hall, New Delhi).
- 10 Rao, V.S.& Naryanan, P.S Organization Theory and Behaviour (Konark Publishers Pvt. Limited).
- 11 Keith Devis: Human Behaviour at work (Mc Graw, Hill Book Co., New Delhi.
- 12 Meyer, P. Administrative Organization , Copenhagen, 1957.
- 13 Hicks & Guellett: Organization Theory & Behaviour , Prentice Hall, London, 1960.

Public Administration Syllabus

BA – 3rd Year (Semester-VI)
Core/Elective Course (Additional) (C/E) C-V
Code C/EC: BA/PA 0619

Course: International Administration

Course Code	CODE – C/E: BA PA 0619	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core/Elective Course Additional)	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. International Administration: Origin, Objectives and role with special reference to the League of Nations till World War second. ii. United Nations- Organization, Functions and Role. iii. Role of principle organs of UN: General Assembly: Organization, Powers and Functions iv. Security Council: Organization, Powers and Functions	13	02	0
II	i. Specialized Agencies of the UN: UNESCO its functions and role. ii. UNICEF its functions and role, iii. ILO its functions and role, iv. WHO its functions and role.	13	02	0
III	i. Machinery to settle International disputes: International Court of Justice, Organization and Functions. ii. World Bank: Functions and role. iii. IMF: Functions and Role.	11	04	0
IV	i. The UN Secretariat- Secretary General: Powers and Functions. ii. Regional Institutions: Functions and Role of SAARC and ASEAN. iii. Regionalism and Regional Organizations: Brief introduction of Important Regional Organizations viz; NATO, Arab League,	11	04	0
	Total	48+12=60		

Books and References

- 1 Amerasinghe; C.F. The Law of International Civil Service: As applied by International Administration Tribunals, Oxford, The Clarendon Press, 1994
- 2 Amer; H. Politics and Process in the Specialized Agencies of United Nation, Aldershot, Hants and Gower, 1982
- 3 Basu; R. Personal Administration in the UN New Delhi, Sterling, 1989
- 4 Beigbeder; Y. Management Problems in the United Nations Organizations: Reform the Decline, London , Frances Printer, 1987
- 5 Brierly; J.L. The Covenant and Charter, London , Cambridge University Press, 1947
- 6 Chandra, U., Human Rights, Allahabad Law Agency Publications, Allahabad,2000.
- 7 Singh M.K. & Kumar Ashutosh; UNO, Kalpna Publishers & Distributors, Delhi, 2003.

Public Administration Syllabus
BA – 3rd Year (Semester-VI)
 Core/Elective Course (Additional) (C/E) C-VI
 Code C/EC: BA/PA 0620

Course: Administration of Non Government Organizations

Course Code	CODE – C/E: BA PA 0620	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core/Elective Course Additional)	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Non Governmental Organisations (NGOs): Concept, Significance and Rationale. ii. Role of NGOs in the Provision of Public Goods and Services. iii. NGO as a Trust: Features, Procedures for Registration and Working. iv. NGO as a Society: Features, Procedures for Registration and Working.	13	02	0
II	Sources of NGO Funding: i. Internal Sources: Concept, Significance and Types. ii. External Sources: Concept, Significance and Types. iii. Salient features of Foreign Contributions (Regulations) Act, 1976.	13	02	0
III	i. Governing Board: Composition, Functions and Role. ii. Administrative Staff, Recruitment and Capacity Building. iii. Government Control over NGOs.	11	04	0
IV	i. Red Cross Society of India: Organisation, Functions and Role. ii. Rajiv Gandhi Foundation: Organisation, Functions and Role. iii. Critical Evaluation of NGO's	11	04	0
Total		48+12=60		

Books and References

- Chatterjee, Ashoke
NGOs: An Alternative Democracy in Hiranmay Karlekar Independent Indra: The First Fifty Years (New Delhi: Indian Council for Cultural Relations and Oxford University Press latest ed.).
- Bawa, Noorjahan (ed.)
Non-Government Organisations in Development: Theory and Practice (New Delhi: Kamishka Publishers, Distributors, latest ed.).
- Handy, Charles
Understanding Voluntary Organizations-How to make them Function Effectively (London: Penguin Books, latest ed.).
- Government of India
An Action Plan to bring about Collaborative Relationship between Voluntary Organizations and Government. CAPART, (New Delhi: Government of India, 1994)
- (2002)
Tenth Five Year Plan (2002-07), Planning Commission, New Delhi.
- (2002)
Report of the Steering Committee on Voluntary Sector for The Tenth five-year Plan(2002-07), Planning Commission, New Delhi.
- <http://planningcommission.nic.in>
- Gangrade, K.D. and Sooryawoorthy, R.
NGOs: Retrospect and Prospect, in Randhir B. Jain, NGOs in Development Perspective (New Delhi: latest ed.).
- Prasad, Kamta (ed.)
NGOs and socio-Economic Development Opportunities (New Delhi: Deep and Deep Publications Pvt. Ltd, latest ed.).
- Mohanty, M. and Singh, A.K.
Voluntarism and Government: Policy, Programme and Assistance, Voluntary Action Network India (VANI), (New Delhi: latest ed.)
- Dantwala, M. L., Sethi, Harsh and Visaria, Pravin (eds.)
Social Change Through Voluntary Action (New Delhi: Sage Publications, latest ed.).
- Nanavaty, Meher and Kulkarni P.
NGOs in the Changing Scenario (New Delhi: Uppal Publishing House1998)
- Jain, Nabhi Kumar
Handbook for NGOs: An Encyclopaedia for Non-Governmental Organisations and Voluntary Agencies (New Delhi: Nabhi Publications, 2003)
- Poonam Smith-Sreen
Accountability in Development Organisations : Experiences of Women Organisations in India (New Delhi: Sage Publication, 1995)
- Jain, R.B.
NGOs in Development Perspective (New Delhi: Vivek Prakashan, 1995)

Public Administration Syllabus
BA – 3rd Year (Semester-VI)
 Core/Elective Course (Additional) (C/E) C-VII
 Code C/EC: BA/PA 0621
Course: Public Relations

Course Code	CODE – C/E: BA PA 0621	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Core/Elective Course Additional)	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Public Relations: Evolution, Meaning, ii. Essentials and Principles of Public Relations. iii. Major Areas of PR Activity: Public Relations, Advertising Publications, Media & Co- ordination, iv. Ministry of Information and Broadcasting: organization, functions	12	03	0
II	i. Media and Publicity: Publicity Media, Types of Publicity, ii. Corporate Public Relations: Process, elements and management of corporate Public Relations. iii. Aids to Public Relations: Photography Exhibitions, trade fair, Radio, Television and special events in Public Relations . iv. Advertising in Public Relations: Role, features and states of advertising in India.	12	03	0
III	i. Employee Relations. ii. Stake holder Relations. iii. Education Relations. iv. Community Relations.	12	03	0
IV	i. Professional code : Meaning , Principles and Code of Ethics (International, IPRA) ii. Research: Objectives and types of Research. iii. International Public Relation iv. Public Relations and Social Responsibility.	12	03	0
Total		48+12=60		

Books and References

- 1 Mehta, D.S. Handbook of Public Relations in India, Allied Publishers Ltd, New Delhi. (1998)
- 2 Sharma, Diwaker Public Relations: An Emerging Specialized Profession, Deep & Deep Publication Pvt. Ltd. New Delhi 2004
- 3 Moore, H. Frarier & Frank B 2002
Kalnpa
- 4 Balan, K.R. Applied Public Relations and Communication , Sultan Chand & Co., New Delhi 2002
- 5 Singh, U.K. & Narayan, B . Pubic Relations Management , Anmol Publications Pvt. Ltd. , New Delhi 1999

Minor Elective

Public Administration Syllabus
BA – 1st Year (Semester-I)
 Minor Elective Course (MEC) C- I
 Code MEC: BA/PA 0122

Course: Law and Order Administration in India

Course Code	CODE – MEC: BA/PA 0122	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Minor Elective Course (MEC)	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Police Administration: Nature, scope and significance of police administration. ii. Role of Police in the Contemporary Society. iii. Evolution of Police Administration in India: British Period. iv. Main Features of Police Act, 1861. v. Main recommendations of National Police Commission (1979-82).	12	03	0
II	i. Organizational Structure, Functions and Role of Union Ministry of Home Affairs. ii. Central Police Organisations : Brief introduction of Main Central Police Organizations viz CRPF, and ITBP. iii. Organization, Functions and Role of Central Police Organizations : CBI & Central Vigilance Commission.(CVC)	11	04	0
III	i. Police at State level: Organizational structure and functions of Police at State level. ii. Functions & Role of Director General of Police. iii. Police at District and Local level: Organizational Structure and Role in maintenance of Law and Order, Functions & Role of S. P. & S. H. O.	12	03	0
IV	i. Corruption in Police –Politician, Police and criminal nexus. ii. Problems of Police and challenges before Police in 21 st century. iii. Need for Police Reforms in India.	13	02	0
Total		48+12=60		

Books and References:

1. Saha, B.P. Indian Police, konark Publishers, 1990.
2. Rao, Venugopal. S., Criminal Justice, Problems and perspectives in India, Stosius Inc/Advent Books Division September 1991.
3. Eight Report of the National Police Commission, 2007.
4. Sharma, P.D. - Police in India, 1976
5. Mishra, S.C. Pub. Admn. In India, National Police Academy, 1972.
6. Kenny, John P. - Police Administration, Spring Field, Charles. C. Thomas, 1975
7. Baley, David H. the Police and Political Development in India Princeton University, 1969.
8. Bhardwaj, R.K. - Indian Police Administration, National Publishing Company New Delhi 1978.
9. Indian Journal of Public Administration, Police Administration, Special Issue Vol. XXIV Jan.-March, 1978

Public Administration Syllabus
BA – 1st Year (Semester-II)
 Minor Elective Course (MEC) C- II
 Code MEC: BA/PA 0223

Course: State and District Administration

Course Code	CODE – MEC: BA/PA 0223	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Minor Elective Course (MEC)	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Evolution of State Administration in India: Evolution of States in British India, ii. States Re-Organization Act, 1956. iii. Constitutional Frame of State Administration: The Governor: Powers and Functions, iv. Chief Minister: Powers and Functions.	13	02	0
II	i. Secretariat Administration: Organization Structure and Functions ii. Chief Secretary: Powers and Functions iii. Directorate: Organization and functions. iv. Relationship between the Secretariat and Field Departments.	11	04	0
III	i. District Administration: Evolution, Features and Functions. ii. Duties, Functions and Role of District Collector. iii. Divisional Commissioner: Powers and Functions. iv. Rationale of office of Divisional Commissioner: Arguments for and against of this office.	13	02	0
IV	i. Special Agencies of State Government: Advocate General: Powers and Functions. ii. State Planning Board: Organization and Functions. iii. State Finance Commission: Organization and Functions	11	04	0
Total		48+12=60		

Books and References:

1. Avasthi A. Central Administration: Tata McGraw Hill: New Delhi. 1980.
2. Basu, D. D. Introduction to the Constitution of India; Prentice Hall: New Delhi. 1988.
3. Dayal, Ishwar, Mathur Kuldeep and Battacharya M, District Administration: McMillan: Delhi. 1976
4. Jain, R.B. District Administration: Indian Institute of Public Administration. 1980
5. Khera, S.S., District Administration in India: Asia Publishing House: New York. 1974.
6. Misra, S.C., Police Administration in India: National Police Academy: Mount Abu. 1972.
7. Maheshwari, Shriram. State Government in India; The Macmillan Company of India limited: Delhi. 1979.
8. Pandey, Lallu Behari, The State Executives; Amar Prakashan: Delhi 1984.
9. Puri, K.K. Local Government in India, Bharat Prakashan, Jalandhar. 1985,
10. Pylee, M.V. India's Constitution; Asia Publishing House: Bombay. 1967.
11. Reddy, Ram. G. and Seshadri K. Police in a developing society: Osmania University: Hyderabad. 1972.
12. Sharma, P.D. Indian Police – A Developmental Approach: Research: Delhi. 1971.
13. महेश्वरी; श्री राम, भारतीय प्रशासन, औरिएंट ब्लैक स्वेन, नई दिल्ली, २०१०

Public Administration Syllabus
BA – IInd Year (Semester-III)
 Minor Elective Course (MEC) C- III
 Code MEC: BA/PA 0324

Course: Issues in Public Administration

Course Code	CODE – MEC: BA/PA 0324	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Minor Elective Course (MEC)	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Good Governance: Meaning, Elements and Characteristics. ii. Transparency in Governance: Need and Significance. iii. Brief Introduction of RTI Act. 2005.	12	03	0
II	i. Accountability of Administration: Citizen Charter: Origin, Objectives and Features. ii. Sustainable Development: Meaning and Principles. iii. Community /People participation in Development.	11	04	0
III	i. Role of Bureaucracy: Commitment and Neutrality. ii. Liberalization, Privatization and Globalization: Meaning, Objectives and Reasons, iii. Impact of Liberalization, Privatization and Globalization	13	02	0
IV	i. Disaster: Meaning, Types, ii. Causes of Disasters & Effect of Disaster . iii. Disaster Management: Meaning, Features iv. Disaster Management Cycle.	12	03	0
Total		48+12=60		

Books and References:

1. Bhambri C.P. Public Administration, Educational Publishers: Meerut. 1985.
2. Battacharya Mohit, Public Administration: Structure, Process and Behaviour, The World Press Pvt. Ltd., Calcutta. 1987,
3. Chanda, Ashok. Indian Administration; G. Allen and Unwin: London. 1968.
4. Chaturvedi, T.N. Secrecy in Government, IIPA, New Delhi. 1980.
5. Jabbra, Joseph G. and Dwivedi, O.P. (ed) Public Service Accountability, Kumarian Press Inc., Bloonfield CT, U.S.A. 1998,
6. Jain R.B. Contemporary Issues in Public Administration; Vishal Publications: New Delhi 1976,
7. Mokta Mamta, Chauhan S.S., Mahajan S.K. and Agnihotri Simmi ; Challenge in Governance Vol. I-III, Anamika Publishers New Delhi 2011
8. Ojha; Pundrik and Sharma, Kiran; Public Administration Theory and practice, Raj Publishers, Jullunder, 2006
9. Maheshwari, Shriram. Indian Administration: Orient Longman: New Delhi. 1990.
10. Paul, S. Strengthening Public Accountability: New Approaches and Mechanisms. Public Affairs Centre, Bangalore. 1994,.
11. Goyal, S.L. Encyclopaedia of Disaster Management, Vol. I-IV, Deep and Deep New Delhi..
12. Singh, Hoshiar and Singh Mohinder, Public Administration in India. Theory and Practice, Sterling Publishers: New Delhi. 1989.
13. Sahni, Pradeep and Medury Uma (eds.) Governance for Development Issues and Strategies, Prentice Hall of India, New Delhi. 2003,
14. Tandon, Rajesh and Mohanty Ranjita (Eds.) Civil Society and Governance Issues and Problems, Sage, New Delhi. 2003,

Public Administration Syllabus
BA – IInd Year (Semester-IV)
 Minor Elective Course (MEC) C- IV
 Code MEC: BA/PA 0425

Course: Administrative System in India

Course Code	CODE – MEC: BA/PA 0425	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Minor Elective Course (MEC)	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15	10	5	5	
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Features of Indian Administration. ii. Political Executives, President: Election, Powers and Position, iii. Prime Minister Powers and Functions iv. Council of Ministers	13	02	0
II	v. Cabinet Secretariat: Organization and Functions. vi. Recruitment of Public Services: Organization, Functions and Role of Union Public Services Commission and vii. Organization, Functions and Role of State Public Service Commission.	12	03	0
III	viii. State Administration: Governor: Appointment, Powers and Position ix. Chief Minister : Powers and Functions x. Council of Ministers xi. State Secretariat: Organization Structure, Functions & Role of Chief Secretary.	11	04	0
IV	xii. Generalists & Specialist in Public Administration.. xiii. Political Executive and Permanent Executive: Relationship. xiv. Administrative Reforms: Need, Organization & Functions of O & M Division.	12	03	0
Total		48+12=60		

Books and References:

1. Awasthi & Awasthi: Indian Administration Laxmi Narayan Agarwal Agra 2005.
2. अवस्थी और अवस्थी: भारतीय प्रशासन लक्ष्मी नारायण अग्रवाल २००५.
3. Arora, Ramesh k.: Indian Public Administration wishwa Prakashan New Delhi 2006.
4. Basu, D.D. Introduction the study of Indian constitution Lexis Nexis 2009.
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6. Gai, Indian Govt and Politics
7. Johari, J.C. Indian Political System Anmol Publications, New Delhi, 1996.
8. Maheswari, S.R., Indian Administration Orient Blackswan New Delhi 2000
9. Jha, Rajesh K. Public Administration in India, Pearson, 2010
10. Singh Hoshiar & Pankaj, Indian Administration, Pearson 2010
11. Singh, Hoshiar & Singh, Mohinder; Public Administration in India, S. Chand & Company, 2000
12. Mitra .Subrata K., The Puzzle of India's Governance, Cambridge University Press, New Delhi, 2011.

Public Administration Syllabus
BA – IIIrd Year (Semester-V)
 Minor Elective Course (MEC) C- V
 Code MEC: BA/PA 0526

Course: Public Policy

Course Code	CODE – MEC: BA/PA 0526	
Credits-4	L (L=Lecture)	T (T= Tutorial)
	L- 3, T- 1	
Course Type	Minor Elective Course (MEC)	
Lecture to be Delivered	(1 hr. each), (L= 48, T= 12)	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
50	23	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I	15	10	5	5	50
Test-II	15				
Total	30				

Course Content and Credit Scheme

Unit	Topic	Allotted Time Hours		
		L	T	P
I	i. Public Policy: Meaning, Nature & Scope, ii. Types and Importance of Public Policy. iii. Policy Making Process.	11	04	0
II	i. Role of Official Policy Makers: Legislature, ii. Executive, iii. Judiciary and, iv. Bureaucracy.	11	04	0
III	i. Forces in Policy Making Process: Pressure Groups, ii. Political Parties. iii. Media, iv. Electoral Pledges	13	02	0
IV	i. Policy Implementation: Meaning, Main Agencies involved in implementation of Public Policies. ii. Policy Evaluation: Criteria for Evaluation, iii. Problems in Policy Evaluation.	13	02	0
Total		48+12=60		

Books and References

1. De Prabir Kumar, Public Policy and Systems, Pearson, 2010.
2. Sapru, R.K. Public Policy (Formulation, Implementation and Evaluation) Sterling Publishers New Delhi, 2002.
3. Dyaishwar I, Dynamics of formulation of Policy in government of India, Concept, New Delhi, 1976
4. Bhattachary, Mohit a, Public Administration and Planning, The World Press, Calcutta, 1996
5. Simon Herbert, Administration behaviour, 1947.
6. DroYehezkell r, Public Policy Making re-examined, Chandler, Sanfransisco, 1975
7. Mishra Shweta, Citizen Centric Public Systems, Pearson, 2011. Bagchi, Amaresh (ed.) (2005), Readings in Public Finance, Oxford University Press, New Delhi, Chapters 1-9 & 24.
8. William, Dunn, N. Public Policy Analysis – An Introduction, New Jersey, Prentice Hall 2004.
7. Kanth, M. Laxmi, Public Admionistration, Tata Mc Graw Hill, Sterling Publishing Company, New Delhi, 2001.
8. Basu, Rumki, Public Administration, Sterling Publishing Company, New Delhi, 1994.
9. Frank Fischer,; Gerald J. Miller and Mara S. Sidney (ed.), Handbook of Public Policy Analysis: Theory, Politics and Methods, Taylor & Francis, Boca Ration, London, New York 2007.

Annexure-II

Continuous Comprehensive Assessment (CCA) Pattern: Instructions for conducting Minor Tests I & II and Evaluation of Tutorial/Home Assignments.

Minor Test (Marks)		Class Test/ Tutorials/Assignments (Marks)	Quiz/Seminars (Marks)	Attendance	Total Marks
Test-I*	15	15	0	5	50
Test-II*	15	15	0	5	
Total	30				

Time allowed for conducting Minor Test I&II will be 1.3 hrs. each

(A)* Mode of Conducting Minor Tests 1 and 2 (15 Marks each):

Minor Test 1 will be conducted after the completion of 48 teaching days (8 weeks) and Minor Test II after 90 teaching days (15 weeks) .

Three types of Questions will be set in Minor Test 1 and 2:

1 Ten MCQ (Choice : 1 out of 3) True/ False Type of Questions of ½ mark each = 5 marks

2 Two questions of short answer type in about 150 words each of 2.5 marks = 5 marks

3 One question of about 1000 words, carrying 5 marks = 5 marks

Marks (Minor Test -I) = (1+2+3) = 5+5+5 = 15 marks and Marks (Minor Test -II) = (1+2+3) = 5+5+5 = 15 marks

Total of Minor Test I and II = 30

(B) Distribution of marks for evaluation of Tutorial/ Home Assignment:

- 5 Marks are Assigned for the quality of contents and structure of the Assignment.
- 5 Marks are Assigned for the clarity of language of the script (Hindi/English) and its presentation in the class room.
- 5Marks are Assigned for defending the Assignment in the class room or in group discussion.

Total Marks (1+2+3) = 5+5+5=15 marks

Distribution of marks for CCA in each course in each semester:

- Minor Test-I = 15 marks
- Minor Test-II = 15 marks
- Tutorial/Home assignment = 15 marks
- Attendance = 05 marks

Total =50 marks

(C) Paper Setting Scheme for End Semester Examination (50 marks):

Section	No of Questions	Syllabus Coverage	Nature of Questions and Answers	Questions to be Attempted	Maximum Marks
A	10 (1 mark each)	Complete	Objective Type (MCQ)	10	10
B	5 (2 marks each)	Complete	Short answer type (25 words)	5	10
C	10 (3 marks each)	Complete	Medium answer type (50 words)	5	15
D	3 (15 marks each)	Complete	Long answer type (1000 words)	1	15

