

PROPOSED OUTLINE OF B.A. WITH PUBLIC ADMINISTRATION 2016-17 (CREDIT-132)

Sem.	Course Code	Course	Course PROPOSED	Course Name	Credits	Award Type
I		English-I			06	100 ESE=70 IA=30
	PUBA 101	DSC-1A	Core Course	Administrative Theory	06	100 ESE=70 IA=30
		DSC-2A	Core Course		06	100 ESE=70 IA=30
	(English/MIL Communication)/ Environmental Science	AECC-1	Ability Enhancement Compulsory Course		04	100 ESE=70 IA=30
	Total					22
II	English/Hindi	MIL-1/Hindi-1	Core Course		06	100 ESE=70 IA=30
	PUBA 201	DSC-1B	Core Course	Indian Administration	06	100 ESE=70 IA=30
		DSC-2B	Core Course		06	100 ESE=70 IA=30
	(English/MIL Communication)/ Environmental Science	AECC-2	Ability Enhancement Compulsory Course		04	100 ESE=70 IA=30
	Total					22
III	English-2		Core Course		06	100 ESE=70 IA=30
	PUBA 301	DSC-1C	Core Course	Administrative Thinkers	06	100 ESE=70 IA=30
		DSC-2C	Course Course		06	100 ESE=70 IA=30
	PUBA 302	SEC-1	Skill Enhancement	Computer Awareness & Office Management	04	100 ESE=70 IA=30
	Total					22
IV	Hindi	MIL-2/Hindi-2	Core Course		06	100 ESE=70 IA=30
	PUBA 401	DSC-1D	Core Course	Development Administration	06	100 ESE=70 IA=30
		DSC-2D	Core Course		06	100 ESE=70 IA=30
	PUBA 402	SEC-2	Skill Enhancement Course	Human Resource & Logistic Management	04	100 ESE=70 IA=30
	Total					22
V	PUBA 501	SEC-3	Skill Enhancement Course	Leadership Styles & Conflict Management	04	100 ESE=70 IA=30
	PUBA 502	DSE-1A Option-1	Discipline Specific Elective	Local Governance IA	06	100 ESE=70 IA=30
	PUBA 503	OR DSE-1A Option -2	-do-	OR Contemporary Issues & Concerns in Indian Administration		
		DSE-2A	Discipline Specific Elective		06	100 ESE=70 IA=30
	PUBA 504	GE-1	Generic Elective	Disaster Management	06	100 ESE=70 IA=30
Total					22	
VI	PUBA 601	SEC-4	Skill Enhancement Course	Stress & Time Management	06	100 ESE=70 IA=30
	PUBAL 602	DSE-1B Option -1	Discipline Specific Elective	Public Policy & Administration in India	06	100 ESE=70 IA=30
	PUBA 603	OR DSE-1B Option -2	--do-	OR Public & Finance Administration		
		DSE-2B	Discipline Specific Elective		06	100 ESE=70 IA=30
	PUBA 604	GE-2	Generic Elective	E-Governance	06	100 ESE=70 IA=30
Total					22	

Sr. No.	Course	Course Name	Semester	Course Code	Award Type	Credits	Max.
1	Public Administration	Administrative Theory (Core Course)	1	PUBA101TH	Theory (ESE)	6 (5L+1T)	70
2	Public Administration	Administrative Theory (Core Course)	1	PUBA 101IA	Internal Assessment (CCA)		30
3	Public Administration	Indian Administration (Core Course)	2	PUBA 201TH	Theory (ESE)	6 (5L+1T)	70
4	Public Administration	Indian Administration (Core Course)	2	PUBA 201IA	Internal Assessment (CCA)		30
5	Public Administration	Administrative Thinkers (Core Course)	3	PUBA 301TH	Theory (ESE)	6 (5L+1T)	70
6	Public Administration	Administrative Thinkers (Core Course)	3	PUBA 301IA	Internal Assessment (CCA)		30
7	Public Administration	Computer Awareness & Office Management (SEC)	3	PUBA 302TH	Theory (ESE)	4 (2L+2T)	70
8	Public Administration	Computer Awareness & Office Management (SEC)	3	PUBA 302IA	Internal Assessment (CCA)		30
9	Public Administration	Development Administration (Core Course)	4	PUBA 401TH	Theory (ESE)	6 (5L+1T)	70
10	Public Administration	Development Administration (Core Course)	4	PUBA 401IA	Internal Assessment (CCA)		30
11	Public Administration	Human Resource & Logistic Management (SEC)	4	PUBA 402TH	Theory (ESE)	4 (2L+2T)	70
12	Public Administration	Human Resource & Logistic Management (SEC)	4	PUBA 402IA	Internal Assessment (CCA)		30
13	Public Administration	Leadership Styles & Conflict Management (SEC)	5	PUBA 501TH	Theory (ESE)	4 (2L+2T)	70
14	Public Administration	Leadership Styles & Conflict Management (SEC)	5	PUBA 501IA	Internal Assessment (CCA)		30
15	Public Administration	Local Governance (DSE) option 1 A	5	PUBA 502TH	Theory (ESE)	6 (5L+1T)	70
16	Public Administration	Local Governance (DSE) option 1 A	5	PUBA 502IA	Internal Assessment (CCA)		30
17	Public Administration	Contemporary Issues and Concerns in Indian Administration (DSE) Option 2A	5	PUBA 503TH	Theory (ESE)	6 (5L+1T)	70
18	Public Administration	Contemporary Issues and Concerns in Indian Administration (DSE) option 2 A	5	PUBA 503IA	Internal Assessment (CCA)		30
19	Public Administration	Disaster Management (GE)	5	PUBA 504TH	Theory (ESE)	6 (5L+1T)	70
20	Public Administration	Disaster Management (GE)	5	PUBA 504IA	Internal Assessment (CCA)		30
21	Public Administration	Stress & Time Management (SEC)	6	PUBA 601TH	Theory (ESE)	4 (2L+2T)	70
22	Public Administration	Stress & Time Management (SEC)	6	PUBA 601IA	Internal Assessment (CCA)		30
23	Public Administration	Public Policy & Administration in India (DSE) 1B	6	PUBA 602TH	Theory (ESE)	6 (5L+1T)	70
24	Public Administration	Public Policy & Administration in India (DSE) 1B	6	PUBA 602IA	Internal Assessment (CCA)		30
25	Public Administration	Public Finance & Administration (DSE) Optional 2B	6	PUBA 603TH	Theory (ESE)	6 (5L+1T)	70
26	Public Administration	Public Finance & Administration (DSE)2B	6	PUBA 603IA	Internal Assessment (CCA)		30
27	Public Administration	E-Governance (GE)	6	PUBA 604TH	Theory (ESE)	6 (5L+1T)	70
28	Public Administration	E-Governance (GE)	6	PUBA 604TH	Internal Assessment (CCA)		30

Public Administration Syllabus(Regular)
BA – 1st Year (Semester-I)
 CC-1A Core Course
 Code DSC: PUBA 101
Course: Administrative Theory

Course Code	CODE – CC: PUBA 101	
Credits-6	L (L=Lecture)	T (T= Tutorial)
	L- 5,	T-1
Course Type	Core Course	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/ Tutorials/Assignments (Marks)	Attendance	Total Marks
Test 15	10	5	30

Course Content

Unit	Topic
I	Public Administration : Meaning, Nature, Scope and Significance. Evolution of Public Administration. Public and Private Administration : Similarities and Dissimilarities. Public Administration as an Art and Science. Relationship of Public Administration with Political Science, Sociology and Economics. New Public Administration: New Public Management
II	Principles of Organization-: Hierarchy, Unity of Command, and Span of Control, .Centralization: Meaning, merits & demerits Decentralization: Meaning, merits & demerits Delegation: meaning, need, elements and hindrances Supervision: meaning, need and methods of supervision Authority and Responsibility
III	Forms of Organization: Meaning, Elements and Basis of Organization. Formal and Informal Organization: Meaning, Significance. Difference between Formal and Informal Organization Theories of Organization: Brief introduction of Scientific Management Theory, Human Relations Theory Bureaucratic Theory
IV	Decision making: meaning, types and functions Leadership: meaning, types and functions Communication: meaning, importance and types Coordination: meaning, importance and methods of effective coordination

Books and References

1. Bhagawan, Vishnu Bushan; Vidya - Public Administration, S. Chand and Company New Delhi. 1994
2. Avasthi and Maheswari - Public Administration, Laxmi Narayan Agarwal,2000.
4. Sharma, M.P. - Public Administration (Theory Concept), Kitab Mehal Allahabad 2007.
5. Maheshwari, Sriram – Administrative Theory, Mcmilan New Delhi, 2009.
7. Fadia & Fadia - Public Administration, Sahitya Bhawan Publication Agra, 2007.
8. Tyagi, A.R. - Principles \$ Practice of Public Administration 1987.
9. Chakrabarty, Bidyut and Chand; Prakash, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
10. Srivatava, Smita Theory and Practice of Public Administration, Pearson, 2011.
11. Singh, Hoshiar and Sachdeva; Pradeep, Public Administration Through Practice,Pearson, 2010.
12. Basu; Rumki, Public Administration (Concepts and theories) Sterling Publishers, New Delhi 1994

Public Administration Syllabus
BA – 1st Year (Semester-II)
DSC-1B Core Course
Code: PUBA 201
Course: Indian Administration

Course Code	CODE – CC: BA PA 201	
Credits-6	L (L=Lecture)	T (T= Tutorial)
	L- 5	T-1
Course Type	Core Course	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/ Tutorials/Assignments (Marks)	Attendance	Total Marks
Test-I 15	10	5	30

Course Content

Unit	Topic
I	Evolution of Indian Administrative System: Brief account of Indian Administration during ancient period, Mughal period, British Rule and after Independence. Indian Administration: Nature, Legacy and Features of Indian Administration.
II	Civil Services in India: Structure of Civil Services, Nature, Role and Rationale Recruitment of Civil Services, Recruitment agencies: Union Public Service Commission: Organization Structure, Functions and Role State Public Service Commission: Organization Structure, Functions and Role
III	Constitutional Authorities: Finance Commission : Organizational structure, functions and role, Election Commission: Organizational structure, functions and role, Comptroller and Auditor General of India: Organizational structure, functions and role.
IV	Problem of corruption in Indian Administration: Meaning, Causes and Control, Lok Pal and Lokayukta: Role and responsibilities Citizen's Charter: meaning, significance Right to Information Act, 2005: Objectives and main provisions

Books and References

1. Basu, D.D. Introduction the study of Indian constitution Lexis Nexis 2009.
2. Pyle, M.V. India's constitution [Asia Publishing House](#) 1962.
3. Ghai, Indian Govt and Politics
4. Johari, J.C. Indian Political System Anmol Publications, 1996.
5. Maheswari, S.R. Indian Administration Orient Blackswan 2000
6. Jha, Rajesh K. Public Administration in India, Pearson, 2010
7. Singh, Hoshiar & Singh, Pankaj Indian Administration, Pearson 2010
8. Mitra, Subrata K. The Puzzle of India's Governance, Cambridge University Press, New Delhi, 2011.

Public Administration Syllabus

BA-IInd Year (Semester-III)

Core Course-DSC-1-C

Code: PUBA 301

Course: Administrative Thinkers

Course Code	Code – PUBA 301	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5,	T-1
Course Type	Core Course/Major	

Semester End Examination System :

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

Continuous Comprehensive Assessment (CCA) Pattern :

Minor Test (Marks)	Class Test/Tutorials/Assignments /Quiz/Seminar(Marks)	Attendance	Total Marks
15	10	5	30

Course Content and Credit Scheme

Unit	Topic
I	i Kautilya: Brief Life Sketch, Administrative Features of Kautilya's Arthshastra ii Saptang Theory or Elements of State and Role of King and Qualities iii Mahatma Gandhi Brief Life Sketch Concept of Ideal State iv Democracy and Administration, Theory of Trusteeship, Nonviolence and Satyagrah
II	i. F.W. Taylor: brief life sketch ii. Principles of Scientific Management, Mental Revolution, Incentive wage system iii. Elton Mayo Brief life Sketch, Human Relation Theory, Hawthorne Experiments, Importance, effects of Hawthorne Experiments.
III	i Max Weber: brief life sketch, Theory of Authority Structure, Theory of Bureaucracy ii Herbert Simon: brief life sketch, Classification of Decisions, Steps in decision making iii Simon's Bounded Rationality Model
IV	i. Abraham Maslow: brief sketch, The Need Hierarchy Theory of Motivation ii. Frederick Herzberg: brief life sketch: Two Factor or Motivation Hygiene Theory, iii. Job Enrichment

BOOKS RECOMMENDED:

- 1 D. Ravindra Prasad, V.S. Prasad and P . Satyanaryana Administrative Thinkers, Sterling Publishing House, New Delhi.
- 2 S.R Maheshwari Administrative Thinkers, Mac Millan India Limited, New Delhi.
- 3 M.K. Gandhi: Hind Swaraj, Navajvan, Ahmedabad .
- 4 F.W . Taylor: Scientific Management , Harper and Row Publishers, USA.
- 5 Luther Gullick & Lyndall Urwick: Papers- in Sciences of Administration, Columbia University Press, New York.
- 6 George Elton Mayo The Human Problems of Industrial Civilization , Harvard Business School Boston.
- 7 Chester I. Barnard: The Functions of Executive , Harvard University Press, Cambridge.
- 8 Max. Weber: Economy and Society translated and edited by Guenther Roth & Claus Wittich , Bedminister Press New York.
- 9 Abraham Maslow: Motivation and Personality, Harper & Row, New York.
- 10 Douglas Mc Gregor: Leadership and Motivation , MIT Press, Boston.
- 11 R.N. Singh Management Thought & Thinkers Sultan Chand and Sons , New Delhi.
- 12 Prasad & Narayanan : Administrative Thinkers.
- 13 Navin Mathur: Management Thought, National Publishing House , Jaipur.

Public Administration Syllabus
BA-IInd Year (Semester-III)
Skill Enhancement Course ;SEC-1
Code: PUBA 302

Course: Computer Awareness & Office Management

Course Code	Code – PUBA 302	
Credits-4	L (L=Lecture)	T(T=Tutorial)
	L-2,	T-2
Course Type	Core Course/Major	

Semester End Examination System :

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

Continuous Comprehensive Assessment (CCA) Pattern :

Minor Test (Marks)	Class Test/Tutorials/Assignments /Quiz/Seminar(Marks)	Attendance	Total Marks
15	10	5	30

Unit	Topic
I	i. Computer: Design, Architecture: Operating System ii. MS Office Tools (Word, Power Points, Excel etc.) iii. Internet & Email etc iv. Importance of Computers in Office Management
II	Office and Office Management- meaning of office, function of office, primary and administrative functions, importance of office. Concept of paperless office, Definition and elements of office management duties of an Office Manager
III	Meaning and importance of filing, essential of good filing system. Office Record Management- Meaning, importance of record keeping management, principles of record management and types of records kept in organization
IV	Office Machines and equipments- Importance objectives of office machines. Office Safety & Security-Meaning importance of office Safety, safety hazards and steps to improve office safety. Security hazard and steps to improve office security, Cyber Crimes. Measurement of Office Work – Importance purpose, difficulty in measuring office work.

Books Recommended:

1. J.R. Monga, Basic Financial Accounting, Mayur Paper backs, Darya Gang, New Delhi.
2. S.N. Maheshwari, Financial Accounting, Vikas Publication, New Delhi
3. P.C. Tulsian, Financial Accounting, Tata McGraw Hill, New Delhi
4. Ashok Sehgal and Deepak Sehgal, Fundamentals of Financial Accounting, Taxmann. New Delhi
5. R. Narayna Swamy, “Financial Accounting” PHI Pvt., New Delhi
6. S.P. Jain and K.I. Narang, Advanced Accounting, Kalyani Publishers New Delhi

7. Naseem Ahmed, Nawab Ali Khan, M.L. Gupta, Financial Accounting, Ane Books Pvt. Ltd. New Delhi.

Public Administration Syllabus
BA-II Year (Semester-IV)
 Core Course PUBA 401
Course: Development Administration

Course Code	CODE- PUBA401	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5	T-1
Course Type	Core Course/Major	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/Tutorials/Assignments /QUIZ/SEMINAR(Marks)	Attendance	Total Marks
15	10	5	30

Unit	Topic
I	i. Development: Definition, Nature and Dimensions of Development ii. Problems of Development in Developing Countries iii. Sustainable Development: Concept, Features and significance
II	i. Development Administration: Meaning Nature, and Scope ii. Essential Features of Development Administration iii. Difference between Traditional and Development Administration
III	i. Machinery for Planning in India NITI Aayog, Organization, Functions and Role ii. National Development Council, Function and Role iii. State Planning Board, Organization, Function and role with special reference to Himachal Pradesh
IV	Participation and Role of various Agencies in Development Administration i. Political Parties ii. Local Bodies iii. NGO's iv. Self Help Groups (SHGs) v. Bureaucracy

Books Recommended:

- 1 R.D.Sharma, Development Administration, Theory&Practice, Deep&Deep Publications, New Delhi
- 2 Mamta Kaushal Mokta ,Development Administration in India, Student Publications,Shimla.
- 3 Mary Parmar, Development Planning in India, Reliance Publications New Delhi.
- 4 Issues in Development Administration in India, Reliance Publications New Delhi.
- 5 Shiv Raj Singh, Bureacracy &Rural Development, Mittal publications,New Delhi.
- 6 Sanjeev Mahajan, Public Undertakings in India, Devika publications ,New Delhi.
- 7 S.L.Goel, Social Welfare Administration,Deep&Deep Publications,New Delhi
- 8 Swinder Singh, Development Administration, New Academaic Publisher Jalandhar.
- 9 K.K.Puri and G.S.Barara, Development Administration in India (Hindi Medium) Bharat Prakashan, Jalandhar.
- 10 Dwight Waldo, Temporal Dimension of Development Administration, 1970
- 11 F.W. Riggs, The Idea of Development Administration, in E.W. Weidner (ed.)

Public Administration Syllabus
BA-II Year (Semester-IV)
Skill Enhancement Course ;SEC-II
Code : SEC-01;PUBA402

Course: Human Resource & Logistic Management

Course Code	CODE-SEC:PUBA402	
Credits-4	L (L=Lecture)	T(T=Tutorial)
	L-2,	T-2
Course Type	Core Course/Major	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/Tutorials/Assignments /QUIZ/SEMINAR(Marks)	Attendance	Total Marks
15	10	5	30

Unit	Topic
I	i. Meaning, Nature, Scope & Significance of Human Resource Management (HRM) ii. Objective & Function of Human Resource Management iii. Qualities of Human Resource Manager/Personnel Manager
II	Human Resource Planning Meaning, Objectives and Need, Factors affecting Human Resource Planning, HR Problems.
III	Logistics-Concept, Principles and Forms, Logistics Management: Conceptual Framework Logistics Management: Components: Procurement of Material and Inventory Control (Economic Order Quantity, ABC and VED Analysis), Material Handling and Packaging, Transportation, Warehousing Storage and Security, Logistics Information System
IV	Logistic Management: Emerging Trends Green Logistics Effective Logistics Management: Challenges (Human Resource Management, Financial Management, Inventory/Materials. Outsourcing, Customer Satisfaction etc)

Books Recommended:

- Allawadi, Satish Chand Rakesh P. Singh, 2001, Logistics Management (Second Edition), Prentice Hall India, New Delhi
- Agarwal, D.K., 2012, Text book of logistics and Supply Chain Management (Reprint), Macmillan, Delhi.
- Bhattacharya, S.K., 2010 Logistics Management-Definition, Dimensions and Functional Applications (Reprint), Sultan Chand and Sons, Delhi.
- Ismail Reji, 2013 Logistics Management, Excel Books India, Delhi
- Raghuram, G and N. Rangaraj, Logistics and Supply Chain Management-Cases and Concepts, Macmillan India, Delhi.
- Sople, Vinod, V. 2013, Logistics Management 9Third edition). Dorling Kindersley India, New Delhi.

Public Administration Syllabus
BA-III Year (Semester-V)
Skill Enhancement Course ;SEC-III
Code : SEC-III ;PUBA501

Course: Leadership Styles and Conflict Management

Course Code	CODE-SEC:PUBA501	
Credits-4	L (L=Lecture)	T(T=Tutorial)
	L-2,	T-2
Course Type	Core Course/Major	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/Tutorials/Assignments /QUIZ/SEMINAR(Marks)	Attendance	Total Marks
15	10	5	30

Unit	Topic
I	i. Meaning of Leadership ii. Types of Leadership iii. Qualities and Functions of Leadership iv. Leadership Styles viz Autocratic style, Democratic style and Laissez Faire style
II	i. Nature and Causes of Organizational Conflicts ii. Conflicts in an Organisation: Types and Levels of Conflicts iii. Criteria for Conflict Management
III	i. Bargaining strategies in negotiation ii. Negotiation process Stages iii. Techniques of Negotiations: Third-party Negotiations
IV	i. Styles of Handling Inter-personal Conflicts and Managing Conflict Management Process: Case Studies ii. The Arbitration and Conciliation (Amendment) Act, 2015

Books

1. Bernard M. Bass, 1985, Leadership and Performance Beyond Expectations, Free Press, New York.
2. C.K.W. DeDreu & E.Van de Vliert (Eds.), 1997, Using Conflict in Organizations, Sage, London.
3. D.G. Pruitt & P.J. Carnevale, 1993, Negotiation and Social Conflict, Open University Press, England.
4. Deepak Malhotra, 2016, Negotiating the Impossible: How to Break Deadlocks and Resolve Ugly Conflicts (without Money or Muscle).Berrett-Koehler Publishers, Oakland CA
5. Deepak Malhotra and Max H. Bazerman, 2008, Negotiation Genius: How to Overcome Obstacles and Achieve Brilliant Results at the Bargaining Table and Beyond, Bantam Dell, Random House Inc., New York.
6. I William Zartman, 2007, Negotiation and Conflict Management: Essays on Theory and Practice (Security and Conflict Management), Routledge, New York.
7. L.D. Brown, 1983, Managing Conflict at Organizational Interfaces, Reading, Addison-Wesley, M.A.
8. M.Afzalur.Rahim, 2001, Managing Conflict in Organizations (3rd Ed.), Quorum Books, Westport, CT.
9. Shay & Margaret McConnon, 2008, Conflict Management in the Workplace: How to Manage Disagreements and Develop Trust and Understanding, How to Books Ltd., U.K.
10. Wendel.L. French & Cecil.H. Bell Jr, 1999, Organization Development : Behavioral Science Interventions for Organization Improvement(6th Ed.) Englewood Cliffs, Prentice-Hall, N.J.
11. William W.Wilmot and Joyce L. Hocker, 2005, Interpersonal Conflict, Mc Graw-Hill Higher Education.

Reading List

Government of India, The Gazette of India Extraordinary PART II- Section 1, New Delhi, Friday, January1, 2016 www.indiacode.nic.in/acts-in-pdf/2016/201603.pdf.

Public Administration Syllabus
BA-III Year (Semester-V)
DSE
Code : DSE-01;PUBA502 Option IA
Course: Local Government in India

Course Code	CODE-SEC:PUBA502	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5,	T-1
Course Type	Core Course/Major	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/Tutorials/Assignments /QUIZ/SEMINAR(Marks)	Attendance	Total Marks
15	10	5	30

Unit	Topic
I	i. Evolution of Local Government in India ii. Local Government under British Rule and Post Independent period iii. Local Self government- Meaning, Nature and significance
II	i. Organization and Functions of Gram Panchyat ii. Panchyat Samiti-Organisation, Structure and Function iii. Zila Parishad- Organisation, Structure and Function iv. 73 rd Constitutional Amendment Act- Main Features
III	i. Municipal Corporation: Organisation, Structure and Functions ii. Power and Function of Mayor and Municipal Commissioner iii. Municipal Committee/Council/Nagar Panchyat Organization and functions. iv. Main Features of 74 th Constitution Amentment
IV	i. Finance of Local Self Bodies ii. Reasons for Poor Financial Position and suggestion iii. Machinery for Supervision & Control over Local Bodies

Reading List

1. Maheshwari, S.R. : Local Vovernment in India, Agra Lakshmi Naraian Agra Latest ed.
2. Bhayana Sahib Singh: Local Government in India, New Academic Publishing Company Jalandhar, 1986.
3. Singh, Sahib and Singh, Swinder: Local Government in India, New Academic Publishing of Company, Jalandhar 2007.
4. Mishra, S.N. : New Horizons in Rural Development Administr5ation, Mittal Publication, New Delhi, 1989.
5. Khanna, B.S. : Rural Development in India, Deep and Deep Publication, 1992.
6. Singh Mohinder: Rural Development Administrastion and Anti Poverty Programmes Deep and Deep Publication, 1988.
7. George Mathew: Panchayati Raj in India: From Legislation to Movement (New Delhi: ISS, 1994)..
8. Pardeep Sahni, Alka Dhameja and Uma Medury. 2004. Disaster Mitigation: Experiences and Reflections. PHI, New Delhi.
Vinod K.Sharma. 2013 (2nd Edition).

Public Administration Syllabus
BA-III Year (Semester-V)
PUBA503

Code : DSE-01A; Option 02

Course: Contemporary Issues and Concerns in Indian Administration

Course Code	CODE-DSE:PUBA503	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5,	T-1
Course Type	Core Course/Major	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/Tutorials/Assignments /QUIZ/SEMINAR(Marks)	Attendance	Total Marks
15	10	5	30

Unit	Topic
I	Challenges of Globalization, Concerns of Public-Private-People Partnerships, Corporate Social Responsibility, Issues of Decentralization, Citizen- Centric Administration, Human Rights National Human Rights Commission (NHRC)
II	Good Governance, e-governance, citizen charter, consumer Protection Act 1986, RTI Act 2005
III	Women Empowerment, Welfare of weaker Sections: SC/ST and OBC's, Welfare of Children and Aged
IV	<ul style="list-style-type: none"> i. Environmental Administration Concept and Significance ii. Environmental Protection Act 1986 iii. National Green Tribunal, Centre Pollution control Board and State Pollution Control Board (with Reference to Himachal Pradesh)

Reading List

1. Alka Dhameja (3rd Edition) (2010), Contemporary Issues in Public Administration, New Delhi, Prentice Hall of India
2. Deborah M. Kolb and Jean M. Bartunek (Eds.) (1992), Hidden Conflict in Organizations: Uncovering the Behind the Scenes Disputes, Newbury, Sage
3. Demetrios Argyrides (2007), Public Administration in Transition: Essays in Honour of Gerald Caiden, U.S, Vallentine Mitchell & Co Ltd
4. Dipak Das and Sanjay Kumar Singh (2011), Corporatization of Corporate Social Responsibility, Bangalore, SBS
5. E. Vayunandan and Dolly Mathew (Eds.) (2003), Good Governance: Initiatives in India, New Delhi, Prentice Hall of India
6. Gerald Caiden (1982), Strategies for Administrative Reform, Lexicon Books
7. Gerald Caiden(2007), Administrative Reform, U.S, Aldine Transaction
8. Henry Clayton Metcalf and Kenneth Thompson (2003), Dynamic Administration: The Collected Papers of Mary Parker Follett, London, Routledge
9. Hoshiar Singh and Pankaj Singh (2011), Indian Administration, New Delhi, Pearson
10. K.R Gupta (2011), Public Enterprises: Economics and Management, New Delhi, Atlantic
11. Jaswal P.S. and Nishtha Jaswal: Public Administration, Raj publishers, Jalladhar, 2000 Environmental Law, pioneer Publications 2000.
12. Mukund Rajan Fobind: Global Environmental Policies Oxford University Press 1997
13. Mamta Mokta, S.S. Chauhan, S.K. Mahajan and Simmi Agnhotri, "Challenges in Governance, Anamika Publishers, 2011, New Delhi
14. Singh Gurnax: Law of Consumer Proction, Bharat Law Publications, 1993
15. Aggarwal V.K. Consumer Proction Law & Practice, BLH Publishers Ltd., New Delhi 1993
16. Subbian Adikkalam: Human Rights: Philosophy, Promotion, Protection and Cantt. 2006.
17. Ansari M. R.: Protecting Human Rights, Maxford books, New Delhi, 2006
18. Verma J.S. The Universe of Human Rights, Universal Law Publishing Company, Delhi, 2006

**Public Administration Syllabus
BA-III Year (Semester-V)
GE-1**

Code : GE-01;PUBA504

Course: Disaster Management

Course Code	CODE-GE:PUBA504	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5	T-1
Course Type	Core Course/Major	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/Tutorials/Assignments /QUIZ/SEMINAR(Marks)	Attendance	Total Marks
15	10	5	30

Unit	Topic
I	Disaster- Meaning, Types, Causes of disaster and effects of disaster
II	Classification of Disasters- Hazard, Risk and Vulnerability-Natural and Man Made Disasters- Disaster Profile of India. Organizational structure for Disaster management at National & State Level, Role of NDRF
III	Disaster Management: Act, Policy and Institutional Framework- Disaster Management Cycle with focus of Preparedness. Prevention and mitigation-Disaster Relief and Response-Damage Assessment-Rehabilitation, Reconstruction and Recovery
IV	Relevance of Indigenous Knowledge-Community based Disaster Management-Disaster Management Strategies-Disaster Management Case Studies

Reading List

1. Anu Kapur. 2006. Disaster in India: Studies in Grim Reality. Rawat Publications, New Delhi.
2. Anu Kapur. 2010. Vulnerable India: A Geographical Study of Disasters. Sage India, New Delhi.
3. Arulsamy and J. Jeyadevi. 2016. Disaster Management. Neelkamal Publications, New Delhi.
4. Dagus O. 2011. Disaster Management: An appraisal of Institutional Mechanisms in India. KW Publishers Pvt Ltd, New Delhi.
5. David A. McEntire. 2015 (2nd Edition). Disaster Response and Recovery: Strategies and Tactics for Resilience. Wiley, New Jersey.
6. M.M.Sulphey. 2016. Disaster Management. PHI Learning, New Delhi.
7. Mrinalini Pandey. 2014. Disaster Management. Wiley.
8. Pardeep Sahni, Alka Dhameja and Uma Medury. 2004. Disaster Mitigation: Experiences and Reflections. PHI, New Delhi.
9. Vinod K.Sharma. 2013 (2nd Edition). Disaster Management. Medtech, New Delhi.

Public Administration Syllabus
BA-III Year (Semester-VI)
Skill Enhancement Course ;SEC-IV
Code : SEC-04;PUBA601

Course: Stress & Time Management

Course Code	CODE-SEC:PUBA601	
Credits-4	L (L=Lecture)	T(T=Tutorial)
	L-2	T-2
Course Type	Core Course/Major	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/Tutorials/Assignments /QUIZ/SEMINAR(Marks)	Attendance	Total Marks
15	10	5	30

Unit	Topic
I	<ul style="list-style-type: none"> i. Stress: Nature and Symptoms ii. Sources of Stress: Environmental, Social, Physiological and Psychological iii. Workplace Stress: Major Causes iv. Stress and Health: Effects of Stress on Health
II	<ul style="list-style-type: none"> i. Time Management: Concept ii. Waste of Time: Distractions at Workplace iii. Time Wasters and Time Savers iv. Effects of Poor Time Management on Job Performance
III	<ul style="list-style-type: none"> i. Effective Methods and Approaches to Manage Stress ii. Methods: Yoga, Meditation, Relaxation Techniques iii. Approaches: Action-oriented, Emotions-oriented, Acceptance-oriented and Adaptation- oriented iv Self awareness and Motivation
IV	<p style="text-align: center;">Effective Methods and Approaches to Manage Time</p> <ul style="list-style-type: none"> i. Creating an effective environment ii. Setting priorities and Goals iii. Elimination of non-priorities iv. Challenges of Time Management

Reading List

1. D.N. Pestonjee, 1998, Stress and Coping: The Indian Experience, Sage Publication, India.
2. Dr.Sudhir Dikshit, 2011, Time Management (Hindi) Manjul Publishing House, Bhopal.
3. Neiten, W. & Lloyd, M.A, 2007, Psychology applied to Modern life. Thomson Detmar Learning
4. P.K.Jha, 2008, Time Management: The Art of Stress Free Productivity, Global India Publications Pvt. Ltd., India.
5. Ramesk K. Arora, 2015, Time Management for Happiness and Success, Paragon International Publishers, New Delhi
6. Rita Emmett, 2009, Manage Your Time to Reduce Your Stress: A Handbook for the Overworked, Overscheduled and Overwhelmed, Walker Publishing Company, INC., New York.

Tom Marcoux, 2014, Power Time Management: More Time, Less Stress, and Zero Procrastination Your Breakthrough for More Success, Happiness and Time Off, Tom Marcoux Media, LLC

Public Administration Syllabus

BA-III Year (Semester-VI)

Code : DSE- IB ;PUBA602 option-I

Course: Public Policy and Administration in India

Course Code	CODE-SEC:PUBA602	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5	T-1
Course Type	Core Course/Major	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/Tutorials/Assignments /QUIZ/SEMINAR(Marks)	Attendance	Total Marks
15	10	5	30

Unit	Topic
I	Public Policy Definition, Nature Significance and Types Public Policy Models, Public Policy Process in India: Formulation and Implementation
II	Public policy Making Organs in India: Constitution, Executive Legislative, Judiciary, Political Parties, Pressure Groups, Press and Public Opinion.
III	Concept and Approach of Social Welfare and Social Welfare Policies- Education Policy and Right to Education, Health Policy and National Health Mission, Food Policy and Right to Food Security, Employment Policy (MGNREGA) Environment Policy.
IV	Citizen and Administration Interface-I Pubic Service Delivery and Redressal of Public Grievances –Citizen and Administration Interface-II RTI, Lokpal, Citizen Charter and E-Governance

Reading List

1. Charles O. Jones, *An Introduction to the Study of Public Administration Policy*, California, Books Cale Pub. Co.
2. Charles Wheelan (2011), *Introduction to Public Policy*, New York, W. W. Norton & Company
3. E. Jacole Charles (1970), *Policy and Bureaucracy*, U.S, D.Van Nostranad Co
4. Fred M. Froheck (1979), *Public Policy, Scope and Logic*, London, Prentice-Hall
5. James F. Anderson (1979), *Public Policy Making*, New York, Praeget
6. Jawaharlal Nehru (1936), *An Autobiography*, New Delhi, The Bodley Head
7. Manheshwar Prasad (2013) *Bureaucratic System and Public Policy in India*, New Delhi, Munshiram Manoharlal Publishers
8. Michael Howlett (2011), *The Oxford Handbook of Public Policy*, New Delhi, Oxford University Press
9. Pardeep Sahni (1987), *Public Policy: Conceptual Dimension*, Kitab Mahal, Allahabad
10. R.S Ganapathy (1986), *Public Policy and Policy Analysis in India*, New Delhi, Sage
11. R.V Vaidyanatha Ayyar (2009), *Public Policy Making in India*, New Delhi, Pearson
12. Shashi Tharoor (2012), *Nehru: The Invention of India*, New York, Arcade

Public Administration Syllabus

BA-III Year (Semester-VI)

PUBA603

Code : DSE- IB; Option 02

Course: Public Finance and Administration

Course Code	CODE-GE:PUBA603	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5	T-1
Course Type	Core Course/Major	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/Tutorials/Assignments /QUIZ/SEMINAR(Marks)	Attendance	Total Marks
15	10	5	30

Unit	Topic
I	Public Finance –Meaning and Forms, Financial Administration- Nature, Scope, Importance and Principles, Fiscal Federalism- Principles, Centre-state- Financial Relations, Finance Commission
II	Government Budget- Concept, Features, Types, Principles and Functions, Government Budgeting in India- Preparation, Enactment and Execution, Delegation of Financial Powers and Control over Expenditure, Role of Ministry of Finance
III	Tax Administration In India- Types of Taxes in India(Centre, State and Local) Methods of Taxation, Role of Central Board of Direct Taxes and Central Board of Excise and Customs and GST.
IV	Parliamentary Control over Finance, Parliamentary Committees (PAC, Estimate Committee and CPU) CAG and RBI

Reading list

1. Mahajan, Sanjeev Kumar and Anupama Puri Mahajan, 2014, Financial Administration in India, PHI Learning Pvt Ltd, Delhi
2. Laxmikanth K.L., 2011, Public Administration, Tata McGraw Hill Education, 2011
3. Goel S.L., 2002, Public Financial Administration, Deep and Deep Publishers, New Delhi
4. Handa K.L., 2002, Expenditure Control and Zero Based Budgeting, Indian Institute of Finance, New Delhi
5. Hajela A.N., 2010, Public Finance (4th Ed), Ane Books, New Delhi
6. Thavaraj, M.J.K., 2003, Financial Administration of India (7th Ed) Sultan Chand and Sons, Delhi.
7. Second Administrative Reform Commission, (Fourteenth Report), Strengthening Financial Management System, GoI, New Delhi
8. Pooja Paswan, 2015, Financial Administration of India, Rajat Publications, Delhi

Public Administration Syllabus

BA-III Year (Semester-VI)

Code : GE-02;PUBA604

Course: E-Governance

Course Code	CODE-GE:PUBA604	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5	T-1
Course Type	Core Course/Major	

Semester End Examination System:

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test (Marks)	Class Test/Tutorials/Assignments /QUIZ/SEMINAR(Marks)	Attendance	Total Marks
15	10	5	30

Unit	Topic
I	E-Governance-Concept significance & Scope, Pre-conditions for implementing e-governance
II	E-Governance in Government Departments/Institutions/Agencies; Transforming Administrative Culture E-Governance and Good Governance.
III	E-learning, E-commerce, E-health Measures for Effective Implementation of E-Governance Challenges Measures for having effective e-governance
IV	Initiative taken for promoting E-governance in Himachal Pradesh, Challenges of E-Governance in H.P.

Readings

1. Giorgio Petroni and Fanie Cloete, New Technologies in Public Administration, 2005
2. Harekrishna Misra, Governance of Rural Information and Communication Technologies Opportunities and Challenges, 2009
3. A.K. Baranwal, Electronic Information Management System and p-Government: A Paradigm Shift from E-Government, 2010
4. M.A. Shareef et. al., E-Government Service Maturity and Development: Cultural, Organisational and Technological Perspectives, 2012
5. E.H. Klijn and Joop Koppenjan, Governance Networks in Public Sector, 2016

