



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)



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Scheme of Examination & Syllabus for affiliated Degree Colleges for UG Programme
According to National Education Policy-2020

Subject: Public Administration

SEMESTER-I								
Type of Course	Course Code	Nomenclature of Paper/Course	Credits	Contact Hours	Internal Marks	External Marks	Total Marks	Duration of Exam (Hrs.)
Discipline Specific Course	C24PUB101T	Fundamentals of Public Administration	4	4	30	70	100	3
Minor Course/ Vocational Course	C24MIC121T	Rural Local Government in India	2	2	15	35	50	2
Minor Course/ Vocational Course [#]	C24MIN121T	Rural Local Government in India	4	4	30	70	100	3
Multidisciplinary Course	C24MDC126T	Public Administration in India	3	3	25	50	75	2.5
Skill Enhancement Course	C24SEC120T	Public Office Administration	3	3	25	50	75	2.5
SEMESTER-II								
Type of Course	Course Code	Nomenclature of Paper/Course	Credits	Contact Hours	Internal Marks	External Marks	Total Marks	Duration of Exam (Hrs.)
Discipline Specific Course	C24PUB201T	Basics of Public Administration	4	4	30	70	100	3
Minor Course/ Vocational Course	C24MIC221T	Urban Local Government in India	2	2	15	35	50	2
Minor Course/ Vocational Course [#]	C24MIN221T	Urban Local Government in India	4	4	30	70	100	3
Multidisciplinary Course	C24MDC226T	Public Financial Administration	3	3	25	50	75	2.5
Skill Enhancement Course	C24SEC220T	Office Processes	3	3	25	50	75	2.5

[#] for Scheme C only

Program Outcomes:

- PO1** Demonstrate critical thinking, research, and communication skills as applied to the public and private sectors.
- PO2** Explain the cross-cultural context of public and private institutions operating in a global.
- PO3** Demonstrate the integrative knowledge, skills, and ethics necessary for responsible Administrative, management and leadership positions.

Public Administration
Fundamentals of Public Administration (Semester I)
Discipline Specific Course (DSC)

Course Code: C24PUB101T
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.

Objectives: *To implement/enforce public policies and laws. To conduct and manage development administration. To conduct public welfare activities. To properly manage the public affairs.*

Unit – I

Public Administration as a Discipline

Meaning, Nature, Scope, & Significance of Public Administration and its relation with other disciplines
Public and Private Administration
Evolution of Public Administration & Minnow brook Conferences
New Public Administration (NPA)

Unit – II

Organization and its Principles

Organization: Meaning, Basis and Forms of Organizations
Principles of Organization: Hierarchy, Unity of Command, Span of Control, & Coordination
Authority and Responsibility, Supervision and Control, Centralization, Decentralization and Delegation

Unit - III

Organization Structure & Behavior

The Chief Executive: Meaning, Types, Functions and Role
Line, Staff and Auxiliary Agencies; Headquarter and Field Relationships.
Decision-making and Communication

Unit – IV

Emerging Perspectives – I

State Vs. Market Debate – Public Choice Paradigm
Development Administration: Meaning, Nature and Scope
Good Governance and civil society

Books Suggested:

1. Avashti and Maheshwari. 2017. Lok Prashashan. Lakshmi Narain Agarwal Educational Publishers: New Delhi
2. Basu Rumki. 1994. Public Administration: Concepts and theories. Sterling Publishers: New Delhi.
3. Bhattacharaya, M. New Dimensions of Public Administration (Hindi medium)
4. Bhattacharya, M. 2006. 'Chapter 2 and 4', in Social Theory, Development Administration and Development Ethics, New Delhi: Jawahar Publishers.
5. Bhattacharya, M. 2012. Public Administration: Issues and Perspective. New Delhi: Jawahar Publishers
6. Chakrabarty, Bidyut and Chand, Prakash. 2012. Public Administration in a Globalizing World: Theories and Practices. Sage: New Delhi.
7. Denhart, R. B. & Denhart, J.V. 2000. "The New Public Service: Serving Rather Than Steering". Public Administration Review, Volume 60, No-6.
8. Frederickson, H. 2004 'Toward a New Public Administration'. in J. Shafritz, & A. Hyde, Classics of Public Administration, 5th Edition, Belmont: Wadsworth.
9. Rosenbloom, D., R. Kravchuk and R. Clerk in. 2009. Public Administration: Understanding Management, Politics and Law in Public Sector, 7th edition, New Delhi: McGraw Hill, pp. 1-40
10. Sharma, P.D. Lok Prashashan: Siddhant Awam Vyavhar
11. Stivers, Camila. 2002. Gender Images in Public Administration. California: Sage Publishers.
12. Transforming the Public Sector. New York: Addison Wesley.
13. Wharton, Amy. S. 2012. The Sociology of Gender. West Sussex: Blackwell-Wiley Publishers

Course Outcome:

At the end of the course the students would be able to:

- CO1 Gain knowledge of meaning and basic concepts related to growth and evolution of the discipline of Public Administration
- CO2 Comprehend principles and various approaches of Public Administration
- CO3 Students will acquaint with recent development and debates in the discipline.

Mapping of CO with PO

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

S= Strong M=Medium W=Weak

Public Administration
Rural Local Government in India (Semester I)
Minor Course (MIC)

Course Code: C24MIC121T

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 one question from each unit consisting of 10 marks each in addition to compulsory Question No. 1.

Objectives: *It describes the functions of these three levels, including rural development, provision of basic services, and involvement of citizens in local governance. The Panchayati Raj system aims to decentralize governance and empower local communities through democratic participation and planning*

Unit – I

Introduction

Evolution and Growth of rural local government in India

Committees and commissions on Panchayati raj

Constitutional Provisions

73rd Constitutional Amendment Act, 1992

Unit – II

Panchayati Raj Institutions at Grassroots

Gram Sabha – composition, functions and role

Gram Panchayat: composition and functions

Panchayati Raj Institutions at Intermediate

Panchayat Samiti: composition and functions

Zila Parishad: composition and functions

Books Suggested:

1. Baluchamy, S (2004) Panchayati Raj Institutions. Mittal Publications: New Delhi
2. Biju, M R (2008) Panchayati Raj System in India: A Symbol of Participatory Democracy and Decentralized Development. Kaniska Publication: New Delhi
3. Dharmaraj, Sengmalam (2008) Panchayati Raj System in India. Abhijeet Publications: New Delhi
4. Dube, M P and Padalia, Munni (Eds.) (2002) Democratic Decentralization & Panchayati Raj in India. Anamika Publishers: New Delhi
5. Jayal, Niraja Gopal; Prakash, Amit and Sharma, Pradeep Kumar (2007) Local Governance in India – Decentralisation and Beyond, Oxford University Press: New Delhi
6. Maheswari, Shriram 2008. Local Government in India, Lakshmi Narain Agarwal: Agra
7. Malik, A S (2012) Rural Leadership: Emerging Trends. Deep & Deep Publications: New Delhi
8. Mathew, George (Ed.) (2000) Status of Panchayati Raj in States and Union Territories of India 2000. Institute of Social Sciences: New Delhi
9. Mathur, Kuldeep (2013) Oxford India Short Introductions: Panchayati Raj. Oxford: New Delhi

Course Outcome:

At the end of the course the students would be able to:

CO1 Develop theoretical knowledge and understanding of the evolution and growth of rural local governance

CO2 Gain insights about composition, role and functions of Village Panchayati

CO3 Familiarize with the structure and working of Intermediate Raj Institutions in India

Mapping of CO with PO

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

S= Strong M=Medium W=Weak

Public Administration
Rural Local Government in India (Semester I)
Minor Course (MIC)

Course Code: C24MIN121T
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.

Objectives: *It describes the functions of these three levels, including rural development, provision of basic services, and involvement of citizens in local governance. The Panchayati Raj system aims to decentralize governance and empower local communities through democratic participation and planning.*

Unit – I

Introduction

Evolution and Growth of rural local government in India
Committees and commissions on panchayati raj

Constitutional Provisions

73rd Constitutional Amendment Act, 1992

Unit – II

Panchayati Raj Institutions at Grassroots

Gram Sabha – composition, functions and role
Gram Panchayat: composition and functions

Panchayati Raj Institutions at Intermediate

Panchayat Samiti: composition and functions
Zila Parishad: composition and functions

Unit – III

Budgeting and financial planning in rural local government
Revenue sources and fiscal management
Accountability and transparency in financial operations
Social Audit in the context of Panchayati Raj Institutions

Unit – IV

Emerging trends in rural local governance
Impact of Information Technology on Rural Governance
Challenges and opportunities for rural local government

Books Suggested:

1. Baluchamy, S (2004) Panchayati Raj Institutions. Mittal Publications: New Delhi
2. Bhadouria, B D S and Dubey, V P (1989) Panchayati Raj and Rural Development. Commonwealth Publishers: New Delhi
3. Biju, M R (2008) Panchayati Raj System in India: A Symbol of Participatory Democracy and Decentralized Development. Kaniska Publication: New Delhi
4. Dharmaraj, Sengmalam (2008) Panchayati Raj System in India. Abhijeet Publications: New Delhi
5. Dube, M P and Padalia, Munni (Eds.) (2002) Democratic Decentralization and Panchayati Raj in India. Anamika Publishers: New Delhi
6. Hochgesang, Thomas W (1994) Rural Local Self-Government in India. NIRD: Hyderabad
7. Jayal, Niraja Gopal; Prakash, Amit and Sharma, Pradeep Kumar (2007) Local Governance in India – Decentralisation and Beyond, Oxford University Press: New Delhi
8. Khanna, B S (1992). Rural Development in South Asia. Deep and Deep: New Delhi
9. Maheswari, Shriram 2008. Local Government in India, Lakshmi Narain Agarwal: Agra
10. Malik, A S (2012) Rural Leadership: Emerging Trends. Deep & Deep Publications: New Delhi
11. Mathew, George (1994) Panchayati Raj in India: From Legislation to Movement. ISS: New Delhi
12. Mathew, George (Ed.) (2000) Status of Panchayati Raj in States and Union Territories of India 2000. Institute of Social Sciences: New Delhi
13. Mathur, Kuldeep (2013) Oxford India Short Introductions: Panchayati Raj. Oxford: New Delhi
14. Mathur, S N 1996 New Panchayati Raj in Action. Mittal Publications: New Delhi

Course Outcome:

At the end of the course, the students would be able to:

- CO1 Develop theoretical knowledge and understanding of the evolution and growth of rural local governance
- CO2 Gain insights about composition, role and functions of Village Panchayati
- CO3 Familiarize with the structure and working of Intermediate Raj Institutions in India

Mapping of CO with PO

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

S= Strong

M=Medium

W=Weak

Public Administration
Public Administration in India (Semester I)
Multi-Disciplinary Course (MDC)

Course Code: C24MDC126T
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 one question from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks i.e. 12.5 marks.

Objectives: *Public administration helps implement government plans well. The good implementation helps citizens get benefits. Bad implementation wastes money and does not give good results. So good implementation through public administration is important*

Unit – I

Constitutional Framework

Evolution and Historical Background
Philosophy of the Constitution & the Preamble
Salient Features of the Constitution

Unit – II

Union Executive

President, Prime Minister & Council of Ministers
Cabinet Secretariat & Central Secretariat
Prime Minister Office

Unit – III

Union Legislature & Judiciary

Lok Sabha
Rajya Sabha
Supreme Court of India & Judicial Review

Books Suggested:

1. Arora, Ramesh K. and Goyal, Rajni (2013) Indian Public Administration: Institutions and Issues (3rd edition). New Delhi: New Age International Publishers
2. Balfour, Lady Betty (2015) Lord Lytton's Indian Administration 1876-1880 The Untold History. New Delhi: Gyan Books
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. Ghuman, B S; Monga, Anil and Johal, Ramanjit Kaur (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries. Jaipur: Aalekh Publishers
8. Hasan Zoya, E. Sridharan and R. Sudarshan. (2013) India's Living Constitution: Ideas, Practices and Controversies. New Delhi: Permanent Black
9. J. Manor. (2005) 'The Presidency', in D. Kapur and P. Mehta P. 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: Vol 2: The Realm of Institutions: State Formation & Institutional Change. New Delhi: OUP
12. Maheshwari, S.R., (2007) Indian Administration (English & Hindi). New Delhi: Orient Longman
13. 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
14. Sharma, Ashok (2016) Administrative Institutions in India. RBSA Publishers: Jaipur
15. U. Baxi. (2010) 'The Judiciary as a Resource for Indian Democracy', Seminar, Issue 615, pp. 61-67.
16. V. Hewitt and S. Rai. (2010) 'Parliament', in P. Mehta & N. Jayal (eds.) The Oxford Companion to Politics in India, New Delhi: OUP

Course Outcome:

At the end of the course the students would be able to:

- CO1 Develop theoretical knowledge of the constitutional framework of Indian Administration
- CO2 Gain insights of Union Executive, Legislature & Judiciary
- CO3 Familiarize with state administration and district administration

Mapping of CO with PO

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

S= Strong M=Medium W=Weak

Public Administration
Public Office Administration (Semester I)
Skill Enhancement Course (SEC)

Course Code: C24SEC120T
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 one question from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks i.e. 12.5 marks.

Objectives: A: *Public Administration is considered to be the Art and Science of managing people. It prepares you for positions in government, non-profit organizations, international organizations and consultancy businesses, where they can contribute to good governance, public service and promotion of public welfare.*

Unit – I

Introduction

Office Administration: Meaning, Scope & Importance of Office

Unit – II

Changing Nature of Public Office
 Basic Principles of Office Organization

Unit – III

Office Organization and Management

Office Planning
 Office Accommodation and Lay-out
 Office Environment

Books Suggested:

1. Pillai R.S.N. (2010) Office Management, S.Chand, New Delhi.
2. Sudhir Andrews (2008) Front Office Management and Operations, Tata McGraw Hill Publishing Co. Ltd, India.
3. Balachandran V. (2009) Office Management, Tata McGraw Hill Publishing Co. Ltd, India.
5. Bhatia R.C. (2005) Principles of Office Management, Lotus Press, Delhi.

Course Outcome:

At the end of the course the students would be able to:

- CO1 To understand the concept of Office;
- CO2 To comprehend the administrative process in office;
- CO3 To identify the challenges of public office administration in the background of ICT
- CO4 To sketch out the impact of technology in office administration

Mapping of CO with PO

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

S= Strong M=Medium W=Weak

Public Administration
Basics of Public Administration (Semester II)
Discipline Specific Course (DSC)

Course Code: C24PUB201T
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.

Objectives: *This course intends to familiarize students with the basic concepts of Public Administration and Governance. It also aims to acquaint students with the contemporary discourse, approaches, issues and concerns along with changing dynamics of public administration.*

Unit – I

Classical Theories

Scientific Management (F.W.Taylor)
Administrative Management (Henri Fayol & Luther Gullick)
Ideal-Type Bureaucracy (Max Weber)

Unit – II

Neo-Classical & Motivational Theories

Human Relations Theory (Elton Mayo)
Rational Decision-Making (Herbert Simon)
Maslow's Hierarchy of Needs (Abraham Maslow)
Two-Factor Theory (Frederick Herzberg)

Unit - III

Contemporary Theories

Ecological Approach
Innovation and Entrepreneurship
Models of Decision-Making

Unit – IV

Emerging Perspectives – II

Feminist Perspective
New Public Management (NPM) & New Public Service (NPS)
Public Policy: Concept & Approaches

Books Suggested:

1. Avashti and Maheshwari. 2017. Lok Prashashan. Lakshmi Narain Agarwal Educational Publishers: New Delhi
2. B.L. Fadia. *Lok Prashashan*
3. Bhattacharya, M. 2008. *New Horizons of Public Administration*. 5th Edition. New Delhi: Jawahar Publishers, pp. 37-44.
4. Bhattacharya, M. 2012. *Public Administration: Issues and Perspective*. New Delhi: Jawahar Publishers
5. Bhambhari, C.P..*Lok Prashashan*
6. Chakrabarty, Bidyut and Chand, Prakash. 2012. *Public Administration in a Globalizing World: Theories and Practices*. Sage: New Delhi.
7. Fedrickenson, G. et. Al. 2015. *The Public Administration Theory Primer*. 3rd Edition. Westview Press
8. Flippo, E. 2008. *Principles of Personnel Management*. 4th Edition. Kogakusha: McGraw Hill.
9. Government of India. 2010. *2nd Administrative Reforms Commission*. 10th Report: Refurbishing of Personnel Administration – Scaling New Heights. New Delhi: Manager of Publications.
10. Mary Jo Hatch and Ann L. Cunliffe. 2006. *Organisation Theory: Modern, Symbolic and Postmodern Perspectives*. Oxford University Press
11. Howlett, M. and Ramesh, M. 2009. *Studying Public Policy: Policy Cycles and Policy Subsystem*. OUP
12. R.V. Vaidyanatha Ayyar. 2009. *Public Policy Making in India*. Pearson.
13. Rosenbloom, D., R. Kravchuk and R. Clerkin. 2009. *Public Administration: Understanding Management, Politics and Law in Public Sector*. 7th edition. New Delhi: McGraw Hill, pp. 1-40
14. Shafritz, J. & Hyde, A. (eds.). 2008 *Classics of Public Administration*, 6th Edition, Belmont: Wadsworth Publishing.
15. Shafritz, J. & Hyde, A. (eds.). 2010. *Classics of Organisation Theory*, 7th Edition, Cengage Learning
16. Silverman, D. (2008). *The Theory of Organisations*. London: Heinemann.
17. Thavaraj, M.J.K. 2001. *Financial Administration in India*. 6th edition. Delhi, Sultan Chand
18. Wren, D.A. (2009). *The Evolution of Management Thought*. New York: Ronald.

Course Outcome:

At the end of the course the students would be able to:

- CO1 To impart knowledge about the concepts of administrative thought
- CO2 To generate awareness about emerging issues in public administration
- CO3 To develop theoretical clarity of contemporary concepts and dynamics relating to public organizations

Mapping of CO with PO

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

S= Strong M=Medium W=Weak

Public Administration
Urban Local Government in India (Semester II)
Minor Course (MIC)

Course Code: C24MIN221T
60 Hrs (4 Hrs/Week)
Credit : 2
Exam Time: 2 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 in addition to compulsory Question No. 1.

Objectives: *This Course brings out the role of Government in implementing the Flagship Central Schemes in the urban areas. In addition, study focuses on the role of Urban Local Government in service delivery in the area of public health, water supply, sanitation, education and communication.*

Unit – I

Introduction

Evolution of Urban Local Government in India

Constitutional Provisions

74th Constitutional Amendment Act, 1992
State Election Commission

Unit – II

Urban Local Bodies – Municipalities

Municipal Corporation
Municipal Council
Nagar Panchayat

Unit – III

Financial Management in Urban Governance

Sources of Revenue for Urban Local Bodies
Budgeting and Financial Planning
Fiscal Management and Accountability

Unit – IV

Urban Governance

Urban Government Policies and Programs
SMART cities and Urban Transformation
Public-Private Partnerships (PPPs) in Urban Development
Challenges in Urban Governance

Books Suggested:

1. Ahluwalia, Isher Judge (2014) Transforming our Cities: Facing up to India's Growing Challenge: Postcards of Change. Harper Collins: New Delhi
2. Ahluwalia, I. J. (2014) Improving our cities through better governance. London: LSE Cities.
3. Ahluwalia, I. J. (2017) Urban governance in India. New Delhi, India. Journal of Urban Affairs.
4. Ahluwalia, Isher Judge (2017) Urbanisation in India. Sage: New Delhi.
5. Baud, I S A and Wit, J Dee (Eds.) (2008) New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations. Sage: New Delhi
6. Firodia, Arun (2015) Smart City. Vishwkarma Publications: New Delhi.
7. Jha, Gangadhar (2018) Fragile Urban Governance: Evolution, Decline, and Empowerment of Local Self-Government in India. Routeledge: New York
8. Kaur, Jaswinder (2017) Urban Infrastructure Development in India: A Case Study of JNNURM in Ludhiana. New Era Book Agency: Chandigarh
9. Maheshwari, S.R. (2015) Local Government in India. Laxmi Narain Aggarwal, Agra
10. Mani, N (2016) Smart Cities & Urban Development in India. New Century Publications: New Delhi
11. Mohanty, Prasanna K (2014) Cities and Public Policy: An Urban Agenda for India. Sage: New Delhi
12. Prasad, R N (2006) Urban Local Self-Government in India. Mittal Publications: New Delhi
13. Satyam, Amitabh and Calzada, Igor (2017) The Smart City Transformation: The Revolution of the 21st Century. Bloomsbury India: New Delhi
14. Sharma, Manoj (2004) Local Government: Rural and Urban. Anmol Publishers: New Delhi
15. Sharma, Sameer (2018) Smart Cities Unbundled. Bloomsbury India: New Delhi

Course Outcome:

At the end of the course the students would be able to:

- CO1 Gain knowledge of the evolution and growth of urban local bodies in India
- CO2 Develop understanding about the composition, role, functions, and resources of urban local bodies
- CO3 Acquaint with the structure and working of urban development programs

Mapping of CO with PO

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

S= Strong M=Medium W=Weak

Public Administration
Urban Local Government in India (Semester II)
Minor Course (MIC)

Course Code: C24MIC221T
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 one question from each unit consisting of 10 marks each in addition to compulsory Question No. 1.

Objectives: *This Course brings out the role of Government in implementing the Flagship Central Schemes in the urban areas. In addition, study focuses on the role of Urban Local Government in service delivery in the area of public health, water supply, sanitation, education and communication.*

Unit – I

Introduction

Evolution of Urban Local Government in India

Constitutional Provisions

74th Constitutional Amendment Act, 1992
 State Election Commission

Unit – II

Urban Local Bodies – Municipalities

Municipal Corporation
 Municipal Council Nagar Panchayat

Urban Governance

SMART cities and other recent trends
 Challenges in Urban Governance

Books Suggested:

1. Ahluwalia, Isher Judge (2014) Transforming our Cities: Facing up to India's Growing Challenge: Postcards of Change. Harper Collins: New Delhi Ahluwalia, I. J. (2014) Improving our cities through better governance. London: LSE Cities.
2. Ahluwalia, I. J. (2017) Urban governance in India. New Delhi, India. Journal of Urban Affairs.
3. Ahluwalia, Isher Judge (2017) Urbanisation in India. Sage: New Delhi.
4. Baud, I S A and Wit, J Dee (Eds.) (2008) New Forms of Urban Governance in India: Shifts, Models, Networks & Contestations. Sage: New Delhi
5. Firodia, Arun (2015) Smart City. Vishwkarma Publications: New Delhi.
6. Jha, Gangadhar (2018) Fragile Urban Governance: Evolution, Decline, & Empowerment of Local Self-Government in India. Routeledge: New York
7. Kaur, Jaswinder (2017) Urban Infrastructure Development in India: A Case Study of JNNURM in Ludhiana. New Era Book Agency: Chandigarh
8. Maheshwari, S.R. (2015) Local Government in India. Laxmi Narain Aggarwal, Agra
9. Mani, N (2016) Smart Cities & Urban Development in India. New Century Publications: New Delhi
10. Mohanty, Prasanna K (2014) Cities and Public Policy: An Urban Agenda for India. Sage: New Delhi
11. Prasad, R N (2006) Urban Local Self-Government in India. Mittal Publications: New Delhi
12. Satyam, Amitabh and Calzada, Igor (2017) The Smart City Transformation: The Revolution of the 21st Century. Bloomsbury India: New Delhi
13. Sharma, Manoj (2004) Local Government: Rural and Urban. Anmol Publishers: New Delhi
14. Sharma, Sameer (2018) Smart Cities Unbundled. Bloomsbury India: New Delhi

Course Outcome:

At the end of the course the students would be able to:

- CO4 Gain knowledge of the evolution and growth of urban local bodies in India
- CO5 Develop understanding about the composition, role, functions, and resources of urban local bodies
- CO6 Acquaint with the structure and working of urban development programs

Mapping of CO with PO

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

S= Strong M=Medium W=Weak

Public Administration
Public Financial Administration (Semester II)
Multi-Disciplinary Course (MDC)

Course Code: C24MDC226T
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 one question from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks i.e. 12.5 marks.

Objectives: *This understanding aids in contextualizing governmental operations and resource management. Addressing Public Needs: The primary objective of public finance is to manage essential public needs such as food, shelter, healthcare, infrastructure, and education.*

Unit – I

Public Budget: Concepts and Meaning

Meaning and Significance of Public Finance
 Budget: Concept and Principles

Unit – II

Budget: Types and Processes

Line-Item Budget; Performance Budget & Zero-Base Budget
 Budget Formulation & Enactment with special reference to India

Unit – III

Financial Institutions

Union Ministry of Finance
 Finance Commission
 Comptroller & Auditor General

Books Suggested:

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 Chand, P. 2010. Performance Budgeting (2nd ed.). New Delhi: Allied Publishers
3. Frank, Howard A. 2006. Public Financial Management (1st Edition). CRC Press, Taylor & Francis Group: New York
4. Gupta, B N. 2006. Indian Federal Finance and Budgetary Policy. Chaitanya Publishing House: Allahabad
5. M. Bhattacharya. 2008. New Horizons of Public Administration. (5th Revised ed.). New Delhi: Jawahar Publishers
6. Mahajan, Sanjeev Kumar and Anupama Puri Mahajan. 2014. Financial Administration in India. PHI Learning: New Delhi
7. Rabin, Jack and Stevens, Glenn L. 2001. Handbook of Fiscal Policy (1st Edition). Routledge: London
8. Thavaraj, M.J.K. 2001. Financial Administration in India (6th ed.). Delhi: Sultan Chand
9. Thompson, Fred and Green, Mark T (Eds.) 1998. Handbook of Public Finance (1st Edition). Marcel Dekker: New York

Course Outcome:

At the end of the course the students would be able to:

- CO1 Gain knowledge of concepts of financial administration & Budget
- CO2 Develop understanding about various types of budget & processes
- CO3 Acquaint with the structure and working various financial intuitions of union government

Mapping of CO with PO

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

S= Strong M=Medium W=Weak

Public Administration
Office Processes (Semester II)
Skill Enhancement Course (SEC)

Course Code: C24SEC220T
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 one question from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks i.e. 12.5 marks.

Objectives: *To help students to understand the nuances of public personnel administration. Learning outcomes: Learner will have understanding about the decisions while recruiting, training, promoting, and transferring, and retirement to ensure organizational productivity.*

Unit – I

Office Filing System

Forms: Management and Control
 Filing System and Classification

Unit – II

Office Communication

Periodical Reports
 Office Communication; Correspondence

Unit – III

Inventory Control; Office Stationery
 Management of Office Records

Books Suggested:

1. Pillai R.S.N. (2010) Office Management, S.Chand, New Delhi.
2. Sudhir Andrews (2008) Front Office Management and Operations, Tata McGraw Hill Publishing Co. Ltd, India.
3. Balachandran V. (2009) Office Management, Tata McGraw Hill Publishing Co. Ltd, India.
4. Bhatia R.C. (2005) Principles of Office Management, Lotus Press, Delhi.
5. Gopala Krishnan and Sundaresan, M. (2000) Materials Management: An Integrated Approach, Prentice Hall, India
6. Sharma, R.K. and Others (1991) Office Management, Kalyani Publishers, New Delhi
7. Niraj Kumar (2013) Modern Office Management, New Royal Book Company. Lucknow.
8. Chopra, R.K. (2008) Modern Office and Its Management, Himalaya Publishing House, Hyderabad

Course Outcome:

At the end of the course the students would be able to:

- CO1 To understand the concept of Office;
- CO2 To comprehend the administrative process in office;
- CO3 To identify the challenges of public office administration in the background of ICT
- CO4 To sketch out the impact of technology in office administration

Mapping of CO with PO

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

S= Strong M=Medium W=Weak