

मोहनलाल सुखाड़िया विश्वविद्यालय, उदयपुर
MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR



**Syllabus of Public Administration
for
Three -Year
Undergraduate Program**

As per the Choice Based Credit System (CBCS)

**Designed in accordance with Learning Outcomes-Based Curriculum
Framework (LOCF) of National Education Policy (NEP-2020)**

**I to VI Semester DCC, DSE and SEC courses of Public Administration
(Effective from Academic Year 2023-24)**

**List of the Courses in Public Administration for the CBCS in 3 year Undergraduate Program as per NEP-2020.
Semester wise Types, Codes, Titles, Delivery type, Workload, Credits of the courses, Marks of Examination, and Remarks if any**

Public Administration B.A. Program													
Level	Sem	Course Type	Course Code	Course Title	Delivery Type			Total Hours	Total Credit	Internal Assessment	EoS Exam	M.M.	Remarks
					L	T	P						
5	I	DCC	PAD5000T	Elements of Public Administration	5	1	-	90	6	20	80	100	
		AECC	AEC520XT						2	20	80	100	
	II	DCC	PAD5001T	Public Administration in India	5	1	-	90	6	20	80	100	
		AECC	AEC520XT						2	20	80	100	
Exit with B.A. Certificate Course (with 4 credits in SEC)													
6	III	DCC	PAD6002T	Administrative Institutions	5	1	-	90	6	20	80	100	
		SEC	SEA6300T	Communicative English	2				2	20	80	100	
	IV	DCC	PAD6003T	State Administration in India	5	1	-	90	6	20	80	100	

		SEC	SEA6372T	Social Audit	2	-	-	30	2	20	80	100	
Exit with B.A. Diploma													
7	V	DSE	PAD7100T	Disaster Management	5	1	-	90	6	20	80	100	
			PAD7101T	Rights Based Governance	5	1	-	90	6	20	80	100	
			PAD7102T	Comparative Public Administration	5	1	-	90	6	20	80	100	
		SEC	SEA7373T	Secretarial Practice	2	-	-	30	2	20	80	100	
	VI	DSE	PAD7103T	Health Administration	5	1	-	90	6	20	80	100	
			PAD7104T	Educational Administration	5	1	-	90	6	20	80	100	
			PAD7105T	Local Governance	5	1	-	90	6	20	80	100	
	SEC	SEA7374T	E-Governance	2	-	-	30	2	20	80	100		
Exit with B.A. Degree													

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-I	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD5000T
Title of the Course	ELEMENTS OF PUBLIC ADMINISTRATION
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	6 credits
Type of the course	Discipline Centric Compulsory Course (DCC) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	Foundation Level (10+2)
Co-requisites	None
Objectives of the course	<ul style="list-style-type: none"> ➤ After the completion of the programme the students will be able to understand theoretical and procedural part of existing Public Administration and government mechanism. ➤ .The students will be able to understand the various approaches and branches of Public administration.
Learning outcomes	<ul style="list-style-type: none"> ➤ Students will be able to describe basics of Public Administration. ➤ Students will be able to explain organizational theories and principles.
SYLLABUS	
UNIT-I	<p>Meaning, Nature and Scope of Public Administration, Importance of Public administration in Modern Society, Public and Private Administration. Evolution of the study of the Public Administration.</p> <p style="text-align: right;">(18h)</p>

UNIT -II	<p>Public Administration as a Social Science and its Relationship with Political Science, Economics, Sociology and Law.</p> <p>Approaches to the study of Public Administration : Classical and Humanistic.</p> <p style="text-align: right;">(18h)</p>
UNIT-III	<p>Principles of Organization : Formal and Informal Organization, Hierarchy, Unity of Command, Span of Control, Coordination, Centralisation - Decentralisation.</p> <p style="text-align: right;">(18h)</p>
UNIT-IV	<p>Chief Executive, Line and Staff, Supervision, Delegation, Leadership, Communication, Decision-Making.</p> <p style="text-align: right;">(18h)</p>
UNIT-V	<p>Personnel Administration: Civil Service and its Role in a Developing Society; classification, Recruitment, Training and Promotion.</p> <p style="text-align: right;">(18h)</p>
Text Books	<ul style="list-style-type: none"> ➤ M.P. Sharma, Principles and Practice of Public Administration (Allahabad, Kitab Mahal) ➤ D.R. Sachdeva and Meena Sogani, Public Administration, Concepts and Application (New Delhi Associated Publishing House, 1981) ➤ A. Awasthi, S.R. Maheshwari, Public Administration (Agra, Laxmi Narain Agarwal, 1987) ➤ C.P. Bhambri, Public Administration (Meerut, Jai Prakash Nath & Co. 1987) ➤ A.R. Tyagi: Public Administration (Meerut, Jai Prakash Nath & Co. 1987) ➤ Vishnu Bhagwan & Vidya Bushan, Public Administration ➤ Rumaki Basu: Public Administration: Concepts and Theories (Sterling Publication, New Delhi) ➤ Avasthi and Maheshwari, Lok Prakashan ➤ C.P. Bhambri, Lok Prakashan. ➤ Harish Chandra Sharma, Lok Prakashan Ke Adhaar ➤ Vishnu Bhagwan and Vidhya Bhushan, Lok Prakashan ➤ B.L. Fadia, Lok Prakashan ➤ Ravindra Sharma, Lok Prakashan Ke Tatwa ➤ Surendra Kataria : Lok Prashasan Ke Tatwa

Reference Books	<ul style="list-style-type: none">➤ John Pfiffner and Robert Presthus, Public Administration.➤ Dimock and Dimock, Public Administration.➤ G R Terry, Principles of Management.➤ Jhon, D. Millat, Management in Public Services➤ E.N. Gladden, Essentials of Public Administration.
Suggested E-resources	E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-II	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD5001T
Title of the Course	Public Administration in India
Qualification Level of the Course	NHEQF Level 4.5
Credit of the course	6 credits
Type of the course	Discipline Centric Compulsory Course (DCC) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	Foundation Level (10+2)
Co-requisites	None
Objectives of the course	<p>The objective is to orient the students with historical context and existing arrangements of organization structure and functions in Indian Administrative system.</p> <p>The objective is to introduce students with the agencies and institutions and their working related to Indian Administration.</p>
Learning outcomes	<ul style="list-style-type: none"> ➤ Students will be able to discuss the historical and present scenario of Indian administration. ➤ Students will be able to describe organizational structure and functions of various administrative institutions working at union level.
SYLLABUS	
UNIT-I	<ul style="list-style-type: none"> ➤ Historical background of Indian Administration with special reference to influence of British period, Salient features of Indian Administration since independence. <p style="text-align: right;">(18h)</p>
UNIT -II	<ul style="list-style-type: none"> ➤ The Union Executive : The President, Prime Minister and Council of Ministers, The Organisation and working of Central Secretariat, Cabinet Secretariat, Prime Minister's Office, Ministry of Home and Ministry of Personnel, Pension and Public

Suggested resources	E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in
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Exit with B.A. Certificate Course (with 4 credits in SEC)

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-III	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD6002T
Title of the Course	Administrative Institutions
Qualification Level of the Course	NHEQF Level 5
Credit of the course	6 credits
Type of the course	Discipline Centric Compulsory Course (DCC) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	Intermediate Level
Co-requisites	None
Objectives of the course	The objective is to orient the students with theory of state and types of state along with organisation of Government and the administrative institutions functioning within the government.
Learning outcomes	<ul style="list-style-type: none"> ➤ Students will be able to explain the concept of administrative institutions, welfare state, relationship between legislature, executive and judiciary; and pressure groups etc. ➤ Students will be able to discuss the working and role of various national level administrative institutions.
SYLLABUS	
UNIT-I	<p style="text-align: center;">Administrative Institutions in a Democratic and socialist society. The concepts of Laissez faire, welfare state and Administrative state.</p> <p style="text-align: right;">(18h)</p>
UNIT -II	<p>Organisation of Government :</p> <p>Legislature : Its role in modern government, decline of legislature.</p> <p>Executive : Types and Relationship with legislature, its growing</p>

	<p>importance.</p> <p>Judiciary : Functions and Role with Special reference to the power of judicial review.</p> <p>(18h)</p>
UNIT-III	<p>Democracy and Administration :Features of a Democratic Administration. Political parties and Pressure groups : their role and interactions in a democratic society.</p> <p>Bureaucracy : Nature and concept, recent trends and types of Bureaucracy. Neutrality, anonymity and representative character of Bureaucracy.</p> <p>(18h)</p>
UNIT-IV	<p>Organisation and function of following Institutions :</p> <ol style="list-style-type: none"> Finance Commission of India Election Commission of India Union Public Service Commission Comptroller and Auditor General of India <p>(18h)</p>
UNIT-V	<p>Organisation and function of following Institutions :</p> <ol style="list-style-type: none"> NITI Aayog University Grants Commission Central Social Welfare Board Reserve Bank of India.. Railway Board. <p>(18h)</p>
Text Books	<ul style="list-style-type: none"> ➤ Pranjape : Government in Modern society ➤ M.G. Gupta :Modern Government ➤ I.I.P.A. : Organisation of the Govt. of India. ➤ Ernest B. Schulze : Essentials of Govt. ➤ अशोक शर्मा :प्रशासनिक संस्थाएँ ➤ बी.एल. फड़िया :प्रशासनिक संस्थाएँ
Reference Books	<ul style="list-style-type: none"> ➤ Waldo : Administrative state ➤ Field : Government in Modern Society

		<ul style="list-style-type: none">➤ Renney : Government of Man.➤ Sait : Political Institution A Preface
Suggested resources	E-	E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-IV	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD6003T
Title of the Course	State Administration In India
Qualification Level of the Course	NHEQF Level 5
Credit of the course	6 credits
Type of the course	Discipline Centric Compulsory Course (DCC) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	Intermediate Level
Co-requisites	None
Objectives of the course	The students will be able to learn about historical context and present state administration; organisation and functions of various bodies of state government.
Learning outcomes	<ul style="list-style-type: none"> ➤ Students will be able to describe the evolution and constitutional aspects of state administration in India. ➤ Students will be able to assess the roles and responsibilities of state political and administrative executive bodies.
SYLLABUS	
UNIT-I	<p>General Background of State Administration in India. Growing importance of State Administration.</p> <p>The office of the Governor, Office of Chief Minister, the Council of ministers and their inter-relationship.</p> <p style="text-align: right;">(18h)</p>
UNIT -II	<p>Organisation and Function of State Secretariat : Chief Secretary-</p>

	<p>Role & position. Administrative organisation of a Department, organisation & working of the Department of Home, Finance in Rajasthan. Secretariat-Directorate Relationship in Rajasthan.</p> <p style="text-align: right;">(18h)</p>
UNIT-III	<p>Organisation and working of following Boards, Commissions, Directorates in the state of Rajasthan.</p> <ol style="list-style-type: none"> a. Revenue Board b. Rajasthan State Human Rights Commission c. Directorate of College Education d. Directorate of Agriculture <p style="text-align: right;">(18h)</p>
UNIT-IV	<p>Office of Divisional Commissioner — position, power and functions. District Collector : position, Powers and functions.</p> <p style="text-align: right;">(18h)</p>
UNIT-V	<p>Role of the state civil services in State Administration. Recruitment, Training and Promotion of state civil services in Rajasthan, Role of Rajasthan Public Service commission.</p> <p>Removal of Public Grievances, Lokayukta, Administrative Reforms and Innovation in state Administration.</p> <p style="text-align: right;">(18h)</p>
Text Books	<ul style="list-style-type: none"> ➤ A.P. Padhi : State Administration in India (Two Volume) ➤ S.R. Maheshwari : State Government in India ➤ S.S. Khera : District Administration ➤ Mohan Mukherjee (Ed.) Rajasthan : Administrative Innovations in ➤ B. Mehta : Dynamics of state Administration. ➤ G.D. Shukla : State and District Administration ➤ रविन्द्र शर्मा : राज्य प्रशासन ➤ सिंह, शर्मा, गोयल: राजस्थानमें राज्य प्रशासन ➤ सुरेन्द्रकटारिया : राज्य प्रशासन ➤ रमेशअरोड़ा : राज्य प्रशासन गीताचतुर्वेदी

Reference Books	Venkataraman Subha Srinivasan: The Origin Story of India's States (Penguin Ebury Press, 2021) V P Menon: Integration Of The Indian States (Orient Blackswan)
Suggested E-resources	E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-IV	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	SEA6372T
Title of the Course	Social Audit
Qualification Level of the Course	NHEQF Level 5
Credit of the course	2 credits
Type of the course	Skill Enhancement Course (SEC) in Public Administration
Delivery type of the Course	30. (30 lectures for content delivery.)
Prerequisites	Intermediate Level
Co-requisites	None
Objectives of the course	To provide conceptual knowledge about audit and its types and acquaint students about present rules and regulations along with case studies of social audit.
Learning outcomes	<ul style="list-style-type: none"> ➤ Conceptual and theoretical understanding of social audit ➤ Acquiring appropriate skills among students to conduct social audit independently ➤ Assimilating social audit process ➤ Writing a social audit report
SYLLABUS	

UNIT-I	Meaning of Audit and its types. Importance of Audit. Difference between traditional audits and social audits. (6h)
UNIT –II	Meaning, objectives, principles, types, process, advantages and disadvantages of social audit (6h)
UNIT –III	Social Audits Rules 2011; Ecology of social audit; Impediments of Social Audit (6h)
UNIT –IV	Tools and modes of Social Audit; Training Module; Case Studies – National and International – for instance Dungarpur, Rajasthan; Anantpur, Andhra Pradesh and likewise from other countries; Project Report (6h)
UNIT –V	Social Audit in NREGA; Provisions and Processes. Role of NGOs in Social Audit. Community Participation and development process. (6h)
Text Books	➤ Rahim, Mia; Mahmudur, Idowu and Samuel, O (2015) Social Audit Regulation Development, Challenges and Opportunities. Springer: Switzerland Saunders
Recommended Readings	<ul style="list-style-type: none"> ➤ Eavani, Farzad; Nazari, Kamran and Emami, Mostafa (2012) Social Audit: From Theory to Practice. Journal of Applied Sciences Research, 8(2),Pp. 1174-1179 ➤ Peter (1995) Capitalism: A Social Audit (Concept in Social Thought) University of Minnesota Press: Minnesota ➤ Aggarwal, Nomita (Ed.) (2003) Social Auditing of Environmental Laws in India. New Century Publications: New Delhi
Suggested resources	<p>E-</p> <ul style="list-style-type: none"> ➤ E-pgpathashala modules www.inflanet.org ➤ Web Resources: Food and Agricultural Organisation (FAO): Training Module on Social Audit http://www.fao.org/docrep/ ➤ Social Audit Toolkit - Centre for Good Governance https://cgg.gov.in/core/uploads/2017/07/Social-Audit-Toolkit-Final.pdf ➤ UNESCO (2007). Social Audits for Strengthening Accountability: Building Blocks for Human Rights Based Programming; Practice Note http://unesdoc.unesco.org/images ➤ Village Resource Persons Training Manual for Social Audit of ... Nreganrega.nic.in/Netnrega/WriteReaddata/Circulars/VRP_TrainingManual.pdf

Exit with B.A. Diploma

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-V	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD7100T
Title of the Course	Disaster Management
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	6 credits
Type of the course	Discipline Specific Elective Course (DSE) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	High Level
Co-requisites	None
Objectives of the course	To impart conceptual and theoretical understanding of disasters and their management, disaster preparedness and disaster awareness
Learning outcomes	<ul style="list-style-type: none"> ➤ A conceptual understanding of disasters, their types and management ➤ An understanding of the strategies, leadership and management skills required for disaster management
SYLLABUS	
UNIT-I	Introduction to Disasters. Nature and classification of disasters. Profile of Disasters: Global, National, Regional. Methodology to cope with Disasters in India. Impact of Natural Disaster on Environment and development. <div style="text-align: right;">(18h)</div>
UNIT -II	Disaster Management Cycle. Disaster management: Planning, coordination, leadership and control. Stocking of resources. Vulnerability and risk analysis. Rehabilitation and reconstruction. Strategies for effective disaster management. Skill Training, Search, Rescue and evacuation. Distribution of relief material.

	<p>Damage and need assessment.</p> <p style="text-align: right;">(18h)</p>
UNIT-III	<p>Disaster preparedness—Predictability. Forecasting and Warning of Disaster. Preparation and precautionary measures, Role of community in disaster management, communication system and protocol. (18h)</p>
UNIT-IV	<p>National Disaster Management Act, 2005- Major provisions. National, state and District level disaster management authorities and committees. Drought and famine management in Rajasthan.</p> <p style="text-align: right;">(18h)</p>
UNIT-V	<p>Disaster awareness, Role and coordination, Media and NGOs. Use of formal education system. Emerging issues and lessons for future. Disaster education at school level. Crisis management.</p> <p style="text-align: right;">(18h)</p>
Text Books	<ul style="list-style-type: none"> ➤ Sharma, V.K.. : Disaster Management, New United Press, New Delhi. 1995 ➤ David Alexander: Natural Disaster, London, UCL Press, 1993. ➤ Gopal Bhargana: Environmental Challenges and Ecological Disaster: Global Perspective, New Delhi Mittal Pub., 1992. ➤ Borkar, V.V. : Impact of Drought on Rural Life, New Delhi Popular Prakashan, 1975. ➤ Nick, W. Carter : Disaster Management : A Disaster Handbook. Manila Asian Development Bank, 1995. ➤ Vinod K. Sharma (Ed.), Disaster Management, IIPA, New Delhi, 2010. ➤ National Disaster Management Act, 2005.
Reference Books	<ul style="list-style-type: none"> ➤ Jack D. Kartez : Crisis Response Planning : Forward Contingent Analysis. Journal of the American Planning

	<p>Association 50(1) Winter, 1984.</p> <p>➤ Kathakali Bagchi, S.: Drought Prone India: Problems and Prospects, New Delhi, Agricale, 1991</p> <p>Melvin A. Benarde : Race Against Famine, orient Longmans, Bombay-1972</p>
Suggested E-resources	<p>E-pgpathashala modules:-</p> <p>www.inflibnet.ac.in</p> <p>www.ignou.ac.in</p> <p>www.sawayam.gov.in</p> <p>https://ndma.gov.in/nidm.gov.in</p> <p>https://www.undrr.org/terminology/disaster-risk-management</p>

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-V	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD7101T
Title of the Course	Rights based Governance
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	6 credits
Type of the course	Discipline Specific Elective Course (DSE) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	High Level
Co-requisites	None
Objectives of the course	To acquaint students with human rights and right to health; and government initiatives for rights based approach and international perspective
Learning outcomes	<p>➤ An appreciation of the evolution and growth of Human Rights movement</p>

	<ul style="list-style-type: none"> ➤ Distinguishing between ‘right based governance’ and ‘welfare-based governance’ ➤ Understanding the governmental welfare schemes in the context of the Rights based approach ➤ Distinguishing national and international human rights perspectives ➤ Understanding of the composition and role of national and international human rights institutions
SYLLABUS	
UNIT-I	<p>Human Rights and Right to Health: Birth and Origin of Health & Human Rights; Evolution of the Health & Human Rights Movement; Difference between 'Rights based Governance' and 'Welfare based Governance' in the context of India; The Future of Human Rights based Governance and Accountability</p> <p style="text-align: right;">(18h)</p>
UNIT -II	<p>Government Welfare Schemes and Rights based approach: The Right to Information Act, 2005; Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) in 2005; The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006; Right of Children to Free and Compulsory Education Act, 2009</p> <p style="text-align: right;">(18h)</p>
UNIT-III	<p>Rights Based Governance in India: Meaning of Rights Based Governance; Right to Health and other positive rights; Right to Privacy; Rule of Law; Enforcement of Human Rights in India: National Human Rights Commission(NHRC), State Human Rights Commissions, National Commission for Women, Scheduled Castes, Scheduled Tribes and Child Rights Commissions; Role of Judiciary in protecting these rights</p> <p style="text-align: right;">(18h)</p>
UNIT-IV	<p>Human Rights - International Perspective: Universal Declaration of Human Rights; International Humanitarian Law; Issues and Challenges in International Context</p> <p style="text-align: right;">(18h)</p>
UNIT-V	<p>Human Rights in Global Health: Rights-Based Governance for a Globalizing World</p>

	(18h)
Recommended Readings	<ul style="list-style-type: none"> ➤ Albritton, R B and Bureekul, T (2009) A Comparative Survey of Democracy, Governance and Development. Global Barometer: Chile ➤ Barthwal, C P (Ed.) (1998) Social Justice in India, Bharat Book Centre: Lucknow ➤ Chaturvedi, T N and Chandra, S K (1980) Social Administration, Development and Change. IIPA: New Delhi ➤ Chowdhary, D P (1992) Social Welfare Administration. Atma Ram & Sons: Delhi ➤ Chowdhary, Paul D (1979) Social Welfare Administration. Atma Ram & Sons: New Delhi. ➤ Democracy Report (2011) Namibia labour force survey of 2008. Institute for Public Policy and Research: Windhoek ➤ Denhardt, R B and Denhardt, J V (2009) Public Administration: An Action Orientation (6th Edition). Wadsworth: Boston ➤ Ghuman, B S and Sohail, Mohammad (2017) Right to Information Act, 2005 in India: A Decadal Experience, Indian Journal of Public Administration, Vol. 63, No.2, pp. 228-251 ➤ Gregory, R (2007) Accountability in Modern Government, pp. 339-350 in Peters, G & Pierre, J (2007)(Eds.) The Handbook of Public Administration: Concise Paperback Edition. Sage Publications: London ➤ Jaganadhan, V (1966) Social Welfare Organisation. IIPA, New Delhi ➤ Kataria, Surendra (2002) Social Administration. RBSA Publishers: Jaipur ➤ Kataria, Surendra and Suthar, C R (2015) Tribal Development in Globalized World (Hindi). National Publishing House: Jaipur ➤ Kulkarni, PD (1961) Centre Social Welfare Board. Asia Publishing House: New Delhi ➤ March, Davis C (1965) An Introduction to Social Administration. Routledge and Kegan Paul: London ➤ Singh, Hoshiar and Malik, A S (2001) Socio-Economic Development of Scheduled Castes in India (A Study of Haryana). Aalekh Publishers: Jaipur ➤ Singh, Mohinder (Ed.) (1996) Social Policy and Administration in India. M D Publications: New Delhi
Reference Books	
Suggested E-resources	<p>E-pgpathashala modules:-www.inflibnet.ac.in</p> <p>www.ignou.ac.in</p> <p>www.sawayam.gov.in</p>

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-V	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD7102T
Title of the Course	Comparative Public Administration
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	6 credits
Type of the course	Discipline Specific Elective Course (DSE) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	High level
Co-requisites	None
Objectives of the course	To provide knowledge about concept and theory of comparative public administration along with constitutional and administrative functioning of UK, USA and France
Learning outcomes	<ul style="list-style-type: none"> ➤ Students will be able to explain the evolution, concept and importance of comparative public administration. ➤ Students will be able to describe constitutional and administrative working of UK, USA and France.
SYLLABUS	
UNIT-I	<p style="text-align: center;">Comparative Administration: Concept, Nature, Scope and Importance. Salient features of administration of developed & developing societies. Contribution of Fred Riggs.</p> <p style="text-align: right;">(18h)</p>
UNIT -II	

	<p>Salient features of constitutions of U.K., U.S.A. and France.</p> <p>Political systems: Parliamentary system in U.K., Presidential system in U.S.A. & France.</p> <p>(18h)</p>
UNIT-III	<p>Salient features of Administrative systems of U.K., U.S.A., France with Special reference to Central Administration, Nature and Role of Civil Service.</p> <p>(18h)</p>
UNIT-IV	<p>Cabinet Secretariat & Treasury in U.K., Independent Regulatory Commission in U.S.A.</p> <p>(18h)</p>
UNIT-V	<p>Post of Governor in U.S.A., Council de Etate in France, Sweden's Ombudsman</p> <p>(18h)</p>
Text Books	<p>Ramesh K Arora : Comparative Public Administration (New Age International Publishers)</p> <p>T N Chaturvedi: Comparative Public Administration (Research Publication Jaipur)</p> <ul style="list-style-type: none"> ➤ टी.एन. चतुर्वेदी : तुलनात्मक लोकप्रशासन, रिसर्च पब्लिकेशन्स, नईदिल्ली ➤ चन्द्राहीरावत : तुलनात्मक प्रशासनिक व्यवस्थाएँ ➤ डॉ. पुखराजजैन : प्रमुख राज व्यवस्थाएँ, साहित्य भवन, आगरा ➤ बी.एल. फड़िया : विष्व के प्रमुख संविधान ➤ रविन्द्र शर्मा : तुलनात्मक प्रशासनिक व्यवस्थाएँ ➤ ए.पी. अवस्थी : तुलनात्मकलोकप्रशासन ➤ सुरेन्द्रकटारिया : तुलनात्मक प्रशासनिक व्यवस्थाएँ
Reference Books	<ul style="list-style-type: none"> ➤ Mackenzie & Grove : Central Administration in Britain. ➤ Guy Hathorn et.al. : Government and politics in the United states. ➤ Ridley & Blondel : Public Administration in France.
Suggested E-resources	<p>E-pgpathashala modules:-www.inflibnet.ac.in</p>

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-V	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	SEA7373T
Title of the Course	Secretarial Practice
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	2 credits
Type of the course	Skill Enhancement Course (SEC) in Public Administration
Delivery type of the Course	30. 30 lectures for content delivery.
Prerequisites	High Level
Co-requisites	None
Objectives of the course	To impart knowledge about secretarial practices and office management including tools of time management, correspondence, procedures of central as well as state secretariat
Learning outcomes	<ul style="list-style-type: none"> ➤ Developing an understanding of the basic concepts of office management ➤ Acquiring quality skills and competencies in office management, official correspondence and time management
SYLLABUS	
UNIT-I	<p>Secretary: Meaning, Types, Importance; Professional and Personal Qualities of a Secretary, Duties and Responsibilities of a Personal Secretary; Scheduling Appointments. Planning for Travel Arrangements for Officers on official duty.</p> <p style="text-align: right;">(6h)</p>
UNIT -II	<p>Organizing Meetings – Notice, Agenda, Quorum, Minutes; Handling of Mail; Use of Ready Reckoner, Office Manuals & Emergency Services. Hospitality Management in Offices</p> <p style="text-align: right;">(6h)</p>

UNIT –III	Time Management: Definition, Importance of Time and its management. Setting priorities. Communication: Definition, Importance, Kinds of Communication, Barriers to Effective Communication, Tools of Effective Communication. (6h)
UNIT –IV	Correspondence: Business Correspondence, Enquiry Letter, Quotation, Order, Tender, Complaint letter, Adjustment Letter and their formats, Banking Correspondence; Government Correspondence; Un-official Notes (6h)
UNIT –V	Office procedures and Manuals in Central Secretariat and State Secretariat. RTI and E-Governance. Media Management and Public Relations. (6h)
Recommended Readings	<ul style="list-style-type: none"> ➤ Bist, G D (2017) Officer Secretarial Practice. Shorthand House: New Delhi ➤ Office (3rdEdition). American Heritage: USA ➤ Debnath, B K (2001) A Guide to Secretarial Practice & Office Procedure. New Central Book Agency : Delhi ➤ Kuchhal, M C (2008) Secretarial Practice (18th Edition). Vikas Publication : New Delhi
Reference Books	<p>De Vires, Mary A (1995) Professional Secretary's Handbook: Guide to the Electronic and Conventional</p> <ul style="list-style-type: none"> ➤ France, Sue (2015) The Definitive Personal Assistant & Secretarial Handbook. Kegan Page: Delhi
Suggested E-resources	E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in

B.A. (THREE YEAR DEGREE PROGRAM)**SEMESTER-VI****SUBJECT- PUBLIC ADMINISTRATION**

Code of the Course	PAD7103T
Title of the Course	Health Administration
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	6 credits
Type of the course	Discipline Specific Elective Course (DSE) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	High Level
Co-requisites	
Objectives of the course	To impart knowledge of health administration, machinery associated with health administration; central, state as well as district level.
Learning outcomes	<ul style="list-style-type: none">➤ An understanding of the theoretical issues related to healthcare policies➤ An understanding about various governmental programs and institutions/organizations at national and international levels➤ Acquaintance with the challenges faced by Public Health Administration
UNIT-I	Basic concept, meaning, nature, scope and principles of Health Administration. Evolution of Health Administration as a Discipline. (18h)
UNIT -II	Machinery at the Central Level: A Critical study of the composition, powers and functions of Ministry of Health and Family Welfare, Directorate General of Health and Family Welfare—their inter-relationship. (18h)

UNIT-III	<p>Planning for medical. Health and Family Welfare Services in India-A critical study of various five year plans and their achievements. Health education and health statistics.</p> <p style="text-align: right;">(18h)</p>
UNIT-IV	<p>Composition, powers and functions of State Departments and Directorates of Health and Family Welfare. Major health programmes.</p> <p style="text-align: right;">(18h)</p>
UNIT-V	<p>Powers of District Medical Health and Family Welfare Officers— District Hospitals/Dispensaries and Family Welfare Centres. PHC and Sub -Centres.</p> <p style="text-align: right;">(18h)</p>
Text Books	<ul style="list-style-type: none"> ➤ Goel, S.L. : Health Care Administration—Levels and Aspects, New Delhi, Sterling Publishers, 1980. ➤ Goel, S.L. : Health Care Administration : Ecology, Principles and Modern Trends, New Delhi, Sterling Publishers Pvt. Ltd., 1980. ➤ Goel, S.L. : Public Health Administration, New Delhi, Sterling Publishers Pvt. Ltd., 1984. ➤ Goel S.L., Hospital Administration and Management, Deep and Deep Publishing, New Delhi, 2007.
Reference Books	<ul style="list-style-type: none"> ➤ Ramesh Waram, G.: Medical and Health Administration in Rural India, New Delhi, Ashish Publishing House, 1989. ➤ The Central Health Education, Health Today, Director General of Health Services, New Delhi, 1971.
Suggested resources	<p>E- https://nhsrcindia.org/ph-administration</p>

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-VI	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD7104T
Title of the Course	Educational Administration
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	6 credits
Type of the course	Discipline Specific Elective Course (DSE) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	High Level
Co-requisites	
Objectives of the course	To orient students about educational administration, its nature and scope. Administrative innovations and problems pertaining to educational administration along with reports of various committees and commissions.
Learning outcomes	<ul style="list-style-type: none"> ➤ Developing an understanding about the different concepts and models education and educational Administration ➤ Familiarity with the National Policy on Education, Sarva Shiksha Abhiyan and institutions and agencies involved in promoting education in India
UNIT-I	<p>Concept of Educational Administration—Nature and scope of Educational Administration, Place of Education in Indian Constitutional System, its rationale and administrative implications.</p> <p style="text-align: right;">(18h)</p>
UNIT -II	Administrative system of Education in India. Geographical,

	<p>Historical, Political, Economic and Social Factors influencing Indian Educational Administration. Role of ministry of HRD , UGC and NUEPA.</p> <p style="text-align: right;">(18h)</p>
UNIT-III	<p>Administrative problems of Education in India with special reference to their structural functionalism, financial and personnel management. School education; College Education, Technical Education; Universities, autonomous colleges.</p> <p style="text-align: right;">(18h)</p>
UNIT-IV	<p>Administrative Innovations for Educational Development, Non Formal Education; Open School and Open Universities. Role of private sector.</p> <p style="text-align: right;">(18h)</p>
UNIT-V	<p>Reports of Commission on Education; Kothari Commission. Education Policy 1698 and1986. Ram Murti Commission 1990. Rashtriya Uchhtar Shiksha Abhiyan (RUSA).</p> <p style="text-align: right;">(18h)</p>
Text Books	<ul style="list-style-type: none"> ➤ Morphat, R.L., John and Peller : Educational Administration. ➤ Mort, P.R.: Principles of School Administration. ➤ Seers, J.B.: The Nature of the Administrative process. ➤ Campbell, Renald, F. Ruessel and I. Gregg : Administrative Behaviour in Education. ➤ Bhatnagar and Verma: Educational Administration. ➤ Mathur, S.S. : Educational Administration. ➤ Ovard, Glen, F; Education Administration. <ul style="list-style-type: none"> ➤ Ovard, Glen F. : Administration of changing Secondary School.
Reference Books	<ul style="list-style-type: none"> ➤ Campbell, T. : The Social Sciences Views School Administration.

	<ul style="list-style-type: none"> ➤ Frifithss Dansel : E. Administrative Theory. ➤ Halpin Andrew, W. (ed.) : Administrative Theory in Education. ➤ Griffith Daniel F. : Research in Educational Administration. ➤ Griffiths, Daniel (ed.) : Behavioural Science and Educational Administration. ➤ Lulla, S.P.: Research in Educational Administration. ➤ Mukherji, S.M. : Secondary school Administration. ➤ Mukherji, S.M. : Administration of Education Planning and Finance. ➤ Haplin, Andrew, W.: Theory and Research in Administration. ➤ Chandrakant, L.S. : Educational Administration—What it Means. ➤ Simon, Hebert, A. : Administrative Behaviour
Suggested resources	E- https://onlinecourses.swayam2.ac.in/cec20_ed07/

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-VI	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD7105T
Title of the Course	Local Governance
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	6 credits
Type of the course	Discipline Specific Elective Course (DSE) in Public Administration

Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	High Level
Co-requisites	None
Objectives of the course	To impart knowledge about historical context and present scenario of local governance, theory and practice of democratic decentralization in India
Learning outcomes	<ul style="list-style-type: none"> ➤ Students will be able to discuss the concept and utility of democratic decentralization in India. ➤ Students will be able to describe structural and functional aspects of Urban and Rural local bodies.
SYLLABUS	
UNIT-I	<p>Meaning, Nature and significance of Local Governments in Modern state, Evolution of Local Government during the Ancient, Medieval and Modern India.</p> <p style="text-align: right;">(18h)</p>
UNIT -II	<p>Composition, functions, powers and role of various kinds of local bodies : Municipal Corporation, Municipal Council, Nagar Panchayat, Cantonment Board and Single Purpose Agencies.</p> <p style="text-align: right;">(18h)</p>
UNIT-III	<p>Theory and practice of Democratic Decentralization in India. Panchayati Raj Institution; Zila Parishad, Panchayat Samiti, Village Panchayat, Gram Sabha-their composition, powers and functions.</p> <p style="text-align: right;">(18h)</p>
UNIT-IV	<p>Problem of Autonomy and Accountability of Local Bodies, Mechanism of control over local Bodies at state level, The Role of Directorate of Local Bodies, Panchayati Raj and Development Department. Financial Administration of local Bodies of India, Strengthening of Local Resources in view of Local Finance Commission recommendation.</p> <p style="text-align: right;">(18h)</p>
UNIT-V	<p>Personnel Administration of Rural and Urban Local bodies; Recruitment, Classification, Promotion, Training and Service condition of Local officials.</p> <p style="text-align: right;">(18h)</p>
Text Books	<ul style="list-style-type: none"> ➤ R.L. Khanna: Municipal Government and Administration in India ➤ S.R. Maheshwari : Local Government in India. ➤ K.K. Puri & G.S. Barara: Local Government in India

	<ul style="list-style-type: none"> ➤ Rajeshwar Dayal: Panchayati Raj in India. ➤ G. Ram Reddy : Panchayati Raj in India. ➤ M.V. Mathur : Panchayati Raj in Rajasthan ➤ Narayan &
Reference Books	<ul style="list-style-type: none"> ➤ M.V. Paylee: Indian Constitution (also in Hindi) ➤ A.R.C. : Report on State Administration ➤ Govt. of Rajasthan: Report of the Administrative Reforms Committee <li style="text-align: center;">S.R. Maheshwari : Indian Administration
Suggested E-resources	<p>E-pgpathashala modules:-</p> <p>www.inflibnet.ac.in</p> <p>www.ignou.ac.in</p> <p>www.sawayam.gov.in</p> <p>https://darpg.gov.in/sites/default/files/local_governance6.pdf</p> <p>https://www.undp.org/publications/users-guide-measuring-local-governance-0</p>

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-VI	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	SEA7374T
Title of the Course	E-Governance
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	2 credits
Type of the course	Skill Enhancement Course (SEC) in Public Administration
Delivery type of the Course	30. 30 lectures for content delivery.
Prerequisites	High Level
Co-requisites	None

Objectives of the course	To acquaint students with E-governance and its scope in government and administration, various initiatives take by governments at various levels and policies related to E-Governance
Learning outcomes	<ul style="list-style-type: none"> ➤ Gaining theoretical understanding about the concept, theory and models of e-governance ➤ Learning practical application of e-governance in different walks of life ➤ Awareness of various e-governance initiatives undertaken to deliver Public services to the stakeholders ➤ Developing necessary skills to use and operate e-governance or digital service delivery
SYLLABUS	
UNIT-I	E-governance— Meaning, Nature and scope. Applications of IT in Government—its influence on the performance of Public organizations. Initial and experimental projects on e. governance in India. Digital governance and movement in India. <div style="text-align: right;">(6h)</div>
UNIT -II	Implementing strategies for e-governance initiatives—Scope and limits, Role of Public Servants under e-government initiatives— Skills required and training of Public Servants. National e.gov. plan. M-governance. <div style="text-align: right;">(6h)</div>
UNIT-III	IT and Policy Analysis—Meaning and significance, methods and techniques, cyber laws—IT Act , 2000 and its impact on other laws. Role of e-governance in Administration. Reforms in Bureaucratic culture. <div style="text-align: right;">(6h)</div>
UNIT-IV	Citizen and e-governance : Citizen participation in governmental process—its influence on democratization and decentralized decision making in Public Organizations . <div style="text-align: right;">(6h)</div>
UNIT-V	Computer practical work on e. governance in Computer Laboratory. Applications of e.governance in Local Self Government. Mobile governance apps by the government agencies. <div style="text-align: right;">(6h)</div>

<p>Text Books</p>	<ul style="list-style-type: none"> ➤ Bedi, Kiran et al , government @ Net : New Governance Opportunities for India, Sage, New Delhi, 2001. ➤ Pitt, D.C. and Smith, B.C. : The Computer Revolution in Public Administration, Wheatsheaf Book, UK, 1984. ➤ Heeks, R.B. (ed.): Reinventing Government in the Information Age, Routledge, London, 2001. ➤ IIPA: Information Technology and Indian Administration, July-Sept., 2000, IIPA, New Delhi. ➤ Prabhu CSR, E- Governance, PHI, New Delhi, 2005. ➤ Pardhasaradhi,Y. (et.al) E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi. 2009.
<p>Reference Books</p>	<ul style="list-style-type: none"> ➤ Satyanarayana, J, E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi.2004 ➤ United nations E- Government Survey-2016, UNPAN, United Nations. ➤ Alexi Pavlichev and G. David Garson, Digital Government: Principles and Best Practices, Idea Group Publishing, Hershey, 2004. ➤ Ibrahim Kushchu, Mobile Government: An Emerging Direction in E. Government, IGI Publishing, Hershey, 2007. ➤ Douglas Holmes, e Gov- e Business Strategies for Government, Nicholas Brealey Publishing, London, 2001. ➤ Manish K Chaubey, Cyber crimes and Legal Awareness, Regal Publishing , New Delhi, 2013.
<p>Suggested E-resources</p>	<p>E-pgpathashala modules:</p> <ul style="list-style-type: none"> -www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in https://www.meity.gov.in/divisions/national-e-governance-plan

	https://documents1.worldbank.org/curated/en/317081468164642250/pdf/320450egovhandbook01public12002111114.pdf
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