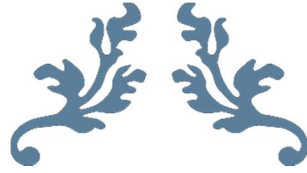




Maharshi Dayanand Saraswati University Ajmer



As per UGC Curriculum and Credit Framework

THREE YEAR SEMESTER WISE UNDERGRADUATE PROGRAMME IN Public Administration

NATIONAL EDUCATION POLICY-2020



w.e.f. Academic Session 2024-25

Faculty of Arts

**Department of Public
Administration**

PROGRAMNAME: 1.U.G.Program Public Administration

The syllabus and system of examination is to be amended according to the requirements of the student and the nation, based on the examinations of Public Service Commissions, and as per direction of University Grants Commission, the curriculums have been designed on the basis of Job & skill-oriented method as per NEP-2020.

The genres of Administration and their techniques are composited in all departments and organizations of Government. It is a active part of every vibrant of governmental actions. It is most needed to discuss independently and separately for wellbeing of Rule: Law and Order, Development, services and regulations. It should be taught in comprehensive manner where citizen can understand the benefits and pitfalls of working of administration. It is a technical subject where training part also play a vital role for success of Administration. So it is needed subject and field experts as well as foresighted persons for teaching and evaluation.

Hence, undergraduate and postgraduate admission process, Syllabus, Paper Setting, Practical Examiner, online marks filling option all are required to be maintain separately.

The degrees conferred in Public Administration will clearly mention Graduate in Arts (Humanities.)

Objective & Program Outcomes (POs):

India is known for its rich cultural heritage. The work place of Maharshi Dayanand Saraswati -Ajmer is situated in the heart of Rajasthan a state rich in arts. To invigorate the existing organizational bond within & to reinforce and in grain the political education in present context with the cooperation & coordination of its citizens, the aim of B.A. Public Administration is to develop future Administrators in governmental organization as well as in common spheres of public arena. The students which in turn instigate actual life expression to manage the public life. It intends to develop student's constructive critical thinking which helps them to understand the problems of real life and management of Public life in absolute terms. Through this curriculum, students will get acquainted with the Political Authority and Administrative Behavior.

Bloom's Taxonomy Level



Program Specific Outcome(PSO)

This program covers from the ancient India to modern elements of Administration with major component of Indian Administration as well as Comparative study of USA, UK, France and India. Students will be motivated to contribute towards nation building by making them aware of the Indian Values, culture and ethics in Administration.

This program will provide a medium for students to develop an attitude of research. This curriculum will not only provide a bridge of performance ability and Skill Development to the students but also provide them employment opportunities and Entrepreneurship. Students exhibit competence in their respective area & are well on their way of becoming good citizen also. They procure historical, practical & technical knowledge of the Public Administration discipline in holistic manner, and can communicate their expertise to the world at large. Some Specific out comes are-

1. Students get educated about Fundamental, Origin, development, terminologies of Organizations, Principles of Administration and its application in Indian context.
2. Students will learn concepts of work distribution and managing the activities to perform it effectively & efficiently.
3. Students will learn glossary of discipline and actual functioning in decision and public policy making.
4. Students will gain knowledge about various and different countries constitutional & administrative setup.
5. Ability to enhance knowledge of organizational structure, functions, role, merits & Demerits of organizational efficiency etc.
6. Enhance student ability to think on various problems in Practical manner to resolve the problematic areas of common people. It will enhance the capacity building to performance area as per the prescribed.
7. It develops analytical, aesthetical approach in Indian Administration and knowledge about the Inter-disciplinary approach for future Administrative diagram.

Elements of the program: Employability, Entrepreneurship, Skill Development

Relevance of the program: Local, National, Regional, Global & developmental Needs

Relation of the program: Gender, Environment and Sustainability, Human Values & Professional Ethics.

Program Specific Outcome(PSO)

This program covers from the ancient India to modern elements of Administration with major component of Indian Administration as well as Comparative study of USA, UK, France, China and India. Students will be motivated to contribute towards nation building by making them aware of the Indian Values, culture and ethics in Administration.

This program will provide a medium for students to develop an attitude of research. This curriculum will not only provide a bridge of performance ability and Skill Development to the students but also provide them employment opportunities and Entrepreneurship. Students exhibit competence in their respective area & are well on their way of becoming good citizen also. They procure historical, practical, & technical knowledge of the Public Administration discipline in holistic manner, and can communicate their expertise to the world at large. Some Specific out comes are-

8. Students get educated about Fundamental, Origin, development, terminologies of Organizations, Principles of Administration and its application in Indian context.
9. Students will learn concepts of work distribution and managing the activities to perform it effectively & efficiently.
10. Students will learn glossary of discipline and actual functioning in decision and public policy making.
11. Students will gain knowledge about various and different countries constitutional & administrative setup.
12. Ability to enhance knowledge of organizational structure, functions, role, merits & Demerits of organizational efficiency etc.
13. Enhance student ability to think on various problems in Practical manner to resolve the problematic areas of common people. It will enhance the capacity building to performance area as per the prescribed.
14. It develops analytical, aesthetical approach in Indian Administration and knowledge about the Interdisciplinary approach for future Administrative diagram.

Elements of the program: Employability, Entrepreneurship, Skill Development

Relevance of the program: Local, National, Regional, Global & developmental needs

Relation of the program: Gender, Environment and Sustainability, Human Values & Professional Ethics.

Syllabus Designed, prepared and modified by

S.N	Name	BoS	post	institute
1.	Dr. O.P. Meena	Convener	Head Dept. of Public Adm.	Govt. P.G. College, Tonk
2.	Dr. Dharmendra Mishra	Member	Head Dept. of Public Adm.	MLV Govt. College, Bhilwara
3.	Dr. Deokanta Sharma	Member	Professor	MLV Govt. College, Bhilwara
4.	Dr. Jagmal Singh	External Member	Professor	JNVU, Jodhpur
4.	Dr. Prem Singh Rawlot	External Member	Professor	Bhopal Noble University, Udaipur

**Continuous Evaluation Methods of Assessment
(Applicable For all Theory courses)**

1. Seminar/Assignment/SmartPresentationonanygiventopicoftheParticularCourse	10Marks
2. TestwithMultipleChoiceQuestions/ShortAnswerType/EssayType	10Marks
3. Overallperformance throughoutthesemester(includesattendance,behaviour,Discipline&	10Marks
	Total- 30

**Continuous Evaluation Methods of Assessment
(Applicable Fo rall Practicalcourses)**

1. ProjectFile/Assignment/ModelonthetopicoftheParticularCourse	10Marks
2. Practical&Viva-Voce	10Marks
3. Overallperformance throughoutthesemester(includesattendance,behaviour,Discipline&	10Marks
<u>**A tour of any Institution, Place or interviewwithaoffice head is compulsory</u> <u>in a3-yearduration. Report with photographwill be submittedat the time of Practical.</u>	Total- 30



Maharshi Dayanand Saraswati University-Ajmer

Semester Wise Scheme of Papers

Under Graduate Programme in Public Administration

- All Coregroups (12Credits) are for the candidate who are opting single Major UG Program in Public Administration .

Year	Sem.	DSCC/ DSEC/ SEC/ VAC/	Course Code	Course Nomenclature	Theory/ Practical	Credit	EOSE / CA
1 st	Program: Undergraduate Degree,Level-5 Public Administration						
	I	CORE-1 DSCC	PADM5101P-C	PRINCIPLES OF PUBLIC ADMINISTRATION. (CORE I)	Theory	3	
		CORE-2 DSCC	PADM5102P-C	PUBLIC ADMINISTRATION IN PRACTICE: CENTRAL LEVEL.	Theory	3	
	II	CORE-1 DSCC	PADM5201P-C	ADMINISTRATIVE BEHAVIOUR. (CORE III)	Theory	3	
		CORE-2 DSCC	PADM5202P-C	PERSONNEL AND FINANCIAL ADMINISTRATION IN INDIA.	Theory	3	
	2 nd	Program: Undergraduate Degree,Level-5 Public Administration					
III		CORE-1 DSCC	PADM5301P-C	Administrative Thinkers (CORE V)	Theory	3	
		CORE-2 DSCC	PADM5302P-C	ADMINISTRATIVE INSTITUTIONS. (CORE VI)	Theory	3	
		Skill Enhance	PADM5303P-S	Public Office Administration (SKILL)	Practical	2	
IV		CORE-1 DSCC	PADM5401P-C	STATE ADMINISTRATION IN INDIA. (CORE VII)	Theory	3	
		CORE-2 DSCC	PADM5402P-C	Development Dynamics and Emerging Trends (core VIII)	Theory	3	
		Skill Enhance	PADM5403P-S	TECHNIQUES OF OFFICE ADMINISTRATION(SKILL)	Practical	2	

3 rd	Program: Undergraduate Degree, Level-5						
	Public Administration						
	V	Elective-1 DSEC-A	PADM5501P- DE	Comparative Public Administration	Theory	5	
		Skill Enhance ment	PADM5501P-S	URBAN LOCAL GOVERNANCE (skill)	Practical	2	
		Value Added- VAC	PADM5501P-V	Ethics and Values in Administration (Value)	VALUE	3	
	VI	Elective-1 DSEC-A	PADM5601P- DE	Constitution of India (ELECTIVE)	Theory	5	
		Skill Enhance ment	PADM5601P-S	Rural Local Governance	Practical	2	
		Value Added-	PADM5601P-V	Right to Information Act	VALUE	3	

Program: Undergraduate Degree, Level-5

I-Semester

PUBLIC ADMINISTRATION

Academic Year-2023-24

Course	Course Code	Course Nomenclature		Credit	Max. Marks
CORE-1 DSCC	PADM5101P-C	PRINCIPLES OF PUBLIC ADMINISTRATION.	Theory	3	
CORE-2 DSCC	PADM5102P-C	PUBLIC ADMINISTRATION IN PRACTICE: CENTRAL	Theory	3	

Semester I

PADM5101P-C;

PRINCIPLES OF PUBLIC ADMINISTRATION. (CORE I)

- Meaning, Nature, Scope and Significance of Public Administration, Public and Private Administration. Evolution and status of the discipline. Relationship with other subjects: Management, Political science, Law, Economics, Sociology.
- Organization: Meaning and forms of organizations. Bases of Organization, Formal and Informal Organization. Principles of Organization: Hierarchy, Unity of Command, Span of Control,
- Approaches to the study of public administration: Structural-functional, Behavioral, System and Public Choice.
- Scientific Management: Taylor and his legacy. Classical Theory: Basic philosophy, Contributions of Fayol, Urwick and Gullick. Human Relation Theory: Hawthorne Experiments and Contribution of Elton Mayo.
- Authority and Responsibility. Co-ordination, Centralization and Decentralization, Delegation and Supervision. Line and Staff agencies, Headquarter and Field Relationship.

Recommended Books :

1. Pffifner & 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. बी.एल. पडिया : लोक प्रशासन

PADM5102P-C

PUBLIC ADMINISTRATION IN PRACTICE: CENTRAL LEVEL. (CORE II)

- A brief introduction to the evolution of Indian Administration. Constitutional context of the Indian Administration.
- The Union Executive: President, His Position, Election Process, Power and Role. Relationship with Prime Minister. Prime Minister and Council of Minister. Relationship of P.M with his Council of Ministers.
- Organization and Functions of - Central Secretariat, Cabinet Secretariat, Prime Minister's Office. Ministry of Home and Finance.
- Public Enterprises: Department, Corporation and Company. Public Accountability and Control: its concept, executive, legislature and Judicial Control over Administration.
- Problem of Corruption and Redressal of Public Grievances. Efforts of Administrative Reforms with special reference to Central and State Machinery.

Recommended Books:

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

II-Semester

Course	CourseCode	CourseNomenclature		Credit	Max. Marks
CORE-1 DSCC	PADM5201P-C	ADMINISTRATIVE BEHAVIOUR. (CORE III)	Theory	3	
CORE-2 DSCC	PADM5202P-C	PERSONNEL AND FINANCIAL ADMINISTAION IN INDIA. (CORE IV)	Theory	3	

PADM5201P-C

ADMINISTRATIVE BEHAVIOUR. (CORE III)

- Decision Making: Meaning and Approaches to Decision Making.
- Communication: Meaning, Shanon-Weaver and Schramm model, Gateways to Effective communication.
- Control :Nature and Meaning, Elements of Control Process, Control devices- PERT,C.P.M
- Motivation: Meaning, McGregor's theory x and theory y, Maslow's Need Hierarchy.
Morale: Meaning, Measures to improve Morale.
- Leadership: Meaning, Types of leadership, Theories of leadership – Trait, Behavioral and Situational.

Recommended Books:

1. Pffifner&Presthus: PublicAdministration.
2. Felix A. Nigro: Modem PublicAdministration.
3. Rabber S. Basic: ActionAdministration.
4. Follet M.P.: DynamicAdministration.
5. March & Simon;Organisation.
6. Etzioni: A Comparative Analysis of ComplexOrganization.
7. William P. Sexton: OrganisationTheories.
8. Gerald Caiden: Dynamics of PublicAdministration.
9. अवस्थी एवं माहेश्वरी : लोक प्रशासन
10. महादेव प्रसाद शर्मा : लोक प्रशासन—सिद्धान्त एवंव्यवहार
11. Hoshiar Singh and Mohinder Singh: Public Administration in India: Theory & Practice. New Delhi, Sterling Pub., Reprint,1990.
12. Hoshiaar Singh and D.P. Singh: Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers,1990.

13. Pilani, G.P. and Hoshiar Singh: Administration and Social Changes, Jaipur; Printwell Pub., 1985.
14. Avasthi, A.: Central Administrative, Tata McGraw Hill Pub. Co. Pvt. Ltd., New Delhi, 1988.
15. Jain, R.B.: Contemporary Issues in Indian Administration, Delhi; Vishal Pub., 1976.
16. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
17. Bhambri, C.P.: Public Administration in India, Delhi Vikas, 1973.

PADM5202P-C

PERSONNEL AND FINANCIAL ADMINISTRATION IN INDIA.

(CORE IV)

- Meaning, Nature and Importance of Personnel Administration. Bureaucracy: Meaning and types, its advantage and disadvantage.
- Civil services: Position & Rank Classification, Recruitment and Training, Promotion, Pay and service conditions and Disciplinary Action.
- Role of civil Services in Administration. Relationship with Political Executive. Ethics in administration.
- Budget: Concept and forms. Formulation of Budget. Deficit Financing. Enactment and Execution of Budget in India.
- Parliamentary committees-Public Account Committee, Estimate Committee, Committee on Public Undertaking. Role of C.A.G.

Recommended Books;

1. Gerald Caiden: Dynamics of Public Administration.
2. अवस्थी एवं माहेश्वरी : लोक प्रशासन
3. महादेव प्रसाद शर्मा : लोक प्रशासन—सिद्धान्त एवं व्यवहार
4. Hoshiar Singh and Mohinder Singh: Public Administration in India: Theory & Practice. New Delhi, Sterling Pub., Reprint, 1990.
5. Hoshiaar Singh and D.P. Singh: Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.
6. Pilani, G.P. and Hoshiar Singh: Administration and Social Changes, Jaipur; Printwell Pub., 1985.
7. Avasthi, A.: Central Administrative, Tata McGraw Hill Pub. Co. Pvt. Ltd., New Delhi, 1988.
8. Jain, R.B.: Contemporary Issues in Indian Administration, Delhi; Vishal Pub., 1976.
9. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
10. Bhambri, C.P.: Public Administration in India, Delhi Vikas, 1973.
11. Finer: Theory and Practice of Modern Government (Chapters on Civil Service)
12. Gladden, EN: British Civil Service—Its Problems and Future.
13. Glen Stahl, O.: Public Personnel Administration.
14. Sinha, V.M.: Personnel Administration.
15. Maackenzie and Grore: Central Administration in Britain (Chapters on Personnel Administration).
16. Jain, C.M.: Sevavargiya Prashasan (Hindi)
17. Maheshwari, Shriram: Higher Civil Service in France.

Program: Undergraduate Degree, Level-5

III-Semester

PUBLIC ADMINISTRATION

Academic Year-2024-25

Course	Course Code	Course Nomenclature		Credit	Max. Marks
CORE-1 DSCC	PADM5301P-C	Administrative Thinkers (CORE V)	Theory	3	
CORE-2 DSCC	PADM5302P-C	ADMINISTRATIVE INSTITUTIONS. (CORE VI)	Theory	3	
Skill Enhance	PADM5303P-S	Public Office Administration (SKILL)	Practical	2	

PADM5301P-C

Administrative Thinkers (CORE V)

- **Kautilya** : Theory of State : Organs of State, Machinery of Government. **Woodrow Wilson**: Politics-Administration Dichotomy and the Dilemma, Views on Science of Public Administration.
- **Luther Gullick and L. Urwick** : Views on POSDCORB, Theory of Departmentalization, Human Factor and Time in Public Administration. **Henry Fayol**: Management as a true Science, Principles of Administration
- **M.P. Follet**: Constructive Conflict- Bases of Integration. Obstacles to Integration, Views on Power and Leadership. **Chris Argyris**: Maturity-Immaturity Continuum, Strategies for Organizational Change.
- **Chester Barnard**: Views on Organization, Authority, Functions of Chief Executive. Herzberg: Two Factor Theory, Job Enlargement. **Herbert Simon**: On Proverbs of Administration, Decision Making, Modes of Organizational Influence
- **Max Weber**: Views on Authority systems, Ideal Type Methodology, Ideal Type Bureaucracy. **Karl Marx**: Doctrine of Dialectical Materialism, Views on Hierarchy of Knowledge Bureaucracy-.

Recommended Books;

1. Amitai Entzoni: 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. Tillett 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.

PADM5302P-C

ADMINISTRATIVE INSTITUTIONS. (CORE VI)

1. Meaning and Importance of Administrative Institutions. Role of Administrative Institutions in a democratic and welfare state. Features of Democratic Administration.
2. A brief introduction to the features of laissez faire, Welfare and Administrative State. Deinstitutionalization of Administrative Institutions.
3. Role of Executive, Legislature and Judiciary in State affairs. Political parties and Pressure Group- their role and interplay.
4. Constitutional Institutions: Finance Commission, U.P.S.C, Election Commission, C.A.G
5. Non-Constitutional Institutions: NITI Aayog, National Human Rights commission, Central vigilance commission, Lokpal and Lokayuktas.

Recommended Books;

1. Prof Ashok Sharma, Bharat mein Prashasnik Sansthayen, RBSA, Jaipur
2. Prof. Ravindra Singh and Vikrant Sharma, Bharat mein Prashasnik Sansthayen, College Book Depot, Jaipur
3. C.B. Ghena, Tulanatmak Rajniti, Vikas Publishing House, Jaipur
4. J.C. Johari Indian Government and Politics,
5. Dr. B. L. Fadia, Prashasnik Sansthayen,
6. Nandini Upreti, Vishvke Pramukh Savindhan

PADM5303P-S
Public Office Administration (SKILL)

The Objectives of the Course are:

1. To understand the concept of Office;
2. To comprehend the administrative process in office;
3. To identify the challenges of public office administration in the background of ICT
4. To sketch out the impact of technology in office administration

Introduction

Office Administration: Meaning, Scope & Importance of Office. Changing Nature of Public Office

Basic Principles of Office Organization

Office Organization and Management

Office Planning, Office Accommodation and Lay-out, Office Environment

Office Filing System

Forms: Management and Control, Filing System and Classification, Management of Office Records

Office Communication

Periodical Reports, Office Communication; Correspondence, Inventory Control; Office Stationery

References:

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

Program: Undergraduate DEGREE, Level-5

IV-Semester

Course	Course Code	Course Nomenclature		Credit	Max. Marks
CORE-1 DSCC	PADM5401P-C	STATE ADMINISTRATION IN INDIA. (CORE VII)	Theory	3	
CORE-2 DSCC	PADM5402P-C	Development Dynamics and Emerging Trends (core VIII)	Theory	3	
Skill Enhance	PADM5403P-S	TECHNIQUES OF OFFICE ADMINISTRATION(SKILL)	Practical	2	

PADM5401P-C

STATE ADMINISTRATION IN INDIA. (CORE VII)

- Position of States in Indian Federation. Importance of State Administration in India. The State Executive: Governor, His Position, Powers and role in State Administration.
- Chief Minister and Council of Ministers. Relationship with Governor, areas of Conflict. State Secretariat, C.M.O, Cabinet Secretary, Department of Home and Finance – their Organization and functions.
- Directorate of College, Agriculture and Health - their Organization and functions. Meaning and Importance of District Administration in India. A general layout of District Administration.
- Powers, Functions and Role of District collector. Changing role of District Collector. Need for Divisional Level of Administration. Powers, Functions and Role of Divisional Commissioner.
- Role of S.D.O, Tehsildar, Patwari and Gram Sachiv(V.D.O) in District Administration. Administration. Agencies of District Development programs, Role of District Planning Committee. Police Administration- its composition and role in maintaining Law and Order.

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 Mauliet 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. Sharaia, Ravindra: Rajya Prashasan(Hindi).

PADM5402P-C
Development Dynamics and Emerging Trends (core VIII)

Comparative & Development Administration

- a. Comparative Administration:
- b. Development Administration
- c. Changing Dynamics of Development Administration

New Public Administration

- a. New Public Administration – Minnowbrook-I
- b. New Public Administration – Minnowbrook-II
- c. New Public Administration – Minnowbrook-II

Market Theories

- a. Public Choice Approach
- b. New Public Management

Emerging Trends-I

- A. Public Policy : Models of Public Policy
- B. Public Policy and Governance

Emerging Trends-II

- a. Globalization and Public Administration
- b. Present Status of Public Administration in the context of Globalization

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 (Ann Arbor : University of Michigan Press, 1962).
3. Nimrod Rapheels: Readings in Comparative Public Administration (Boston, Allyn & 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. : rgyukRedyksdiz'kklu
8. Ramesh K. Arora : rgyukRedyksdiz'kklu
9. Irvin Swerdlon (ed.): Towards the Comparative Study of Public Administration.
10. Siffin W.J.: Towards the Comparative Study of Public Administration, Indiana University Press, Bloomington Indian, 1959).
11. Verma, S.P. and Sharma, S.K. (ed.): Development Administration, New Delhi, JIPA.
12. Bhalerao, C.N. (ed.): Administration, Politics & Development in India. Bombay, Lai Pani Pub. House, 1972.
13. Braibhanti and Spengler, J.S.: Administration and Economic Development in India. Duke Univ. Press.

14. Sharma, S.K. (ed.): Dynamics of Development (two volumes). New Delhi, Concept Publishing House.
15. Fred, W. Riggs (ed.): Frontiers of Development Administration. Durham, NC Duke Univ. Press.
16. Joseph, La Palombara (ed.): Bureaucracy and Political Development. Princeton, NBJ Princeton Univ. Press 1963.
17. Cherry Oertzel, Maur Goldschmidt and Donald Rotchild: Government and Politics in Kenya, Nairobi, 1970.
18. Roy Macridis and Brown: Comparative Politics, 4th Ed., Hon wood Dorsey Press, 1972.

PADM5403P-S

TECHNIQUES OF OFFICE ADMINISTRATION(SKILL

Techniques

- a) Work Study, Work Measurement, Work Simplification
- b) Management by Objectives
- c) Office Supervision

Issues in Office Administration

- a) Social System and Public Office Administration
- b) Staff Welfare
- c) Office Management in Government: Issues

Introduction to Technology

- a) Introduction to ICT
- b) Management by Office Computerization
- c) Internet and Intranet

Trends in Office Administration

Office Automation, Back Office Operations and Front Office Delivery, Paperless Office

Expected Outcomes

After study of the course, the learner is expected:

1. Understand the meaning and related concepts of Office and office management;
2. Explain the filing and record management
3. Identify the issues and challenges in functioning of public office

Books Recommended:

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. Balchandran, Office Management, Tata McGraw Hill, New Delhi, 2009.
5. Schulze, William J, Office Administration, McGraw Hill Co., New York, 1919.
6. Kumar, Archana, Computer Basics with Office Automation, I.K. International Publication, 2010
7. Don, Tapscott, Office Automation: A User-Driven Method, Springer, New York, 2012
8. Smith Judith Read and others, Record Management, South Western, 2002.

Program: Undergraduate DEGREE, Level-5

V-Semester

PUBLIC ADMINISTRATION
Academic Year-2025-26

Course	Course Code	Course Nomenclature		Credit	Max.
Elective-1 DSEC-A	PADM5501P-DE	Comparative Public Administration	Theory	5	
Skill Enhancement	PADM5501P-S	URBAN LOCAL GOVERNANCE (skill)	Practical	2	
Value Added-VAC	PADM5501P-V	Ethics and Values in Administration (Value)	VALUE	3	

PADM5501P-DE

Comparative Public Administration

- Meaning, Nature and Significance of Comparative Public Administration. Evolution of Comparative Public Administration Features of Administration in Developed and Developing Countries. New Trends in Comparative studies,
- Approaches to the study of Comparative Public Administration: System, Structural-Functional and Behavioural.
- Comparative Models of Riggs's: Fused-Prismatic-diffracted Model, Prismatic-Sala Model. Riggs views on Development. Contribution of Ferrel Heady, William Siffins and Montgomery in Comparative Public Administration.
- Constitutional Environment and Salient Features of Administrative System in U.K, USA, France and China. A comparative study of the powers and position of the Heads of Government U.K, U.S.A, INDIA, FRANCE AND CHINA.
- A brief study of Treasury System (UK), Independent Regulatory Commission (USA), Prefect System (France) and Ombudsman (Sweden) and CCP (China).

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 (Ann Arbor : University of Michigan Press, 1962).
3. Nimrod Rapheels: Readings in Comparative Public Administration (Boston, Allyn & 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. : rgyukRedyksdiz"kklu
8. Irvin Swerdlon (ed.): Towards the Comparative Study of Public Administration.
9. Siffin W.J.: Towards the Comparative Study of Public Administration, Indiana University Press, Bloomington Indian, 1959).

PADM5501P-S
URBAN LOCAL GOVERNANCE (skill)

- **Local Organisations for Urban Development**
 - a. Evolution of Urban Local Bodies- Pattern, Functions and Performance.
 - b. Constitutional Status of Urban Local Governments with special reference to 74th Constitutional Amendment.
- **Strategies for Urban Development**
 - a. Urban Development: Strategies, Programs and Issues
 - b. Finances of Urban Local Governments
- **Urban Services**
 - a. Basic Services and Welfare Measures in Urban Areas
 - b. Urban Development Authorities
 - c. Sustainable Development and Future of Urban Governance
- **Agencies and Programs for Rural and Urban Sector**
 - a. Development Planning, District Planning Committee
 - b. Special Agencies Urban Development
 - c. Elimination of Poverty Initiatives in Urban Areas
- **Emerging Trends**
 - a. Urban Reforms in India: SMART and AMRUT Cities
 - b. Swachh Bharat Mission
 - c. Urban Unrest

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: Hkkjresafgkj;k'kklu
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.

PADM5501P-V

Ethics and Values in Administration (Value)

- Ethics and Human Interface: The Essence of Ethics, Determinants and Consequences of Ethics in Human Interaction, Ethics in private and public relationships, Human Values – lessons from the lives and teachings of great leaders, Role of family, society and Educational Institutions in inculcating moral and Ethical Values.
- Contributions of Thinkers and Philosophers : Contributions of moral thinkers and philosophers from India and the world to the concepts of morality,
- Aptitude: Content, Structure and Function of attitude, Influence of Attitude in thought and behavior Attitude: Aptitude and Foundational values of Civil Service, Integrity, Impartiality and Non-partisanship, Dedication to Public Service, Empathy, tolerance, and compassion towards the weaker sections of the society
- Emotional Intelligence: Concepts of emotional intelligence, Utility and application of emotional intelligence in administration and governance Public/Civil Service Values and Ethics in Public Administration : Status and associated problems, Ethical concerns and dilemmas in government and private institutions, Laws, rules, regulations and conscience as sources of ethical guidance,
- Accountability and ethical governance, strengthening of ethical and moral values in governance. Probity in Governance : The philosophical basis of governance and probity, Information sharing and transparency in government, Right to Information, Codes of ethics, Codes of Conduct, Citizen's Charters, Work culture, Challenges of corruption.

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

Program: Undergraduate DEGREE, Level-5

VI-Semester

Course	CourseCode	CourseNomenclature		Credit	Max. Marks
Elective-1 DSEC-A	PADM5601P- DE	Constitution of India (ELECTIVE)	Theory	5	
Skill Enhance	PADM5601P-S	Rural Local Governance	Practical	2	
Value Added	PADM5601P-V	Right to Information Act	VALUE	3	

PADM5601P-DE

Constitution of India (ELECTIVE)

- Constitutional Development and framing of Present Constitution, Features of Indian Constitution. Citizen and State: Fundamental Rights. Directive Principles of the State Policy, Rule of Law and Constitutional Conventions
- Parliament: Lok Sabha and Rajya Sabha—Their Composition, Functions, Powers and Relations.
- Judiciary: Supreme Court and High Court— Organization, Powers, Functions and Role. Emergency Provisions State Legislative: Vidhan Sabha and Vidhan Parishad—Their Composition, Powers, Functions And Relationship.
- Governor: Position, Power And Relation With President, Chief Minister- Position, Power, and Relation with Governor.
- Constitutional Amendment Process - major Constitutional Amendments, Doctrine of Basic Structure. Services under the Union and State.

Books Recommended:

1. Mombwall, K.R.: Government and Politics in India, Ambala Cantt., Modern Publications, 1981.
2. Basu, D.D. : Constitutional Law of India, Bombay, Prentice Hall of India.
3. Dube, S.C. (ed.): Public Services and Social Responsibility, New Delhi, Vikas, 1979.
4. Fadia, B.L.: Indian Government and Politics, Agra, Sahitya Bhawan, 1992.
5. Shiva Rao: The Framing of Indian Constitution, Bombay, N.M. Tripathi & Co., 1969.
6. Palmer-Norman, D. : Elections and Political Development, New Delhi, Vikas, 1976.

PADM5601P-S

Rural Local Governance

- Meaning of Democratic Decentralization and Local government. Evolution of Rural Governance Institutions-Balwant Rai Mehta and Ashok Mehta Committee.
- Third Generation Panchayats, Constitutional Status of Rural Local Government- with special reference to 73rd Constitutional Amendment. Local Organizations for Rural Development. Panchayati Raj: Patterns, Functions and Performance.
- Finances of Panchayati Raj Institutions --- State Finance Commission. Rural Development: Strategies, Programs and Issues. Co-operatives: Structure, Functions and Performance.
- Basic Services and Welfare Measures in Rural Areas (MNREGA, NRLM, RURBAN MISSION).
- State Control over Rural Local Governments. Emerging Trends- Rural Unrest, Land Reforms, Corporatization of Agriculture.

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. Printwell 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., Jalandhar, 1992.
10. Malik, A.S.: Concept and Strategy of Rural Industrial Development, New Delhi, MPPub., 1995.

PADM5601P-V

Right to Information Act (Value)

- Definitions, Obligations of public authorities. Designation of Public Information Officers
- Request for obtaining information Disposal of request Exemption from disclosure of information Grounds for rejection to access in certain cases.
- Third party information,
- Constitution of Central and State Information Commissions - Powers and functions, Removal of Chief Information Commissioner or Information Commissioner
- Appeal Penalties Act not to apply to certain organizations

Books Recommended:

1. Shailesh Gandhi and Pralhad Kachare, RTI, ACT, Authentic Interpretation of the statute, Vakil, Feffer And Simons Pvt Ltd, Mumbai, 2016
2. Surendrasingh, Suchana Ka Adhikar, Rajasthan Hindi Granth Akadami (Hindi) Jaipur
3. Davendra Singh, Suchana Ka Adhikar-2005,
4. <http://www.jansoochana.rajasthan.gov.in>