Maharaja Ganga Singh University

Master of Arts (M.A.) Public Administration

(Semester Scheme)

2025-26

Department of Public Administration

Postgraduate Programme
(Effective from Academic Year 2025-26)

Semester I and II: 2025-26

Semester III and IV: 2026-27

Syllabus

Scheme of Examination and Courses of Study

Disclaimer: The CBCS Syllabus has been approved by the Academic Council and Board of Management. Any query may kindly be addressed to the concerned Faculty.

Learning Outcome based Curriculum Framework (LOCF)

For

M.A. in Public Administration

Department of Public Administration

Maharaja Ganga Singh University, Bikaner

2025-26

Maharaja Ganga Singh University, Bikaner

M.A. Public Administration (Semester Scheme) Syllabus

MA Public Administration Semester-I 2025-26

MA Public Administration Semester-II 2025-26

MA Public Administration Semester-III 2026-27

MA Public Administration Semester-IV 2026-27

Syllabus checked and Modified by

S.No.	Name	Designation	Department	Institution/Affiliation
1	Prof. (Dr.) Sadhana Bhandari	Professor	Public Administration	Govt. Dungar College, Bikaner
2	Prof. (Dr.) Achchhan Rathore	Professor	Public Administration	Govt. M.S.College, Bikaner
3	Dr. G.N. Sharma	Assistant Professor	Public Administration	S.B.D. Govt. College, Sardarshahar
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Background

Considering the curricular reforms as instrumental for desired learning outcomes, Maharaja Ganga Singh University made a rigorous attempt to revise the curriculum of postgraduate programmes in alignment with National Education Policy-2020 and UGC Quality Mandate for Higher Education Institutions. The process of revising the curriculum could be prompted with the adoption of 'Comprehensive Roadmap for Implementation of NEP.' The roadmap identified the key features of the Policy and elucidated the Action Plan with well-defined responsibilities and indicative timeline for major academic reforms. The University Grants Commission (UGC) has devised a series of regulations and directives over time with the intention of enhancing the higher education system's quality and enforcing minimum standards in Higher Educational Institutions (HEIs) throughout India. The recent academic reforms suggested by the UGC have contributed to an overarching enhancement of the higher education system.

With NEP-2020 in background, the revised curricula articulate the spirit of the Policy by emphasizing upon- integrated approach to learning; innovative pedagogies and assessment strategies; multidisciplinary and cross-disciplinary education; creative and critical thinking; ethical and constitutional values through value-based courses; 21st century capabilities across the range of disciplines through life skills, entrepreneurial and professional skills;

community and constructive public engagement; social, moral and environmental awareness; exposure to Indian knowledge system, cultural traditions and classical literature through relevant courses offering 'Knowledge of India'; fine blend of modern pedagogies with indigenous and traditional ways of learning; flexibility in course choices; student-centric participatory learning; imaginative and flexible curricular structures to enable creative combination of disciplines for study; offering multiple entry and exit points, integration of extracurricular and curricular aspects; exploring internships with local industry, businesses, artists and crafts persons; closer collaborations between industry and higher education institutions for technical, vocational and science programmes; and formative assessment tools to be aligned with the learning outcomes, capabilities, and dispositions as specified for each course. The University has also developed consensus on adoption of Blended Learning with component of online teaching and face to face classes for each programme.

Programme Outcomes

Mission

Develop a knowledgeable, transparent, and committed workforce and responsible citizens for good governance in the nation building.

Objectives

Prepare pre- and in-service learners for a variety of Public Sector roles, provide knowledge and skills about the public management policies and systems, and thus build capacity to integrate theory and practice of Public Administration.

Inculcate constitutional and democratic values and contribute to building harmonious society, and to sensitize the leadership so that they would have an informed intervention in the governance.

Inculcate ideas of administrative ethics and prepare responsible civil servants who would be aware of the issues and concerns of the public thus help reduce corruption in the present-day administration.

The learners who complete four semesters' postgraduate programme in Public Administration would earn master's degree in the discipline. The learning outcomes that a student should be able to demonstrate on completion of this programme degree level would involve Academic, Behavioural and Social competencies.

- Academic Competence

- Personal and Behavioural Competence

- Social Competence

PO1 To understand the administrative theories and thoughts related to the discipline.

PO2 To identify and analyse different approaches of Administrative Thinkers

PO3 To introduce and evaluate various aspects of Public Personnel Administration

PO4 To survey and discuss the paradigm shift in the field of modern-day public administration.

PO5 To compare and estimate the changing nature and challenges to the study of Comparative and Development Administration

PO6 To construct understanding about the constitutional values and their importance in Public Administration

PO7 To evaluate the nature and conduct of Centre-State relations in India.

PO8 To compare and discuss the role and functions of rural local democratic decentralized institutions at the grass roots level.

PO9 To understand the cyber governance system.

PO10 To understand the preparation of Dissertation/Project Work to understand research environment.

Programme Specific Outcomes (PSOs)

Programme Specific Outcomes (PSO) for MA Public Administration

PSO 1 To understand the various administrative thoughts, theories, models, processes, methods, instruments, techniques, etc.

PSO 2 To analyse the administrative structures prevalent in different countries, development administration in the age of globalization, local self-government in India, and financial administration in public sector.

PSO 3 To examine the concepts related to governance, Information technology enabled governance and evaluate the governance in practice.

PSO 4 To evaluate the nature and relationship between the state, society and administration.

PSO 5 To apply their knowledge to identify the problems in the systems and identify practical solutions.

PSO 6 To develop the administrative/managerial capacities by empowering with knowledge on Human Resource Management & Personnel Administration, laws in India.

PSO 7 To understand the challenges of Modern-Day Administration

PSO 8 To assess the needs of ICT based Administration.

PSO 9 To examine the Role of Administrators in Cyber Security Administration

PSO 10 To motivate the students for research in Public Administration and related fields.

Postgraduate Attributes (PGA)

PGA1. Disciplinary Knowledge

PGA2. Critical Thinking

PGA3. Analytical Reasoning

PGA4. Research related skills.

PGA5. Problem solving

PGA6. Usage of modern tools

PGA7. Collaborative and Multidisciplinary Work

PGA8. Communication Skill

PGA9. Multicultural Competence

PGA10. Leadership Readiness/Qualities

PGA11. Life-long Learning

PGA12. Ethical Practices and Social Responsibility

Pattern of M.A. Public Administration Programme

A course will contain 5 units. The question paper shall contain three sections.

Section A (20 marks) shall contain 10 questions two from each Unit. Each question shall be of 2 marks. All the questions are compulsory. Section A will be prepared such that questions i through v are multiple-choice questions, while questions vi through x will be fill-in-the-blank questions.

Section B (40 marks) shall contain 5 questions (two from each unit with internal choice). Each question shall be of 8 marks. The candidate is required to answer all 5 questions. The answers should not exceed 150 words.

Section C (60 marks) shall contain 5 questions, one from each Unit. Each question shall be of 20 marks. The candidate is required to answer any three questions by selecting these three questions from different units. The answers should not exceed 400 words.

1. The duration of this study programme will be of four semesters (two years).

2. The students are required to take all papers (Courses) in **Semester I and Semester II**.

3. In **Semester III and IV**, the students shall have to take 2 Core Compulsory (CC) papers, and in Fourth Semester **Dissertation/Project Work/Field Work/Survey Report/Case Study** or Two Discipline Specific Elective Courses with internal choice.

Distribution of Credits (PG Programme)

Semester-I

Paper Code	Paper Name	Code	L	T	P	Total Credits	Maximum Marks		Total marks	**Minimum Passing Marks (%)
							*Internal Marks	External Marks		
PUB6.5AECT101	Introduction to/Fundamentals of Office Administration	AEC	2	0	0	2				Non-CGPA S/NS*
PUB6.5DCCT102	Administrative Theories	DCC	5	1	0	6	30	120	150	36
PUB6.5DCCT103	Administrative Thinkers	DCC	5	1	0	6	30	120	150	36
PUB6.5DCCT104	Public Personnel Administration	DCC	5	1	0	6	30	120	150	36
PUB6.5DCCT105	Comparative Public Administration	DCC	5	1	0	6	30	120	150	36
Total Credits						26				
Total Marks									600	

DCC: Discipline centric compulsory course. **AEC:** Ability Enhancement course. **S/NS*=**Satisfactory or Not satisfactory.
A candidate shall be required to obtain 36% marks to pass in theory, practical and internals separately.
L=Lecture; **T**=tutorial; **P**=Practical. Teacher shall decide the teaching hours required for carrying out the decided Theory Lecture, Practical in the forms of lecture, tutorial and lab work as per the requirement of the study topic.

| Paper Code | Paper Name | Code | L | T | P | Total Credits | Maximum Marks | | Total marks | **Minimum Passing Marks (%) |
							*Internal Marks	External Marks		
PUB6.5VACT201	**National and Human Values**	VAC	2	0	0	2				Non-CGPA S/NS*
For non-practical courses										
PUB6.5DCCT202	Indian Administration	DCC	5	1	0	6	30	120	150	36
PUB6.5DCCT203	Administrative Law	DCC	5	1	0	6	30	120	150	36
PUB6.5DCCT204	State Administration	DCC	5	1	0	6	30	120	150	36
PUB6.5DCCT205	Development Administration	DCC	5	1	0	6	30	120	150	36
Total Credits						26				
Total Marks							600			

DCC: Discipline centric compulsory course. **AEC:** Ability Enhancement course. **VAC:** Value Added Course
S/NS*=Satisfactory or Not satisfactory.
A candidate shall be required to obtain 36% marks to pass in theory, practical and internals separately.
L=Lecture; **T**=tutorial; **P**=Practical. Teacher shall decide the teaching hrs. required for carrying out the decided Theory Lecture, Practical in the forms of lecture, tutorial and lab work as per the requirement of the study topic.

Semester-III

Paper Code	Paper Name	Code	L	T	P	Total Credits	Maximum Marks			**Minimum Passing Marks (%)
							*Internal Marks	External Marks	Total marks	
PUB6.5SDCT301	**Basic Communication Skills or Basic Computer Course or Seminar + Academic Writing**	**BCS or BCC or SAW**	2	0	0	2				Non-CGPA S/NS*
PUB6.5DCCT302	Issues in Indian Administration	DCC	5	1	0	6	30	120	150	36
PUB6.5DCCT303	Economic Policy and Administration	DCC	5	1	0	6	30	120	150	36
PUB6.5DSET304 (A) or PUB6.5DSET304 (B)	**Discipline specific elective course III (A)** Public Policy **or Discipline specific elective course III (B)** Social Welfare Administration	DSE	5	1	0	6	30	120	150	36
PUB6.5DSET305 (A) or PUB6.5DSET305 (B)	**Discipline specific elective course IV (A)** Health and Hospital Administration **or Discipline specific elective course IV (B)** Environment Policy and Administration	DSE	5	1	0	6	30	120	150	36
Total Credits						26				
Total Marks									600	

DCC: Discipline centric compulsory course. **SDC:** Skill development course. **DSE:** Discipline specific elective course
S/NS*=Satisfactory or Not satisfactory.

A candidate shall be required to obtain 36% marks to pass in theory and internals separately.

L=Lecture; T=tutorial; P=Practical, Teacher shall decide the teaching hrs. required for carrying out the decided Theory Lecture, Practical in the forms of lecture, tutorial and lab work as per the requirement of the study topic.

Semester-IV

Paper Code	Paper Name	Code	L	T	P	Total Credits	Maximum Marks			**Minimum Passing Marks (%)
							*Internal Marks	External Marks	Total marks	
PUB6.5AECT401	General Health and Hygiene	AEC	2	0	0	2				Non-CGPA S/NS*
PUB6.5DSET402 (A) Or PUB6.5DSET402 (B)	Discipline specific elective course I (A) Research Methodology in Public Administration Or Discipline specific elective course I (B) Financial Administration	DSE	5	1	0	6	30	120	150	36
PUB6.5DSET403 (A) Or PUB6.5DSET403 (B)	Discipline specific elective course II (A) E-Governance and Information Technology Or Discipline specific elective course II (B) Values and Ethics in Administration	DSE	5	1	0	6	30	120	150	36
PUB6.5DPRT404(A) or PUB6.5DOJT404(B) or PUB6.5RCCT404(C)	Dissertation/Project/Field Study (DPR) or Internship or On-Job Experience (OJT) or Research Credit Course (RCC)	DPR or OJT or RCC	0	0	0	12	60	240	300	36
Or -(in lieu of Paper PUB6.5DPRT404(A)/PUB6.5DOJT404(B)/PUB6.5RCCT404(C) the two papers given below are to be taken)										
PUB6.5DCCT404	Urban Governance	DCC	5	1	0	6	30	120	150	36
PUB6.5DCCT405	Rural Governance	DCC	5	1	0	6	30	120	150	36
Total Credits						**26**				
Total Marks									**600**	

DCC: Discipline centric compulsory course. **AEC:** Ability Enhancement course, **DSE:** Discipline specific elective course. **S/NS*=**Satisfactory or Not satisfactory.

A candidate shall be required to obtain 36% marks to pass in theory, practical and internals separately.

L=Lecture; **T**=tutorial; **P**=Practical, Teacher shall decide the teaching hrs. required for carrying out the decided Theory Lecture, Practical in the forms of lecture, tutorial and lab work as per the requirement of the study topic.

Scheme of the Programme (MA in Public Administration)

Academic Flexibility

To enable the students, opt subjects/paper across the disciplines, the University has incorporated Academic Flexibility along with credit System at the Postgraduate Level :

Credit : A Unit by which the Course Work is measured. One credit is equivalent to one hour of teaching (Lecture or Tutorial) or two hours of Practicals/ Field Work per week.

Credit and Teaching Hours

       1 Credit   =   1 hour teaching per day per session

       1 Credit   =   2 hour of Practical / Field Work per day per session

Different Categories of Courses

- **Core Course** - A course which should be studied by a student as a core requirement is termed as Core Course.
- **Elective Course** - It is a course which can be chosen from a pool of Papers/Courses.

Core Elective Course adds generic proficiency to the students, and they are for the said discipline of study.

Open Elective Courses are from the Pool of Courses that are Interdisciplinary/Multidisciplinary and can be opted by students from across the discipline. Unit means a part of the course having independent part in a course. A course shall have four units.

Comprehensive Continuous Evaluation

Component	Unit covered in a Course	Weightage	Period of CCE
Sessional (Internal Assessment/CA)	Up to unit 3-4	25%	To be consolidated by 12th week
End of Semester Exam (EoSE)	1-4 (complete course)	75%	At the end of the Semester

Internal Assessment/Continuous Assessment (For Regular Students) will be organised in a manner decided by the Institution/College as per university rules. Sessional may include One Assignment of twenty marks, One Classroom Seminar of ten marks. Pattern of the Internal Assessment will be decided by the college/institution.

Tentative Pattern of Internal Assessment (only for Regular Students)

One Assignment (from any one activity)-   **20 marks**

      a. Assignment related to Critical Review/Analytical Review/Case study, Logical Thinking/application of Knowledge etc.

      b. Assignment related to write up or File/Project Report/Field Work.

Classroom Seminar-   **10 marks**

The topics for the Seminar shall be decided by the concerned department of the college/university. From topics related to the discipline, each student shall choose one topic and prepare Seminar Presentation under the guidance of his/her mentor/teacher.

Distribution of Marks

Sessional/Internal Assessment: 30 marks

End of Semester Exam: 120 marks

Total Marks : 150 Marks

(600 Marks per Semester)

Scheme of Examination

A candidate for a pass at each of the Semester Examination shall be required to obtain at least 36% marks in total of all the papers prescribed for the examination. **However, final decision regarding scheme and paper pattern of the examination will be taken as final as per the Affiliating University's Guideline.** Division shall be awarded at the end of the IV Semester Examination based on the combined marks obtained in all Semester Examinations taken together.

Examination Paper Pattern at Postgraduate level (Semester System)

Section	Total Questions	Allocation of marks (question wise)	Maximum Marks	Word Limit
A	10	02	20	-
B	05	08	40	150
C	03	20	60	400
	18	Total Marks	120	

Pattern of Examination

A course will contain **five** units. The question paper shall contain three sections.

Section A (20 marks) shall contain 10 questions two from each Unit. Each question shall be of 2 marks. All the questions are **compulsory**. Section A will be prepared such that questions i through v are multiple-choice questions, while questions vi through x will be fill-in-the-blank questions.

Section B (40 marks) shall contain 5 questions (two from each unit with internal choice). Each question shall be of 8 marks. The candidate is required to answer **all 5 questions**. The answers should not exceed 150 words.

Section C (60 marks) shall contain 5 questions, one from each Unit. Each question shall be of 20 marks. The candidate is required to answer **any three** questions by selecting these three questions from different units. The answers should not exceed 400 words.

Note: The candidate is required to obtain 36% marks to pass **in theory** and **in internal** assessment separately. **However, for Pass Criteria, the Guideline issued by the University shall be taken as final.**

Learning Outcome Index

Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)

PO	PSO-1	PSO-2	PSO-3	PSO-4	PSO-5	PSO-6	PSO-7	PSO-8	PSO-9	PSO-10
PO-1	✓	✓		✓	✓	✓		✓		
PO-2	✓		✓		✓		✓		✓	✓
PO-3				✓		✓	✓		✓	
PO-4	✓		✓			✓		✓	✓	✓
PO-5	✓	✓		✓		✓				
PO-6		✓			✓			✓	✓	✓
PO-7	✓		✓	✓		✓		✓	✓	
PO-8		✓			✓					✓
PO-9	✓		✓	✓		✓		✓	✓	
PO-10	✓				✓		✓	✓		✓

Core Courses (CC):

PSO	CC-1	CC-2	CC-3	CC-4	CC-5	CC-6	CC-7	CC-8
PSO-1	✓	✓		✓		✓	✓	✓
PSO-2	✓	✓	✓		✓		✓	
PSO-3	✓		✓	✓	✓	✓		✓
PSO-4		✓				✓	✓	
PSO-5	✓		✓	✓	✓		✓	✓
PSO-6	✓	✓		✓		✓		
PSO-7		✓	✓		✓		✓	✓
PSO-8			✓	✓				✓
PSO-9	✓	✓		✓	✓			
PSO-10	✓		✓	✓		✓	✓	✓

Maharaja Ganga Singh University, Bikaner

M. A. Public Administration

(Semester System)

Four Semesters (2 Years)

Programme and Course Output

Programme output / aim-

After the completion of the programme, the students

1. will be able to understand theoretical and practical aspects of Public Administration existing at international, national, state, and local levels which will make them aware citizens and suitable candidates for civil services.

2. will be able to learn and demonstrate the Office Administration and Office Automation techniques through skill-oriented add-on papers and enhance their employability.

3. will be able to analyse organizational behaviour, group dynamics, decision making, leadership and motivational aspects and to use that in professional and personal life.

Semester-I (2025-26)

PUB6.5AECT101- Introduction to Office Administration

Course outcomes

1. Will be able to describe conceptual aspects of office administration and its utility.

2. Will be able to demonstrate the basic skills required as an assistant in dealing a modern administrative office.

PUB6.5AECT101- Introduction to Office Administration

Meaning, nature, and importance of an office

Basic requirements of an office.

Provisions in Central Secretariat Office Procedure Manual,

Secretariat Manual, Govt. of Rajasthan.

Noting, Drafting, Filing system and record and information management.

Reception and hospitality, Receipt and Despatch, Meetings, transport and travel arrangements.

Communication and letters- official and demi -official, circulars, orders, and notices. Co-ordination with district administration and renting the office to other agencies.

Books Recommended and E-resources.

1. Central Secretariat Office Procedure Manual, Govt. of India

2. Secretariat Manual , Govt. of Rajasthan.

3. Gibson, Pattie, Administrative Office Management, Complete Course, Cengage Learning, 2004

4. Balachandran, Office Management, Tata Mc Graw Hill, New Delhi,2009.

5. Schulze, William J, Office Administration, Mc Graw Hill Co., New York, 1919.

6. https://darpg.gov.in/sites/default/files/PDF%20file%20of%20CSMOP-1.pdf

7. https://hcmripa.rajasthan.gov.in/UploadDoc/Download_Doc/3f97c8de-dbee-4e8b-b9b2-2647fcf62197-Office%20Procedure%20Book.pdf

PUB6.5DCCT102- Administrative Theories

Course Outcomes

1. Will be able to discuss origin, meaning, importance of Public Administration and its principles, theories, and organizational behaviour aspects.

2. Will be able to describe various tools and methods of administrative improvements.

PUB6.5DCCT102- Administrative Theories

Unit- I

Meaning, Nature, Scope, and **Significance** of Public Administration, Public and Private Administration, **Evolution** and Present **Status** of the Discipline.

Paradigm shift from Government to Governance: New Public Administration (NPA), Public Choice Theory (PCT), New Public Management (NPM), New Public Service, Globalization, and its impact on Public Administration. Post Modernism.

Unit- II

Approaches to the study of Public Administration: Behavioural, Systems and Structural-Functional, Scientific Management theory, Human Relations theory, Bureaucratic theory

Unit-III

Structure of Organization: Formal and Informal Organization, Line, Staff and Auxiliary agencies, Headquarters, and field relationship.

Principles of Organization : Division of Work, Hierarchy, Co-ordination, Unity of command, Span of control, Authority, Power and Responsibility, Delegation, Centralization and Decentralization.

Unit- IV

Administrative Behaviour: Leadership, Supervision, Communication, Decision Making (Simon's Model)

Unit-V

Administrative improvements: Meaning and Scope. Tools and methods for administrative improvement, O and M., Cybernetics and cybernetic state. PERT and CPM.

Books Recommended:

1. Pfiffner & Presthus: Public Administration

2. Felix A. Nigro: Modern Public Administration

3. Rabber S. Basic: Action Administration

4. Follet M.P.: Dynamic Administration

5. March & Simon; Organisation

6. Etzioni: A Comparative Analysis of Complex Organization

7. William P. Sexton: Organisation Theories

8. Gerald Caiden: Dynamics of Public Administration

9. अवस्थी एवं माहेश्वरी : लोक प्रशासन

10. महादेव प्रसाद शर्मा : लोक प्रशासन – सिद्धान्त एवं व्यवहार

11. Sahni and Vayunandan, Administrative Theory

PUB6.5DCCT103- Administrative Thinkers

Course outcomes

1. Will be able to describe the administrative thoughts of various thinkers.

2. Will be able to analyse the utility of administrative thoughts in present era.

Unit-I

Administrative Thoughts of Kautilya: Concept of State, Mandal Theory, Law, and Order Administration

Administrative Thoughts of Woodrow Wilson: Vision of Public Administration, Politics-Administration Dichotomy

Unit-II

Bureaucratic Model: Max Weber

Classical Theory: Henri Fayol, Luther Gulick, Lyndall Urwick

Scientific Management: F.W. Taylor

Unit- III

Human Relations: Elton Mayo, M.P. Follett

Behaviouralism: Chester I. Barnard, Herbert A. Simon

Unit-IV

Motivation: A.H. Maslow, Frederick Herzberg, Douglas McGregor

Unit-V

Organizational Humanism: Chris Argyris, Rensis Likert, Dwight Waldo

Books Recommended:

1. Amitai Etzioni: Modern Organization, New Delhi, Prentice Hall of India Pvt. Ltd. 1964.
2. Bertram, M. Gross: The Managing of Organizations (Vol.1) New York. The Free Press, 1964.
3. Prasad and Prasad: Administrative Thinkers (In Hindi also).
4. Singh, R.N.: Management Thoughts and Thinkers.
5. Ali, S.S.: Eminent Administrative thinkers.
6. Tilest and Mills: Management Thinkers.
7. Daniel E. Ciffths: Administrative Theory.
8. Peter Self: Administrative Theories and Policies.
9. Fred Luthans: Organizational Behaviour.

10. Gerald E. Caiden: Dynamics of Public Administration Guidelines to Current Transformation in Theory and Practice.

11. Surendra Kataria : Prashasanik Chintak (in Hindi)

PUB6.5DCCT104- Public Personnel Administration

Course outcomes

1. Will be able to explain the concept and theories of personnel policy and aspects of personnel administration in civil services.

2. Will be able to describe the administrative reforms policies and processes in personnel administration.

PUB6.5DCCT104- Public Personnel Administration

Unit-I

Public Personnel Administration: Meaning, Nature, Scope, Importance of Human Resource Management, Evolution, Development and Significance of civil services in developed and developing countries.

Unit-II

Classification, Recruitment, Training, Promotion, Career Advancement, Performance Appraisal, Compensation

Unit-III

Employer-Employee Relations, Pay and Service Conditions, Discipline, Conduct rules, Pension and Retirement Benefits.

Unit-IV

Grievance redressal Mechanism, Professional Associations and Unionism, Political rights of civil servants, Right to Strike.

Unit- V

Administrative Ethics: Ethics in Civil Service, Ethical Concerns, Dilemmas and Challenges in Administration, Ethics of Bhagvad Geeta and its Role in Administration, Neutrality, Anonymity and Commitment

Books Recommended:

1. Finer: Theory and Practice of Modern Government (Chapters on Civil Service)

2. Gladden, EN: British Civil Service—Its Problems and Future.

3. Glen Stahl, O.: Public Personnel Administration.

4. Sinha, V.M.: Personnel Administration.

5. Mackenzie and Grove: Central Administration in Britain (Chapters on Personnel Administration).

6. Sinha, V.M.: Karmik Prashasan (Hindi)

7. Jain, C.M.: Sevivargiya Prashasan (Hindi)

8. Maheshwari, Shriram: Higher Civil Service in France

9. Geoffrey K. Fry: The Changing Civil Service

10. Surendra Kataria: Karmik Prashasan (in Hindi)

11. HMSO: Progress in the Next Steps Initiative

12. Sarkar Siuli, Public Administration in India

PUB6.5DCCT105- Comparative Public Administration

Course outcomes

1. Will be able to explain the evolution, concept, and importance of comparative public administration with the ecological aspects.

2. Will be able to describe and compare the constitutional and administrative mechanism of UK, USA, and France.

3. Will be able to describe the Weberian and Riggsian theories.

PUB6.5DCCT105- Comparative Public Administration

Unit-I

Concept, **Meaning**, **Nature**, **Scope** and **Significance** of Comparative Public Administration, Features of administration in developed and developing countries. Problems of Comparative Research, Comparative Studies: Influence of Globalization.

Unit-II

Ecology of Administration: Political, Social, Economic and Cultural environment.

Approaches and Methods to the study of Comparative Public Administration: Institutional, Behavioural, Structural-Functional, Ecological and System Approaches.

Unit-III

Fred Riggs's typology of societies and Features, Fused-Prismatic-Diffracted model, Sala Model. Riggsian Models and their critique.

Unit-IV

Salient features of the **administrative systems** of UK, USA, France, and Japan.

Unit-V

Parliamentary commissioner in UK. Whitelyism in UK. Right to strike in France, ENA (INSP) and Counseil d' Etat in France.

Books Recommended:

1. Ferrel Heady: Public Administration: A Comparative Respective (Englewood Cliffs, N.J., Prentice Hall, 1966).

2. Sybil I. Stokes: Papers in Comparative Public Administration (AnnArbor : University of Michigan Press, 1962).

3. Nimrod Raphaeli: Readings in Comparative Public Administration (Boston, Allynt Bacon, 1967).

4. Ramesh K. Arora: Comparative Public Administration: An Ecological Perspective (Associated Pub. House, New Delhi, 1979).

5. Keith Henderson: Comparative Public Administration: Theory and Relevance (New York Graduate School of Public Administration, New York University, 1967.

6. Prestone Le Breton: Comparative Administrative Theory (Seattle University, Washington Press, 1968).

7. Chaturvedi, T.N. : तुलनात्मक लोक प्रशासन

8. Ramesh K. Arora : तुलनात्मक लोक प्रशासन

9. Irving Swerdlow (Ed.): Towards the Comparative Study of Public Administration.

10. Siffin W.J.: Towards the Comparative Study of Public Administration, Indiana University Press, Bloomington, Indiana, 1959).

11. John Greenwood, Public Administration in Britain, Unwin Hymen, London, 1989.

12. Surendra Kataria : Tulnatmak Prashasanik Vyavasthayen

Semester-II (2025-26)

PUB6.5VACT201- National and Human Values

Course outcomes

1. Will be able to understand the National and Human Values enshrined in our constitution

2. Will be able to describe the role of civil servants for the upliftment of all sections of the society

PUB6.5VACT201- National and Human Values

Study of the Following

- Fourth Report (Ethics in Governance) of the Second Administrative Reforms Commission

- Constitutional Values

- The Preamble and Values

- National Integration, Peace and Security

- Communal Harmony, Justice and Democracy

- Civil Defence Best Practices and Mock Drill

- Electoral Literacy Club

- Voter Education

- Online Apps of ECI

PUB6.5DCCT202- Indian Administration

Course outcomes

1. Will be able to discuss the evolution, basic features and functioning of Indian Union executive and some ministries with centre-state relationships.

2. Will be able to describe the role of civil services in the betterment of a developing society.

PUB6.5DCCT202- Indian Administration

Unit-I

Evolution of Indian Administration: Ancient, Mughal period and British periods. **Constitutional Framework:** Parliamentary and Federal Features. Features of Indian Administration.

Unit-II

Political Executive at the Union level: President, Prime Minister, and Council of Ministers. Cabinet Committees.

Unit-III

Organization and Working of the Central Secretariat, Cabinet Secretariat and Prime Minister's Office (PMO).

Unit-IV

Administrative Organization and functions of Ministry of Home, Defence and External Affairs.

Unit-IV

Board and Commissions: TRAI, Railway Board and Finance Commission.

Accountability of Public Administration: Parliamentary Executive and Judicial control over Administration.

Unit-V

Centre-State Relations: Legislative, Administrative, Financial.

Books Recommended:

1. Hoshiar Singh and Mohinder Singh: Public Administration in India: Theory & Practice. New Delhi, Sterling Pub., Reprint, 1990.

2. Hoshiar Singh and D.P. Singh: Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.

3. Pilani, G.P. and Hoshiar Singh: Administration and Social Changes, Jaipur; Print well Pub., 1985.

4. Avasthi, A.: Central Administrative, Tata McGraw Hill Pub. Co. Pvt. Ltd., New Delhi, 1988.

5. Jain, R.B.: Contemporary Issues in Indian Administration, Delhi; Vishal Pub., 1976.

6. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.

7. Bhambri, C.P.: Public Administration in India, Delhi Vikas, 1973.

8. Sarkar Siuli, Public Administration in India.

9. Arora and Goyal, Indian Public Administration, New Age International, Delhi. 2014.

10. Lokendra Malik and Anjum Hasan, Selected Reflections on Indian law and Governance, Satyam law international, New Delhi, 2015.

11. Surendra Kataria : Bharteey Lok Prashasan, RBSA Publishers, Jaipur, 2024

PUB6.5DCCT203- Administrative Law

Course outcomes

1. Will be able to discuss the concept of natural justice, administrative law, administrative adjudication, and delegated legislation.

2. Will be able to explain the concept and functioning of administrative tribunals.

PUB6.5DCCT203- Administrative Law

Unit-I

Administrative Law: Meaning, Scope, Significance, Growth, Source of Administrative Law, **Droit Administratif:** meaning and features. Dicey's thoughts on Administrative Law.

Unit-II

Natural Justice: Meaning and Principles. Rule of Law—Meaning. Evolution of Dicey's thesis, exceptions to Rule of law, Procedural Effects of Ultra Vires.

Unit-III

Delegated Legislation: Meaning, Growth, Classification, Advantages and Disadvantages, Control over Delegated Legislation- Procedural, Parliamentary and Judicial.

Unit-IV

Administrative Adjudication: Meaning, difference with judicial process, Reasons for its growth, merits, and demerits.

Unit-V

Administrative Tribunals: Concept, Emergence and Significance, Central Administrative Tribunal (CAT)

Books Recommended

1. Basu, D.D, Administration Law, Prentice Hall of India New Delhi, 1986.
2. Jain, M.P. and Jain, S.N, Principles of Administrative Law Bombay, N.M. Tripathi, 1979.
3. Joshi, J.C., Administrative Law, Allahabad Agency, 1984.
4. Kesri, U.P.D., Administrative Law, Allahabad Central law Agency, 1988.
5. Markess, A., Judicial Control of Administrative Action in India, Madras, MIJ, 1956.
6. Cecil Carr, Delegated Legislation, Cambridge, Cambridge Univ. Press, 1921.
7. Kagzi, M.C.J, Indian Administrative Law, Delhi, 1973.
8. Lokendra Malik and Anjum Hasan, Selected Reflections on Indian law and Governance, Satyam law international, New Delhi, 2015

PUB6.5DCCT204- State Administration

Course outcomes

1. Will be able describe basic features, importance of the state administration and its political and administrative executive machinery at state and regional levels.

2. Will be able to describe the importance and personnel system of state civil services.

Unit-I

Reorganization of states with special reference to Rajasthan, Emergence of Rajasthan. Present Administrative Set-up in Rajasthan

Unit-II

The office of the Governor, Chief Minister and Council of Ministers, Advocate general, State Secretariat, Chief Secretary. Secretariat-Directorate Relationship.

Unit-III

Revenue Administration, Office of the Divisional Commissioner, District Administration and Police Administration, Directorates and Field Organisations

Unit- IV

Recruitment of Civil Servants, Role of RPSC, Training of Civil Servants, Rajasthan Administrative Tribunal (RAT).

Unit-V

State Election Commission, Rajasthan State Human Rights Commission, Lokayukta, State Information Commission, State Women Commission

Books Recommended:

1.   Mukherjee, Mohan (ed.): Administrative Innovations in Rajasthan.
2.   Mukherjee, Mohan: Non-Story of a Chief Secretary during Emergency etc.
3.   Sharma, V.D.: Through to Systems.
4.   Singh, Chandra Mauli et al.: Rajasthan me Rajya Prashasan (Hindi).
5.   Meena, Sogani: The Chief Secretary of India.
6.   Khandelwal, R.M.: State Level Plan Administration in India.
7.   Batra, K. Satish: Legislative Control over Public Enterprises.
8.   Kataria, Surendra : State Administration in India (in Hindi)
8.   Sharma, Ravindra: Rajya Prashasan (Hindi)

PUB6.5DCCT205- Development Administration

Course outcomes

1. Will be able to describe the basic ideas behind development administration and administrative development.

2. Will be able to analyse the role of citizens in development administration, sustainable development, and SDG.

PUB6.5DCCT205- Development Administration

Unit-I

Concept, Nature, Scope, Features and Significance of Development Administration. Role of Administration in the field of Development. Anti-Development thesis. Contribution of Riggs, Waldo, and Weidner

Unit-II

Objectives and Dimensions of Development Administration. Development Administration and Non-Development Administration Dichotomy. Ecology of Development Administration. Strong State vs Market Debate.

Unit-III

Concept, Tools, and Need of Administrative Development. Development Administration and administrative Development. Approaches to Development- Sustainable Development, Sustainable Development Goals (SDGs).

Unit-IV

Bureaucracy and Development, Public Private Partnership (PPP), Corporate Social Responsibility (CSR), Citizen's participation in Development Administration.

Unit-V

Role of Non-State Actors and NGOs in Development Administration, Self Help Group movement. Human Development Indicators, Social Audit

Books Recommended:

1. Verma, S.P. and Sharma, S.K. (ed.): Development Administration, New Delhi, JIPA.

2. Bhalerao, C.N. (ed.): Administration, Politics & Development in India. Bombay, Lai Pani Pub. House, 1972.

3. Braibhanti and Spengler, J.S.: Administration and Economic Development in India. Duke Univ. Press.

4.   Sharma, S.K. (ed.): Dynamics of Development (two volumes). New Delhi, Concept Publishing House.

5.   Fred, W. Riggs (ed.): Frontiers of Development Administration. Durham, NC Duke Univ. Press.

6.   Joseph, La Palombara (ed.): Bureaucracy and Political Development. Princeton, NBJ Princeton Univ. Press 1963.

7.   Cherry Oertzel, Maur Goldschmidth and Donald Rotchild: Government and Politics in Kenya, Nairobi, 1970.

8.   Roy Macridis and Brown: Comparative Politics, 4th Ed., Hon wood Dorsey Press, 1972.

9.   Joshi Preeta, Vikas Prashasan, RBSA, Jaipur.

10.   Palekar S.A., Development Administration, PHI, New Delhi, 2012.

11.   S.L.Goel, Development Administration : Potentialities and Prospects, Deep and Deep Publishing, New Delhi, 2009.

Semester-III (2026-27)

PUB6.5SDCT301-

Basic Communication Skills
or
Basic Computer Course
or
Seminar + Academic Writing

Course outcomes

1. Will be able to describe various constitutional obligations, value premises, transparency measures and problematic issues of Indian administration.

2. Will be able to analyse the issues and challenges before Indian administration emerged due to LPG era.

PUB6.5SDCT301-

Basic Communication Skills
or
Basic Computer Course
or
Seminar + Academic Writing

PUB6.5DCCT302- Issues in Indian Administration

Course outcomes

1. Will be able to describe various constitutional obligations, value premises, transparency measures and problematic issues of Indian administration.
2. Will be able to analyse the issues and challenges before Indian administration emerged due to LPG era.

Unit-I

Salient features and value premises of Indian administration. Constitutionalism. Political and administrative culture. Bureaucracy and democracy.

Unit-II

Significant issues in Indian Administration: Politician and Civil Servant Relations, Generalist, and specialist debate. Combating Corruption. Integrity in Administration.

Unit-III

Citizen Grievance Redressal Mechanism: Lokpal & Lok Ayuktas, Central Vigilance Commission and Regulatory Authorities.

Unit-IV

Consumer protection, Good Governance initiatives. Terrorism and naxalism. Pressure groups and interest groups.

Unit-V

Impact of Liberalization, Privatization and Globalization on Indian administration. Capacity Building of Civil Servants and Civil Service Reforms.

Books Recommended:

1.Hoshiar Singh and Mohinder Singh: Public Administration in India: Theory & Practice. New
Delhi, Sterling Pub., Reprint, 1990.
2.Hoshiar Singh and D.P. Singh : Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.
3.Pilani, G.P. and Singh, Hoshiar: Administration and Social Changes, Jaipur; Print well Pub.,
1985.
4.Avasthi: Central Administrative, Tata McGraw Hill Pub. Co. Pvt. Ltd., New Delhi, 1988.
5.Jain, R.B.: Contemporary Issues in Indian Administration, Delhi; Vishal Pub., 1976.
6.Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
7.Bhambri, C.P.: Public Administration in India, Delhi, Vikas, 1973.
8.Sarkar Siuli, Public Administration in India, PHI, New Delhi,2010.
9. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014

PUB6.5DCCT303- Economic Policy and Administration

Course outcomes

1. Will be able to discuss major features of a developing economy, economic development and planning process in India and Rajasthan.

2. Will be able to explain various economic policies of the country and impact of globalization.

PUB6.5DCCT303- -Economic Policy and Administration

Unit-I

Salient features of Developing Economies. Economic Policies- Mixed Economy to Liberalization, Privatization and Globalization (LPG), Industrial Policy since Independence-1948,1956 and New Economic Policy Resolution (NEP, 1991).

Unit-II

Machinery for Planning—Erstwhile Planning Commission, National Development Council, NITI Aayog.

Unit-III

Planning process at Union and State Level. Recent Economic Reforms and Taxation Policy Reforms in India.

Unit-IV

Planning in Rajasthan with special reference to Planning Machinery and Planning process at micro and macro level.

Unit-V

Public Sector in Modern India. Concept, Growth and Forms of Public Sector Undertakings, Management, Problem of Accountability and Autonomy, Disinvestment Policies. WTO--Impact over Public Sector.

Books Recommended:

1.   Khera, S.S.: Management and Control in Public Enterprises.
2.   Hanson, A.H.: Management Problems of Public Enterprises.
3.   Ramanandan, V.V.: Control Over Public Enterprises in India.
4.   Administrative Reforms Commission: Report on Public Sector Undertakings.
5.   Khera, S.S.: Government in Business.
6.   Singh, Bright D.: Economics of Development.
7.   Higgins: Economic Development.
8.   Hanson, A.H.: The Process of Planning.
9.   Administrative Reforms Commission Report on Planning.
10.   जैन, टी.के. एवं सक्सेना, सुनील : लोक उद्योग

PUB6.5DSET304 (A)- Public Policy

Course outcomes

1. Will be able to explain the meaning, concept, importance, formulation, implementation, and evaluation processes of public policies.

2. Will be able to describe theories and approaches of public policy analysis.

PUB6.5DSET304 (A)- Public Policy
Unit-1

Meaning, Nature, Scope, Importance, Types of Public Policy. Processes of conceptualisation, policy formulation, planning, implementation, outcomes, monitoring, evaluation and review and their limitations.

Unit-II

Theories and Models of Policy Making- Harold Lasswell, Charles Lindblom, Yehezkel Dror.

Unit-III

Approaches to Public Policy- Process Approach, Logical Positivism, Phenomenological Approach, Participatory and Normative Approaches.

Unit-IV

Types of Policy Analysis- Empirical, Normative, Retrospective and Prospective, Prescriptive and Descriptive. **Institutions of Policy Making-** Legislature, Executive and Judiciary.

Unit-V

Constraints on Public Policy- Socio-economic, Political, Institutional and Cultural. Role of Media, Public Opinion, Civil Society and Pressure Groups on Policy Making.

Books Recommended:

1. E. Lindbloom Charles: The Policy Making Process, Englewood Cliffs, NJ Prentice Hall Inc., 1968.

2. Paul H. Appleby: Policy and Administration, the Univ. of Albara Press, 1949.

3. E. Jacob Charles: Policy and Bureaucracy, P. Van Nostrand Co., 1976.

4. Jones Charles O.: An Introduction to the Study of Public Administration Policy, Books Cole Pub. Co., Monetary California (3rd ed.), 1986.

5. Larry N. Gerston: Making Public Policy, Glenview-III, Scott Foreman (1983) USA.

6. Pardeep Sahni: Public Policy, Conceptual Dimension Allahabad, Kitab Mahal, 1987.

7. Richard M. Hodgetts and Jr. Max S. Wortman Administration Policy—Text and Cases in the Policy Sciences, New York, Wiely.

8. George A. Steiner, Top Management Planning, Macmillan, 1969.

9. Jain, RB: Policy and Parliament in India, Indian Institute of Public Administration, New Delhi.

10. James F. Anderson: Public Policy Making, New York, Preager, 1979.

11. Sapru, R.K., Public Policy-Art and Craft of Policy Analysis, PHI, New Delhi, 2014.

12. Dye , Thomas R, Understanding Public Policy, Pearson Education, New Delhi, 2004.

13. Birkland Thomas A, An Introduction to the Policy Process, PHI, new Delhi,2011.

<p align="center">**Or**</p>

<p align="center">**Discipline Specific Elective Course III (B)**</p>

<p align="center">**PUB6.5DSET304 (B)- Social Welfare Administration**</p>

Course outcomes

1. Will be able to explain the concepts of social welfare, social change, social justice, and social administration.

2. Will be able to describe the machinery working of social administration and civil society's efforts for welfare activities.

3. Will be able to discuss social welfare and development programmes, schemes, and policies in India.

<p align="center">**PUB6.5DSET304 (B)- Social Welfare Administration**</p>

<p align="center">**Unit-I**</p>

Concept of Social Welfare, Social Justice, and Social Change. Concept of Equity, Inclusiveness, Affirmative Action-Reservations in Social Justice. Meaning, Nature, Scope, Evolution, Principles, and Importance of Social Welfare Administration.

<p align="center">**Unit-II**</p>

Institutional Arrangements for Social Welfare and Social Justice

Organisation and Functions of Ministry of Social Justice and Empowerment, Ministry of Women and Child Development,

<p align="center">**Unit-III**</p>

Composition and **Functions** of Ministry of Tribal Development, Ministry of minority affairs.

Central Social Welfare Board and State Social Welfare Advisory Boards.

Unit-IV

Social Policy- A Study of Relevant Constitutional Articles, **Policies, Programmes, and Institutional Framework** (National Commissions) for the protection and welfare of SCs, STs, OBCs, Women/Children, Aged, differently abled (Divyangs).

Unit-V

Civil society in India. Composition and functioning of NGOs. Role of Voluntary/Non-Governmental Agencies in Social welfare and development. Tribal Area Development Commissioner.

Books Recommended :

1. Sachdeva, D.R. : Social Welfare Administration in India, Allahabad, Kitab Mahal, 1993.

2. Goel. S.L. & Jain, R.K. : Social Welfare Administration, Vol. I & II, New Delhi, Deep & Deep, 1998.

3. Chaturvedi, T.N., Jain, R.K. & Sharma C.K. (ed.) : Social Administration: Development & Changes, New Delhi, India Institute of Public Adm., 1980).

4. Paul, D. Chowdhary : Social Welfare Administration Through Voluntary Agencies, Delhi, Atma Ram & Sons., 1962.

5. Aiyar, S.P. (ed.) : Perspective on the Welfare State, Bombay, Monak, 1966.

6. Simely, T.S. : Five Year Plans Documents, Principles of Social Administration.

7. Gokhale, S.D. : Social Welfare Legend and Legacy, Bombay Popular Prakashan, 1974.

8. Tiwana, S.S. : Job Reservation in India. A Critique, Administrative Change, Vol. XX, Jaipur, July, 1992-93.

9. Wadia, A.K. : History of Philosophy of Social Work in India (Selected chapters).

10. Kataria, S.K. :   Social Welfare Administration (in Hindi)

11. Madan, G.H. : India Social Problems.

Discipline Specific Elective Course IV (A)

PUB6.5DSET305 (A)- Health and Hospital Administration

Course outcomes

1. Will be able to explain the concept, evolution, and scope of health administration discipline in India.

2. Will be able to describe public policy and machinery working at union and state level.

PUB6.5DSET305 (A)- Health and Hospital Administration
Unit-I

Basic concept, meaning, nature, scope, and principles of Health Administration. Evolution of Health Administration as a Discipline. Concept of Hospital Administration.

Unit-II

Machinery at the Central Level: A Critical study of the composition, powers and functions of Ministry of Health and Family Welfare, Directorate General of Health, and Family Welfare—their inter-relationship.

Unit-III

Health and Family Welfare Services in India. Health education and health statistics. Major health programmes.

Unit-IV

Composition, powers and functions of State Departments and Directorates of Health and Family Welfare.

Unit-V

Powers of District Medical Health and Family Welfare Officers—District Hospitals/Dispensaries and Family Welfare Centres. PHC and Sub -Centres.

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Books Recommended:

1. Ramesh Waram, G.: Medical and Health Administration in Rural India, New Delhi, Ashish Publishing House, 1989.
2. The Central Health Education, Health Today, Director General of Health Services, New Delhi, 1971.
3. Goel, S.L. : Health Care Administration—Levels and Aspects, New Delhi, Sterling Publishers, 1980.
4. Goel, S.L. : Health Care Administration : Ecology, Principles and Modem Trends, New Delhi, Sterling Publishers Pvt. Ltd., 1980.
5. Goel, S.L. : Public Health Administration, New Delhi, Sterling Publishers Pvt. Ltd., 1984.
6. Goel S.L., Hospital Administration and Management, Deep and Deep Publishing, New Delhi, 2007.

<p align="center">**or**</p>

<p align="center">**Discipline Specific elective Course IV (B)**</p>

<p align="center">**PUB6.5DSET305 (B)- Environment Policy and Administration**</p>

Course outcomes

1. Will be able to describe basics of environment, eco-system, and biodiversity with the role of judiciary, civil and ordinary person in environment protection.

2. Will be able explain environment policies and administrative machinery working for the environment in India.

<p align="center">**PUB6.5DSET305 (B)- Environment Policy and Administration**</p>

<p align="center">**Unit-I**</p>

Environment- Meaning and component, Eco-system, Ecology and Biosphere, environment problems-causes and factors of Environmental Pollution.

<p align="center">**Unit-II**</p>

Environmental Policy in India, Constitutional provisions relating to environmental protection, Environment Laws, and Planning in India.

<p align="center">**Unit-III**</p>

International Conferences, Protocols, Summit, and Alliances related on Environment. Environment education. Environment Control Administrative machinery at the National, State and District levels.

<p align="center">**Unit-IV**</p>

Environment programmes of the Government of India. Sustainable Development and Climate Change. Sustainable Development Goals (SDGs).

<p align="center">**Unit-V**</p>

Role of Judiciary in Environmental prevention. Judicial activism and Environmental Protection, Role of Citizens and NGOs in Environmental protection, Role of United Nations in environment issues. Social forestry in India.

<p align="center">**Books Recommended:**</p>

1. Hoshiar Singh (ed.) : Environment Policy and Administration, Jaipur, Print well Pub., 1992.

2. Shyam Divan and Armin Rosenerang : Environmental Law and Policy in India. Oxford Univ. Press, New Delhi, 2001.

3. Shekhar Singh (ed.) : Environmental Policy in India. New Delhi, IIPA, 1984.

4. Dwivedi, O.P. : India : Pollution Control Policy and Programmes, International Review of Administrative Sciences, Vol. XLIII, Nos. 2, 1977.

5. Desh Bandhu : Environmental Management, Indian Environmental Society, 1981.

6. Sharma, A.K. and Sharma, A. (ed.) : Impact of the Development of Science & Technology on Environment, Indian Science Congress Association, 1981.

7. Bhatia, S.C. (ed.) : Papers in Environmental Education, Indian University Association for Continuing Education, 1984.

8. Tiwari, H..N.: Environmental Law, Allahabad Law Agency, Faridabad, 2001.

9. Srivastava, V.N. and Rai, BP. : Environment and Ecology, Vasundra Publications, Gorakhpur, 1998.

10. India, NCEP: Draft Report of the State of the Environment, Delhi, Dec. 1981.

11. Baidyanath Mishra, Sustainable Development Administration, Deep and Deep Publishing, New Delhi, 2012.

PUB6.5AECT401- General Health and Hygiene

Course outcomes

1. Will be able to understand the need of Health Administration
2. Will be able to identify the problems of health sector in India

PUB6.5AECT401- General Health and Hygiene

Basic Knowledge about Hygiene and Health initiatives of Government

Health Administration- Concept

Health Schemes and Awareness Level of the Citizens

First Aid- Awareness

Life Saving Methods (in case of Emergency)

Sanitation and Cleanliness

Best Practices of our surroundings

Discipline Specific Elective Course I (A)
PUB6.5DSET402 (A)-Research Methodology in Public Administration

Course outcomes

3. Will be able to explain the concept and importance of social research and scientific method.

4. Will be able to describe hypothesis, variables, data collection and analysis techniques, analysis of data and hypothesis testing tools.

PUB6.5DSET402 (A)-Research Methodology in Public Administration

Unit-I

Meaning and Types of Research. Scientific Method. **Meaning, Features, Steps and Significance** of Social research, **Objectivity** in social research. Distinction between Methodology and Method. **Methods of Research**- Experimental, Descriptive, Historical, Qualitative and Quantitative methods, Facts and Values in Research. Role of Research in Theory Building.

Unit-II

Research Design—Meaning, Types and its Formulation. **Hypothesis**—Meaning, Importance, sources, and types. Qualities and Validation of hypothesis, Variables in social research. **Sampling**—Meaning, Merits and Demerits

Unit-III

Data collection—Sources, Methods of data collection: Primary and Secondary (Techniques of data collection- Observation, Interviews, Questionnaire and Schedule, Case study, Use of Library, and Internet). Analysis of Data. Classification and tabulation of data. Statistical tools for data analysis-SPSS.

Unit-IV

Measures of central tendency—Mean, Mode and Median, mean deviation and standard deviation, correlation. Application of ICT in research.

Unit-V

Hypothesis testing- Parametric and non- Parametric tests. Bibliography, Report writing. Citation patterns and Research Ethics.

Books Recommended:

1. Kothari, C.R.: Research Methodology, Methods and Technique, New Delhi, Willey Eastern Ltd., 1986.

2.   Young, P.V.: Scientific Social Survey Ad Research. New Delhi. Prentice Hall of India, 1979.

3.   Clair Seltiz: Research Methods in Social Relations, New York, Rinehart and Winslen, 1976.

4.   John Galtung: Theory and Methods of Social Research, New York, Columbia Univ., 1967.

5.   Shukla and Trivedi (Hindi): Research Methodology, College Book Depot., Jaipur.

6.   Kataria, Surendra : Shodh Pravidhi (in Hindi)

7.   Moser, C.A. and Kalton, C.: Survey Methods in Social Investigation, London, 1974.

8.   David Machmias and Chava Machmias: Research Methods in Social Sciences. New York, St. Murthin Press, 1981.

9.   Dixit, Manoj : Research Methodology

10.   Kataria Surendra and Pandey Shriram: Shodh Evam Prakashan Nitishastra: (Research and Publication Ethics) (in Hindi) RBSA Publishers, 2023

11.   Kerlinger, F.N.: Foundations of Behavioural Research, New York, Holt, Rinchan and Winston, 1973.

Discipline Specific Elective Course I (B)
PUB6.5DSET402 (B)- Financial Administration

Course outcomes

1.Will be able to describe the basics and concept of financial administration in several types of economies.

2. Will be able to explain the budget preparation, approval, execution and control mechanism in India.

PUB6.5DSET402 (B)- Financial Administration

Unit-I

Financial Administration—Evolution, Meaning, Nature, Scope, Objectives and Significance. Agencies and significance of financial administration. Financial administration under capitalists, socialists, and mixed economy. Public Finance-Revenue and Expenditure

Unit-II

Budget- Meaning, Principles, Purpose, Significance, and essentials of budget. **Types of Budgets**—PPBS, Performance Budget, Zero-Based Budget and Gender Budget. Concept of deficit financing and its remedies.

Unit-III

Budgetary Process—formulation/preparation, enactment, and execution. Budget as an instrument of Administration and economic development. Fiscal federalism in India, Finance Ministry's control over public finance, Role of finance commission.

Unit-IV

Parliamentary Control over Public Finance- Public Accounts Committee (PAC), Estimate Committee (EC), Committee on Public Undertakings (COPU), CAG, Accounting and Auditing system in India.

Unit-V

Financial reforms in India- Fiscal Responsibility and Budget Management Act (FRBM) and Sunset Legislation, Goods and Service tax (GST).

Books Recommended:

1.   Lall, G.S.: Financial Administration in India, Delhi, HPJ Kapoor, 1969.

2.   Sundhram, K.P.M. : Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.

3.   Wattal, P.K.: Parliamentary Financial Control in India. Bombay, Minerva, 1962.

4.   Chaturvedi, T.N. and Harda, K.L. : Financial Administration, New Delhi, IIPA, 1992.

5.   Handa, K.L. (ed.): Financial Administration, New Delhi, IIPA, 1986.

6.   Thavaraj, M.J.K. : Financial Management of Government. New Delhi, S. Chand, 1978.

7.   Radheysham : Financial Administration, New Delhi, Surjeet Book Depot., 1992.

8.   Gautam, E.N. : Bhartiya Vitt Prashasan, Chandigarh, Haryana Sahitya Academy, 1993.

9.   Mookerjee, S.S : Financial Administration in India, Delhi, Surjeet Book Depot, 1980.

10.   Singh Sahib and Singh Swinder : Personnel and Financial Administration, Chandigarh, New Academic, 1974.

11.   Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi,2014.

Discipline Specific Elective Course II (A)
PUB6.5DSET403 (A)- E-Governance and Information Technology

Course outcomes

1. Will be able to describe the concept and importance of e.governance with its latest trends and implementation plan and policy of the government.

2. Will be able to analyze the role of citizens in e.governance and mobile governance process.

PUB6.5DSET403 (A)- E-Governance and Information Technology
Unit-I

E-governance: Meaning, Nature, Role and Scope. Policy and Projects of e-governance in India and Rajasthan. **Basic Concepts of Computer:** Internet, E-Mail, World Wide Web (WWW), Local Area Network (LAN), Metropolitan area Network (MAN), Wireless Area Network (WAN).

Unit-II

Techniques of E-governance- GIS based management, Citizen database and Human Development. National e-Governance Plan, M-governance. IT and Policy Analysis— Meaning and significance,

Unit-III

Cyber Laws- The IT Act, 2000 and its amendments, Data Protection.

Unit-IV

Information Technology (IT): Concept, Role, use in Public Administration (Rural Development, Education, Policing, Health, Panchayati Raj, Citizen Services). Applications of E-governance in Local Self Government. Mobile Governance and Government Apps.

Unit –V

Challenges of Cyberspace: Digital Divide, Cyber Security, Cyberspace Privacy, Connectivity and Regulation, Recent Developments in Cyber Security Administration.

Books Recommended and E-resources.

1. Bedi, Kiran et al , government @ Net : New Governance Opportunities for India, Sage, New Delhi, 2001.

2. Pitt, D.C. and Smith, B.C. : The Computer Revolution in Public Administration, Wheatsheaf Book, UK, 1984.

3. Heeks, R.B. (ed.): Reinventing Government in the Information Age, Routledge, London, 2001.

4. IIPA: Information Technology and Indian Administration, July-Sept. 2000, IIPA, New Delhi.

5. Prabhu CSR, E- Governance, PHI, New Delhi, 2005.

6. Pardhasaradhi,Y. (et.al) E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi. 2009.

7. Satyanarayana, J, E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi.2004

8. United nations E- Government Survey-2016, UNPAN, United Nations.

9. Alexi Pavlichev and G. David Garson, Digital Government: Principles and Best Practices, Idea Group Publishing, Hershey, 2004.

10. Ibrahim Kushchu, Mobile Government: An Emerging Direction in E. Government, IGI Publishing, Hershey, 2007.

11. Douglas Holmes, e Gov- e Business Strategies for Government, Nicholas Brealey Publishing, London, 2001.

12. Manish K Chaubey, Cyber-crimes and Legal Awareness, Regal Publishing , New Delhi, 2013.

13. https://www.meity.gov.in/divisions/national-e-governance-plan   –   national   e-Governance Plan

14. https://www.meity.gov.in/ - Ministry of Electronics and Information Technology, GoI

15. www.iiemrindia.rg – TCFAI University, IT case Study

16. www.permin.nic.in/orpg - Ministry of Personnel, Public Grievances, Pensions and Administrative Reforms, GoI

17. www.darpg.nic.in – Department of Administrative Reforms, GoI

18. www.egovdatabase.gov.in – National Database on E-governance projects

Discipline Specific Elective Course II (B)
PUB6.5DSET403 (B)- Values and Ethics in Administration

Course outcomes

1. Will be able to describe the values, ethics, public interests and philosophical aspects of values in administration.

2. Will be able to discuss the need of training for administrative values and role of each stakeholder.

PUB6.5DSET403 (B)- Values and Ethics in Administration

Unit-I

Ethics and Human values: Essence, Determinants and Consequences of Ethics in human action. Lessons from lives and teachings of great Leaders, Reformers and Administrators. Role of Family, Society and Educational Institutions in inculcating values. The Indian System of values. **Ethical Concepts:** Rit and Rin, Concept of Duty, Good and Virtue.

Unit-II

Ethics in Private and Public Relationships: Dimensions of Ethics, Behaviour, **Attitude**-Moral and Political attitude of Administrators, Philosophical basis of Integrity. Ethics of Bhagvad Geeta and its role in Administration.

Unit-III

Aptitude and Foundational Values for Civil Service-Integrity, Impartiality, Non-partisanship, objectivity, dedication, empathy, tolerance and compassion towards weaker sections. **Emotional intelligence-** concepts, and their utilities and application in administration and governance.

Unit-IV

Education and Training for Values and Ethics in Public Service and Business—Role and responsibility of the institutions of learning. Contribution of Moral Thinkers and Philosophers from India and World. Gandhian Ethics, Ethical concerns, dilemmas, and challenges in administration.

Unit-V

Public Service Ethics in India- Ethical Decision making and Contributing factors, Social Justice, Humanitarian concerns, **Probity and Accountability in Governance** and code of ethics, code of conduct, work culture, quality of service delivery, Impact of technology over ethics and societal values in India. Consumerism and ethics. Concept of **Ethical Governance**.

Books Recommended:

1. IIPA- 'Ethics in Public Life' July-Sept. 1995, IIPA, New Delhi.

2. Selected Chapters of Mahabharat (Shanti Parva) and Kautilya's Arthshastra.

3.   Williams, Bernard, Morality: An Introduction to Ethics Cup. 1992.

4.   Appleby, Paul H.: Morality and Administration in Democratic Government.

5.   Leys, Wayne, A.R.: Ethics for Policy Decision.

6.   Walton, Clarence C.: Ethics and the Executive; Value in Management Decision Making. Prentice Hall.

7.   Second ARC 's report on ethics.

8.   Agnes Heller, General Ethics, Basil Blackwell, New York, 1988.

9.   H. George Fredrickson (Ed.), Ethics and Public Administration, M.E. Sharpe, Armonk, 1993.

10.   H. George Fredrickson and Richard K. Ghere (Ed.), Ethics in Public Management, PHI, New Delhi,2005.

11.   Rohr , John A, Ethics for Bureaucrats, Marcel Dekker Inc, New York, 1989.

12.   IIPA, 'Ethics, Probity and Accountability in Public Services'

PUB6.5DPRT404(A)- Dissertation/Project/Field Study (DPR)

or

PUB6.5DOJT404(B)- Internship or On-Job Experience (OJT)

or

PUB6.5RCCT404(C)- Research Credit Course (RCC)

<u>(Only for Regular Students)</u>

Course outcomes

1. Will be able to select a theme for administrative research and write a dissertation or project report on it.

2. Will be able to understand research process and data collection process.

PUB6.5DPRT404(A)- Dissertation/Project/Field Study (DPR)

or

PUB6.5DOJT404(B)- Internship or On-Job Experience (OJT)

or

PUB6.5RCCT404(C)- Research Credit Course (RCC)
<u>(Only for Regular Students)</u>

Course outcomes

Regular Students will accomplish a dissertation/project work on the selected topic and submit a dissertation under supervision of a faculty member. The topic will be decided with the approval of the supervisor/faculty member. The Dissertation/Project work/Case Study should be in 10000-15000 words (appx. 50-80 pages). The approved work/dissertation (in three copies, spiral bound as per MGSU, Bikaner format) should be sent to the University three weeks prior to the Main Exams. The students will be free to write their Dissertation/Project Work/Report in English or Hindi language.

Or

PUB6.5DCCT404 - Urban Governance

Course outcomes

1. Will be able to explain the concept of urban governance and urban planning with its entrusted machinery.

2. Will be able to describe the functioning of municipal bodies of several types.

PUB6.5DCCT404 - Urban Governance

Unit-I

Evolution of Urbanization in India. Importance and scope of Urban Administration. Master plans and challenges before urban bodies. Urban amenities and local requirements.

Unit-II

Municipal Governance in India. Impact of 74th Constituutional Amendment Act, 1992. Metro cities and their problems. Types of Urban Local Bodies in India.

Unit-III

Structure and functions of Urban Local Bodies**:** Municipal Corporation, Municipal Councils and Municipalities. Sources of Finance.

Unit-IV

Personnel Administration: Recruitment and Training. Committee System in Municipal Governance, Control over Urban Local Bodies.

Unit-V

Role of central ministries in urban development. Reforms in Urban Governance: Solid Waste Management, concept of Smart City and AMRUT Cities.

Books Recommended:

1.   Agarwal, R.: Municipal Government in India.

2.   Bhattacharya, M.: Management of Urban Government in India.

3.   Munro: The Government of American Cities.

4.   Chapman: An Introduction to French Local Government.

5.   Herman Finer: English Local Government.

6.   Maheshwari S .R., Bharat mein Sthaniya Prashasan.

7.   Nigam, S.R.: Local Self Government.

8.   Martin Cross and David Mallen: Local Government System.

9.   Bhattacharya, M. : Municipal Government—Problems and Prospects.

10.   Mukhopadhyay, Ashok : Municipal Government and Urban Development.

11.   Sharma Ashok, Bharat mein Sthaniya Prashasan, RBSA Publishers, Jaipur, 2013.

12.   T.R. Raghunandan (Ed.), Decentralization and Local Government, Orient Blackswan,

New Delhi, 2012.

13.   Kataria, Surendra, Urbanization in India: Issues and Challenges

PUB6.5DCCT405 - Rural Governance

Course outcomes

1. Will be able to describe the evolution, concept, and importance of democratic decentralization.
2. Will be able the three tier system of Panchayati raj institutions and their financial, personnel and control mechanism.

PUB6.5DCCT405 - Rural Governance

Unit-I

Growth of Rural Administrative Decentralization and Panchayati Raj in India. Origin of Rural Development and Community Development Programmes. Committees, Commissions, Study Group related to Rural Development.

Unit-II

73rd Constitutional Amendment Act. Rural Governance—Organisation and Working of Gram Panchayat, Panchayat Samiti, and Zila Parishad in Rajasthan. District Rural Development Agency (DRDA).

Unit-III

Autonomous District Councils-Structure, Powers, and Functions. Role of District Administration in Panchayati Raj Institutions (PRIs). District Planning Committee.

Unit-IV

Personnel Administration at Local Level in Rajasthan: Functions and Role of Chief Executive Officer (CEO), Block Development Officer (BDO) and Gram Vikas Adhikari.

Unit-V

Control Mechanism over PRIs. Finance in PRIs. Policies and Programmes of Rural Development- MGNAREGA . Devolution of powers to PRIs.

Books Recommended:

1.Hoshiar Singh : Administration of Rural Development in India. New Delhi, Sterling

Pub., 1995.

2.Mohinder Singh : Rural Development in India—Current Perspectives, New Delhi,

International Pub. House, 1992.

3.Hoshiar Singh : Rural Development in India, Jaipur. Print well Pub., 1985.

4.Maheshwari, S.R. : Local Government in India, New Delhi, Origin, Longman, 1984.

5.Bhatnagar : Rural Development in India, New Delhi, Light & Life Pub., 1970.

6.Mishra, S.N. : New Horizons in Rural Development Administration, New Delhi, Mittal Pub., 1984.

7.Khanna, B.S. : Rural Development in India, New Delhi, Deep and Deep Pub., 1992.

8.Kurukshetra : A Journal of Rural Development, Govt. of India.

9.Sahib Singh and Swinder Singh : Local Government in India, New Academic Pub. Co., Jallandhar, 1992.

10.Malik, A.S. : Concept and Strategy of Rural Industrial Development, New Delhi, MP Pub., 1995.

11. Sharma Ashok, Bharat mein Sthaniya Prashasan, RBSA Publishers, Jaipur, 2013.

12. T.R. Raghunandan(Ed.), Decentralization and Local Government, Orient Blackswan, New Delhi, 2012.

13. Ranawat, Jorawar Singh. : Sthaniya Prashasan (in Hindi)

Teaching Learning Process

- Lectures, Online Classes

- Discussions, Online Discussion Forum if possible

- Role Playing

- Participative Learning

- Interactive Sessions (Online Classes)

- Seminars, Tutorials, Assignments, Quizzes and Tests (may include Online Methods)

- Presentations

- Research-based Learning/Dissertation or Project Work

- Technology-embedded Learning

Blended Learning

Blended Learning is a pedagogical approach that combines face-to-face classroom methods with computer-mediated activities in the process of teaching and learning. It has been decided that blended learning be taken recourse to if such need arises. As per the present time demands, the teacher should be ready to use online mode. Hence online teaching also to be promoted through virtual engagement considering requirements of the department at the college/institution.

Assessment and Evaluation

- Continuous Comprehensive Evaluation at regular interval after achievement of each Course-level learning outcome

- Tutorial, Assignment and Discussions, Virtual Engagement, Collaborative Assignments, Quizzes, Online Test and Online Submission, Online Assignments.

- Formative Assessment based on activities of a learner throughout the programme instead of one-time assessment

- Oral Examinations to evaluate presentation and communication skills.

- Group Examinations on Problem solving exercises.

- Seminar Presentations, Dissertation, Project Report, Field Study (DPR)

- Review of Literature

- Collaborative Assignments

Keywords

- LOCF (Learning Outcome based Curriculum Framework)

- NEP-2020 (National Education Policy 2020)

- Blended Learning

- Face to face (F to F) Learning

- Programme Outcomes (POs)

- Programme Specific Outcomes (PSOs)

- Course-level Learning Outcomes

- Postgraduate Attributes (PGAs)

- Learning Outcome Index (LOI)

- Formative Assessment and Evaluation

- Comprehensive and Continuous Evaluation

- CA- Continuous Assessment (Internal Assessment)

- CC- Core Course

- CF- Core Foundation

- CE- Core Elective

- OE- Open Elective

- SEC- Skill Enhancement Course

References:

1. Guidelines of the affiliating university (Maharaja Ganga Singh University, Bikaner)
2. National Education Policy (NEP), 2020
3. PG LOCF Guidelines (Order- S.No. P.24/MGSU/IQAC/2024 Dated 01.10.2024

The Syllabus for the PG Semester Scheme (w.e.f. 2025-26 session) is prepared by the **Board of Studies in Public Administration** under the Convenorship of Prof. Sadhana Bhandari, Head of the Department, Deptt. of Public Administration (Government Dungar College, Bikaner).

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