

To,

The Principal Secretary to Governor  
Raj Bhavan, Patna

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

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

Sir,

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

Yours faithfully

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(Proposed Course Structure to be introduced at under graduate level in Universities of Bihar)

**Public Administration**  
(A) Major Core Courses

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

Sub Total = 80

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

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

Sub Total = 32

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

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(C) Multidisciplinary Courses to be offered

Sl. No.	Sem	Type of Course	Name of Course	Credits	Marks
1.	I	MDC-1	To be selected from the basket	3	100
2.	II	MDC-2	To be selected from the basket	3	100
3.	III	MDC-3	To be selected from the basket	3	100

Sub Total = 09

(D) Ability Enhancement Courses to be offered

Sl. No.	Sem	Type of Course	Name of Course	Credits	Marks
1.	I	AEC-1	MIL	2	100
2.	II	AEC-2	Environmental Science	2	100
3.	III	AEC-3	Disaster Risk Management	2	100
4.	IV	AEC-4	NCC/NSS/NGOs/Social Service/ Scout and Guide/Sports	2	100

Sub Total = 08

(E) Skill Enhancement Courses to be offered

Sl. No.	Sem	Type of Course	Name of Course	Credits	Marks
1.	I	SEC-1	To be selected from the basket	3	100
2.	II	SEC-2	To be selected from the basket	3	100
3.	III	SEC-3	To be selected from the basket	3	100

Sub Total = 09

(F) Value Added Courses to be offered

Sl. No.	Sem	Type of Course	Name of Course	Credits	Marks
1.	I	VAC-1	To be selected from the basket	3	100
2.	II	VAC-2	To be selected from the basket	3	100

Sub Total = 06

Sl. No.	Sem	Type of Course	Name of Course	Credits	Marks
1.	v	INT-1	Summer Internship	4	100

Sl. No.	Sem	Type of Course	Name of Course	Credits	Marks
1.	VIII	RP-1	Research/Dissertation	12	100

Grand Total = 160 Credits

(G) Basket for Multidisciplinary Courses (MDC)  
To be decided by Respective Department

(H) Basket for Skill Enhancement Courses (SEC)  
See at the end of structure (this booklet)

(I) Basket for Value Added Courses (VAC)  
See at the end of structure (this booklet)

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

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## Submission of CBCS Structure for review and approval

Undergraduate 04 Years <sup>LOCF</sup> ~~CBCS~~ programme on Public Administration for Universities of Bihar.

### MAJOR CORE COURSES

#### Public Administration

##### Programme Outcome

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

**PO1:** Theoretical and Practical Knowledge of Public Administration.

**PO2:** Enhanced leadership skills in a given Society.

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

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## SEMESTER III

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

### Course Learning Outcomes

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

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

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

### **Suggested Readings:**

- 1) Arora, Ramesh K. and Goyal, Rajni (1997). Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi.
- 2) Avasthi, A and Avasthi, A P (2004). Indian Administration. Laksmi Narain Aggarwal: Agra.
- 3) Chakrabarti, B. and Chanda, P.(2017). Bhartiya Prashasan: Vikas evam Padyati. Sage Publications, New Delhi.

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

**Additional Readings:**

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

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### Suggested Readings:

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

### Additional Readings:

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

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## SEMESTER IV

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

Full Marks : 100  
 ESE : 70  
 CIA : 30

### Course Objectives

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

### Course Learning Outcomes

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

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

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

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### Suggested Readings:

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

### Additional Readings:

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

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## SEMESTER IV

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

Full Marks : 100  
 ESE : 70  
 CIA : 30

### Course Objectives

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

### Course Learning Outcomes

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

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

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

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	Tutorial	10
	TOTAL	60

Suggested Readings:

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

Additional Readings:

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

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## SEMESTER IV

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

### Course Learning Outcomes

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

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

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

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Suggested Readings:

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

Additional Readings:

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

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## SEMESTER V

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

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

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

### Course Learning Outcomes

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

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

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

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

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

### **Suggested Readings:**

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

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

**Additional Readings:**

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

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## SEMESTER V

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

### Course Learning Outcomes

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

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

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

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### Suggested Readings:

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

### Additional Readings:

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

Mukul  
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Chetan  
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Puj  
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## SEMESTER VI

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

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

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

### Course Learning Outcomes

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

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

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

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

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

#### Suggested Readings:

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

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

Additional Readings:

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

Ankur  
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## SEMESTER VI

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

### Course Learning Outcomes

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

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

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

### Suggested Readings:

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

### Additional Readings:

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

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

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## SEMESTER VI

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

Full Marks : 100  
 ESE : 70  
 CIA : 30

### Course Objectives

**CO1:** To generate an awareness of the theoretical perspectives on public policy in the students.

**CO2:** To acquaint the students with the models and approaches of public policy.

**CO3:** To develop an understanding of the role of various institutions and agencies in policy process

### Course Learning Outcomes

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

**CLO1:** Describe the concept and significance of public policy in the development process.

**CLO2:** Explain the various models and approaches to public policy.

**CLO3:** Analyze the role of various institutions and agencies in the different stages of policy process.

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

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*Pratik*  
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### Suggested Readings:

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

### Additional Readings:

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

Chunika K  
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Rashmi  
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Prashant  
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## SEMESTER VII

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

### Course Learning Outcomes

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

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

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

### Suggested Readings:

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

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

**Additional Readings:**

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

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## SEMESTER VII

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

### Course Objectives

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

### Course Learning Outcomes

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

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

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

### Suggested Readings:

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

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5) Maheshwari, R. Bharatiya Prashasan, Orient Blackswan

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

**Additional Readings:**

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

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

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

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

Ashwini  
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## SEMESTER VIII

PAPER :  
TITLE OF THE PAPER :  
CREDIT :

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

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

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

### Course Learning Outcomes

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

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

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

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

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

Suggested Readings:

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

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## SEMESTER VIII

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

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

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

### Course Learning Outcomes

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

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

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

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

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

#### Suggested Readings:

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

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

Additional Readings:

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

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# MINOR COURSES

## Public Administration

### Programme Outcome

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

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## SEMESTER-I

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

### Course Objectives

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

### Course Outcomes

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

### **MIC 1: Introduction to Public Administration**

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

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*A. S. D.*  
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*P. S. D.*  
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*S. R. D.*  
19.09.2023  
*P. S. D.*  
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Suggested Readings –

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

Additional Readings –

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

Pradeep  
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Aditi Singh  
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## SEMESTER-II

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

### Course Objectives

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

### Course Outcomes

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

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

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Suggested Readings-

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

Additional Readings-

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

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## SEMESTER III

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

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

### Course Learning Outcomes

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

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

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

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

### **Suggested Readings:**

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

### **Additional Readings:**

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

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## SEMESTER IV

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

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

### Course Learning Outcomes

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

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

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

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

### Suggested Readings:

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

### Additional Readings:

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

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## SEMESTER V

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

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

### Course Learning Outcomes

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

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

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

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

### **Suggested Readings:**

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

### **Additional Readings:**

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

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

## SEMESTER V

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

Full Marks : 100  
 ESE : 70  
 CIA : 30

### Course Objectives

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

### Course Learning Outcomes

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

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

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

### **Suggested Readings:**

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

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

**Additional Readings:**

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

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## SEMESTER VI

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

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

### Course Learning Outcomes

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

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

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

#### Suggested Readings:

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

#### Additional Readings:

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

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

## SEMESTER VI

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

Full Marks : 100  
 ESE : 70  
 CIA : 30

### Course Objectives

**CO1:** To understand conceptual framework of Administrative Law.

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

### Course Learning Outcomes

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

**CLO1:** Comprehend the conceptual framework of Administrative Law.

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

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

#### **Suggested Readings:**

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

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**Additional Readings:**

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

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## SEMESTER VII

PAPER : MIC-9  
TITLE OF THE PAPER : Financial Administration  
CREDIT : 4

Full Marks : 100  
ESE : 70  
CIA : 30

### Course Objectives

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

### Course Learning Outcomes

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

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

**CO2:** Understand the budget process in India.

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

Suggested Readings:

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

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

**Additional Readings:**

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

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## SEMESTER VIII

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

### Course Objectives

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

### Course Learning Outcomes

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

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

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

### Suggested Readings:

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

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

**Additional Readings:**

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

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