



Faculty of Humanities and Social Sciences

Scheme of Examination and Syllabus for Under Graduate Programme

**Under Multiple Entry and Exit, Internship and
CBCS-LOCF as per NEP-2020
w.e.f. session 2024-25 (in phased manner)**

Subject: Public Administration



**Guru Jambheshwar University of Science & Technology
Hisar-125001, Haryana
(A+ NAAC Accredited State Govt. University)**



Guru Jambheshwar University of Science and Technology
Hisar-125001, Haryana
(‘A+’ NAAC Accredited State Govt. University)



Subject: Public Administration

Scheme (A&B) of Examination for affiliated Degree College
According to National Education Policy-2020

SEMESTER-III								
Type of Course	Course Code	Nomenclature of Paper/Course	Credits	Contact Hours	Internal Marks	External Marks	Total Marks	Exam (Hrs)
Discipline Specific Course*	C24PUB301T	Indian Administration	3	3	20	50	70	2.5
	C24PUB301P	Indian Administration (Field Visit and Report Writing)	1	2	10	20	30	2
Discipline Specific Course#	C24PUB302T	Concept and Theories of State and Democracy	4	4	30	70	100	3
Discipline Specific Course#	C24PUB303T	Rural Governance in India	4	4	30	70	100	3
Minor/Vocational Course**	C24MIC321T	Central Administration in India	4	4	30	70	100	3
Minor/Vocational Course#	C24VOC321T	Fundamentals of Indian Constitution	2	2	15	35	50	2
	C24VOC321P	Fundamentals of Indian Constitution (Project & Report Writing)	2	4	15	35	50	2
Multidisciplinary Course	C24MDC326T	Introduction to Indian Constitution	3	3	25	50	75	2.5
Skill Enhancement Course	C24SEC320T	Management Information System	2	2	15	35	50	2
	C24SEC320P	Management Information System (Case Study)	1	2	10	15	25	2
SEMESTER- IV								
Type of Course	Course Code	Nomenclature of Paper/Course	Credits	Contact Hours	Internal Marks	External Marks	Total Marks	Exam (Hrs)
Discipline Specific Course*	C24PUB401T	Public Finance and Financial Administration	4	4	30	70	100	3
Discipline Specific Course#	C24PUB402T	Urban Governance in India	4	4	30	70	100	3
Discipline Specific Course#	C24PUB403T	Introduction to Public Policy	4	4	30	70	100	3
Discipline Specific Course#	C24PUB404T	Basic of Research Methodology	3	3	20	50	70	2.5
	C24PUB404P	Basic of Research Methodology (Project)	1	2	10	20	30	2
Minor/Vocational Course	C24VOC421T	State Administration in India	2	2	15	35	50	2
	C24VOC421P	State Administration in India (Field Visit & Report)	2	4	15	35	50	2
Value Added Course	C24VAC415T	Disaster Management	2	2	15	35	50	2

***For Scheme A & B; #For Scheme B only; ** For Scheme A only**

Program Outcomes:

- PO1** To develop students understanding of public administration and its relation with constitutional status and financial management of Indian administration.
- PO2** To cultivate critical thinking skills through analysis of constitutional arrangement *vis-a-vis* financial and administrative functioning of Indian administration.
- PO3** To enhance leadership qualities such as problem solving, effective communication, public dealing, decision making, critical thinking and managing multiple tasks.

**Public Administration
Indian Administration
Discipline Specific Course (Semester III)***

Code: C24PUB301T
45 Hrs (3 Hrs/Week)
Credit: 3
Exam Time: 2.5 Hrs

External Marks: 50
Internal Marks: 20
Total Marks: 70

Note: The maximum time duration for attempting the paper will be of 2.5 hours. The examiner is required to set seven questions in all. The first question will be compulsory consisting of seven short questions covering the entire syllabus consisting of 2 marks each. In addition to that six more questions will be set, two questions from each unit. The students shall be required to attempt three questions in all selecting one question of 10 marks from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks.

Course Objective: The course aims to procreate an understanding among students about the concept of Indian administration especially executive, legislature and judiciary at union level. The students will gain insights of functioning of the state as well as district administration.

Unit I

British Legacy and Historical Background
Philosophy of the Constitution, the Preamble, and Salient Features of the Constitution
Fundamental Rights; Directive Principles of State Policy and Fundamental Duties

Unit II

Union Executive: President, Prime Minister and Council of Ministers
Union Legislature - Lok Sabha and Rajya Sabha: Composition and Functions
Judiciary: Supreme Court and Judicial Review

Unit III

Governor; Chief Minister Council of Ministers and State Legislature
State Secretariat and Directorate; Chief Secretary and Divisional Commissioner
District Administration: District Collector, Sub Divisional Magistrate and BDPO

**Indian Administration
(Field Visit and Report Writing)**

Code: C24PUB301P
30 Hrs (2 Hrs/Week)
Credit: 1
Exam Time: 2 Hrs

External Marks: 20
Internal Marks: 10
Total Marks: 30

Field visit and report writing on any one topic from the list provided below

Parliament of India/Supreme Court of India/Haryana Legislative Assembly/Office of District Commissioner//Office of SDM/Office of BDPO

*** for Scheme A & B**

Essential Readings

1. Arora, Ramesh K. and Goyal, Rajni (2013) Indian Public Administration: Institutions and Issues (3rd edition). New Delhi: New Age International Publishers
2. Avasthi A. (1980) Central Administration. New Delhi: Tata McGraw Hill
3. Basu, D.D. (2008) Introduction to the Constitution of India. (20th ed.). New Delhi: Wadhwa and Company.
4. Chakraborty, Bidyut (2016) Indian Administration. New Delhi: Sage
5. Chaudhary Surjit, M Khosla and P Mehta. 2016. The Oxford Handbook of the Indian Constitution. New Delhi: OUP
6. G. Austin. (2010) The Indian Constitution: Cornerstone of a Nation. New Delhi: OUP
7. Hasan Zoya, E. Sridharan and R. Sudarshan. (2013) India's Living Constitution: Ideas, Practices and Controversies. New Delhi: Permanent Black
8. J. Manor. (1994) 'The Prime Minister and the President', in B. Dua and J. Manor (eds.) Nehru to the Nineties: The Changing Office of the Prime Minister in India, Vancouver: University of British Columbia Press

9. J. Manor. (2005) 'The Presidency', in D. Kapur and P. Mehta P. (eds.) Public Institutions in India: Performance and Design. New Delhi: OUP
10. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
11. L. Rudolph and S. Rudolph. (2008) 'Judicial Review Versus Parliamentary Sovereignty', in Explaining Indian Institutions: A Fifty Year Perspective, 1956-2006: Volume 2: The Realm of Institutions: State Formation and Institutional Change. New Delhi: OUP
12. Maheshwari, S.R., (2007) Indian Administration (English & Hindi). New Delhi: Orient Longman
13. Misra B.B., (1970) The Administrative History of India. London: Oxford University Press
14. R. Bhargava. (2008) 'Introduction: Outline of a Political Theory of the Indian Constitution', in R. Bhargava (ed.) Politics and Ethics of the Indian Constitution, New Delhi: OUP
15. Sharma, Ashok (2016) Administrative Institutions in India. RBSA Publishers: Jaipur
16. U. Baxi. (2010) 'The Judiciary as a Resource for Indian Democracy', Seminar, Issue 615, pp. 61-67.
17. V. Hewitt and S. Rai. (2010) 'Parliament', in P. Mehta and N. Jayal (eds.) The Oxford Companion to Politics in India, New Delhi: OUP
18. Bowdon, John (2011), Writing a Report, Constable & Robinson; 9th edition

Course Outcome:

After completing this course, the learner would be able to:

- CO1 Develop an understanding of the functioning and role union executive.
- CO2 Acquaint with relevance of role legislature.
- CO3 Comprehend role of Supreme Court in India in administration.
- CO4 Understand functioning and significance State and District Administration.

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong M=Medium W=Weak

Public Administration
Concept and Theories of State and Democracy
Discipline Specific Course (Semester III)#

Code: C24PUB302T
60 Hrs (4 Hrs/Week)
Credit: 4
Exam Time: 3 Hrs

External Marks: 70
Internal Marks: 30
Total Marks: 100

Note: The maximum time duration for attempting the paper will be of 3 hours. The examiner is required to set nine questions in all. The first question will be compulsory consisting of seven short questions covering the entire syllabus consisting of 2 marks each. In addition to that eight more questions will be set, two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks.

Course Objective: This course aims to acquaint students with fundamental normative concepts in political theory, fostering an appreciation for their manifestation within societal frameworks and the ensuing discourse. Embracing these concepts as guiding values, the course endeavours to delineate their role in shaping communal existence within political entities.

Unit I

Concept of State, Nature and Evolution
State: Characteristics and Importance
Distinction between State and Society; State and Government; State and Nation

Unit II

Social Contract Theory of State with reference to Hobbes, Locke and Rousseau
Theories of the State: Liberal Theory
Marxist Theory & Neo Liberal Theory

Unit III

Liberty: Negative and Positive
Equality of opportunity and Equality of Outcome
Justice: Procedural and Substantive b) Rawls and his critics
Rights: Natural, Moral and Legal

Unit IV

Democracy: Concept, Nature, Characteristics and Importance
Classification of Democracy: Direct Democracy and Indirect Democracy
Liberal Democracy; Representative Democracy & Deliberative Democracy

for Scheme B only

Essential Readings

1. Dunleavy, P., & O'Leary, B. (2009). Theories of the state: The politics of liberal democracy. Basingstoke: Macmillan.
2. Bellamy, Richard and Mason, Andrew (eds). Political Concepts. Manchester: Manchester University Press.
3. Birch, A. H. The Concepts and Theories of Modern Democracy, 3rd Edition. Routledge, 2007
4. Dahl, Robert. On Democracy. Yale University Press, 1998.
5. Dworkin, Ronald. (1977) Taking Rights Seriously. London: Duckworth.
6. Gilchrist, R. M., & Srinivas achariar, C. S. (1940). Principles of political science. New York: Longmans.
7. Habbermas, Jurgen. 2001. Post-National Constellation. Cambridge Policy Press.
8. Held, David. Models of Democracy. 3rd Edition. Polity Press, 2007.
9. Jain, M.P. (1979) Political Theory: Liberal and Marxian. Authors Guild Publications: Delhi.
10. John Parkinson and Jane Mansbridge (2012) Deliberative Systems: Deliberative Democracy at the Large Scale. Cambridge Democracy Ress.
11. Knowles, Dudley (2001) Political Philosophy. London: Routledge.
12. Mackenzie Iain (2005) Political Concepts: A Reader and Guide. Edinburgh University Press.
13. McKinnon, C. (2008) (ed). Issues in Political Theory. New York: Oxford University Press.
14. Bhargava, R. and Acharya, A. (2008) (eds). Political Theory: An Introduction. New Delhi: Pearson Longman.
15. Mill, John Stuart. (1991) On Liberty and Other Essays. Edited by Jon Gray. Oxford: Oxford University Press.
16. Myrdal, Gunnar. 1974, "What is Development?" Journal of Economic Issues 8(4):729-736.

17. Rawls, John. (1971) A Theory of Justice. Harvard: Harvard University Press.
18. Swift, Adam. (2001) Political Philosophy: A Beginner's Guide for Students and Politicians. Cambridge: Polity Press.
19. Heywood, Andrew, (2004), Political Science: An Introduction. Palgrave

Course Outcome:

After completing this course, the learner would be able to:

- CO1 Develop an understanding of basic concepts and debates in Indian Polity.
- CO2 Acquaint with various theories of State.
- CO3 Comprehend significance and nuances of Democracy.
- CO4 Brings conceptual understanding and clarity to social, political, economic and cultural issues.

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong M=Medium W=Weak

**Public Administration
Rural Governance in India
Discipline Specific Course (Semester III)#**

Code: C24PUB303T
60 Hrs (4 Hrs/Week)
Credit: 4
Exam Time: 3 Hrs

External Marks: 70
Internal Marks: 30
Total Marks: 100

Note: The maximum time duration for attempting the paper will be of 3 hours. The examiner is required to set nine questions in all. The first question will be compulsory consisting of seven short questions covering the entire syllabus consisting of 2 marks each. In addition to that eight more questions will be set, two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks.

Course Objective: This course aims to acquaint students with the theoretical knowledge and understanding of the evolution and growth of rural local governance with special reference to Panchayati raj institutions (PRIs) in India and connecting the role and relationships of rural local democratic decentralized institutions with grassroots governance.

Unit I

Rural Local Self-Government: Concept, scope and significance
Evolution of Rural Local Government in India
Salient feature of 73rd Constitutional Amendment Act, 1992
Women in Rural Local Government

Unit II

Panchayati Raj Institutions (PRI) at Grassroots: Gram Sabha & Gram Panchayat – composition, functions and role
Panchayati Raj Institutions at Intermediate: Panchayat Samiti: composition and functions
Zila Parishad: composition and functions

Unit III

Power and role of Block Development and Panchayat Officer (BDPO)
State Election Commission: An Overview
Rural Development Programmes: MGNREGA & Deendayal Antyodaya Yojna – National Rural Livelihoods Mission (DAY-NRLM)

Unit IV

State Control over Local PRI
Finance of PRI and role State Finance Commission: An Overview
Problems and Challenges of Rural Local Administration

for Scheme B only

1. Essential Readings

2. B S Khanna (1992), Rural Development in South Asia, Deep and Deep Publication, New Delhi
3. B S Khanna (1999), Rural Local Government in India and South Asia, Deep and Deep Publication, New Delhi
4. Maheshwari, S (2004), Local Government in India, Agra, Lakshmi Narain Agarwal
5. Bhadouria, B. D. S. & Dubey, V. P. (1989). *Panchayati Raj and Rural Development*. New Delhi: Commonwealth Publishers.
6. Bhattacharya, Mohit. (1976). *Management of Urban Government in India*. New Delhi: Uppal.
7. Sachdeva, Pradeep. (2011). *Local Government in India*. Delhi: Pearson
8. Chaudhary L.R (2021). *Grameen Vikas Evam Panchayati Raj Sansthaein*. Rawat Publications
9. Fadia B.L. (2020). *Sthaniyaswasthan. Sahitya Bhawan*
10. Maheshwari, S.R. (2017); Bharat Me Sthaniya Shasan. Agra: Lakshmi Narain Agarwal

Course Outcome:

After completing this course, the learner would be able to:

- CO1 Develop an understanding of historical evolution of Rural Local Governance in India.
- CO2 Comprehend with structure and functioning of the Rural Local Administration.
- CO3 Evaluate the functioning of Panchayati Raj Institution.
- CO4 Create applicable knowledge on Rural Local Government.

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong M=Medium W=Weak

**Public Administration
Central Administration in India
Minor Course (Semester III)****

Code: C24MIC321T
60 Hrs (4 Hrs/Week)
Credit: 4
Exam Time: 3 Hrs

External Marks: 70
Internal Marks: 30
Total Marks: 100

Note: The maximum time duration for attempting the paper will be of 3 hours. The examiner is required to set nine questions in all. The first question will be compulsory consisting of seven short questions covering the entire syllabus consisting of 2 marks each. In addition to that eight more questions will be set, two questions from each unit. The students shall be required to attempt five questions in all selecting one question from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks.

Course Objective: The objective of this course is to acquaint the student with the basics of Indian Administration. The paper would introduce the student with the basic features of Indian Administration along with the functioning of Union and State Executive and functioning of various constitutional bodies like UPSC, CAG etc.

Unit I

British Legacy and Historical Background
Philosophy of the Constitution, the Preamble, and Salient Features of the Constitution
Fundamental Rights; Directive Principles of State Policy and Fundamental Duties

Unit II

President: Election, Powers and Role
Prime Minister: Appointment, Powers and Role
Central Council of Ministers

Unit III

Apex Court: Composition, Power and Judicial Review
Central Secretariat: Structure, Functions and Role
Cabinet Secretariat: Significance, Functions and Role
Prime Minister Office: Significance, Functions and Role

Unit IV

Union Public Service Commission: Composition and Functions
Comptroller and Auditor General: Appointment and Functions
Election Commission of India: Composition and Functions

**** for Scheme A only***

Essential Readings

1. Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi
2. Avasthi, A and Avasthi, A P (2004) Indian Administration. Lakshmi Narain Aggarwal: Agra
3. Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra
4. Basu, D. D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi
5. Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi
6. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
7. Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi
8. Sujit Choudhry, Madhav Khosla and Pratap Bhanu Mehta, (2016) The Oxford Handbook of the Indian Constitution, New York, Oxford University Press.
9. Granville Austin, (1966) The Constituent Assembly- Microcosm in Action, in Indian Constitution, Cornerstone of a Nation, OUP.
10. Subhash Kashyap, (1994) Making of the Constitution, in Our Constitution: An Introduction to India's Constitution and Constitutional Law, NBT, India
11. Madhav Khosla, (2020) India's Founding Moment: The Constitution of a Most Surprising Democracy. Cambridge: Harvard University Press

Course Outcome:

After completing this course, the learner would be able to:

- CO1 Develop an understanding of historical evolution of Indian Administration.
- CO2 Acquaint with structure and functioning of the union executive.
- CO3 Comprehend role of the apex judiciary in Indian administration.
- CO4 Understand significance and role the key constitutional agencies such as UPSC, election commission of India among others in the administration.

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong M=Medium W=Weak

Public Administration
Fundamentals of Indian Constitution
Minor/Vocational Course (Semester III)#

Code: C24VOC321T
30 Hrs (2 Hrs/Week)
Credit: 2
Exam Time: 2 Hrs

External Marks: 35
Internal Marks: 15
Total Marks: 50

Note: The maximum time duration for attempting the paper will be of 2 hours. The examiner is required to set five questions in all. The first question will be compulsory consisting of five short questions covering the entire syllabus consisting of 3 marks each. In addition to that four more questions will be set, two questions from each unit. The students shall be required to attempt three questions in all selecting atleast one question from each unit of 10 marks in addition to compulsory Question No. 1.

Course objective: The objective of this course is to acquaint the student with the basics of Indian Administration. The paper would introduce the student with the basic features of Indian Administration along with the functioning of Union Executive and functioning of various constitutional bodies like the Election Commission of India, UPSC among others.

Unit I

Philosophy of the Constitution, the Preamble, and Salient Features of the Constitution
Fundamental Rights; Directive Principles of State Policy and Fundamental Duties
President: Election, Powers and Role
Prime Minister: Appointment, Powers and Role

Unit II

Amendment Procedure of the Constitution
Apex Court: Composition, Power and Judicial Review
Election Commission of India: Composition and Functions
Union Public Service Commission: Composition and Functions

Fundamentals of Indian Constitution
(Project Report Writing)

Code: C24VOC321P
60 Hrs (4 Hrs/Week)
Credit: 2
Exam Time: 2 Hrs

External Marks: 35
Internal Marks: 15
Total Marks: 50

Make a project/report on any one of the following topics given below:

- Preamble of Indian Constitution/Making of the Constitution/ Fundamental Duties
- Elections in India/Working of the Indian Judiciary/Social Justice
- Fundamental Rights/Directive Principles of State Policy

General Instructions:

1. Project must be individual/group. The entire material must be hand-written.
2. Only bio-degradable substances must be used.
3. Plastic/plastic covers are strictly prohibited.
4. Project file should have 15-20 pages containing both sides as one.
5. The project contents may be taken from textbooks/reference books/internet/any other relevant source. The project file must have index, acknowledgement, introduction, data, relevant pictures/sketches, conclusion and bibliography.

for Scheme B only

Essential Readings

1. Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi
2. Avasthi, A and Avasthi, A P (2004) Indian Administration. Laksmi Narain Aggarwal: Agra
3. Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra
4. Basu, D. D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi
- Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi

5. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
6. Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi Palmer, N D (1961) Indian Political System. Sharma, Ashok (2016) Administrative Institutions in India. RBSA Publishers: Jaipur
7. Sujit Choudhry, Madhav Khosla and Pratap Bhanu Mehta, (2016) The Oxford Handbook of the Indian Constitution, New York, Oxford University Press.
8. Granville Austin, (1966) The Constituent Assembly- Microcosm in Action, in Indian Constitution, Cornerstone of a Nation, OUP.
9. Subhash Kashyap, (1994) Making of the Constitution, in Our Constitution: An Introduction to India's Constitution and Constitutional Law, NBT, India
10. Madhav Khosla, (2020) India's Founding Moment: The Constitution of a Most Surprising Democracy. Cambridge: Harvard University Press
11. Bowdon, John (2011), Writing a Report, Constable & Robinson; 9th edition

Course Outcome:

After completing this course, the learner would be able to:

- CO1 Develop an understanding of foundational ethos and morality of Indian Constitution.
- CO2 Comprehend with structure and functioning of the union executive.
- CO3 Comprehend role of the apex judiciary in Indian administration.
- CO4 Facilitate in developing analytical and critical cognitive and writing skills .

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong M=Medium W=Weak

Public Administration
Introduction to Indian Constitution
Multidisciplinary Course (Semester III)

Code: C24MDC326T
45 Hrs (3 Hrs/Week)
Credit: 3
Exam Time: 2.5 Hrs

External Marks: 50
Internal Marks: 25
Total Marks: 75

Note: The maximum time duration for attempting the paper will be of 2.5 hours. The examiner is required to set seven questions in all. The first question will be compulsory consisting of five short questions covering the entire syllabus consisting of 2.5 marks each. In addition to that six more questions will be set, two questions from each unit. The students shall be required to attempt four questions in all selecting at least one question of 12.5 marks from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks.

Course Objective: The aim of this course is to impart a comprehensive outlook about the nature, values and objectives of the Indian polity. To highlight the importance of Fundamental Rights, directives principles and Fundamental Duties enshrined in the constitution of India.

Unit-I

The Company Rule: Regulating Act, 1773; Charter Act, 1833 & Charter Act, 1853

The Crown Rule: Government of India Act, 1858; Indian Councils Act, 1861, 1892 & 1909 Government of India Act of 1919 and Government of India Act of 1935

Unit-II

Founding Principles of Indian Constitution: Preamble

Indian Constitution: Salient features

Fundamental Rights: Article 14 to 32

Unit-III

Directive Principles of State Policy

Fundamental Duties

Basic Structure of the Constitution

Essential Readings

1. Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi
2. Avasthi, A and Avasthi, A P (2004) Indian Administration. Lakshmi Narain Aggarwal: Agra
3. Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra
4. Basu, D. D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi
5. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
6. Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi Palmer, N D (1961) Indian Political System. Sharma, Ashok (2016) Administrative Institutions in India. RBSA Publishers: Jaipur
7. Sujit Choudhry, Madhav Khosla and Pratap Bhanu Mehta, (2016) The Oxford Handbook of the Indian Constitution, New York, Oxford University Press.
8. Granville Austin, (1966) The Constituent Assembly- Microcosm in Action, in Indian Constitution, Cornerstone of a Nation, OUP.
9. Subhash Kashyap, (1994) Making of the Constitution, in Our Constitution: An Introduction to India's Constitution and Constitutional Law, NBT, India
10. Madhav Khosla, (2020) India's Founding Moment: The Constitution of a Most Surprising Democracy. Cambridge: Harvard University Press.

Course Outcome:

After completing this course, the learner would be able to:

- CO1 Develop an understanding of the foundational moral values enshrined in the constitution of India.
- CO2 Comprehend significance of fundamental rights endorsed to the people of India.
- CO3 Acquaint with relevance of directive principles of policy mentioned in the constitution of India.
- CO4 Understand connotation and implication fundamental duties as citizens of India.

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong M=Medium W=Weak

**Public Administration
Management Information System
Skill Enhancement Course (Semester III)**

Code: C24SEC320T
30 Hrs (2 Hrs/Week)
Credit: 2
Exam Time: 2 Hrs

External Marks: 35
Internal Marks: 15
Total Marks: 50

Note: The maximum time duration for attempting the paper will be of 2 hours. The examiner is required to set seven questions in all. The first question will be compulsory consisting of five short questions covering the entire syllabus consisting of 3 marks each. In addition to that four more questions will be set, two questions from each unit. The students shall be required to attempt two questions in all selecting at least one question of 10 marks from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks.

Course Objective: The course aims to develop an understanding of the concept, development and applications of MIS in organisations; discuss the relevance of MIS in context of various functional areas of organization. Understanding data and its management along with networking is basic to understanding e governance systems.

Unit I

Meaning, Role, Evolution of Management Information Systems
Components and activities of an Information System
Operations & Management; Classification of Information Systems; MIS & Decision Making
Significant features of IT Act 2000
Digital India Program – An overview

Unit II

DBMS and RDBMS
Data Mining and Data Warehousing
Networking; Local and Wide Area Networks
Internet and Internet customer interfaces

**Management Information System
(Case Study)**

Code: C24SEC320P
30 Hrs (2 Hrs/Week)
Credit: 1
Exam Time: 2 Hrs

External Marks: 15
Internal Marks: 10
Total Marks: 25

Case study:
Agriculture: e Agriculture

Essential Readings

1. Basandra, S.K. (1999). *Computers Today*. New Delhi: Galgotia Publishers Pvt. Ltd.
2. Bedi, K., Singh, P. & Srivastava, S. (2001). *Government@net*. New Delhi: Sage Publications.
3. Bhatnagar, S. (2004). *E Government: From Vision to Implementation (A Practical Guide with Case Studies)*. New Delhi: Sage Publications.
4. Bhattacharya, J. (2012). *E-Gov2.0: Policies, Progresses and Technologies*. New Delhi, Tata McGraw-Hill
5. Brien, J & Marakas, G. M. (2011). *Management Information Systems*. India: Tata McGraw Hill Publishing Company Limited.
6. Hodson, P. (1998). *Local Area Networks*. New Delhi: BPB (Retrieved from <http://www.msoffice tutorial-training.com/>)
7. Laudon, K. C. & Laudon, J. P. (2011). *Management Information Systems: Managing the Digital Firm* (12th ed). New Delhi: Pearson Education. Prabhu, C.S.R. (2011). *E Governance, Concepts and Case Studies*. New Delhi, Prentice Hall.
8. Davis, G. B., Olson & Margrethe, A. (1985). *Management Information Systems: Conceptual Foundations, Structure and Development*. New York: Tata McGraw Hill.
9. Leon, A & Leon, M. (1999). *Introduction to Computers*. New Delhi: Vikas Publishing House Pvt. Ltd.

Readings in Hindi

Kitchin Rob (2014) The data revolution: *Big data, open data, data infrastructures and their consequences*, SAGE.

Course Outcome:

After completing this course, the learner would be able to:

CO1 Develop an understanding of the concept, development and applications of MIS in organisations.

CO2 Acquaint with relevance of MIS in context of various functional areas of organization.

CO3 Comprehend data and its management.

CO4 Understand significance and relationship of IT Act 2000 in digital governance India.

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong

M=Medium

W=Weak

Public Administration
Public Finance and Financial Administration
Discipline Specific Course (Semester IV)*

Code: C24PUB401T
60 Hrs (4 Hrs/Week)
Credit: 4
Exam Time: 3 Hrs

External Marks: 70
Internal Marks: 30
Total Marks: 100

Note: The maximum time duration for attempting the paper will be of 3 hours. The examiner is required to set nine questions in all. The first question will be compulsory consisting of seven short questions covering the entire syllabus consisting of 2 marks each. In addition to that eight more questions will be set, two questions from each unit. The students shall be required to attempt five questions in all selecting at least one question of 10 marks from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks.

Course Objective: This course seeks to familiarize the students of Public Administration regarding various aspects of financial administration, particularly Budgeting in India. In addition, the students would be made aware of the role of Comptroller and Auditor General, mobilization of resources and fiscal federalism.

Unit I

Meaning and Significance of Public Finance and Public Financial Administration
Principles of Taxation; Tax Administration, Issues and Reforms in India
Resource Mobilization: Tax and Non-Tax Sources, Public Borrowings and Deficit Financing

UNIT II

Budget: Concept, Principles and Role
Types of Budgets: Line-item Budgeting; Performance Budgeting; Zero-Base Budgeting
Budget Preparation, Enactment and Execution with special reference to India

UNIT III

Union Ministry of Finance: Organisation, Functions and Role
Comptroller and Auditor General of India (CAG): Composition, Role and Functions
Finance Commission: Composition, Role and Functions

UNIT IV

Legislative Control over Finances: Public Account Committee: Role and Functions
Estimate Committee: Composition, Role and Functions
Public Sector Undertakings Committee: Composition, Role and Functions

*** for Scheme A & B**

Essential Readings

1. B. Chakrabarty and P. Chand. (2012) Public Administration in a Globalizing World: Theories and Practices. New Delhi: Sage Publications
2. Chand, P. (2010) Control of Public Expenditure in India (2nd ed.). New Delhi: Allied Publishers
3. Chand, P. (2010) Performance Budgeting (2nd ed.). New Delhi: Allied Publishers
4. Frank, Howard A. (2006) Public Financial Management (1st Edition). CRC Press, Taylor & Francis Group: New York
5. Gupta, B N. (2006) Indian Federal Finance and Budgetary Policy. Chaitanya Publishing House: Allahabad
6. Lall, G.S. (1979) Public Finance and Financial Administration in India. New Delhi: Kapoor Publishers
7. Mahajan, Sanjeev Kumar and Anupama Puri Mahajan. (2014) Financial Administration in India. PHI Learning: New Delhi
8. Nicholas Henry. (1999) Public Administration and Public Affairs. (6th ed.). New Delhi: Prentice Hall
9. Rabin, Jack and Stevens, Glenn L. (2001) Handbook of Fiscal Policy (1st Edition). Routledge: London
10. Sury, M M. (1990) Government Budgeting in India. Commonwealth Publishers: New Delhi
11. Thavaraj, M.J.K. (2001) Financial Administration in India (6th ed.). Delhi: Sultan Chand
12. Thompson, Fred and Green, Mark T (Eds.) (1998) Handbook of Public Finance (1st Edition). Marcel Dekker: New York
13. Wattal, P.K. (1963) Parliamentary Financial Control of India. Bombay: Minerva Book Shop

Course Outcome:

After completing this course, the learner would be able to:

- CO1 Gain understanding about financial administration.
- CO2 Acquaint with various facets and budgetary processes in India.
- CO3 Comprehend functioning and role constitutional institutions in public finances.
- CO4 Understand the extent and effectiveness of the legislative control over financial administration.

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong M=Medium W=Weak

**Public Administration
Urban Governance in India
Discipline Specific Course (Semester IV)#**

Code: C24PUB402T
60 Hrs (4 Hrs/Week)
Credit: 4
Exam Time: 3 Hrs

External Marks: 70
Internal Marks: 30
Total Marks: 100

Note: The maximum time duration for attempting the paper will be of 3 hours. The examiner is required to set nine questions in all. The first question will be compulsory consisting of seven short questions covering the entire syllabus consisting of 2 marks each. In addition to that eight more questions will be set, two questions from each unit. The students shall be required to attempt five questions in all selecting at least one question of 10 marks from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks.

Course Objective: This course aims to develop a basic understanding of development, its approaches and sustainable development besides, gaining conceptual and theoretical understanding of Development Administration including the ecological and post-globalization contexts.

UNIT I

Development and its dimensions and Approaches to Development
Ecology of Development Administration and Sustainable Development

UNIT II

Development Administration: concept, features and significance
Contribution of Edward Weidner, Fred W. Riggs and Dwight Waldo

UNIT III

Globalization and Development Administration
Emergence of Non-State Actors in Development Administration
Role of Bureaucracy in Development

UNIT IV

Public Private Partnership
Corporate Social Responsibility
Sustainable Development Goals (SDGs)

for Scheme B only

Recommended Readings

1. Barnett, A Doak and Riggs, Fred Warren (1970) Frontiers of Development Administration. Duke University Press: USA.
2. Chaturvedi, T.N. (1988) Politics, Bureaucracy and Development, Uppal Publishing House, New Delhi.
3. Dwivedi, O P (1994) Development Administration: From Under-development to Sustainable Development. Macmillan: UK
4. Palekar, S L (2012) Development Administration, PHI Learning: New Delhi
5. Puri, K K and Barara, G S (2013) Development Administration in India (Hindi). Bharat Prakashan: Jalandhar
6. Ramulu, Ch. Bala (2000) Technology and Rural Development, Rawat Publications: Jaipur
7. Ramulu, Ch. Bala (2016) Governance of Food Security Policies in India, Kalpaz Publications: New Delhi
8. Riggs, Fred (ed.) (1970) Frontiers of Development Administration, N.C. Duke University Press: Durham
9. Sapru, R K (2008) Development Administration. Sterling: New Delhi
10. Weidner Edward, (ed.), (1970) Development Administration in Asia; N.C. Duke University Press: Durham.

Course Outcome:

After completing this course, the learner would be able to:

- | | |
|-----|---|
| CO1 | Gain understanding of conceptual connotations of various facets of development. |
| CO2 | Acquaint with new perspectives such as Public Private Partnership. |
| CO3 | Comprehend role of Corporate Social Responsibility in societal development. |
| CO4 | Understand nuance of Inclusive Development, and Sustainable Development Goals. |

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong M=Medium W=Weak

Public Administration
Introduction to Public Policy
Discipline Specific Course (Semester IV)#

Code: C24PUB403T
60 Hrs (4 Hrs/Week)
Credit: 4 (2+2)
Exam Time: 3 Hrs

External Marks: 70
Internal Marks: 30
Total Marks: 100

Note: The maximum time duration for attempting the paper will be of 3 hours. The examiner is required to set nine questions in all. The first question will be compulsory consisting of seven short questions covering the entire syllabus consisting of 2 marks each. In addition to that eight more questions will be set, two questions from each unit. The students shall be required to attempt five questions in all selecting at least one question of 10 marks from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks.

Course Objective: This course enhances understanding of the key concepts, approaches and models of public policy, besides, processes of public policy formulation, implementation and evaluation.

Unit I

Public Policy: Concept, Characteristics and Significance
Determinants of Public Policy
Policy Impact: Socio-Economic

Unit II

Theoretical Approaches to Public Policy:
Elite Theory
Group Theory
Incremental Theory
Rational Choice Theory

Unit III

Process of Public Policy:
Policy Formulation
Policy Implementation
Policy Evaluation

Unit IV

Public Policy: Case Studies:
Education – National Education Policy (NEP) 2020
Health – National Health Mission (NHM)

for Scheme B only

Essential Readings

1. Anderson, J. (1975) Public Policy making. New York: Thomas Nelson and Sons Ltd.
2. Ayyar, Vaidyanathan R V. (2009). *Public Policy Making in India*. New Delhi: Pearson.
3. Dye, T. (2002) Understanding Public Policy. New Delhi: Pearson.
4. Henry, Nicholos (2019) Public Administration and Public Affairs. New York: Routledge.
5. Simon, Herbert A. (1997) Administrative Behavior. New York: MacMillan.
6. Sapru, R.K. (1996) Public Policy: Formulation, Implementation and Evaluation. New Delhi: Sterling.
7. National Education Policy (NEP) 2020, Ministry of Human Resource Development, Government of India.
National Health Mission, Ministry of Health, Government of India.
8. Sapru R.K. (2010). *Lok Neeti*. Jawahar Publishers
9. Sinha Manoj (2010). *Prashasan Evam Lok Neeti*. Orient Black Swan
10. Sapru, R.K. (2011). *Public Policy: Art and Craft of Policy Analysis* (2nd ed.). New Delhi:
11. Prentice Hall of India learning.
12. Chakraborti, Rajesh (2017). *Public Policy in India*. New Delhi: Oxford University Press

Course Outcome:

After completing this course, the learner would be able to:

- | | |
|-----|---|
| CO1 | Gain understanding of basic concepts of Public Policy. |
| CO2 | Acquaint with various approaches and models of Public Policy. |
| CO3 | Comprehend factors that influence the direction of government action. |
| CO4 | Understand evaluative tools available to address policy problems. |

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong M=Medium W=Weak

**Public Administration
Basic of Research Methodology
Discipline Specific Course (Semester IV)#**

Code: C24PUB404T
45 Hrs (3 Hrs/Week)
Credit: 3
Exam Time: 2.5 Hrs

External Marks: 50
Internal Marks: 20
Total Marks: 70

Note: The maximum time duration for attempting the paper will be of 2.5 hours. The examiner is required to set nine questions in all. The first question will be compulsory consisting of seven short questions covering the entire syllabus consisting of 2 marks each. In addition to that six more questions will be set, two questions from each unit. The students shall be required to attempt four questions in all selecting at least one question of 12 marks from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks.

Course Objective: This course is designed to provide students with foundational knowledge and practical skills necessary for conducting effective research across various disciplines. Through theoretical discussions, hands-on exercises, and critical analysis of scholarly works, students will develop proficiency in formulating research questions, locating and evaluating sources, and synthesizing information to produce well-structured research projects.

Unit 1

Understanding the Research Process
Research Design and Ethics
Using AI in Research

Unit II

Library and Online Research Skills
Citation and Plagiarism Awareness
Qualitative versus Quantitative Research

Unit III

Analyzing and Interpreting Data
Synthesizing Information and Writing Research Reports
Inductive Reasoning versus Deductive Reasoning

Basic of Research Methodology (Project)

Code: C24PUB404P
30 Hrs (2 Hrs/Week)
Credit: 1
Exam Time: 2 Hrs

External Marks: 20
Internal Marks: 10
Total Marks: 30

Make a project on any one of the following topics given below:

- MGNREGA
- Ayushman Bharat – PMJAY
- Midday Meal Scheme

for Scheme B only

General Instructions:

1. Project must be individual. The entire material must be hand-written.
2. Only bio-degradable substances must be used.
3. Plastic/plastic covers are strictly prohibited.
4. Project file should have 15-20 pages containing both sides as one.
5. The project contents may be taken from text books/reference books/internet/any other relevant source. The project file must have index, acknowledgement, introduction, data, relevant pictures/sketches, conclusion and bibliography.

Essential Readings

1. Bell, J. (2014). Doing Your Research Project: A Guide for First-Time Researchers. Maidenhead: Open University Press.
2. Creswell, J. W. (2014). Research Design: Qualitative, Quantitative, and Mixed Methods Approaches. Thousand Oaks, CA: Sage Publications.
3. Booth, W. C., Colomb, G. G., & Williams, J. M. (2008). The Craft of Research. Chicago: University of Chicago Press.
4. Lipson, C. (2008). Cite Right: A Quick Guide to Citation Styles – MLA, APA, Chicago, the Sciences, Professions, and More. Chicago: University of Chicago Press.
5. Pears, R., & Shields, G. (2019). Cite them Right: The Essential Referencing Guide. Red Globe Press. Silverman, D. (2019). Doing Qualitative Research. Thousand Oaks, CA: Sage Publications.
6. Neuman, W. L. (2013). Social Research Methods: Qualitative and Quantitative Approaches. Boston: Pearson.
7. Swales, J. M., & Feak, C. B. (2012). Academic Writing for Graduate Students: Essential Tasks and Skills. Ann Arbor: University of Michigan Press.
8. Bowdon, John (2011), Writing a Report, Constable & Robinson; 9th edition

Course Outcome:

After completing this course, the learner would be able to:

- CO1 Gain understanding of basic concepts of Research in Social Sciences.
- CO2 Understand and operationalizes the research methods.
- CO3 Apply knowledge of research methodology in conducting research.
- CO4 Analyse and interpret data to study social issues.

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong M=Medium W=Weak

**Public Administration
State Administration in India
Minor/Vocational Course (Semester IV)***

Code: C24VOC421T
30 Hrs (2 Hrs/Week)
Credit: 2
Exam Time: 2 Hrs

External Marks: 35
Internal Marks: 15
Total Marks: 50

Note:
The
maximu
m time

duration for attempting the paper will be of 2 hours. The examiner is required to set seven questions in all. The first question will be compulsory consisting of five short questions covering the entire syllabus consisting of 3 marks each. In addition to that four more questions will be set, two questions from each unit. The students shall be required to attempt two questions in all selecting atleast one question of 10 marks from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks.

Course objective: The objective of this course is to acquaint the student with the basics of State Administration in India. The paper would introduce the student with the basic features of Indian Administration along with the functioning of State Executive and functioning of various constitutional bodies like High Court, HPSC etc.

Unit I

Governor: Powers and Role
Chief Minister: Powers and Role
State Council of Ministers: Power and Role
State Legislature: Composition, Powers and Role

Unit II

State Secretariat: Organisation, Function and Role
Chief Secretary: Position, Function and Role
District Administration: District Collector – Role and Functions
Administration below District: Sub-division, Tehsil, Blocks and Village

**State Administration in India
(Field Visit and Report)**

Code: C24VOC421P
60 Hrs (4 Hrs/Week)
Credit: 2
Exam Time: 2 Hrs

External Marks: 35
Internal Marks: 15
Total Marks: 50

Field visit and report writing on any one topic from the list provided below

Haryana Legislative Assembly/Office of District Commissioner//Office of SDM/Office of BDPO/Village Panchayat

****for Scheme A & B***

1. **Essential Readings**
2. Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi
3. Avasthi, A and Avasthi, A P (2004) Indian Administration. Laksmi Narain Aggarwal: Agra
4. Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). Sahitya Bhawan: Agra
5. Basu, D. D (2013) Introduction to the Constitution of India (21st Edition). Lexus Nexus: New Delhi
6. Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi
7. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi
8. Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi
9. Palmer, N D (1961) Indian Political System. Sharma, Ashok (2016) Administrative Institutions in India. RBSA Publishers: Jaipur
10. Sujit Choudhry, Madhav Khosla and Pratap Bhanu Mehta, (2016) The Oxford Handbook of the Indian Constitution, New York, Oxford University Press.
11. Granville Austin, (1966) The Constituent Assembly- Microcosm in Action, in Indian Constitution, Cornerstone of a Nation, OUP.
12. Subhash Kashyap, (1994) Making of the Constitution, in Our Constitution: An Introduction to India's Constitution and Constitutional Law, NBT, India
13. Madhav Khosla, (2020) India's Founding Moment: The Constitution of a Most Surprising Democracy. Cambridge: Harvard University Press

Course Outcome:

After completing this course, the learner would be able to:

- CO1 Gain understanding about the role of Political Executive at State level.
- CO2 Acquaint with role of legislature in State Administration
- CO3 Comprehend functioning and role of State Secretariat.
- CO4 Understand about the operational working of District Administration.

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong M=Medium W=Weak

Disaster Management
Value Added Course (Semester IV)

Code: C24VAC415T
30 Hrs (2 Hrs/Week)
Credit: 2
Exam Time: 2 Hrs

External Marks: 35
Internal Marks: 15
Total Marks: 50

Note: The maximum time duration for attempting the paper will be of 2 hours. The examiner is required to set five questions in all. The first question will be compulsory consisting of five short questions covering the entire syllabus consisting of 3 marks each. In addition to that four more questions will be set, two questions from each unit. The students shall be required to attempt three questions in all selecting atleast one question from each unit of 10 marks in addition to compulsory Question No. 1.

Course Objectives: This course seeks to make the student of Public Administration aware about different types of disasters and their management in India. Apart from developing and understanding of the strategy for disaster course will develop leadership and management skills of the disaster management.

UNIT I

Disaster: Concept & Dimensions

Natural Disasters: Earthquakes, Volcanic Eruptions, Floods, Cyclones and Climate Change

Man-made Disasters: Anthropogenic, Soil degradation, Desertification and Deforestation

UNIT II

Disaster Management Act, 2005

Disaster Administration in India: Organisation at Union, State and District Levels

Role of Information and Communication Technology Systems in Disaster Management

Essential Readings

1. Goel, S. L. (2006). *Encyclopedia of Disaster Management*. New Delhi: Deep and Deep.
2. Monappa, K. C. (2004). *Disaster Preparedness*. New Delhi: Akshay Public Agencies.
3. Narayan, B. (2009). *Disaster Management*. New Delhi: A.P.H. Publishing Corporation.

Readings in Hindi

1. Lal, Rammohan & Shrivastav, Madhu (2016); *Aapda Prabandhan Ke Naye Siddhant*. New Delhi: Hindi Book Centre
2. Vyas, Harishchandra. (2004). *Jansankhya, Pradooshan aur Paryavaran*. Mumbai: Vidya Vihar
3. Garg H.S. (2016). *Aapda Prabandhan*, SBPD Publications.
4. Govt. of India/UNDP. (2002-07). *Disaster Risk Management Programme: Community Based Disaster Preparedness and Risk Reduction through Participation of Committees and Local Self Governments*
www.ndmindia.nic.in/EQProjects/goiundp2.0.pdf

Course Outcome:

After completing this course, the learner would be able to:

- CO1 Gain knowledge of meaning, basic facets and typology of disaster.
- CO2 Acquaint with structure and functioning of disaster management agencies at various levels in India.
- CO3 Comprehend role ICT in disaster management.
- CO4 Inculcate leadership and management skills of the disaster management.

Mapping of CO with PO

Outcomes	PO1	PO2	PO3
CO1	M	M	M
CO2	M	S	S
CO3	W	M	W
CO4	S	W	M

S= Strong M=Medium W=Weak