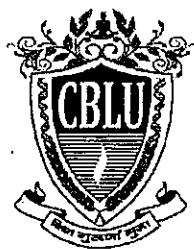


Chaudhary Bansi Lal University, Bhiwani

(A State University established under Haryana Act No. 25 of 2014)



Scheme of Examinations and Syllabus

For

Subject: Public Administration

in

Undergraduate Programmes

As per NEP 2020

**Curriculum and Credit Framework for Undergraduate Programmes (Multiple Entry-Multiple Exit,
Internship and Choice Based Credit System LOCF)**

With effect from the session 2024-25 (in phased manner)

**Chaudhary Bansi Lal University, Bhiwani
Haryana, India**

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Chaudhary Bansi Lal University, Bhiwani

(A state university Established by the State Legislature Act XIV of 2014)

Scheme of Examinations for the Public Administration Subject

in Undergraduate Programmes as per NEP 2020 Curriculum and Credit Framework for Undergraduate Programmes
(Multiple Entry-Multiple Exit, Internship and Choice Based Credit System L.O.C.F) with effect from session 2024-25
onwards (in phased manner)

Semester	Course Type	Course Code	Name of the Course	Credits	Contact Hours Per-week	Internal Assessment Marks	End Term Exam Marks	Max Marks	Duration of Exam.(Hrs.)
First Year									
I	CC-1/MCC-1 Public Administration	24UN-PAD-101	Elements of Public Administration	4	4	30	70	100	3
	MCC-2 Public Administration	24UN-PAD-102	Indian Constitution	4	4	30	70	100	3
	CCM-1 Public Administration	24UN-PAD-103	Issues in Public Administration	2	2	15	35	50	3
	MDC-1 Public Administration	24UN-PAD-MDC 101	Public Administration in India	3	3	20	50	70	3
	CC-2/MCC-3 Public Administration	24UN-PAD-201	Basics of Public Administration	4	4	30	70	100	3
II	DSEC-1 Public Administration	24UN-PAD-202	Urban Local Governance	4	4	30	70	100	3

	CCM-2Public Administration	24UN-PAD-203	Rural Governance	Local	2	2	15	35	50	3
	MDC-2Public Administration	24UN-PAD-MDC201	Public Financial Administration		3	3	20	50	70	3
Second Year										
III	CC-3/MCC-4 Public Administration	24UN-PAD-301	Central Administration		4	4	30	70	100	3
	MCC-5 Public Administration	24UN-PAD-302	Citizen and Administration		4	4	30	70	100	3
	MDC-3 Public Administration	24UN-PAD-MDC-301	Development Administration		3	3	20	50	70	3
	CC-4/MCC-6 Public Administration	24UN-PAD-401	State and District Administration		4	4	30	70	100	3
IV	MCC-7 Public Administration	24UN-PAD-402	Administrative Thinkers		4	4	30	70	100	3
	MCC-8 Public Administration	24UN-PAD-403	Administrative Theory		4	4	30	70	100	3
	DSE-1 Public Administration	24UN-PAD-404	Administrative Ethics & Governance		4	4	30	70	100	3
OR										
	24UN-PAD-405	Disaster Management			4	4	30	70	100	3

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Third Year										
V	CC-5/MCC-9 Public Administration	24UN- PAD- 501	Local Government in India	4	4	30	70	100	3	
	MCC-10 Public Administration	24UN- PAD-502	Rural Development Administration	4	4	30	70	100	3	
	DSE-2 Public Administration	24UN- PAD-503	Labour Welfare Administration	4	4	30	70	100	3	
	OR									
	24UN- PAD-504	Management of NGOs.	4		30	70	100	3		
	DSE-3 Public Administration	24UN- PAD- 505	Social Welfare Administration	4	4	30	70	100	3	
	OR									
	24UN- PAD- 506	Administrative Law	4	4	30	70	100	3		
	VI	CC-6/MCC-11	24UN- PAD- 601	Urban Local Government in India, UK, France & USA.	4	4	30	70	100	3
	MCC-12 Public Administration	24UN- PAD- 602	Financial Administration	4	4	30	70	100	3	
	DSE-4 Public Administration	24UN- PAD- 603	Personnel Administration	4	4	30	70	100	3	
OR										

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DSE-5 Public Administration	24UN- PAD- 604	Economic Policy and Administration	4	4	30	70	100	3
	24UN- PAD- 605	Issues in Public Administration	4	4	30	70	100	3
	OR							
	24UN- PAD- 606	Indian Constitution	4	4	30	70	100	3
	Fourth Year							

VII	CC-H1 Public Administration	24UN- PAD- 701	Social Welfare Administration	4	4	30	70	100	3
	CC-H2 Public Administration	24UN- PAD- 702	Research Methods in Public Administration	4	4	30	70	100	3
	CC-H3 Public Administration	24UN- PAD- 703	Introduction to Public Policy	4	4	30	70	100	3
	DSE-6 Public Administration	24UN- PAD- 704	Indian Constitution	4	4	30	70	100	3
		OR							
	PC-H1	24UN- PAD- 705	Environmental Policy & Administration	4	4	30	70	100	3
		24UN- PAD- 706	Governance & Ethics	4	4	30	70	100	3

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VIII	CC-H4 Public Administration	24UNPAD-801	Public Personnel Administration in India, UK, USA & France	4	4	30	70	100	3
	CC-H5 Public Administration	24UN- PAD-802	Labour Welfare Administration	4	4	30	70	100	3
	CC-H6 Public Administration	24UN- PAD-803	Health Policy & Administration	4	4	30	70	100	3
	DSE-7 Public Administration	24UN- PAD-804	Financial Administration	4	4	30	70	100	3
	OR								
	PC-H2	24UN- PAD-805	Issues in Public Administration	4	4	30	70	100	3
		24UN- PAD-806	Administrative Thinkers	4	4	30	70	100	3
		OR							
	CC-H4 Public Administration	24UN- PAD-801	Public Personnel Administration in India, UK, USA & France	4	4	30	70	100	3
	CC-H5 Public Administration	24UN- PAD-802	Labour Welfare Administration	4	4	30	70	100	3
	24UN- PAD-807	Dissertation	12				300		

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Detailed Syllabus, Courses of Reading and Scheme of Examinations:

CC-5/MCC-9

Session 2024-2025			
Part-A Introduction			
Subject	Public Administration		
Semester	V		
Name of the Course	Local Government in India		
Course Code	24UN-PAD-501		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC-5/MCC-9		
Level of the course (As per Annexure-I)	500-599		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Acquaint with the concept the student will be able to awareness about the evolution and growth of the discipline of Local government in India. 2. Understand the basic principles and institutions of urban & local bodies. 3. Student will acquire the clarity about PRIs. 4. Student will gain knowledge about various government initiatives.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 Internal Assessment Marks:30 End Term Exam Marks: 70	Time:3 hrs		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have Seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics	Contact Hours	
I	Meaning & Concept of Local Government. Growth of Rural Local Government Institutions in India. Community Development Programme. Origin and significance of Panchayati Raj: Balwant Rai Mehta Committee. Ashok Mehta Committee.	15	
II	Composition of Zila Parishad: Functions & Powers Personnel of Zila Parishad Composition of Panchayat Samiti, Functions & Powers of Panchayat Samiti Gram Panchayat and Gram Sabha	15	
III	Financial Resources of Panchayati Raj Institutions	15	



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	State Control over Panchayati Raj Institutions Political Parties and People's Participation in Panchayati Raj Institutions Integrated Rural Development	
IV	District Rural Development Agency (DRDA) 73rd Constitutional Amendment MANREGA & Viksit Bharat–Guarantee for Rozgar and Aajeevika Mission (Gramin) Act, 2025 (VB-G RAM G Bill) Information Technology and Rural Development	15
Suggested Evaluation Methods		
Internal Assessment: 30 ➤ Theory Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15		End Term Examination: 70
Part-C Learning Resources		
Recommended Books/E-Resources/LMS: Reference: • Sharma Harish Chander (2006), <i>Local Administration in India</i> (Hindi), College Book Depot, Jaipur. • Hoshier Singh (1999), <i>Theory & Practice of Local Government</i>, Kitab Mehal, Allahabad. • Basu, Rumki (2008), <i>Public Administration: Concepts and Theories</i>, Sterling Publishers: New Delhi • Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) <i>Public Administration</i>. S. Chand:Jalandhar. • Bhambri, C. P. (2010) <i>Public Administration Theory and Practice</i> (21stEdition). Educational Publishers: Meerut. • Bhattacharaya, Mohit (2008) <i>New Horizons of Public Administration</i>, Jawahar Publishers New Delhi. • Sharma, M P and Sadana, B L (2000) <i>Public Administration in Theory and Practice</i>. Kitab Mahal, New Delhi.		


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MCC-10

Session 2024-2025

Part-A Introduction

Session 2024-2025			
Part-A Introduction			
Subject	Public Administration		
Semester	V		
Name of the Course	Rural Development Administration		
Course Code	24UN-PAD-502		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MCC		
Level of the course (As per Annexure-I)	500-599		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Knowledge about the evolution & meaning of Development. 2. To acquire comprehensive knowledge of Basic Premises of Agriculture Development.. 3. Understanding the features of decentralization in administration. 4. Awareness about the agricultural and social security sector programs.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 Internal Assessment Marks:30 End Term Exam Marks: 70	Time:3 hrs		

Part-B Contents of the Course

The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have Seven Multiple Choice Questions carrying equal marks (2 marks).

Unit	Topics	Contact Hours
I	Development: Meaning, Nature, Scope, Importance, Measures and Approaches: Rural Development: Concept, Meaning, Nature, Scope, Importance, Basic Elements. Rural Development: Determinants, Problems and prospects.	15
II	Agriculture Development: Concept, Importance. Features, Programmes and Policies. Rural Industrialization: Concept, Importance, Features. Programmes and Policies.	15



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III	Theory of decentralization (deconcentration, delegation, and devolution) Role of bureaucracy in local development Good governance features and New Public Management Micro-finance, Self-Help Groups (SHGs), and women empowerment.	15
IV	Agricultural and social security sector programs Major employment and livelihood schemes Formulation, implementation, monitoring, and evaluation of rural projects Role of NGOs and cooperatives in community engagement.	15

Suggested Evaluation Methods

Internal Assessment: 30

➤ Theory

Class Participation-05

Seminar/Presentation/Assignment/Quiz/Class Test etc.-05 + 05

Mid Term Exam:15

**End Term
Examination:
70**

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

- Avasthi & Avasthi (2002), *Indian Administration*, Laxmi Narain Aggarwal, Agra
- Basu, D.D. (2000), *Introduction to the Constitution of India*, Wadhwa and Company, New Delhi.
- Fadia and Fadia (2012), *Indian Administration*, Sahitya Bhawan Publication, Agra.
- Granville Austin (1999), *the Indian Constitution – Corner Stone of a Nation*, OUP, New Delhi.
- Maheshwari, S.R. (2001), *Indian Administration*, Orient Black Swan, Hyderabad.
- Pylee, M.V. (2009), *an Introduction to the Constitution of India*, Vikas, New Delhi.
- Sathe, S.P. (2002), *Judicial Activism in India*, New Delhi: Oxford University Press.
- Subash C. Kashyap (1989), *Indian Polity: Retrospect and Prospect*, Allahabad University Alumni Association, National Public House.


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DSE-2

Session 2024-2025			
Part-A Introduction			
Subject	Public Administration		
Semester	V		
Name of the Course	Labour Welfare Administration		
Course Code	24UN-PAD-503		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE-2		
Level of the course (As per Annexure-I)	500-599		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Acquaint with the concept of labour welfare administration. 2. Understand the basic principles and Agencies for labour welfare. 3. Students will acquire theoretical clarity about labour related issues in India. 4. Student will gain knowledge about the labour administration.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks: 100 Internal Assessment Marks:30 End Term Exam Marks: 70	Time:3 hrs		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have Seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics	Contact Hours	
I	Meaning, Nature and Scope of labour welfare administration Evolution of labour welfare. Administration in India – Theories of Labour welfare. National and International labour organizations.	15	
II	Labour Welfare Officer, Methods of Recruitment of Labour in India. Worker's Educations and Training, Absenteeism & Labour Turnover Automation & Accidents. Significance of working conditions.	15	



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III	Social Security, Organized and Unorganized labour. Labour legislations in India. Issues of Child labour, Women labour & Agricultural labour. Plantation Labour & Industrial Housing.	15
IV	Labour Administration. Role of central and state machinery in Labor Administration. Functions of the International Labour Organisation (ILO) & Labor Welfare Funds.	15
Suggested Evaluation Methods		
Internal Assessment: 30 ➤ Theory Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc. 05+05 Mid Term Exam:15		End Term Examination: 70

Part-C Learning Resources
Recommended Books/E-Resources/LMS: Reference: • Hoshier Singh & Pankaj Singh (2005), <i>Indian Administration</i>, Pearson, New Delhi. • S.R. Maheshwari (2003), <i>Indian Administration</i>, Orient Longman, Hyderabad. • K.K. Puri (2005), <i>Indian Administration</i>, Bharat Prakashan, Jalandhar. • S.S. Khera (2004), <i>District Administration</i>, Asia Publishing House, New Delhi. • A. Avasthi (1998), <i>Central Administration</i>, Tata McGraw Hill, New Delhi. • Ashok Chandra (2007), <i>Indian Administration</i>, Allen & Unwin, London.


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DSE-2

Session 2024-2025			
Part-A Introduction			
Subject	Public Administration		
Semester	V		
Name of the Course	Management of NGOs		
Course Code	24UN-PAD-504		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
Level of the course (As per Annexure-I)	500-599		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1.Knowledge about the evolution and growth of NGOs. 2.Understanding the mechanisms of NGOs & their structures. 3.Delineating the legal provisions and dynamics of NGOs. 4.Awareness about the institutions and issues around the functioning of NGOs.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100	Time:3 hrs		
Internal Assessment Marks:30			
End Term Exam Marks: 70			
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have Seven Multiple Choice Questions carrying equal marks (2 marks) .			
Unit	Topics	Contact Hours	
I	NGOs: Introduction NGOs: Concept, Evolution, Scope and Importance NGOs: Typology NGOs: Role and Functions NGOs and Development	15	
II	NGO Administration in India. NGOs: Registration, Recognition, Rules and Regulations. Training of NGO Functionaries. Resource Mobilization and Financial Management of NGOs. Project Appraisal and Impact Evaluation of NGOs.	15	
III	Legal aspects of NGOs: Society and Trust – Foreign Regulations Contribution Act (FRCA). Member’s Responsibilities & Liabilities Registration and Management of NGOs.	15	




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	NGOs and Development: Social and Economic Empowerment.	
IV	NGOs and Environmental Crisis: NGOs and Media – Government Control over NGOs. NGOs and Public Affairs. Role of NGOs in Human Development, Health, Education and Employment generation. NGOs in Local and Global context.	15
Suggested Evaluation Methods		
Internal Assessment: 30 ➤ Theory Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test = 05+05 Mid Term Exam:15		End Term Examination: 70
Part-C Learning Resources		
Recommended Books/E-Resources/LMS: Reference: - Shastri, Ranjan Padhy(1991), <i>Community Action for Social Justice-Grassroots Organizations in India</i>, Sage Publications, New Delhi. - Kulkarni, Mangesh, "Action Groups and the State", <i>Seminar</i>, 4-16, pp. 13-17. - Fernandes, A.P.(1987), "NGOs in South Asia: People's Participation" <i>World Development</i>, Vol.15. - Ganlao, E.D.(1987), Indigenous NGOs Strategic Institutions: Managing the Relationship with Government and Resources Agencies", <i>World Development</i>, Vol. 15: 13-120. - Government of India (1957), <i>Report of the Team for the Study of Community Projects and National Extension Service</i> (Balwanth Roy Mehta Committee), Vol.1, New Delhi. - Kothari, R (1986), "NGOs: The State and World Capitalism", <i>Economic and Political Weekly</i>, Vol.21, No.50: 2177-2182. - Kulkarni, Mangesh, "Action Groups and the State", <i>Seminar</i> 4-16, pp. 13-17. - Roy, S. (1987)," Voluntary Agencies in Rural Development their Role, Policy and Programmes", <i>Indian Journal of Public Administration</i>, Vol.33, No. 3. - Paul Chondhy, D.(1981), <i>Profile of Voluntary Action in Social Welfare and Development</i>, Siddarth Publications, New Delhi.		


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DSE-3

Session 2024-2025			
Part-A Introduction			
Subject	Public Administration		
Semester	V		
Name of the Course	Social Welfare Administration		
Course Code	24UN-PAD-505		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
Level of the course (As per Annexure-I)	500-599		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Will be equipped with the knowledge and conceptual clarity of Evolution, Importance of Social Welfare Administration. 2. Knowledge about the functioning of voluntary groups. 3. Knowledge about social welfare administration at center level. 4. Clarity about social welfare administration in India.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100	Time:3 hrs		
Internal Assessment Marks:30			
End Term Exam Marks: 70			
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have Seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics		Contact Hours
I	Concept of Welfare State: Significance of Social Welfare Administration. Social Change. Social Justice.		15
II	Voluntary Groups: Meaning and Objectives. Features and Role of Voluntary group. Working & Problems of Voluntary group. NGOs & Voluntary Groups. Civil Society: Concepts, Features & Components. Role of Self-Help Groups.		15
III	Social Welfare Administration at Union level: Ministry of Social Justice & Empowerment: - Structure, Function & Role.		15




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	Department of Women: - Structure, Function & Role. Department of Women & Child Development: - Structure Function and Role.	
IV	Social Welfare Administration State and District Level: Department of Social Welfare Structure: Function and Role; Department of Women & Child Development. District Social Welfare Office (DSWO): Major Programs & Schemes.	15
Suggested Evaluation Methods		
Internal Assessment: 30 ➤ Theory Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.-05+05 Mid Term Exam:15		End Term Examination: 70
Part-C Learning Resources		
Recommended Books/E-Resources/LMS: Reference: • Hoshier Singh and Pardeep Sachdeva (2011), <i>Public Administration: Theory and Practice</i>, Pearson, Noida. • Avasthi, A and Maheshwari, S R (2013), <i>Public Administration</i>, Lakshmi Narain Agarwal: Agra • Basu, Rumki (2008), <i>Public Administration: Concepts and Theories</i>, Sterling Publishers, Delhi • Bhagwan, Vishnoo (etl.) (2010), <i>Public Administration</i>, S. Chand, Jalandhar. • Bhambri, C. P. (2010), <i>Public Administration Theory and Practice</i> (21st Edition). Educational Publishers: Meerut • Bhattacharaya, Mohit (2008), <i>New Horizons of Public Administration</i>, Jawahar Publishers, New Delhi • Henry, Nicholas (2013), <i>Public Administration and Public Affairs</i> (13th Edition). Taylor and Francis, New York. • Medury, Uma (2010), <i>Public Administration in the Globalization Era – The New Public Management Perspective</i>, Orient Blackswan, New Delhi • Sharma, M P and Sadana, B L (2000), <i>Public Administration in Theory and Practice</i>, Kitab Mahal, New Delhi.		


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DSE-3

Session 2024-2025			
Part-A Introduction			
Subject	Public Administration		
Semester	V		
Name of the Course	Administrative Law		
Course Code	24UN-PAD-506		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
Level of the course (As per Annexure-I)	500-599		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1 The students would learn about the evolution and growth of Administrative Law. 2 The students would learn about administrative bodies. 3 It would help the students to acquire administrative laws. 4 Students will get insight about administrative bodies.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100	Time:3 hrs		
Internal Assessment Marks:30			
End Term Exam Marks: 70			
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have Seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics	Contact Hours	
I	Meaning, Nature and Scope of Administrative Law. Constitutional Law and Administrative Law. Growth of Administrative Law in India. Government Liability.	15	
II	Classification of Administrative Actions. Administrative Discretion, Administrative law and privileges. Delegated legislation, Control over Delegated Legislation. Legislative, Executive and Judicial control.	15	
III	Distinction between Judicial and Quasi. Judicial Functions- Principles of Natural Justice- Administrative Tribunals-Judicial Remedies	15	



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IV	Government Control over Public Authorities- Legislative Control - Statutory Inquiries-Statutory and other Remedies- Judicial Review of Administrative Action- Ombudsman, Lok Pal and Lok Ayukta - PIL - Media Control.	15
Suggested Evaluation Methods		
Internal Assessment: 30 ➤ Theory Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.-05+05 Mid Term Exam:15		End Term Examination: 70
Part-C Learning Resources		
Recommended Books/E-Resources/LMS: Reference: • Takwani, C.K. (2001), <i>Lectures on Administrative Law</i>, Eastern Book Company, Lucknow. • Basu, D.D. (1986), <i>Administrative Law</i>, Prentice Hall of India, New Delhi. • Kesari, U.D., (2003), <i>Administrative Law</i>, Central Law Publications, Allahabad. • Sharma, Manoj (2004), <i>Indian Administrative Law</i>, Anmol Publication, New Delhi.		

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CC-6/MCC-11

Session 2024-2025			
Part-A Introduction			
Subject	Public Administration		
Semester	VI		
Name of the Course	Urban Local Government in India, UK, France & USA		
Course Code	24UN-PAD-601		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC/MCC		
Level of the course (As per Annexure-I)	600-699		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Acquiring the theoretical knowledge and understanding of the evolution and growth of Panchayati raj institutions. 2. Gaining insights about composition, role and functions, of local government institutions in UK. 3. Gaining insights about composition, role and functions, of local government institutions in USA. 4. Gaining insights about composition, role and functions, of local administrative institutions in France.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 Internal Assessment Marks:30 End Term Exam Marks: 70	Time:3 hrs		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have Seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics		Contact Hours
I	Urban Local Government in India: Historical background from British rule to post-independence development. Constitutional Basis: The 74th Constitutional Amendment Act, 1992 (Part IX-A and Twelfth Schedule). Structures: Municipal Corporations, Municipal Councils/Nagar Palikas and Nagar Panchayats.		15
II	Local Government in UK System: Characteristics, Unitary system framework with tradition of municipal self-government. Structure: County Councils, District Councils & London Boroughs (single-tier or two-tier structures). Central-Local Relations.		15




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III	United States (USA): Municipal Government System: Characteristics. Structural Variations: Mayor-Council Plan. Council-Manager Plan. Commission Form. Issue of Autonomy.	15
IV	Local Administration in France. System Characteristics: Distinct centralized-decentralized blend. The Commune. Dual Role of the Mayor. Tutelage Control.	15
Suggested Evaluation Methods		
Internal Assessment: 30 ➤ Theory Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam: 15		End Term Examination: 70

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

- Pankaj Singh (2018), *Rural Local Government in India*, Kitab Mahal Publisher, New Delhi.
- Agarwal, Amba (2005), *Fiscal Decentralization: Financing of Panchayati Raj Institutions in India*, Serial Publications, New Delhi.
- Baluchamy, S (2004), *Panchayati Raj Institutions*. Mittal Publications: New Delhi.
- Biju, M R (2008) *Panchayati Raj System in India: A Symbol of Participatory Democracy and Decentralized Development*, Kaniska Publication: New Delhi
- Dharmaraj, Sengmalam (2008), *Panchayati Raj System in India*, Abhijeet Publications: New Delhi
- Dube, M P and Padalia, Munni (Eds.) (2002) *Democratic Decentralization and Panchayati Raj in India*, Anamika Publishers: New Delhi
- Hochgesang, Thomas W (1994), *Rural Local Self-Government in USA*, NIRD: Hyderabad
- Jayal, Niraja Gopal (2007), *Local Governance in India –Decentralisation and Beyond*, Oxford University Press, New Delhi
- Khanna, B S (1992), *Rural Development in South Asia*. Deep and Deep : New Delhi
- Maheshwari, S R (2015), *Local Government in India*. Lakshmi Narain Agarwal: Agra
- Maheswari, Shriram (2016), *Local Government in India*, Lakshmi Narain Agarwal: Agra


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MCC-12

Session 2024-2025			
Part-A Introduction			
Subject	Public Administration		
Semester	VI		
Name of the Course	Financial Administration		
Course Code	24UN-PAD-602		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MCC		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. The students would be conceptual clarity about features of Financial Administrative systems. 2. Detailed understanding of the Budget processing. 3. Critical understanding about financial control over administration. 4. Knowledge about the Tax administration in India.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 Internal Assessment Marks:30 End Term Exam Marks: 70	Time:3 hrs		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have Seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics		Contact Hours
I	Financial Administration: Meaning Scope & Nature. Working of Finance. NITI Ayog. Union - State Financial Relation.		15
II	Budget: Meaning, Principles, Formulation / Preparation. Enactment and Execution. Deficit Financing, Performance Budgeting. Zero Based budgeting (ZBB)		15
III	Financial Control Over Administration. Parliamentary Control. Financial Committees. Accounting.		15




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	Auditing and Comptroller & Auditor General of India. Monetary Policy and Instruments of Credit Control.	
IV	Tax Administration in India: Features & Challenges. Public Debt. Public Revenue Public Expenditures.	15
Suggested Evaluation Methods		
Internal Assessment: 30 ➤ Theory Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test-05+05 Mid Term Exam:15		End Term Examination: 70

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

- A Sarapa (2004), *Public Finance in India*, Kanishka Publishers Distributors, New Delhi.
- Manjusha Sharma & O.P. Bohra (2005), *Bhartiya Lok Vitta Prashasan*, Ravi Books, Delhi.
- B.P. Tyagi (1997), *Public Finance*, Meerut, Jai Prakash Nath.
- G.S.Lal (1997), *Financial Administration in India*, New Delhi, HPJ Kapoor.
- MJK Thavaraj(1996), *Financial Administration in India*, Delhi: Sultan Chand & Sons.
- Andley, Sundharam (1979), *Public Finance*, Agra, Rattan Prakashan Mandir.
- Ruddar Dutt & K.P.Sundharam (1997), *Indian Economy*, New Delhi, S. Chand & Co.
- M.Y.Khan and P.K.Jain (1982) *Finance Management*, New Delhi, Tata McGraw Hill.
- R.N. Srivastava (1988), *Management of Financial Institutions*, Bombay, Himalaya Publishing.
- C.P.Bhambhri (1993), *Public Administration in India*, Bombay: Vikas Publishing House.
- S.L.Goel (2004), *Public Financial Administration*, New Delhi, Deep & Deep Publication.
- Dutt and Sundharam (2004), *Indian Economy*, Delhi: S. Chand & Co.


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DSE-4

Session 2024-2025			
Part-A Introduction			
Subject	Public Administration		
Semester	VI		
Name of the Course	Personal Administration		
Course Code	24UN-PAD-603		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
Level of the course (As per Annexure-I)	600-699		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. To understand the main features of Personnel Administration. 2. To know the constitutional framework and structure of services. 3. To understand the Organisation of various ministries and commissions of personnel administration. To know about the Employer - Employee Relations in India.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 Internal Assessment Marks:30 End Term Exam Marks: 70	Time:3 hrs		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have Seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics		Contact Hours
I	Personnel Administration: Meaning, Nature and Scope. Functions and Significance of Personal Administration. Public Services and their role in Administrative System. Evolution & changing role of public services in a modern welfare state.		15
II	Classification and Structure of Services. Position classification: Concept, merits, and limitations Rank classification vs. Position classification Generalists vs. Specialists debate in civil services Composition of civil services in India.		15




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III	Personnel Agencies: Department of Personnel and Public Grievances. Union Public Service Commission. State Public Service Commissions, Staff Selection Commission. Recruitment: Meaning, Kinds and Methods. Training: Meaning, Objectives and Types.	15
IV	Employer- Employee Relations in India. Employee's Participation in Management. Rights of Public Servants, Conduct and Discipline. Promotion: Meaning and Principles. Integrity in Public Services.	15
Suggested Evaluation Methods		
Internal Assessment: 30 ➤ Theory Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15		End Term Examination: 70
Part-C Learning Resources		
Recommended Books/E-Resources/LMS: Reference: - Hoshiar Singh & Pankaj Singh (2012), <i>Indian Administration</i>, Pearson's Publication. - Avasthi A. (1980), <i>Central Administration</i>, Tata McGraw Hill: New Delhi. - Chanda Ashok (1967), <i>Indian Administration</i>, Allen and Unwin: London. - Jain, R. B. (1976), <i>Contemporary Issues in Indian Administration</i>, Vishal Publications, New Delhi. - Johari, J.C. (1977), <i>Indian Government and Politics</i>, Vishal Publications, Delhi. - Khera, S.S. (1975), <i>the Central Executive</i>, Orient Longman: New Delhi. - Maheshwari, S.R., (2007), <i>Indian Administration</i> (English & Hindi). Orient Longman, New Delhi. - Misra B.B.(1970), <i>The Administrative History of India</i>; Oxford University Press, London. - Muttalib, M.A. (1967), <i>Union Public Service Commission</i>, I.I.P.A.: New Delhi. - Puri, K.K.(1985), <i>Indian Administration</i>, Bharat Prakashan, Jalandhar. - Prasad, Bishwanath (1968), <i>the Indian Administrative Service</i>; S. Chand & Company, Delhi. - Singh Hoshiar and Singh Mohinder, (1989), <i>Public Administration in India: Theory and Practice</i>; Sterling Publishers, New Delhi. - Subramaniam, Malathi (1987), <i>Management of Public Administration</i>, Deputy Publications, Delhi. - Subramaniam, V. (1971), <i>Social Background of India's Administrators</i>, Publication Division, Government of India: New Delhi.		


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DSE-4

Session 2024-2025			
Part-A Introduction			
Subject	Public Administration		
Semester	VI		
Name of the Course	Economic Policy and Administration		
Course Code	24UN-PAD-604		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
Level of the course (As per Annexure-I)	600-699		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Will be equipped with the knowledge and conceptual clarity of public policy and Administration. 2. Knowledge about the Macroeconomic Policy & Management, its Features and Applications in India 3. Knowledge of different Process inAdministration & Development Institutions. 4. Clarity of policy design, implementation systems and their accountability.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 Internal Assessment Marks:30 End Term Exam Marks: 70	Time:3 hrs		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have Seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics		Contact Hours
I	Introduction to Public Policy and Economics Scarcity. Choice and opportunity Cost. Role of the State vs. Market Forces. Efficiency, Equity, and Market Failures.		15
II	Macroeconomic Policy & Management. Inflation, unemployment, and economic growth measurement. Monetary policy and the role of the Central Bank. Fiscal policy, public debt, and deficit financing.		15



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III	Public Budgeting and Financial Administration. The Budget Process: Formulation, Enactment, and Execution. Multi-Year Expenditure Frameworks. Tax policy, Revenue Mobilization, and Resource Allocation.	15
IV	Policy Design, Implementation, and Evaluation. Agenda setting and policy formulation stages Tools for evaluation: Cost-Benefit Analysis (CBA) and Cost-Effectiveness Analysis. Bureaucratic accountability	15
Suggested Evaluation Methods		
Internal Assessment: 30 ➤ Theory Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15		End Term Examination: 70

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

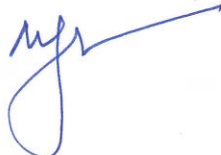
Reference:

- A Sarapa (2004), *Public Finance in India*, Kanishka Publishers, New Delhi.
- Hoshier Singh and Pardeep Sachdeva (2011) *Public Administration: Theory and Practice*, Pearson, Noida.
- G.S. Lal (1987), *Financial Administration in India*, New Delhi, HPJ Kapoor.
- MJK Thavaraj (1996), *Financial Administration in India*, Delhi, S. Chand & Sons.
- Andley, Sundharam (1979), *Public Finance*, Agra: Rattan Prakashan Mandir.
- Ruddar Dutt & K.P.Sundharam (1997), *Indian Economy*, New Delhi, S. Chand & Co.
- Y.Khan & P.K. Jain (1982), *Finance Management*, New Delhi, Tata McGraw Hill.
- R.N. Srivastava (1988), *Management of Financial Institutions*, Bombay, Himalaya Publishing.
- C.P.Bhambhri (1973), *Public Administration in India*, Bombay: Vikas Publishing House.
- S.L. Goel (2004), *Public Financial Administration*, New Delhi, Deep & Deep Publications.
- Dutt and Sundharam (2004), *Indian Economy*, Delhi, S.Chand & Co.


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DSE-5

Session 2024-2025			
Part-A Introduction			
Subject	Public Administration		
Semester	VI		
Name of the Course	Issues in Public Administration		
Course Code	24UN-PAD-605		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
Level of the course (As per Annexure-I)	600-699		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: 1. Knowledge about the accountability in public administration. 2. Understanding about the issues of corruption & its causes. 3. Understanding about emerging issues of governance. 4. Gaining insights about gender issues & other social relevant issues.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 Internal Assessment Marks:30 End Term Exam Marks: 70	Time:3 hrs		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have Seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics		Contact Hours
I	Accountability in Public Administration. Executive Control Over Administration. Judicial Control over Administration. Features of Lok Pal Bill. Objectives of Lok Ayukta Bill.		15



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II	Integrity in Administration: Definition of Corruption. Causes of Corruption. Means and Agencies for checking Corruption at Union State Level Agencies for Checking Corruption. Remedies of Corruption. Vigilance Agencies	15
III	Emerging Issues: Features of Good Governance. Features and Importance of Right to Information Act (RTI), Consumer Protection Act, 2005 and its Features. Basic Concepts of Human Rights. Role of Police Administration in controlling Law and Order.	15
IV	Rural Health Services: Concepts of Gender Issues. Women Empowerment and the Role of the Government. Features of Sustainable Development. India's Administration Culture.	15
Suggested Evaluation Methods		
Internal Assessment: 30 ➤ Theory Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15		End Term Examination: 70

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

- R.K. Saprú (2003), Development Administration, Sterling Publishers Pvt. Ltd, New Delhi.
- S.P. Verma and S.K.Sharma (ed.) (2004), *Development Administration*, New Delhi, IIPA.
- C.N.Bhalerao (1992), *Administration, Politics and Development in India*, Bombay, Lal Pani Publishing.
- S.K. Chatterjee (2 0 0 5) , *Development Administration in India*, Surjeet Publications, Delhi.


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DSE-5

Session 2024-2025			
Part-A Introduction			
Subject	Public Administration		
Semester	VI		
Name of the Course	Indian Constitution		
Course Code	24UN-PAD-606		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	DSE		
Level of the course (As per Annexure-I)	600-699		
Course Learning Outcomes (CLO)	After completing this course, the learner will be able to: After the completion of this course, the learner will be able : 1. To understand the evolution and growth of Indian Constitution. 2. To know the relationship between Fundamental Rights, directive Principles & Fundamental Duties. 3. To understand the role of Union Executive & Union Legislature. 4. To comprehend the working of state executive & Indian judicial system.		
Credits	Theory	Tutorial	Total
	3	1	4
Contact Hours	3	1	4
Max. Marks:100 Internal Assessment Marks:30 End Term Exam Marks: 70	Time:3 hrs		
Part-B Contents of the Course			
The Question paper will consist of Nine Questions. The student shall attempt Five questions in all. Question no. 1 is compulsory and attempt one question from each unit. The compulsory Question have Seven Multiple Choice Questions carrying equal marks (2 marks).			
Unit	Topics		Contact Hours
I	Stages Of Constitutional Development. Making Of The Constituent Assembly. Philosophy of Indian Constitution. Citizenship: Constitutional Provisions & Issues.		15
II	Fundamental Rights. Directive Principles of State Policy. Fundamental Duties.		15
III	Union Executive & Union Legislature. The President. Cabinet & the Prime Minster. Lok Sabha And Rajya Sabha. Role & Powers of Speaker.		15



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IV	State Executive & Legislature: Relationship Between The Governor & Chief Minister. The Legislative Assembly. The Legislative Council. Judiciary: Composition, Powers & Jurisdiction Of Supreme Court, High Courts & District Courts.	15
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
➤ Theory Class Participation-05 Seminar/Presentation/Assignment/Quiz/Class Test etc.- 05+05 Mid Term Exam:15		

Part-C Learning Resources

Recommended Books/E-Resources/LMS:

Reference:

- Basu, D. D. (1988), *Introduction to the Constitution of India*; Prentice Hall, New Delhi.
- Pylee, M.V. (1967), *India's Constitution*, Asia Publishing House, Bombay.
- Bhargava (ed.) (2004), *Politics & Ethics of the Indian Constitution*, OUP, Delhi.
- Ghosh Peu (2012), *Indian Government & Politics*, PHI Learning Ltd., New Delhi.
- Singh M.P. & Saxena Rekha (2008), *Indian Politics: Contemporary Issues and Concerns*, Prentice Hall of India Pvt. Ltd. New Delhi.


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