

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

Course Curriculum

**B. A. Multidisciplinary
(Four Year Degree Programme)**

Scheme A



**Department of Public Administration
Chaudhary Ranbir Singh University, Jind**

w.e.f. 2023-24

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

DEPARTMENT OF PUBLIC ADMINISTRATION UNDERGRADUATE PROGRAMME (MULTIDISCIPLINARY)

SCHEME A

SCHEME AND SYLLABUS

Sem.	Core (L+T+P)(T)	Minor/Vocational (L+T+P) (T)	Multidisciplinary Course (L+T+P)(T)	Ability Enhancement Courses (L+T+P) (T)	Skill Enhancement Courses (L+T+P) (T)	Value Added Courses (L+T+P) (T)
1st	23UCMSPA/C-101 Fundamentals of Public Administration - I (3+1+0) (100)4	23UCMSPA/M/V O-102 Administrative Law - I (1+1+0) (50)2	23UCMSPA /MDC-103 Introduction to Public Administration - I (2+1+0) (75)3	(Opt one from the given list of AEC Papers) English /Hindi (50)2	<i>Choose from the common pool (75)3</i>	<i>Choose from the common pool (50)2</i>
2nd	23UCMSPA/C-201 Fundamentals of Public Administration - II (3+1+0) (100)4	23UCMSPA/M/V O-202 Administrative Law - II (1+1+0) (50)2	23UCMSPA /MDC-203 Introduction to Public Administration - II (2+1+0) (75)3	(Opt one from the given list of AEC Papers) English /Hindi (50)2	<i>Choose from the common pool (75)3</i>	<i>Choose from the common pool (50)2</i>
Internship of 4 credits of 4to 6 weeks duration after 2nd Semester						
3rd	23UCMSPA /C-301 Basics of Indian Administration - I (3+1+0) (100)4	23UCMSPA/M/V O-302 Personnel Administration - I (3+1+0) (100)4	23UCMSPA /MDC-303 Governance and Good Governance (2+1+0) (75)3	(Opt one from the given list of AEC Papers) English /Hindi (50)2	<i>Choose from the common pool (75)3</i>	Nil
4th	23UCMSPA /C- 401 Basics of Indian Administration - II (3+1+0) (100)4	23UCMSPA/M/V O-402 Personnel Administration - II (3+1+0) (100)4	Nil	(Opt one from the given list of AEC Papers) English /Hindi (50)2	Nil	<i>Choose from the common pool (50)2</i>
Internship of 4 credits of 4 to 6 weeks duration after 4th Semester if not done in 2nd Semester						
5th	23UCMSPA /C-501 Local Government - I (3+1+0) (100)4	23UCMSPA/M/V O-502 Fundamentals of Governance - I (3+1+0) (100)4	Nil	Nil	Internship (100)4	Nil
6th	23UCMSPA/C-601 Local Government - II (3+1+0) (100)4	23UCMSPA/M/V O-602 Fundamentals of Governance - II (3+1+0) (100)4/ 23UCMSPA/M/V O-603 Democracy and Government (3+1+0) (100)4	Nil	Nil	Nil	Nil

Note: The question paper will consist of nine questions in all. The first question will be compulsory and will consist of seven short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

UNIT-I

Public Administration: Meaning, Nature, Scope & Significance; Evolution of Public Administration: Pre 1950s and Post 1950s; Public Administration: Art or Science; New Public Administration.

UNIT-II

Public Administration and its Relations with Political Science, Economics, History, Sociology, Psychology, Geography etc.; Public Administration and Private Administration: Similarities and Differences.

UNIT-III

Scientific Management Theory; Classical Theory; Bureaucratic Theory.

UNIT-IV

Control over Public Administration– Executive, Legislative and Judicial; Citizen and Administration; Responsive Administration.

RECOMMENDED READINGS:

- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
- Smita Srivastava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Hoshier Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: College Book Depot, 1998.
- Naidu, S.P., Public Administration: Concepts and Theories, New Age International Publishers, New Delhi, 1996.
- Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.
- Bhattacharya, M. Public Administration: Structure, Process and Behaviour, Calcutta: The World Press, 1991.
- Negro, F.A. & Nigro, G.N. Modern Public Administration, New York: Harper & Row Publishers, 1980.
- Dimock, M.E. Dimock, G.O. Public Administration, Oxford: IBH Publishing Company, 1975.
- While, L.D., Introduction to the Study of Public Administration, New York: Maxmillan Company, 1958.

23UCMSPA/C-201 FUNDAMENTALS OF PUBLIC ADMINISTRATION - II

Time: 3 Hours
Max. Marks: 100
Theory Marks: 70
Internal Marks: 30

Note: The question paper will consist of nine questions in all. The first question will be compulsory and will consist of seven short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

UNIT-I

Organization: Meaning and Bases; Types of Organization: Formal and Informal; Principles of Organization: Hierarchy, Span of Control, Unity of Command.

UNIT-II

Principles of Organization: Co-ordination, Centralization and Decentralization, Supervision, Delegation etc.; Chief Executive: Meaning, Types and Functions.

UNIT-III

Line staff & Auxiliary Agencies; Public Sector Undertaking: Govt. Company & Public Corporation, Organization & Method (O&M): Meaning, Function, Techniques, Advantages and Disadvantages.

UNIT-IV

Independent Regulatory Commissions: Features, Functions, Advantage and Disadvantages, Field-Headquarter Relationship, Delegated Legislation: Meaning, Types, Advantages, Limitations and Safeguards. Administrative Adjudication: Meaning, advantages & disadvantages.

RECOMMENDED READINGS:

- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
- Smita Srivastava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- D. Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Hoshier Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: College Book Depot, 1998.
- Naidu, S.P., Public Administration: Concepts and Theories, New Age International Publishers, New Delhi, 1996.
- Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.
- Bhattacharya, M. Public Administration: Structure, Process and Behaviour, Calcutta: The World Press, 1991.
- Negro, F.A. & Nigro, G.N. Modern Public Administration, New York: Harper & Row Publishers, 1980.
- Dimock, M.E. Dimock, G.O. Public Administration, Oxford: IBH Publishing Company, 1975.
- While, L.D., Introduction to the Study of Public Administration, New York: Maxmillan Company, 1958.

23UCMSPA/C-301 **BASICS OF INDIAN ADMINISTRATION - I**

Time: 3 Hours
Max. Marks: 100
Theory Marks: 70
Internal Marks: 30

Note: The question paper will consist of nine questions in all. The first question will be compulsory and will consist of seven short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

UNIT-I

Evolution of Indian Administration: Contribution of Mauryan, Mughal and British Administration in its evolution, salient features of Indian Administration, Federal & Unitary aspects of Indian Administration, Impact of British Administration on Indian Administration.

UNIT-II

Political Executive at Union level: President: Election Procedure, powers and Functions, Emergency powers of Indian President and their Impact on Indian citizens, Prime Minister: Powers and Functions, Council of Ministers: Organizations and Functions.

UNIT-III

Ministries at Central Level: Organizations and Functions of Ministry of Human Resource development , Ministry of Foreign Affairs, Ministry of Rural Development, Prime Minister Office(PMO): Organization and Functions.

UNIT-IV

Organization and Functions: NITI Aayog, Election Commission, National Human Rights Commission and National Women Rights Commission.

RECOMMENDED READINGS:

- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: Alfa Publications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- Chaubey, P.K., Urban Local Bodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.
- Dhalimal, S.S., Good Governance in Local Self Government, New Delhi, Deep & Deep, 2004.
- Jain, R.B., Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.
- Mehta, Vinod, Reforming Administration in India, New Delhi, Har-Anand, 2000.
- Ministry of Personnel Public Grievances and Pension, Annual Reports on Administration, Govt. of India.
- Kumar, Amnia & Anitha L. Financing of Urban Local Government, Jaipur, Printwell, 1995.
- Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.

23UCMSPA/C-401 **BASICS OF INDIAN ADMINISTRATION - II**

Time: 3 Hours
Max. Marks: 100
Theory Marks: 70
Internal Marks: 30

Note: The question paper will consist of nine questions in all. The first question will be compulsory and will consist of seven short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

UNIT-I

Ecology of Indian Administration: Social, Political, Economic, Cultural and Constitutional Environment, Role of Indian Administration in Nation Building and Social welfare.

UNIT-II

Political executive at State Level: Governor: Power and Position, Chief Minister: Power and Position, Relationship between Chief Minister and Governor, Council of Minister: Organization and Functions.

UNIT-III

Organization and Functions of State Police Administration, Role of Superintendent of police in maintaining Law and Order at District level, Role of Deputy Commissioner in District Administration, Role of District Development Panchayat Officer (DDPO) in the Management of PRIs.

UNIT-IV

Emerging issues in Indian administration: Impact of LPG on Indian Administration, Impact of Information Technology on Indian Administration, Initiatives towards Citizens Centric Administration: Citizen Charter, RTI Act, Social Audit.

RECOMMENDED READINGS:

- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Polinaidu, S., Public Administration, New Delhi, Galgotia, 2010.
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- Goel, S.L., Advance Public Administration, Delhi, Deep & Deep Publication, 2003.
- Barthwal, C.P., Indian Administration since Independence, Lucknow, Bharat Publishers, 2003.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition (Hindi Medium).
- Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.
- Arora, Ramesh K. and Rajni Goyal, Indian Administration: Institutions and Issues, New Delhi, Wishwa Prakashan, 2000.
- Aziz Abdul (Eds.). Decentralised Governance in Asian Countries, New Delhi, Sage, 1996.
- Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.
- Bhambhri C.P., Public Administration in India, New Delhi, Vikas, 1976.

23UCMSPA/C-501 LOCAL GOVERNMENT - I

Time: 3 Hours
Max. Marks: 100
Theory Marks: 70
Internal Marks: 30

Note: The question paper will consist of nine questions in all. The first question will be compulsory and will consist of seven short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

UNIT-I

Local Government: Meaning, Functions and Significance; Evolution of Local Self Governments in India, Recommendations & Features of Balwant Rai Mehta Committee, 1957, Ashok Mehta Committee, 1978, L.M. Singhvi Committee, 1985.

UNIT-II

Features of 73rd Amendment Act, 1992; Organization and Functions of Gram Sabha & Gram Panchayat, Organization and Functions of Panchayat Samiti and Zila Parishad.

UNIT-III

Financial Resources of Panchayati Raj Institutions; Government Control over Panchayati Raj Institution; Role of Deputy Commissioner, District Development & Panchayat Officer, Block Development & Panchayat Officer in PRIs.

UNIT-IV

Panchayat (Extension to Schedule Areas) Act 1996, 2nd Administrative Reform Commission & Local Government, Local Government Reforms in Haryana Panchayati Raj Act, 1994, Organization and Functions of District Planning Committee.

RECOMMENDED READINGS:

- Vikendriyakaran Sthaniya Shasan, Gully Baba, IGNU Notes, 2018.
- Dharmendra Singh, Panchayati Raj avam Gramin Vikas, Rawat Publication, Jaipur, 2017.
- Bhuvanesh Gupta, Urban Local Government, Wisdom Press, New Delhi, 2014.
- Anjila Bajpai, State Government and Administration, Wisdom Press, New Delhi, 2014.
- Jawahar Lal Gupta, Local Government, Wisdom Press, New Delhi, 2013.
- S.L. Goel, Urban Local Self Government: Administration & Management in the 21st Century, Deep & Deep Publication Pvt. Ltd., New Delhi, 2011.
- Sunder Ram, Grassroots Planning and Local Governance in India, Kanishka Publisher & Distributors, New Delhi, 2010.
- M. Aslam, Panchayati Raj in India, New Delhi: NBT, 2007.
- Ramesh Arora and Gita Chaturvedi, Bharat Me Rajya Prashasan, RBSA Publisher, Jaipur, 2005.
- Ashok Sharma, Bharat Me Sthaniya Prashasan, RBSA Publisher, Jaipur, 2004.
- Sahib Singh and Swinder Singh, Local Government in India, Jalandhar: New Academic Publication, 1992.
- Mohinder Singh, Rural Development in India, Current Perspectives, New Delhi: Intellectual Publication, 1992.
- Vasant Desai, Fundamentals of Rural Development; A Systems Approach, New Delhi: Himalaya Publication, 1991.
- S.N. Mishra, New Horizons in Rural Development Administration, New Delhi: Mittal, 1989.
- S.R. Maheshwari, Local Government in India, New Delhi: Origin Longman, 1984.

Note: The question paper will consist of nine questions in all. The first question will be compulsory and will consist of seven short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

UNIT-I

Evolutions of Urban Local Bodies in India; Features of 74th Amendment Act, 1992; Organization and Functions of Municipal Committee; Financial Resources of Municipal Committee.

UNIT-II

Organization and Functions of Municipal Council; Power and Functions of the President of Municipal Council; Financial Resources of Municipal Council; Financial Difficulties of Municipal Council.

UNIT-III

Features of Haryana Municipal Corporation Act, 1994; Organization and functions of Municipal Corporation; Power and Functions of Mayor of Municipal Corporation; Financial Resources of Municipal Corporation.

UNIT-IV

Control over Urban Local Bodies; Role of DC in Urban Local Bodies, Personnel Management of Urban Local Administration; Role of District Planning Committee in Urban Development; Recent Reforms in Urban Local Bodies in Haryana.

RECOMMENDED READINGS:

- Vikendriyakaran tha Sthniya Shasan, Gully Baba, IGNU Notes, 2018.
- Dharmendra Singh, Panchayati Raj avam Gramin Vikas, Rawat Publication, Jaipur, 2017.
- Bhuvanesh Gupta, Urban Local Government, Wisdom Press, New Delhi, 2014.
- Jawahar Lal Gupta, Local Government, Wisdom Press, New Delhi, 2013.
- S.L. Goel, Urban Local Self Government: Administration & Management in the 21st Century, Deep & Deep Publication Pvt. Ltd., New Delhi, 2011.
- Sunder Ram, Grassroots Planning and Local Governance in India, Kanishka Publisher & Distributors, New Delhi, 2010.
- Anjila Bajpai, State Government and Administration, Wisdom Press, New Delhi, 2014.
- Ramesh Arora and Gita Chaturvedi, Bharat Me Rajya Prashasan, RBSA Publisher, Jaipur, 2005.
- Ashok Sharma, Bharat Me Sthaniya Prashasan, RBSA Publisher, Jaipur, 2004.
- K.K. Puri, Local Self Governments, Jalandhar: Bharat Prakashan, Latest Edition.
- PSN Rao, Urban Governance and Management, New Delhi: Kanishka, 2006.
- U.B. Singh, Urban Administration in India, New Delhi: Serials, 2004.
- S.R. Maheshwari, Local Self Govt. in India, Agra: Lakshmi Narain, Latest Edition.

Time: 2 Hours
Max. Marks: 50
Theory Marks: 35
Internal Marks: 15

Note: The question paper will consist of **five** questions in all. The first question will be compulsory and will consist of seven short answer type questions of one mark each covering the whole syllabus. In addition, the students are required to attempt one question of 14 marks from each unit.

UNIT-I

Meaning, Growth and Scope of Administrative Law; Distinction between Constitutional Law and Administrative Law; Concept of Droit Administratif; Meaning, Principles and Characteristics; Concept of Rule of Law and Principle of Natural Justice.

UNIT-II

Judicial Activism: Meaning, justification, Activators and Apprehension; Judicial Review of Administrative Action: Principles and Modes; Public Interest Litigation: Features, Scope & Principles; Liability of the Administration: Contract and Tort.

RECOMMENDED READINGS:

- Basu, D.D. Administrative Laws, New Delhi, Prentice Hall of India, Pvt. Ltd. 1996.
- Joshi, K.C. Administrative Law, Allahabad, Central Law Agency, 1988.
- Kesri, U.P.D. Administrative Law, Allahabad Central Law Agency, 2010 (8th Edition).
- Cecil Carr Delegated Legislation, Cambridge University Press, 1921. Kagzi, M.C.J. Indian Administrative Law, Delhi, 1973.
- Sathe, S.P. Administrative Law, New Delhi: Lexis Nexis, 2004 (7th Edition)
- Kesri, U.P.D. Prashashnik Vidhi: Allahabad; Central Law Publication, 2004 (8th Edition).
- Joshi, K.C. An Introduction to Administrative Law, Allahabad: Central Law Publication, 2006.
- Upadhyaya, J.J.R. Administrative Law, Allahabad: Central Law Publication, 2009 (7th edition).
- Jain, M.P. and S.N. Jain Principles of Administrative Law, New Delhi: Lexis Nexis, 2010 (latest edition).
- Joshi, K.C. Prashashnik Vidhi, Lucknow: Eastern Book Co., 2012 (2nd edition).

23UCMSPA/M/VO-202 ADMINISTRATIVE LAW - II

Time: 2 Hours
Max. Marks: 50
Theory Marks: 35
Internal Marks: 15

Note: The question paper will consist of **five** questions in all. The first question will be compulsory and will consist of seven short answer type questions of one mark each covering the whole syllabus. In addition, the students are required to attempt one question of 14 marks from each unit.

UNIT-I

Administrative Tribunals: Concepts, Rational and Types; Central Administrative Tribunal: Structure, Function and Role; Central Vigilance Commission: Structure, Functions, Role and Significance; Central Bureau of Investigation: Organization and Functions.

UNIT-II

Sectoral Regulation: Telecom Regulatory Authority of India (TRAI): Structure, Function and Role; Insurance Regulatory and Development Authority of India (IRDAI): Structure, Function and Role; Central Electricity Regulatory Commission (CERC): Structure, Function and Role; Food Standard and Safety Authority of India (FSSAI): Structure, Function and Role.

RECOMMENDED READINGS:

- Basu, D.D. Administrative Laws, New Delhi, Prentice Hall of India, Pvt. Ltd. 1996.
- Joshi, K.C. Administrative Law, Allahabad, Central Law Agency, 1988.
- Kesri, U.P.D. Administrative Law, Allahabad Central Law Agency, 2010 (8th Edition).
- Cecil Carr Delegated Legislation, Cambridge University Press, 1921. Kagzi, M.C.J. Indian Administrative Law, Delhi, 1973.
- Sathe, S.P. Administrative Law, New Delhi: Lexis Nexis, 2004 (7th Edition)
- Kesri, U.P.D. Prashashnik Vidhi: Allahabad; Central Law Publication, 2004 (8th Edition).
- Joshi, K.C. An Introduction to Administrative Law, Allahabad: Central Law Publication, 2006.
- Upadhyaya, J.J.R. Administrative Law, Allahabad: Central Law Publication, 2009 (7th edition).
- Jain, M.P. and S.N. Jain Principles of Administrative Law, New Delhi: Lexis Nexis, 2010 (latest edition).
- Joshi, K.C. Prashashnik Vidhi, Lucknow: Eastern Book Co., 2012 (2nd edition).

Note: The question paper will consist of nine questions in all. The first question will be compulsory and will consist of seven short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

UNIT-I

Personnel Administration: Meaning, Nature, Scope and Importance; Civil Services: Meaning, Features and Functions; Evolution of Civil Services, Bureaucracy: Meaning, Nature, Characteristics.

UNIT-II

Recruitment in India: Meaning, Types, Procedure, Features, Problems and Prospects; Union Public Service Commission: Organization & Functions; State Public Service Commission: Organization & Functions.

UNIT-III

Training: Meaning, Objectives, Types, Methods, Problems and Remedies; Training Process in India: Indian Administrative Services, Indian Police Services, Indian Forest Services.

UNIT-IV

Promotion: Meaning, Types, Principles, Purpose and Advantages of Promotion, Components/ Elements of Promotion.

RECOMMENDED READINGS:

- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Rao, V.S.P., Human Resource Management, New Delhi: Excel Books, 2016 (ed.).
- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3rd ed.).
- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.
- Viswanathan, Rajesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.
- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Mankin, David. Human Resource Development, Oxford University Press, 2009.
- Sharma, Sudhir. Human Resource Development, New Delhi: Maxford Books, 2009.
- Sheikh, A.M., Human Resource Development and Management, S. Chand & Company, New Delhi, 2009.
- Mankin, David, Human Resource Development, Oxford University Press, Oxford, 2009.
- Krishnaveni R., Human Resource Development, New Delhi, Excel, 2008.
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, Deep & Deep Publications, New Delhi, 2002.
- Pattanayak, Bishwajeet, Human Resource Management, Prentice Hall of India, Pvt. Ltd., New Delhi, 2001.
- Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.
- Venkata, Ratnam, C.V., B.K. Srivastva., Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993.
- Rudrabasavaraj, M.N., Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.

23UCMSPA/M/VO-402 PERSONNEL ADMINISTRATION - II

Time: 3 Hours
Max. Marks: 100
Theory Marks: 70
Internal Marks: 30

Note: The question paper will consist of nine questions in all. The first question will be compulsory and will consist of seven short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

UNIT-I

Conduct and Discipline in India: Service Conditions of Civil Services; Conduct Rules of Civil Services; Types and Procedure of Disciplinary Actions for Civil Services.

UNIT-II

Morale: Meaning, Determining Factors, Causes of Low Morale and Measures of High Morale; Motivation: Meaning, Types, Factors Affecting Motivation.

UNIT-III

Machinery for Grievances Redressal: - Employees Associations: Meaning, Types, Objectives and Functions; Whitley Councils: Objectives, Organization and Functions.

UNIT-IV

Public Services and their Importance in Modern Society; Rights of Public Servants, Corruption in Public services: Causes of Corruption & Remedies, Ethics & Integrity in Civil Services.

RECOMMENDED READINGS

- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3rd ed.).
- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.
- Viswanathan, Rajeesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.
- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Mankin, David, Human Resource Development, Oxford University Press, Oxford, 2009.
- Mankin, David. Human Resource Development, Oxford University Press, 2009.
- Sharma, Sudhir. Human Resource Development, New Delhi: Maxford Books, 2009.
- Sheikh, A.M., Human Resource Development and Management, S. Chand & Company, New Delhi, 2009.
- Krishnaveni R., Human Resource Development, New Delhi, Excel, 2008.
- Rao, VSP, Human Resource Management, New Delhi: Excel Books, 2005.
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, Deep & Deep Publications, New Delhi, 2002.
- Pattanayak, Bishwajeet, Human Resource Management, Prentice Hall of India, Pvt. Ltd., New Delhi, 2001.
- Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.
- Venkata, Ratnam, C.V., B.K. Srivastva., Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993.
- Rudrabasavaraj, M.N, Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.
- Manappa, Arun and S. Saiyadain Mirza, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.
- Gosh, Biswanath, Personnel Management, World Press Pvt. Ltd., Calcutta 1976.
- Stahl, O. Glenn, Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.

23UCMSPA/M/VO-502 FUNDAMENTALS OF GOVERNANCE - I

Time: 3 Hours
Max. Marks: 100
Theory Marks: 70
Internal Marks: 30

Note: The question paper will consist of nine questions in all. The first question will be compulsory and will consist of seven short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

UNIT-I

Governance: Concept, Meaning, Nature and Scope; Governance: Forms, Indicators, Models, Dimensions, Ethics, Issues & Challenges.

UNIT-II

Role of Legislature in Governance; Role of Political Executives in Governance; Role of Bureaucracy in Governance; Role of Judiciary in Governance.

UNIT-III

Role of NGOs in Governance; Role of Stakeholders in Governance; Role of Media in Governance; Role of Specialized Agencies in Governance.

UNIT-IV

Role of Information and Communication Technology in Governance; Role of Panchayat Raj Institution in Governance; Role of Urban Local Bodies in Governance; Role of Financial Institution in Governance.

RECOMMENDED READINGS:

- Surendir Munsri, Beeju Paal Abraham and Soma Chodury, Governance, New Delhi: Sage and Rwa, 2011.
- N. Bhaskar Rao, Governance, New Delhi: Sage, 2017.
- U.C. Agarwal, Governance and Administration: An Insider's view, New Delhi: Kanishka, 2010.
- Kanta Ahuja and A.K. Ojha (eds.), Governance Reforms, Jaipur: Aalekh, 2008.
- C.P. Barthwal (ed.), Good Governance, in India, New Delhi: Deep & Deep, 2003.
- E. Vayunandan and Dolly Methew (ed.) Good Governance Initiatives in India, New Delhi: Prentice Hall of India, 2003.
- Hasnat Abdul Hye (ed.) Governance: South Asian Perspectives, New Delhi: Manohar, 2001.

23UCMSPA/M/VO-602 FUNDAMENTALS OF GOVERNANCE - II

Time: 3 Hours
Max. Marks: 100
Theory Marks: 70
Internal Marks: 30

Note: The question paper will consist of nine questions in all. The first question will be compulsory and will consist of seven short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

UNIT-I

Good Governance: Concept, Meaning, Characteristics, Nature, Scope, Significance, Ecology, Issues and Challenges.

UNIT-II

E-Governance: Meaning, Characteristics, Nature, Scope, Significance, Principles, Models, Challenges, Indian Initiatives.

UNIT-III

Components of Good Governance: Right to information and Good Governance; Public service delivery and Good Governance; People's Participation and Good Governance; Public policy and Good Governance.

UNIT-IV

Issues of Good Governance: New Public Management and Good Governance; Administrative Reforms and Good Governance; Economic Reforms and Good Governance; Electoral Reforms and Good Governance.

RECOMMENDED READINGS:

- Anthony Trotta, E – Governance: Theory and application of Technology Initiatives, New York and London: Routledge, 2018
- V.K. Tripathi, E – Governance, Leadership and Citizen Administration, New Delhi: O mage, 2016.
- United Nations, Responsive and Accountable Public Governance, Department of Economic and Social Affairs; World Public Sector Report, 2015.
- Joshua O. Miluwi and Hina Rashid, E – Governance Democracy and Administration Strategy, Delhi: Manglam, 2013.
- Uttam Kumar Singh, Akshya Kumar Nayak and Avinash Chiranjeev, E – Governance, New Delhi: Jnanada, 2011.
- Government of India, Promoting E – Governance: The SMART Way forward, 11th Report of 2nd Administrative Reforms Report, 2008.
- Ashok Agarwal and V. Venkata Ramana (eds), Foundations of E – Governance, New Delhi: GIFT, 2008.
- Vishwas Tripathi, E – Governance: Perspective and Challenges, New Delhi: Anmol, 2007.
- Vasu Deva, E – Governance in India – A Reality, New Delhi: Commonwealth, 2005.
- Pankaj Sharma, E – Governance, New Delhi: APH, 2004.
- Bibek Debroy (ed), Agenda for Improving Governance, New Delhi: Academic Foundation, 2004.

Note: The question paper will consist of nine questions in all. The first question will be compulsory and will consist of seven short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

Unit –I

Meaning, Nature, Types and Significance of Democracy; Essentials of Democracy; Approaches to Democracy- Classical, Elite and Marxian Theories; Public Opinion and Political Participation.

Unit -II

Theories of Representations-Territorial and Professional basis; Methods of Minority Representation-Proportional Representation (Single Transferable Vote System and list system) Second Ballet System, Multi Vote System etc.; Elections and Electorate System; Political Parties, Pressure Groups.

Unit -III

Meaning, Nature and Dimensions of Development; Approaches to Development; Role of the State in Development and Challenges in 3rd World Countries; Sustainable Development and its importance.

Unit –IV

Relationship between Democracy and Development: Development Administration, Imperatives and Perspectives; Role of Local Self Government (PRIs and Municipal Bodies) in context of Development-Policy Formulation and Execution at local level; Peoples Participation in Development; Relation between Democracy and Development in context of Third World.

RECOMMENDED READINGS:

- A.H. Birch (1993), Concepts and Theories of Modern Democracy, Routledge, London and New York.
- Anthony Avblaster (1987), Democracy Milton Keynes, Open University Press.
- A. Almond, Gabriel and S. James Coleman (1960) (eds.), The Politics of Developing Areas Princeton: Princeton University.
- Bansal, Prem Latha (1974), Administrative Development in India, Sterling, New Delhi.
- Bhattacharya, Mohit (1997), Development Administration, World Press, Kolkata.
- Braibanti, Ralph (1969) (ed.), Political and Administrative Development, Durham, Duke University Press.
- C.P. Barthwal (1993) (ed.), Public Administration in India: Retrospects and Process, New Delhi, Ashish.
- C.P. Bhambri (1997), The Indian State: Fifty Years Delhi, Shipra.
- I Budge, and D. Mackie (1994), (eds.) Developing Democracy, Sage, London.

23UCMSPA /MDC-103 INTRODUCTION TO PUBLIC ADMINISTRATION - I

Time: 3 Hours
Max. Marks: 75
Theory Marks: 50
Internal Marks: 25

Note: The question paper will consist of seven questions in all. The first question will be compulsory and will consist of four short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

Unit – I

Public Administration: Meaning, Nature, Scope and Importance; Public Administration as an art or science; Public Administration & Private Administration, Similarities & Differences; Relationship of Public Administration with Political Science, History, Sociology, Economics, Psychology, Administrative Law

Unit – II

Organization: Meaning and forms of organization (Formal & Informal), Basis of Organization; Hierarchy, Meaning, Merits & Demerits; Span of Control, Dependent Factors, Unity of Command; Co-ordination, kinds of co-ordination & Methods of co-ordination

Unit – III

Supervision, its meaning, importance, techniques, Quality of a good supervisor; Communication, its meaning, types of communication & its importance in Public Administration; Centralization & Decentralization; Public Relation, Meaning, Methods & Significance

RECOMMENDED READINGS:

- D. Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Hoshier Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: College Book Depot, 1998.
- Naidu, S.P., Public Administration: Concepts and Theories, New Age International Publishers, New Delhi, 1996.
- Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.
- Bhattacharya, M. Public Administration: Structure, Process and Behaviour, Calcutta: The World Press, 1991.

23UCMSPA/MDC-203 INTRODUCTION TO PUBLIC ADMINISTRATION - II

Time: 3 Hours
Max. Marks: 75
Theory Marks: 50
Internal Marks: 25

Note: The question paper will consist of seven questions in all. The first question will be compulsory and will consist of four short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

Unit-I

Forms of Administrative Organizations: Department, kinds of Department & Bases of Department; Public Corporation, Difference in between Public Corporation & Department; Independent Regulatory Commissions, Characteristics & its functions; Line & Staff Agencies; Administrative Tribunal

Unit-II

Recruitment, kinds of recruitment & problems of recruitment; Training, kinds of training, significance of training; Promotion, Methods of Promotion; Morale, factors of low morale of employees & how to build up morale

Unit-III

Union Public Service Commission, its composition & functions; Haryana Public Service Commission, its composition & functions; Whitley Council, Whitleyism in India; Comptroller & Auditor General of India

RECOMMENDED READINGS:

- D. Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: College Book Depot, 1998.
- Naidu, S.P., Public Administration: Concepts and Theories, New Age International Publishers, New Delhi, 1996.
- Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.
- Bhattacharya, M. Public Administration: Structure, Process and Behaviour, Calcutta: The World Press, 1991.

23UCMSPA /MDC-303 GOVERNANCE AND GOOD GOVERNANCE

Time: 3 Hours
Max. Marks: 75
Theory Marks: 50
Internal Marks: 25

Note: The question paper will consist of seven questions in all. The first question will be compulsory and will consist of four short answer type questions of two marks each covering the whole syllabus. In addition, the students are required to attempt one question from each unit. All questions carry equal marks.

Unit-I

Governance: Meaning, Issues and Challenges; Ancient Discourse– Kautila, Plato and Anstotle on Good Governance; Elements of Good Governance

Unit-II

Good Governance- Sound Governance, Accountability and Transparency; New Public Management, Public Value Theory; People Participation in Governance; Digital Divide

Unit-III

Challenges of Good Governance, Administrative Ethics, Values and Accountability in administration; Factors affecting integrity in administration and measures to control corruption

RECOMMENDED READINGS:

- Singh, Shivani (2016), Governance, Sage, New Delhi.
- A.S. Altekar (1966), State and Government in Ancient India, Motilal Banarsidass, Delhi.
- D. Held (1989), Political Theory and the Modern State, Cambridge, Polity Press,.
- F. Cunningham (2002), Theories of Democracy-A Critical Introduction, London and New York, Rutledge.
- G. Catlin (1950), A History of Political Philosophies, George Allen and Unwin, London.
- L.P. Baradat (1989), Political Ideologies: Their Origins and Impact, Englewood Cliffs NJ, Prentice Hall.
- M. Albgrow and E. King (1996) (eds.). The Global age, Cambridge, Polity.
- R. Cohen and P. Kennedy (1999), Global Sociology, London, St. Martin Press,.
- R.N. Beri (1977), The History of Political Thought. A Short Introduction, London.
- R. Iyer (1973), The Moral and Political Thought of Mahatma Gandhi, OUP.