

To,

The Principal Secretary to Governor
Raj Bhavan, Patna

Subject:- Regarding submission of proposed course structure and uniform syllabus of Public Administration, Semester III to Semester VIII of 4 year under graduate.

Ref:- BSU (UGC)-02/2023-1457/GS(I), Dated 14.09.2023.

Sir,

With compliance to your letter no. BSU (UGC)- 02/2023-1457/GS(I), Dated 14.09.2023 followed by above mentioned letter no., we are submitting the syllabus of Public Administration (Major and Minor Courses) from III to VIII semester of 4-year under graduate course system as per UGC regulations.

Yours faithfully

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Professor, P.G. Department of Public Administration
V.K.S. University, Ara

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Patna University, Patna

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Assistant Professor
Institute of Public Administration
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Associate Professor
P.G. Department of Political Science
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(Proposed Course Structure to be introduced at under graduate level in Universities of Bihar)

Public Administration
(A) Major Core Courses

| Sl. No. | Sem | Type of Course | Name of Course | Credits | Marks |
|---------|------|----------------|--|---------|-------|
| 1. | I | MJC-1 | Principles of Public Administration | 6 | 100 |
| 2. | II | MJC-2 | Administrative Thought | 6 | 100 |
| 3. | III | MJC-3 | Indian Administration | 5 | 100 |
| 4. | III | MJC-4 | Personnel Administration | 4 | 100 |
| 5. | IV | MJC-5 | Comparative Administration | 5 | 100 |
| 6. | IV | MJC-6 | Administrative Law | 5 | 100 |
| 7. | IV | MJC-7 | Financial Administration | 5 | 100 |
| 8. | V | MJC-8 | Social Welfare Administration | 5 | 100 |
| 9. | V | MJC-9 | Development Administration | 5 | 100 |
| 10. | VI | MJC-10 | Local Self Government | 4 | 100 |
| 11. | VI | MJC-11 | Principles of Organization | 5 | 100 |
| 12. | VI | MJC-12 | Public Policy | 5 | 100 |
| 13. | VII | MJC-13 | Good Governance | 5 | 100 |
| 14. | VII | MJC-14 | Research Methodology | 5 | 100 |
| 15. | VII | MJC-15 | Emerging Trends in Public Administration | 6 | 100 |
| 16. | VIII | MJC-16 | Administration of Public Enterprises | 4 | 100 |

Sub Total = 80

(A) Minor Courses to be offered by the Department for students of other Departments of Social Science

| Sl. No. | Sem | Type of Course | Name of Course | Credits | Marks |
|---------|------|----------------|--|---------|-------|
| 1. | I | MIC-1 | Introduction to Public Administration | 3 | 100 |
| 2. | II | MIC-2 | Union Administration | 3 | 100 |
| 3. | III | MIC-3 | State Administration | 3 | 100 |
| 4. | IV | MIC-4 | Local Self Government | 3 | 100 |
| 5. | V | MIC-5 | Social Welfare Administration | 3 | 100 |
| 6. | V | MIC-6 | Development Administration | 3 | 100 |
| 7. | VI | MIC-7 | Personnel Administration | 3 | 100 |
| 8. | VI | MIC-8 | Administrative Law | 3 | 100 |
| 9. | VII | MIC-9 | Financial Administration | 4 | 100 |
| 10. | VIII | MIC-10 | Emerging Trends in Public Administration | 4 | 100 |

Sub Total = 32

Note: The Department may reduce the syllabus of the Minor Courses as per the credit distribution. The Department concerned may also decide practical courses.

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Syllabus
For
Bachelor of Arts Programme
In
Public Administration
Under
Learning Outcomes-based Curriculum Framework
(LOCF)
(2023-24 onwards)
Of
NEW EDUCATION POLICY 2020

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Submission of CBCS Structure for review and approval

Undergraduate 04 Years ^{LOCF} ~~CBCS~~ programme on Public Administration for Universities of Bihar.

MAJOR CORE COURSES

Public Administration

Programme Outcome

B.A. Honours in Public Administration is very significant for aspirants of Civil Services and Community Based Organisations (CBOs). The Students after the Completion of the Programme will gain:

PO1: Theoretical and Practical Knowledge of Public Administration.

PO2: Enhanced leadership skills in a given Society.

PO3: Capacity to manage crises and optimize performance, in any organization.

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SEMESTER III

PAPER : MJC-3
TITLE OF THE PAPER : Indian Administration
CREDIT : 5

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

- CO1:** To acquaint students with the historical evolution of administration.
CO2: To enable students to assess the intricacies of administration and find amicable solutions to problem.
CO3: To enhance public participation in administration through attitudinal and behavioural change.

Course Learning Outcomes

After the completion of the course, the students will be able to:

- CLO1:** Compare the various administrative systems prevalent in India during different evolutionary stages.
CLO2: Analyze the practices in Indian administrative system against theoretical backdrop.
CLO3: Apply theoretical knowledge towards eliminating the shortcomings in administrative functioning in the country.

| MJC 3: Indian Administration | | |
|-------------------------------------|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Indian Administration during Mauryan, Mughal and British period | 10 |
| 2 | A. Environment and Ecology of Indian Administration. B. Features of Indian Administration | 10 |
| 3 | Structure of Central Administration – A. President, Prime Minister, Council of Ministers B. Central Secretariat, Cabinet Secretariat, Cabinet Secretary, Prime Minister' Office (PMO) | 10 |
| 4 | Structure of State Administration – Governor, Chief Minister, Council of Ministers, Directorate and State Secretariat | 10 |
| 5 | Planning Machinery – A. NITI Ayog, National Development Council (NDC) B. State Planning Machinery – State Planning Board, State Planning Council | 10 |
| | Tutorial | 10 |
| | TOTAL | 60 |

Suggested 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) Chakrabarti, B. and Chanda, P.(2017). Bhartiya Prashasan: Vikas evam Padyati. Sage Publications, New Delhi.

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- 4) Maheshwari, R. Bharatiya Prashasan, Orient Blackswan
- 5) Singh, Hoshiyar and Singh, P. (2011). Bhartiya Prashasan. Pearson, Chennai.
- 6) Fadia, B L and Fadia, Kuldeep (2017). Indian Administration, (New Edition). Sahitya Bhawan: Agra.
- 7) Maheshwari, S R (2000). Indian Administration. Orient Longman: New Delhi.

Additional Readings:

- 1) Sharma, M (2007). Indian Administration. Anmol: New Delhi.
- 2) Sharma, Prabhu Datta and Sharma, B M (2009). Indian Administration: Retrospect and Prospect. Rawat Publications: Jaipur.
- 3) Chakraborty, Bidyut (2016). Indian Administration. Sage: New Delhi.
- 4) Basu, D D (2013). Introduction to the Constitution of India (21st Edition). Lexus Nexu: New Delhi

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Suggested Readings:

- 1) Katariya, S. (2021). Karmik Prashasan. RBSA Publishers: Jaipur.
- 2) Jain, C. M. (2017). Sevavargiy Prashasan. (e-book)
- 3) Goel, S. L. (2012). Public Personnel Administration. Sterling: New Delhi.
- 4) Das, S.K. (2013). The Civil Services in India. Oxford University Press: New Delhi.
- 5) Jain, R.B. (1994). Aspects of Personnel Administration. IIPA. New Delhi

Additional Readings:

- 1) Flippo, E. B. (1976). Principles of Personnel Management. McGraw- Hill Companies.
- 2) Stahi, O. G. (1971). Public Personnel Administration. Harper Row.
- 3) Davar, R.S. (1976). Personnel Administration and Industrial relations in India. Vikas Publishing House: New Delhi
- 4) Goal, S. L and Rajneesh, S. (2008) Public Personnel Administration, Deep & Deep Publishers: New Delhi.
- 5) Maheshwari, S.R. (2008) Public Administration in India: The Higher Civil Services. Oxford University Press: New Delhi.

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SEMESTER IV

PAPER : MJC-5
 TITLE OF THE PAPER : Comparative Administration
 CREDIT : 5

Full Marks : 100
 ESE : 70
 CIA : 30

Course Objectives

- CO1: To gain conceptual knowledge of comparative public administration.
 CO2: To learn the operational strategies of comparative public administration.
 CO3: To abreast students with the grievance redressal mechanisms in different settings.
 CO4: To impart understanding of the relevance of comparative approach in the era of globalization.

Course Learning Outcomes

After the completion of the course, the students will be able to:

- CLO1: Describe the approaches, indices, and models of comparative public administration
 CLO2: Discuss administrative systems and accountability mechanisms of UK, USA, France and Japan.
 CLO3: Identify grievance redressal mechanisms of UK, USA, France and Japan.
 CLO4: Analyze the relevance of comparative approach in globalized perspective.

| MJC 5: Comparative Administration | | No. of Lectures |
|-----------------------------------|--|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | A. Meaning, Nature and Scope of Comparative Public Administration. B. Salient Features of Administration in Developed and Developing Countries | 08 |
| 2 | Approaches to the Study of Comparative Public Administration: A. Structural Functional Approach B. Behavioural Approach C. Ecological Approach | 10 |
| 3 | F.W. Rigg's Views and Model in Comparative Public Administration | 08 |
| 4 | Administrative Systems and Accountability Mechanisms of U.K., USA, France and Japan. | 12 |
| 5 | A. Grievance Redressal Machinery of UK, USA, France, Japan B. Issues and Trends in Comparative Administration: Problems and Prospects of Administration in Developing Countries; Liberalization Privatization Globalization (LPG) and Relevance of Comparative Public Administration. | 12 |
| Total Lectures | | 50 |
| Tutorial | | 10 |
| TOTAL | | 60 |

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Suggested Readings:

- 1) Arora, R K and Sharma, S (Eds.) (1992). Comparative and Development Administration: Ideas and Actions. Arihant Centre for Administrative Change: Jaipur.
- 2) Bhatt, A and Ranjan, R (2010). Comparative Government and Politics (1st Edition). Anmol Publications: New Delhi.
- 3) Chaturvedi, T N (1994). Tulnatmak Lok Prashashan. College Book Depot: Jaipur
- 4) Dahiya, Sewa Singh and Singh, Ravindra (2012) Comparative Public Administration. Sterling Publishers: New Delhi.
- 5) Farazmand, A (Ed.) (2001). Handbook of Comparative and Development Public Administration (2nd Edition). Marcell Dekker: New York.
- 6) Nadkarni, Vidya and Noonan, Norman C (Eds.) (2013). Emerging Powers in a Comparative Perspective: The Political and Economic Rise of the BRIC Countries. Bloomsbury Academic: London.

Additional Readings:

- 1) Riggs, F W (1961). The Ecology of Public Administration. Asia Publishing House: Bombay.
- 2) Riggs, F W (1964). Administration in Developing Countries: The Theory of Prismatic Society. Houghton Mifflin Co.: Boston.
- 3) Ray, S N (2004). Modern Comparative Politics: Approaches, Methods and Issues. Prentice Hall of India: New Delhi.
- 4) Heady, Ferrel (2001). Public Administration: A Comparative Perspective (6th Edition). Marcel Dekker: New York.

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SEMESTER IV

PAPER : MJC-6
 TITLE OF THE PAPER : Administrative Law
 CREDIT : 5

Full Marks : 100
 ESE : 70
 CIA : 30

Course Objectives

- CO1:** To understand conceptual framework of Administrative Law.
- CO2:** To make the students aware of the growing importance of Administrative Law and its relation with Constitutional Law.
- CO3:** To provide the understanding of structures and functions of Judiciary and Administrative Tribunals.

Course Learning Outcomes

After the completion of the course, the students will be able to:

- CLO1:** Comprehend the conceptual framework of Administrative Law.
- CLO2:** Illustrate the advantages and disadvantages of Delegated Legislation and Administrative Adjunction.
- CLO3:** Describe the judicial control over administration and significance of PLI & RTI as well.

| MJC 6: Administrative Law | | |
|---------------------------|--|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | A. Meaning, Scope and Growing importance of Administrative Law B. Rule of Law C. Droit Administration D. Relation between Administrative Law and Constitutional Law | 10 |
| 2 | A. Administrative Adjudication : Its Meaning, Growth, Merits and Demerits B. Delegated Legislation: Its Meaning, Growth, Merits and Demerits | 10 |
| 3 | A. Structure of Judiciary : Supreme Court and High Court B. Structures and Functions of Administrative Tribunals | 10 |
| 4 | A. Judicial Control over Administration B. Judicial Review and Judicial Activism | 10 |
| 5. | A. Principles of Natural Justice B. Public Interest Litigation(PIL) C. Lok Adalat D. Right to Information E. Commission of Enquiry | 10 |
| | Total Lectures | 50 |

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| | Tutorial | 10 |
| | TOTAL | 60 |

Suggested Readings:

1. Katariya, S. (2020). Prashasnik Sidhant evam Prabandh National Publishing House New Delhi.
2. Saha, T. K. (2001). Administrative Law. Kanishka Publishers Distributors: New Delhi
3. Kesari, U.P.D. (2016) Prashasnik Vidhi , Central Law Publications, Allahabad.
4. Jain, M.P. and Jain, S.N. (2017). Principles of Administrative Law. Dokumen Publishers, New Delhi.
5. Awasthi and Maheshwari. (2020). Prashasnik Siddhant. Laxmi Narain Agarwal:Agra

Additional Readings:

1. Pound, R. (1942) Administrative Law: Its Growth, Procedure and Significance. University of Pittsburgh: U.S.A.
2. Kagzi, M.C.J. and Madhusudan (2014) Indian Administrative Law. Universal Law Publishing Company Pvt. Limited.
3. Peter, C. (2018) Administrative Law. (ed.) Routledge: USA
4. Sengupta, S. P. (2019). Administrative Law. Kamal Law House Publications, Kolkata.
5. Craig, P. P.(2021). Administrative Law. Sweet Maxwell.

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SEMESTER IV

PAPER : MJC-7
TITLE OF THE PAPER : Financial Administration
CREDIT : 5

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

- CO1: To help students learn the intricacies of Financial Administration.
CO2: To help students understand the process of Budget-making in India.
CO3: To encourage students to understand the importance of financial propriety of public funds.

Course Learning Outcomes

After the completion of the course, the students will be able to:

- CO1: Understand the meaning and importance of Financial Administration and how it is conducted.
CO2: Understand the principles and process of budget preparation in India.
CO3: Understand the basics of financial structures and processes involved in taxation, accounting and auditing.

| MJC 7: Financial Administration | | |
|---------------------------------|--|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Financial Administration: Definition, Nature, Scope and Significance | 10 |
| 2 | A. Financial Relationship between Centre and States B. Finance Ministry, Finance Commission, NITI Aayog | 10 |
| 3 | A. Budget: Principles of Sound Budget, Preparation and passing of Budget in Indian Parliament B. Types of Budget: Performance Budget and Zero Base Budget | 10 |
| 4 | A. Audit and Account System: Principles of Auditing and Accounting B. Powers, Functions and Role of CAG in India | 10 |
| 5 | C. Principles of Taxation D. RBI: Composition and Functions | 10 |
| | Total Lectures | 50 |
| | Tutorial | 10 |
| | TOTAL | 60 |

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Suggested Readings:

1. Mahajan, A.P. and Mahajan, S.K. Financial Administration in India, PHI Learning.
2. Thavaraj, M.J.K. (2014), Financial Administration in India, Sultan Chand & Sons, New Delhi.
3. Goel, S.L. (2002), "Public Financial Administration", Deep and Deep Publication, New Delhi.
4. D.M. Mithani,(2018), "International Economics", Himalaya Publishing House
5. Panda, S. (1989). Financial Administration and Personnel Management in Public Enterprises, Mittal Publications, New Delhi.
6. Lall, G.S. (1976). Public Finance and Financial Administration in India, Kapoor Publishers, New Delhi.
7. Panda, S. (1989). Financial Administration and Personnel Management in Public Enterprises, Mittal Publications, New Delhi.
8. Mukherjee, S.S. (1979). Indian Public Finance and Financial Administration, Surjeet Publications, Delhi.

Additional Readings:

1. Sahib Singh & Swinder Singh, Public Personnel and Financial Administration, New Academic Publishing Co., Jalandhar.
2. Mahajan, S.K. (2014), Financial Administration in India, PHI Learning.
3. Sundram, K.P.M. (1979). Indian Public Finance and Financial Administration, Delhi.
4. Gupta, B.N. (1970). Indian Federal Financial and Budgetary Policy, Allahabad.
5. Bhargava, R.N. (1962). Indian Public Finances. George Allen & Unwin Ltd.

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SEMESTER V

PAPER : MJC-8
TITLE OF THE PAPER : Social Welfare Administration
CREDIT : 5

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

CO1: To impart knowledge of disciplinary and professional nuances of social welfare administration.

CO2: To acquaint students with the focal social welfare administration machinery in India.

CO3: To enable students to appreciate the issues and measures with respect to various disadvantaged groups in the society.

Course Learning Outcomes

After the completion of the course, the students will be able to:

CLO1: Exhibit disciplinary and professional proficiency in social welfare administration.

CLO2: Examine the role of various agencies in social welfare administration.

CLO3: Generate problem solving strategies to help the various disadvantaged sections in the society.

| MJC 8: Social Welfare Administration | | |
|--------------------------------------|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | A. Meaning, Features, Nature, Scope, Significance and Principles of Social Welfare Administration. B. Related concepts: Social Welfare, Social Work, Social Change, Social Justice; Social Exclusion and Inclusive Development | 12 |
| 2 | A. Evolution of Social Welfare Administration in India as a Discipline and as a Profession B. Constitutional Provisions for Social Welfare in India. | 10 |
| 3 | A. Institutional Mechanisms in India: Ministry of Social Welfare, Central Social Welfare Board (CSWB), State Social Welfare Advisory Board. B. Role of Voluntary Organisations in social welfare administration: Civil Society and NGOs. | 10 |
| 4 | A. Grants-in-Aid and Fund Raising for social welfare. B. Role of CSR in social welfare administration | 8 |
| 5 | Welfare Policies for Women, Child, Youth, Transgender, Disabled and Aged. | 10 |
| | Total Lectures | 50 |
| | Tutorial | 10 |
| | TOTAL | 60 |

Suggested Readings:

- 1) Chowdhary, D.P. (1992). Social Welfare Administration in India, Deep and Deep Publication, New Delhi.

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- 2) Goel and Kumar (2004) Administration and Management of NGOs, Deep and Deep Publication, New Delhi.
- 3) Sachdeva, D.R. (1993). Social Welfare Administration in India, Allahabad, Kitab Mahal.
- 4) Siddiqui, H.Y (1990) Social Welfare in India, Harnam Publications, New Delhi
- 5) Kataria, S. (2010). Samajik Prashaasan: Kalyan Prashasan. Raj Books and Subscription Agency
- 6) Chakrabarti, B. and Chand, P. (2018) Vaishwikrit Duniya me Lok Prashasan: Siddhant aur Padyatiyaan. Sage Publications

Additional Readings:

- 1) Goel, S.L. and Jain, R.K (1988). Social Welfare Administration, Vol. I and II, Deep Publication, New Delhi.
- 2) Kaushik, A (2012). Welfare and Development Administration in India, Global Vision Publishing House, New Delhi.
- 3) Naidu, S.P. (1996). Public Administration Concept and Theories, New Age International Publishers, New Delhi.

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SEMESTER V

PAPER : MJC-9
TITLE OF THE PAPER : Development Administration
CREDIT : 5

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

- CO1: To understand conceptual framework of Development Administration.
- CO2: To make the students aware of the models of development within comparative framework.
- CO3: To provide the micro and macro perspective related to development at grassroot level and the contribution by international organizations.

Course Learning Outcomes

After the completion of the course, the students will be able to:

- CLO1: Comprehend the conceptual framework of Development Administration.
- CLO2: Illustrate the significance of Development Administration in developed and developing nations.
- CLO3: Discuss the significance of International Organizations and technical assistance.

| MJC 9: Development Administration | | |
|-----------------------------------|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | A. Meaning, Objectives, Nature and Scope of Development Administration B. Role of Development Administration in Developing and Developed Countries | 10 |
| 2 | Models of Development A. Edward W. Weidner's Model B. F.W. Riggs's Model C. Sustainable Development Model | 10 |
| 3 | A. Traditional Public Administration & Development Administration B. Development Administration & Administrative Development | 10 |
| 4 | A. Development at Grassroot Level : People Participation and Policy Making B. Bureaucracy and Administrative Capability | 10 |
| 5. | A. International Aid and Technical Assistance B. Role and Functions of IMF, World Bank and WTO | 10 |
| | Tutorial | 10 |
| | TOTAL | 60 |

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Suggested Readings:

- 1) Johri, J.C. and Sharma, Rashmi (2021). Lok Prashasan. S B P D Publication: Agra.
- 2) Sapru, R.K. (2014). Development Administration, Sterling Publishers, New Delhi.
- 3) Bhattacharya, Mohit (2011). Social Theory and Development Administration, Jawahar Publishers and Distributors: New Delhi.
- 4) Mahajan, A.P. (2019) Development Administration in India. SAGE Publications India Pvt Ltd.
- 5) Sapru, R.K. and Sapru, Y. (2021). Development Administration: Trend Towards Development Management. Sterling Publishers Pvt.Ltd., New Delhi.
- 6) Kumar, U. (1996). Vikas Prashasan. Novelty Publications, Patna.

Additional Readings:

- 1) Edward W. Weidner ,Ed. (1970),Development Administration in Asia. Durham, N.C. Duke University Press,
- 2) V.A. Pai Panandikar (ed) (1974), Development Administration in India, Macmillan, New Delhi.
- 3) Dwivedi, O.P. (1994). Development Administration: From Underdevelopment to Sustainable Development. Palgrav Macmillan, London.
- 4) Pattanayak, R. (1997), Dynamics of Development Administration, Anmol Publications Pvt. Ltd. New Delhi.
- 5) Mathur, K. (1996), Development Policy and Administration: Readings in Indian Government and Politics, Sage Publication

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SEMESTER VI

PAPER : MJC-10
TITLE OF THE PAPER : Local Self Government
CREDIT : 04

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

CO1: To gain theoretical knowledge about Local Self Government in India.

CO2: To learn the structure and functioning of Rural-Local Government and Urban- Local Government in India.

CO3: To understand the revenue sources and challenges before the Local Self Government in Bihar.

Course Learning Outcomes

After the completion of the course, the students will be able to:

CLO1: Describe the theoretical framework of Local Self Government in India.

CLO2: Comprehend the structural and functional aspects of Rural-Local Government and Urban- Local Government in India.

CLO3: Analyse the challenges and barriers before the Local Self Government.

| MJC 10: Local Self Government | | |
|-------------------------------|--|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Meaning, Nature, Scope and Development of Local Self Government with special reference to Bihar | 08 |
| 2 | Structures and Functions of Rural-Local Administration : Gram Panchayat, Panchayat Samiti, Zila Parishad according to 73 rd Constitutional Amendment | 10 |
| 3 | Structures and Functions of Urban-Local Administration according to 74 th Constitutional Amendment | 10 |
| 4 | A. Sources of Revenue of the Local Administration B. Government Control over Local Self Government Institutions C. Challenges before the Local Self Government with special reference to Bihar | 12 |
| | Total Lectures | 40 |
| | Tutorial | 10 |
| | TOTAL | 50 |

Suggested Readings:

- Sharma, H.C. (2013). Bharat me Sthaniya Prashasan, College Book Depot, Jaipur.

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2. Maheshwari, S.R. (2017). Bharat me Sthaniya Shasan, Laxmi Narayan Agarwal, Agra.
3. Maheshwari, S.R. (1995), Rural Development in India: A Public Policy Approach, Laxmi Narayan Agarwal, Agra.
4. Singh, Katar (2015). Gramin Vikas: Siddhant, Nitiyan evam Prabandh, Sage, New Delhi.
5. Sharma, R. (2023). Sthaniya Swashasan SBPD, Agra.

Additional Readings:

1. Singha, K. (2010). Rural Development in India: Retrospect and Prospects. Concept Publishing Company, New Delhi.
2. Sharma, H. Bharat me Sthaniya Prashasan, C.B. Depot, Jaipur
3. Bihar Panchayati Raj Act, 2006. Government Publication
4. Bihar Nagarpalika Act, 2007. Government Publication
5. Singh, Bameshwar (2012). Bharat me Sthaniya Swashasan, Radha Publication, New Delhi.

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SEMESTER VI

PAPER : MJC-11
TITLE OF THE PAPER : Principles of Organisation
CREDIT : 5

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

- CO1: To familiarize the students with the concept and typology of organization.
CO2: To impart an understanding of the various principles of organisation
CO3: To enable the students to relate the principles of organization to daily practice.

Course Learning Outcomes

After the completion of the course, the students will be able to:

- CLO1: Identify different types of organisations.
CLO2: Explain the various principles of organization.
CLO3: Exhibit better abilities vis-à-vis organizational conduct in daily life.

| MJC 11: Principles of Organisation | | |
|---|--|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Meaning, Features and Types of Organisation; Bases of Departmental Organisation. | 10 |
| 2 | Hierarchy, Unity of Command, Coordination, Span of Control | 10 |
| 3 | Authority, Centralization, Decentralization, Delegation | 10 |
| 4 | Supervision; Line, Staff and Auxiliary Agencies | 10 |
| 5 | Leadership, Communication, Motivation, Morale | 10 |
| | Tutorial | 10 |
| | TOTAL | 60 |

Suggested Readings:

- 1) D.H. Rosenbloom & R.S. Kravchuk (2006), Public Administration, Mc-Graw Hill International Edition.
- 2) Noorjahan Bava, Public Administration in the 21st Century, Kanishka Publishers, Distributors, New Delhi, 2004
- 3) Avasthi and S.R. Maheswari, Public Administration, Agra, Lakshmi Narain Aggarwal, 1996.
- 4) C.P. Bhambri, Administrators in a Changing Society, Bureaucracy and Politics in India, Delhi, Vikas, 1971.
- 5) M. Bhattacharya, Public Administration: Structure, Process and Behaviour, Calcutta, The World Press, 1991.

Additional Readings:

- 1) P. H. Appleby, Policy and Administration, Alabama University of Alabama Press, 1957.
- 2) Restructuring Public Administration: Essays in Rehabilitation, New Delhi, Jawahar Publishers, 1999.

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- 3) G. E. Caiden, Dynamics of Public Administration: Guidelines to Current Transformation in Theory and Practice, New York, Holt, 1971.
- 4) M. E. Dimock, and G.O. Dimock, Public Administration, Oxford, I.B.H. Publishing Company, 1975.
- 5) K. Henry, Public Administration and Public Affairs, Prentice-Hall, Recent Edition

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SEMESTER VI

PAPER : MJC-12
 TITLE OF THE PAPER : Public Policy
 CREDIT : 5

Full Marks : 100
 ESE : 70
 CIA : 30

Course Objectives

- CO1:** To generate an awareness of the theoretical perspectives on public policy in the students.
CO2: To acquaint the students with the models and approaches of public policy.
CO3: To develop an understanding of the role of various institutions and agencies in policy process

Course Learning Outcomes

After the completion of the course, the students will be able to:

- CLO1:** Describe the concept and significance of public policy in the development process.
CLO2: Explain the various models and approaches to public policy.
CLO3: Analyze the role of various institutions and agencies in the different stages of policy process.

| MJC 12: Public Policy | | |
|-----------------------|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Introduction to Public Policy: A. Meaning, Nature, Scope, Types and Significance of Public Policy. B. Evolution of Public Policy Studies; Public Policy Cycle | 08 |
| 2 | Models and Approaches of Policy Formulation – Public Choice Approach, Elite Theory, Rational Approach, Decision Making Model, Systems Model, Incremental Model. | 10 |
| 3 | Institutional Arrangement for Policy Making in India A. Role of various Stakeholders & Networks in Policy Making B. Influencing Factors and Challenges for Effective Policy Making. | 10 |
| 4 | A. Policy Implementation in India: Issues and Perspective B. Public Policy Delivery Agencies and Implementers: Aspects of Policy Design for Implementation, Modes of Policy Delivery and Implementers, Enforcement Modes. C. Problems in Public Policy Implementation: Conceptual, Political and Administrative Problems; Conditions for Successful Implementation. | 11 |
| 5 | A. Policy Monitoring: Approaches and Techniques, Constraints in Policy Monitoring, Measures for Effective Policy Monitoring. B. Policy Evaluation: Role, Process and Criteria, Types of Evaluation, Evaluating Agencies – Problems in Policy Evaluation. | 11 |
| | Total Lectures | 50 |
| | Tutorial | 10 |
| | TOTAL | 60 |

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Suggested Readings:

- 1) Sapru, R.K. (2012). Public Policy: Formulation, Implementation and Evaluation. New Delhi: Sterling.
- 2) Sapru, R.K. (2013). Public Policy: Art and Craft of Policy Analysis. Delhi: PHI Learning.
- 3) Ayyar, R. V. (2009). Public Policymaking in India. Pearson Education India.
- 4) Sharma, Rashmi. (2021). Prashasan evam Lokniti : Awdharnaaye evam Siddhant, SBPD, Agra
- 5) Sinha, Manoj. (2010). Prashasan evam Lokniti, Orient Blackswan.
- 6) Sapru, R.K. (2021). Lokniti, Sterling Prakashan, New Delhi.

Additional Readings:

- 1) Stone, Deborah (2012). Policy Paradox: The Art of Political Decision Making. W. W. Norton & Company.
- 2) Birkland, Thomas A. (2019). An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making. New York: Routledge.
- 3) Howlett, M. and M. Ramesh (2003). Studying Public Policy: Policy Cycle and Policy Subsystems. Ontario: OUP.
- 4) Reinicke, W. H. (1998). Global Public Policy. Brookings Institution Press, Washington.
- 5) Wildavsky, Aaron (1980). The Art and Craft of Policy Analysis. London: Macmillan.
- 7) Dror, Y. (1989). Public Policy Making Re-examined. New Jersey: Transaction Publishers.

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SEMESTER VII

PAPER : MJC-13
TITLE OF THE PAPER : Good Governance
CREDIT : 5

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

- CO1: To provide a comprehensive understanding about concepts related to governance and good governance.
CO2: To introduce, to the students, the changing trends and paradigms in Governance.
CO3: To develop an understanding of the role of various stakeholders in good governance.
CO4: To acquaint the students with the good governance practices prevalent in India.

Course Learning Outcomes

After the completion of the course, the students will be able to:

- CLO1: Describe the various related concepts and significance of good governance.
CLO2: Explain the various emerging trends in governance and good governance.
CLO3: Examine the role of various stakeholders in good governance.
CLO4: Appreciate the utility of various good governance practices in India.

| MJC 13: Good Governance | | |
|-------------------------|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | A. Good Governance: Concept, Features, Significance and Evolution. B. Related Terms: Government, Governance, Minimum Government and Maximum Governance. | 10 |
| 2 | A. United Nations and Good Governance; Indian Context of Good Governance. B. Waves of Governance | 10 |
| 3 | A. Role of State, Market, Citizen and Media in Good Governance. B. Emerging Areas of Governance: Corporate Governance, Global Governance, Disaster Governance, Technology Governance | 12 |
| 4 | A. Governance Issues and Challenges in Various Sectors B. Transparency and Accountability, Integrity and Ethics; | 08 |
| 5 | A. Good Governance Practices in India: E-governance, Citizens Charters, RTI, Ease of Doing Business, Good Governance Index. B. Challenges to Good Governance and Need for Reforms. | 10 |
| | Tutorial | 10 |
| | TOTAL | 60 |

Suggested Readings:

- 1) N. Bhaskara Rao, Good Governance: Delivering Corruption-Free Public Services, SAGE India, 2013.
- 2) Surendra Munshi & Biju Paul Abraham (eds.), Good Governance, Democratic Societies and Globalization, SAGE India, 2004.

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- 3) Smita Mishra Panda, Engendering Governance Institutions State, Market and Civil Society, SAGE India, 2008.
- 4) Gupta, S. and Kumar, K. (2016). Sushasan, NBT, New Delhi
- 5) Verma, J. (2005). Good Governance aur Udyamita. Vikas Prashasan, Delhi
- 6) Gandhi, A.V. (2017). Sushasan ki awdharna evam Sikhe. Prakashan Bharti
- 7) Sharma, B.N. (2010). Good Governance aur Sarkari Prabandhan. Vikas Prashasan, Delhi.

Additional Readings:

- 1) Rajesh Tandon & Ranjita Mohanty (eds.), Does Civil Society Matter? Governance in Contemporary India, SAGE India, 2003.
- 2) Kameshwar Choudhary, Gobalisation, Governance Reforms and Development in India, SAGE India, 2008.
- 3) Surendra Munshi, Biju Paul Abraham & Soma Chaudhuri, The Intelligent Person's Guide to Good Governance, SAGE India, 2009.
- 4) B. C. Smith, Good Governance and Development, Palgrave Macmillan, 2007.
- 5) V. Santhakumar, The Roots of Ill-Governance and Corruption, SAGE India, 2014.

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SEMESTER VII

PAPER : MJC-15 Full Marks : 100
TITLE OF THE PAPER : Emerging Trends in Public Administration ESE : 70
CREDIT : 6 CIA : 30

Course Objectives

- CO1: To introduce, to the students, the emerging trends and techniques in Public Administration.
CO2: To acquaint the students with the role of different stakeholders in administration.
CO3: To impart an understanding of the modern paradigms of administration.

Course Learning Outcomes

After the completion of the course, the students will be able to:

- CLO1: Explain the different emerging trends and techniques in Public Administration.
CLO2: Analyze the role of different stakeholders in administration.
CLO3: Examine the applicability of modern paradigms of administration towards enhanced governance.

| MJC 15: Emerging Trends in Public Administration | | |
|--|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Changing Dimensions of Public Administration: A. New Techniques of Administration B. Participatory Governance | 10 |
| 2 | Human Resource Management, Management Information Systems, ICT in Administration | 10 |
| 3 | Public Private Partnership, Civil Society Empowerment, Role of Media in Governance | 10 |
| 4 | Gender Studies, Tribal Welfare, Labour Welfare | 10 |
| 5 | Climate Change and Environmental Governance, Disaster Management | 10 |
| 6 | Administrative Ethos and Integrity, Challenges of Modern Administrative System; Remedies and Reforms | 10 |
| | Tutorial | 10 |
| TOTAL | | 70 |

Suggested Readings:

- 1) Kumar, Rajesh, Ambedkar, S.N. and Meena, J.S. (2020). Emerging Trend in Public Administration: Engagement in Policy and Service Delivery for the 21st Century. New Delhi: Akhand Publishing House.
- 2) Mohapatra, A.K., Sinha, A.K. and Pandey, A. (2016). Emerging Trends in Management and Public Policy. Regal Publications.
- 3) Bhattacharya, Mohit (2018). New Horizons of Public Administration. New Delhi: Jawahar Publishers.
- 4) Chakrabarti, B. and Chanda, P.(2017). Bhartiya Prashasan: Vikas evam Padyati. Sage Publications, New Delhi.

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5) Maheshwari, R. Bharatiya Prashasan, Orient Blackswan

6) Singh, Hoshiyar and Singh, P. (2011). Bhartiya Prashasan. Pearson, Chennai.

Additional Readings:

1) Dubhashi, P.R.(1995) Recent Trends in Public Administration. Kaveri Books.

2) O'Toole.Barry J. (2000).Public Policy and Administration:Recent Trends and Future Prospects. Royal Institute of Public Administration.

3) McLaughlin, K; Ferlie, E. ; Osborne, S. P. (2005). New Public Management: Current Trends and Future Prospects, Routledge, London.

4) Narain, L. (2014).Public Enterprise Management and Privatization, S. Chand, New Delhi.

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SEMESTER VIII

PAPER :
TITLE OF THE PAPER :
CREDIT :

MJC-16 *Administration of public enterprises*
Emerging Trends in Public Administration
4

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

CO1: To gain conceptual knowledge of the meaning, nature and importance of Public Enterprises.

CO2: To develop an understanding the mechanisms of control over Public Enterprises.

CO3: To understand the personnel management of Public Enterprises and various challenges faced by them.

Course Learning Outcomes

After the completion of the course, the students will be able to:

CLO1: Describe the meaning, types and importance of Public Enterprises and their personnel management.

CLO2: Understand the control mechanisms over Public Enterprises to ensure their efficiency and also their changing role in the light of liberalization and disinvestment policies.

CLO3: Analyse the regional constraints as well as opportunities faced by Public Enterprises in context of the State of Bihar.

| MJC 16: Administration of Public Enterprises | | |
|---|--|----------------------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | A. Meaning, Nature and significance of Public Enterprises B. Typology of Public Enterprises | 10 |
| 2 | Control over Public Enterprise : Legislative, Administrative and Financial | 10 |
| 3 | A. Personnel Management of Public Enterprises: Process of Selection, Training and Development B. Industrial Relations in Public Enterprises | 10 |
| 4 | A. New Economic Policy and Changing Nature of Public Enterprises B. Problems and Prospects of Public Enterprises in India with special reference to Bihar | 10 |
| | Total Lectures | 40 |
| | Tutorial | 10 |
| | TOTAL | 60 50 |

Suggested Readings:

1. Nigam, Raj K. (1971). Management of Public Sector in India. Bombay.

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SEMESTER VIII

PAPER : MJC-16
TITLE OF THE PAPER : Administration of Public Enterprises
CREDIT : 4

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

CO1: To gain conceptual knowledge of the meaning, nature and importance of Public Enterprises.

CO2: To develop an understanding the mechanisms of control over Public Enterprises.

CO3: To understand the personnel management of Public Enterprises and various challenges faced by them.

Course Learning Outcomes

After the completion of the course, the students will be able to:

CLO1: Describe the meaning, types and importance of Public Enterprises and their personnel management.

CLO2: Understand the control mechanisms over Public Enterprises to ensure their efficiency and also their changing role in the light of liberalization and disinvestment policies.

CLO3: Analyse the regional constraints as well as opportunities faced by Public Enterprises in context of the State of Bihar.

| MJC 16: Administration of Public Enterprises | | |
|--|--|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | A. Meaning, Nature and significance of Public Enterprises B. Typology of Public Enterprises | 10 |
| 2 | Control over Public Enterprise : Legislative, Administrative and Financial | 10 |
| 3 | A. Personnel Management of Public Enterprises: Process of Selection, Training and Development B. Industrial Relations in Public Enterprises | 10 |
| 4 | A. New Economic Policy and Changing Nature of Public Enterprises B. Problems and Prospects of Public Enterprises in India with special reference to Bihar | 10 |
| | Total Lectures | 40 |
| | Tutorial | 10 |
| | TOTAL | 60 |

Suggested Readings:

1. Nigam, Raj K. (1971). Management of Public Sector in India. Bombay.

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2. Narayan, L. (1980). Principles and Practices of Public Enterprises Management, New Delhi.
3. Khera, S.S. (1977). Government of Business. National Publishing House, Delhi.
4. Mallaya, N.M. (1978). Public Enterprises in India: Their Control and Accountability, Institute of Constitutional and Parliamentary Studies, New Delhi.
5. Prakash, Chandra. (1982). Personnel Administration in Public Undertaking, IIPA, New Delhi.
6. Mathur, B.P. (1973). Public Enterprises in Perspective: Aspects of Financial Administration and Control. Orient Longman. New Delhi.
7. Arora, R.S. (1969). Administration of Government Industries, IIPA, New Delhi.
8. Johri J.C. and Sharma, R. (2021). Lok Prashasan. SBPD Publications, Agra.

Additional Readings:

1. Prajapati, D. (2023). Lok Udyam ka Arthshastra. Sahitya Bhawan Publications, Agra.
2. Jain, R.K. Management of Public Enterprises in India.
3. Prakash, J. (1980). Public Enterprises in India: A Study in Controls, Thinkers Library, Allahabad.
4. Gandhok, D.N. (1980). Accountability of Public Enterprises to Parliament, Sterling Publishers, New Delhi.

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MINOR COURSES

Public Administration

Programme Outcome

- PO1: Students will display active citizenship and civic engagement though having different major programme.
- PO2: Students will develop critical thinking and political communication skills.
- PO3: Students will be capable of rational decision-making and become committed leaders in making.
- PO4: Students will be in position to make comparative study of global Administrative systems.
- PO5: Students will identify core mechanisms of public policy, organization and management of resources.

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SEMESTER-I

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|--------------------|---|---------------------------------------|------------------|
| PAPER | : | MIC-1 | Full Marks : 100 |
| TITLE OF THE PAPER | : | Introduction to Public Administration | ESE : 70 |
| CREDIT | : | 3 | CIA : 30 |

Course Objectives

1. To inculcate ethos of Administrative Behaviour.
2. To build capacity of Students in formulating conceptual Constructs of Public Administration.
3. To deliver among students, quality of decision making, communication and leadership.
4. To make student an awakened citizenry.

Course Outcomes

1. Students learn to become good managers.
2. Students learn to share social responsibility and civic engagement.
3. Students understand government policies with direct impact on citizens' well being.
4. Students hold administrative positions with efficacy and deliver significant result.

MIC 1: Introduction to Public Administration

| MIC 1: Introduction to Public Administration | | |
|--|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Meaning, Nature, Scope and Significance of Public Administration Public and Private Administration | 12 |
| 2 | Relations with other Social Sciences- History, Sociology, Economics, Political Science and Psychology. Evolution of Public Administration. | 10 |
| 3 | Control over Administration a. Legislative b. Executive c. Judicial | 08 |
| | Total Lectures | 30 |
| | Tutorial | 10 |
| | TOTAL | 40 |

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P. S. D.
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Suggested Readings –

1. Avasthi and Maheswari – *Public Administration* – Lakshmi Narayan Agrawal , Publisher, Agra 2018 (E+H).
2. B.L. Fadia, *Public Administration*, Sahitya Bhawan Publisher, Agra, 2004 (E+H).
3. C.P Bhambhri, *Public Administration, Theory and Practice*, Jai Prakash Nath Publisher, Meerut, 1991
4. Ramesh K. Arora, *Administrative Theory*, I.I.P.A Publisher, New Delhi.
5. एम. पी. शर्मा एवं बी. एल. सदाना, लोक प्रशासनसिद्धांत एवं व्यवहार, किताब महल, दिल्ली, 1991

Additional Readings –

1. Vishnu Bhagwan and Vidya Bhushan, *Theory of Public Administration*, S.Chand and Company, New Delhi, 1991
2. Ramesh K. Arora, *Perspective in Administrative Theory*, Associate Publisher, New Delhi, 1979
3. Manjari Damle and Kamlesh Kumar Gupta, *Contemporary Public Administration* (in Hindi), K.K. Publisher, New Delhi, 2021
4. Dennart and Dennart, *Public Administration* , Rawat Publisher, Jaipur, 2009
5. Feli A. Nagare, *Modern Public Administration*, New Delhi, 1977

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SEMESTER-II

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|--------------------|---|----------------------|------------------|
| PAPER | : | MIC-2 | Full Marks : 100 |
| TITLE OF THE PAPER | : | Union Administration | ESE : 70 |
| CREDIT | : | 3 | CIA : 30 |

Course Objectives

1. To Learn basic principles and approaches to the understanding of Indian Administration.
2. To make students aware of federal Parliamentary Democracy operating in India.
3. To enable Students become conscious of their fundamental rights along with their duties.
4. To make students responsible citizen.

Course Outcomes

1. Students will ensure equal rights to everyone.
2. Students will judiciously select their leader, without any bias or predilection..
3. Students will respect norms of sovereignty and integrity of Nation and will pursue its goal, through political and administrative behavior.
4. They will follow the concept of Integrated Judiciary with Parliamentary Sovereignty, functioning in India.

| MIC 2: Union Administration | | |
|-----------------------------|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Growth of the discipline of Public Administration in India. Role of Administration in Indian Democracy. | 08 |
| 2 | a. Preamble b. Fundamental Rights c. Fundamental Duties and d. Directive Principles | 10 |
| 3 | a. President b. Prime Minister c. Council of Ministers d. Cabinet Secretariat and e. Prime Minister's Office (P.M.O.) | 12 |
| Total Lectures | | 30 |
| Tutorial | | 10 |
| TOTAL | | 40 |

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Suggested Readings-

1. S. R. Maheshwari, *Indian Administration*, Orient Longman, New Delhi, 1947
2. Awasthi and Maheshwari, *Indian Administration*, Laxmi Narayan Agrawal, Agra, 1995, (E+H)
3. Hoshiar Singh, *Public Administration in India*, Sterling Publisher, New Delhi, 1990
4. हरिश्चन्द्र शर्मा एवं रमेश दूबे, *भारत में लोक प्रशासन*, कॉलेज बुक डिपो, जयपुर 1990
5. बी. एल फडीया, *भारत में लोक प्रशासन*, साहित्य भवन, आगरा, 2009

Additional Readings-

1. Hoshigar Singh and Pankaj Singh, *Indian Administration*, Pearson Publisher, New Delhi-2013
2. Kamlesh Gupta, *District Administration in India*, K. K. Publication, New Delhi, 2014
3. एम. लक्ष्मीकान्त, *भारतीय राज्य व्यवस्था*, टी. एच. एम. प्रकाशन, नई दिल्ली, 2021
4. अवस्थी एवं अवस्थी, *भारतीय प्रशासन*, लक्ष्मी नारायण अग्रवाल प्रकाशन, आगरा, 2020
5. सुरेन्द्र कटारीया, *भारत में लोक प्रशासन*, आर. बी. एस. ए. प्रकाशन, जयपुर, 2021

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SEMESTER III

PAPER : MIC-3
TITLE OF THE PAPER : State Administration
CREDIT : 3

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

CO1: To enable students to assess the intricacies of provincial administration and find amicable solutions to problem.

CO2: To enhance public participation in administration through attitudinal and behavioural change.

Course Learning Outcomes

After the completion of the course, the students will be able to:

CLO1: Analyze the practices in Indian administrative system against theoretical backdrop.

CLO2: Apply theoretical knowledge towards eliminating the shortcomings in administrative functioning in the state.

| MIC 3: State Administration | | |
|-----------------------------|--|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Executive: Governor, Chief Minister and Council of Ministers | 10 |
| 2 | State Secretariat: Chief Secretary, Directorate and Secretariat | 10 |
| 3 | State Election Commission, State Planning Machinery, Bihar Public Service Commission, State Finance Commission | 10 |
| | Total Lectures | 30 |
| | Tutorial | 10 |
| | TOTAL | 40 |

Suggested Readings:

- 1) S.R. Maheshwari. (1980). State Government in India. Macmillan: New Delhi.
- 2) J.D. Shukla (1977). State and District Administration in India. National Publishing House: New Delhi.
- 3) B. Mehta (1975). Dynamics of State Administration.

Additional Readings:

- 1) Sharma, M (2007). Indian Administration. Anmol: New Delhi.
- 2) Sharma, Prabhu Datta and Sharma, B M (2009). Indian Administration: Retrospect and Prospect. Rawat Publications: Jaipur.
- 3) Chakraborty, Bidyut (2016). Indian Administration. Sage: New Delhi.

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SEMESTER IV

PAPER : MIC-4
TITLE OF THE PAPER : Local Self Government
CREDIT : 3

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

CO1: To gain theoretical knowledge about Local Self Government in India.

CO2: To learn the structure and functioning of Rural-Local Government and Urban- Local Government in India.

Course Learning Outcomes

After the completion of the course, the students will be able to:

CLO1: Describe the theoretical framework of Local Self Government in India.

CLO2: Comprehend the structural and functional aspects of Local Government in India.

| MIC4: Local Self Government | | |
|-----------------------------|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Meaning, Nature, Scope and Development of Local Self Government with special reference to Bihar | 08 |
| 2 | Structures and Functions of Rural-Local Administration : Gram Panchayat, Panchayat Samiti, Zila Parishad according to 73rd Constitutional Amendment | 11 |
| 3 | Structures and Functions of Urban-Local Administration according to 74th Constitutional Amendment | 11 |
| | Total Lectures | 30 |
| | Tutorial | 10 |
| | TOTAL | 40 |

Suggested Readings:

6. Sharma, H.C. (2013). Bharat me Sthaniya Prashasan, College Book Depot, Jaipur.
7. Maheshwari, S.R. (2017). Bharat me Sthaniya Shasan, Laxmi Narayan Agarwal, Agra.
8. Maheshwari, S.R. (1995), Rural Development in India: A Public Policy Approach, Laxmi Narayan Agarwal, Agra.
9. Singh, Katar (2015). Gramin Vikas: Siddhant, Nitiyan evam Prabandh, Sage, New Delhi.
10. Sharma, R. (2023). Sthaniya Swashasan SBPD, Agra.

Additional Readings:

6. Singha, K. (2010). Rural Development in India: Retrospect and Prospects. Concept Publishing Company, New Delhi.
7. Sharma, H. Bharat me Sthaniya Prashasan, C.B. Depot, Jaipur
8. Bihar Panchayati Raj Act, 2006. Government Publication
9. Bihar Nagarpalika Act, 2007. Government Publication
10. Singh, Bameshwar (2012). Bharat me Sthaniya Swashasan, Radha Publication, New Delhi.

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SEMESTER V

PAPER : MIC-5
TITLE OF THE PAPER : Social Welfare Administration
CREDIT : 3

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

CO1: To impart knowledge of disciplinary and professional nuances of social welfare administration.

CO2: To acquaint students with the focal social welfare administration machinery in India.

Course Learning Outcomes

After the completion of the course, the students will be able to:

CLO1: Exhibit disciplinary and professional proficiency in social welfare administration.

CLO2: Examine the role of various agencies in social welfare administration.

| MIC5: Social Welfare Administration | | |
|--|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | A. Meaning, Features, Nature, Scope, Significance and Principles of Social Welfare Administration. B. Related concepts: Social Welfare, Social Work, Social Change, Social Justice; Social Exclusion and Inclusive Development | 10 |
| 2 | Role of Central Social Welfare Board (CSWB), State Social Welfare Advisory Board and Voluntary Organisations in social welfare administration. | 10 |
| 3 | Welfare Policies for Women, Child, Youth, Transgender, Disabled and Aged | 10 |
| | Total Lectures | 30 |
| | Tutorial | 10 |
| | TOTAL | 40 |

Suggested Readings:

- 1) Chowdhary, D.P. (1992). Social Welfare Administration in India, Deep and Deep Publication, New Delhi.
- 2) Goel and Kumar (2004) Administration and Management of NGOs, Deep and Deep Publication, New Delhi.
- 3) Sachdeva, D.R. (1993). Social Welfare Administration in India, Allahabad, Kitab Mahal.
- 4) Kataria, S. (2010). Samajik Prashaasan: Kalyan Prashasan. Raj Books and Subscription Agency
- 5) Chakrabarti, B. and Chand, P. (2018) Vaishwikrit Duniya me Lok Prashasan: Siddhant aur Padyatiyaan. Sage Publications

Additional Readings:

- 1) Goel, S.L. and Jain, R.K (1988). Social Welfare Administration, Vol. I and II, Deep Publication, New Delhi.
- 2) Kaushik, A (2012). Welfare and Development Administration in India, Global Vision Publishing House, New Delhi.

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- 3) Naidu, S.P. (1996). Public Administration Concept and Theories, New Age International Publishers, New Delhi.
- 4) Siddiqui, H.Y (1990) Social Welfare in India, Harnam Publications, New Delhi

SEMESTER V

PAPER : MIC-6
 TITLE OF THE PAPER : Development Administration
 CREDIT : 3

Full Marks : 100
 ESE : 70
 CIA : 30

Course Objectives

- CO1:** To understand conceptual framework of Development Administration.
- CO2:** To make the students aware of the models of development within comparative framework.

Course Learning Outcomes

After the completion of the course, the students will be able to:

- CLO1:** Comprehend the conceptual framework of Development Administration.
- CLO2:** Illustrate the significance of Development Administration in developed and developing nations.

| MIC6: Development Administration | | |
|----------------------------------|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Meaning, Objectives, Nature and Scope of Development Administration Role of Development Administration in Developing and Developed Countries | 10 |
| 2 | Rural and Urban Development Administration at the State level. Development Administration at the District and Local levels | 10 |
| 3 | Problems and Challenges of Development Administration. Techniques and Strategies in Extension Work. | 10 |
| Total Lectures | | 30 |
| Tutorial | | 10 |
| TOTAL | | 40 |

Suggested Readings:

- 7) Johri, J.C. and Sharma, Rashmi (2021). Lok Prashasan. S B P D Publication: Agra.
- 8) Sapru, R.K. (2014). Development Administration, Sterling Publishers, New Delhi.
- 9) Bhattacharya, Mohit (2011). Social Theory and Development Administration, Jawahar Publishers and Distributors: New Delhi.
- 10) Mahajan, A.P. (2019) Development Administration in India. SAGE Publications India Pvt Ltd.
- 11) Sapru, R.K. and Sapru, Y. (2021). Development Administration: Trend Towards Development Management. Sterling Publishers Pvt.Ltd., New Delhi.

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12) Kumar, U. (1996). Vikas Prashasan. Novelty Publications, Patna.

Additional Readings:

- 6) Edward W. Weidner ,Ed. (1970),Development Administration in Asia. Durham, N.C. Duke University Press,
- 7) V.A. Pai Panandikar (ed) (1974); Development Administration in India, Macmillan, New Delhi.
- 8) Dwivedi, O.P. (1994). Development Administration: From Underdevelopment to Sustainable Development. Palgrav Macmillan, London.
- 9) Pattanayak, R. (1997), Dynamics of Development Administration, Anmol Publications Pvt. Ltd. New Delhi.
- 10) Mathur, K. (1996), Development Policy and Administration: Readings in Indian Government and Politics, Sage Publication

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SEMESTER VI

PAPER : MIC-7
TITLE OF THE PAPER : Personnel Administration
CREDIT : 3

Full Marks : 100
ESE : 70
CIA : 30

Course Objectives

- CO1: To gain conceptual knowledge of Personnel Administration.
CO2: To learn the structure and functioning of Bureaucracy in India.

Course Learning Outcomes

After the completion of the course, the students will be able to:

- CLO1: Describe the meaning, nature, significance and types of Personnel Administration.
CLO2: Discuss the structural and functional aspect of civil services in India and identify the challenges pertaining to their politicization.

| MIC7: Personnel Administration | | |
|--------------------------------|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Meaning, Nature, Role and Significance of Personnel Administration in India. Its Challenges and Remedies. | 10 |
| 2 | Recruitment Agencies – Union Public Service Commission, State Public Service Commissions, Staff Selection Committee | 10 |
| 3 | Recruitment, Training, Promotion, Discipline and Code of Conduct of Civil Service. | 10 |
| | Total Lectures | 30 |
| | Tutorial | 10 |
| | TOTAL | 40 |

Suggested Readings:

- 1) Katariya, S. (2021). Karmik Prashasan. RBSA Publishers: Jaipur.
- 2) Jain, C. M. (2017). Sevavargiy Prashasan. (e-book)
- 3) Goel, S. L. (2012). Public Personnel Administration. Sterling: New Delhi.
- 4) Das, S.K. (2013). The Civil Services in India. Oxford University Press: New Delhi.
- 5) Jain, R.B. (1994). Aspects of Personnel Administration. IIPA. New Delhi

Additional Readings:

- 1) Flippo, E. B. (1976). Principles of Personnel Management. McGraw- Hill Companies.
- 2) Stahi, O. G. (1971). Public Personnel Administration. Harper Row.
- 3) Davar, R.S. (1976). Personnel Administration and Industrial relations in India. Vikas Publishing House: New Delhi

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- 4) Goal, S. L and Rajneesh, S. (2008) Public Personnel Administration, Deep & Deep Publishers: New Delhi.
- 5) Maheshwari, S.R. (2008) Public Administration in India: The Higher Civil Services. Oxford University Press: New Delhi.

SEMESTER VI

PAPER : MIC-8
 TITLE OF THE PAPER : Administrative Law
 CREDIT : 3

Full Marks : 100
 ESE : 70
 CIA : 30

Course Objectives

CO1: To understand conceptual framework of Administrative Law.

CO2: To make the students aware of the growing importance of Administrative Law and its relation with Constitutional Law.

Course Learning Outcomes

After the completion of the course, the students will be able to:

CLO1: Comprehend the conceptual framework of Administrative Law.

CLO2: Illustrate the advantages and disadvantages of Delegated Legislation and Administrative Adjunction.

| MIC8: Administrative Law | | |
|--------------------------|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Meaning, Scope and Growing importance of Administrative Law; Relation between Administrative Law and Constitutional Law | 10 |
| 2 | A. Administrative Adjudication : Its Meaning, Growth, Merits and Demerits B. Delegated Legislation: Its Meaning, Growth, Merits and Demerits | 10 |
| 3 | Public Interest Litigation(PIL), Lok Adalat, Right to Information | 10 |
| | Total Lectures | 30 |
| | Tutorial | 10 |
| | TOTAL | 40 |

Suggested Readings:

6. Katariya, S. (2020). Prashasnik Sidhant evam Prabandh National Publishing House New Delhi.
7. Saha, T. K. (2001). Administrative Law. Kanishka Publishers Distributors: New Delhi
8. Kesari, U.P.D. (2016) Prashasnik Vidhi , Central Law Publications, Allahabad.
9. Jain, M.P. and Jain, S.N. (2017). Principles of Administrative Law. Dokumen Publishers, New Delhi.
10. Awasthi and Maheshwari. (2020). Prashasnik Siddhant. Laxmi Narain Agarwal:Agra

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Additional Readings:

6. Pound, R. (1942) Administrative Law: Its Growth, Procedure and Significance. University of Pittsburgh: U.S.A.
7. Kagzi, M.C.J. and Madhusudan (2014) Indian Administrative Law. Universal Law Publishing Company Pvt. Limited.
8. Peter, C. (2018) Administrative Law. (ed.) Routledge: USA
9. Sengupta, S. P. (2019). Administrative Law. Kamal Law House Publications, Kolkata.
10. Craig, P. P.(2021). Administrative Law. Sweet Maxwell.

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SEMESTER VII

PAPER : MIC-9 Full Marks : 100
TITLE OF THE PAPER : Financial Administration ESE : 70
CREDIT : 4 CIA : 30

Course Objectives

- CO1:** To help students learn the intricacies of Financial Administration.
CO2: To help students understand the process of Budget-making in India.

Course Learning Outcomes

After the completion of the course, the students will be able to:

CO1: Understand the meaning and importance of Financial Administration and how it is conducted.

CO2: Understand the budget process in India.

| MIC9: Financial Administration | | |
|---------------------------------------|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Financial Administration: Definition, Nature, Scope and Significance | 10 |
| 2 | A. Financial Relationship between Centre and States B. Role and Functions: Finance Ministry and Finance Commission | 10 |
| 3 | Budget: Principles of Sound Budget, Preparation and passing of Budget in Indian Parliament | 10 |
| 4 | A. Audit and Account System: Principles of Auditing and Accounting B. Powers, Functions and Role of CAG in India | 10 |
| | Total Lectures | 40 |
| | Tutorial | 10 |
| | TOTAL | 50 |

Suggested Readings:

9. Mahajan, A.P. and Mahajan, S.K. Financial Administration in India, PHI Learning.
10. Thavaraj, M.J.K. (2014), Financial Administration in India, Sultan Chand & Sons, New Delhi.

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11. Goel, S.L. (2002), "Public Financial Administration", Deep and Deep Publication, New Delhi.
12. D.M. Mithani, (2018), "International Economics", Himalaya Publishing House
13. Panda, S. (1989). Financial Administration and Personnel Management in Public Enterprises, Mittal Publications, New Delhi.
14. Lall, G.S. (1976). Public Finance and Financial Administration in India, Kapoor Publishers, New Delhi.
15. Panda, S. (1989). Financial Administration and Personnel Management in Public Enterprises, Mittal Publications, New Delhi.
16. Mukherjee, S.S. (1979). Indian Public Finance and Financial Administration, Surjeet Publications, Delhi.

Additional Readings:

6. Sahib Singh & Swinder Singh, Public Personnel and Financial Administration, New Academic Publishing Co., Jalandhar.
7. Mahajan, S.K. (2014), Financial Administration in India, PHI Learning.
8. Sundram, K.P.M. (1979). Indian Public Finance and Financial Administration, Delhi.
9. Gupta, B.N. (1970). Indian Federal Financial and Budgetary Policy, Allahabad.
10. Bhargava, R.N. (1962). Indian Public Finances. George Allen & Unwin Ltd.

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SEMESTER VIII

| | | | |
|--------------------|---|--|------------------|
| PAPER | : | MIC-10 | Full Marks : 100 |
| TITLE OF THE PAPER | : | Emerging Trends in Public Administration | ESE : 70 |
| CREDIT | : | 4 | CIA : 30 |

Course Objectives

- CO1: To introduce, to the students, the emerging trends and techniques in Public Administration.
CO2: To acquaint the students with the role of different stakeholders in administration.
CO3: To impart an understanding of the modern paradigms of administration.

Course Learning Outcomes

After the completion of the course, the students will be able to:

- CLO1: Explain the different emerging trends and techniques in Public Administration.
CLO2: Analyze the role of different stakeholders in administration.
CLO3: Examine the applicability of modern paradigms of administration towards enhanced governance.

| MJC 15: Emerging Trends in Public Administration | | |
|--|---|-----------------|
| Unit | Topics to be covered | No. of Lectures |
| 1 | Changing Dimensions of Public Administration: A. New Techniques of Administration B. Participatory Governance | 10 |
| 2 | Human Resource Management, Management Information Systems, ICT in Administration | 10 |
| 3 | Public Private Partnership, Civil Society Empowerment, Role of Media in Governance | 10 |
| 4 | Gender Studies, Tribal Welfare, Labour Welfare, Climate Change and Environmental Governance | 10 |
| | Total Lectures | 40 |
| | Tutorial | 10 |
| | TOTAL | 50 |

Suggested Readings:

- 1) Kumar, Rajesh, Ambedkar, S.N. and Meena, J.S. (2020). Emerging Trend in Public Administration: Engagement in Policy and Service Delivery for the 21st Century. New Delhi: Akhand Publishing House.
- 2) Mohapatra, A.K., Sinha, A.K. and Pandey, A. (2016). Emerging Trends in Management and Public Policy. Regal Publications.
- 3) Bhattacharya, Mohit (2018). New Horizons of Public Administration. New Delhi: Jawahar Publishers.
- 4) Chakrabarti, B. and Chanda, P.(2017). Bhartiya Prashasan: Vikas evam Padyati. Sage Publications, New Delhi.
- 5) Maheshwari, R. Bharatiya Prashasan, Orient Blackswan

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6) Singh, Hoshiyar and Singh, P. (2011). Bhartiya Prashasan. Pearson, Chennai.

Additional Readings:

- 1) Dubhashi, P.R.(1995) Recent Trends in Public Administration. Kaveri Books.
- 2) O'Toole.Barry J. (2000).Public Policy and Administration: Recent Trends and Future Prospects. Royal Institute of Public Administration.
- 3) McLaughlin, K; Ferlie, E. ; Osborne, S. P. (2005). New Public Management: Current Trends and Future Prospects, Routledge, London.
- 4) Narain, L. (2014).Public Enterprise Management and Privatization, S. Chand, New Delhi.

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