

NEP-2020

Syllabus

Master in Public Administration (MPA)

(Approved by BoS in its meeting held on 25.08.2023)

**DEPARTMENT OF POLITICAL SCIENCE
CHAUDHARY CHARAN SINGH UNIVERSITY
MEERUT**

DEPARTMENT OF POLITICAL SCIENCE
CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT
NATIONAL EDUCATION POLICY- 2020

		Max. Ext.	Mark. - Inpt.*	100 Total	Credit
M.P.A. 1st Semester					
Core Compulsory Course					
Course-I	FOUNDATIONS OF ADMINISTRATIVE SYSTEM	70	30	100	4
Course -II	INTRODUCTION TO PUBLIC ADMINISTRATION	70	30	100	4
Course -III	ADMINISTRATIVE THEORY	70	30	100	4
Course -IV	INDIAN ADMINISTRATION	70	30	100	4
Course –V	PRACTICAL	70	30	100	4
Research Project					
Course –VI	DISSERTATION AND VIVA-VOCE	70	30	100	4
M.P.A. 2nd Semester					
Core Compulsory Course					
Course VII	THEORY AND PRACTICE OF LOCAL GOVERNMENT	70	30	100	4
Course -VIII	INDIAN ADMINISTRATIVE THINKERS	70	30	100	4
Course –IX	CONSTITUTIONAL FRAME WORK OF INDIAN ADMINISTRATION	70	30	100	4
Course –X	PRACTICAL	70	30	100	4
Core Elective Course					
Course -XI	RESEARCH METHODOLOGY	70	30	100	4
OR					
Course –XI	COMPARATIVE PUBLIC ADMINISTRATION				
Minor Elective					
Course –XII	DEVELOPMENT ADMINISTRATION	70	30	100	4
OR					
Course –XII	ADMINISTRATIVE LAW				
Research Project					
Course –XIII	DISSERTATION AND VIVA-VOCE	70	30	100	4
M.P.A. 3rd Semester					
Core Compulsory Course					
Course –XIV	WESTERN ADMINISTRATIVE THINKERS	70	30	100	4
Course –XV	ANCIENT INDIAN ADMINISTRATION	70	30	100	4
Course –XVI	PRACTICAL	70	30	100	4
Core Elective Course					
Course -XVII	FINANCIAL ADMINISTRATION	70	30	100	4
OR					
Course –XVII	PERSONNEL ADMINISTRATION				
Course -XVIII	SOCIAL WELFARE ADMINISTRATION	70	30	100	4
OR					
Course-XVIII	PUBLIC POLICY PROCESS IN INDIA				
OR					
Course-XVIII	PUBLIC POLICY				

		Research Project					
Course-XIX	DISSERTATION AND VIVA-VOCE	70	30	100	4		
M.P.A. 4th Semester							
		Core Compulsory Course		Ext.	Int.	Total	Credit
Course –XX	CONTEMPORARY ISSUES IN INDIAN ADMINISTRATION	70	30	100	4		
Course –XXI	PRACTICAL	70	30	100	4		
		Core Elective Course					
Course -XXII	RURAL LOCAL GOVERNMENT IN INDIA OR	70	30	100	4		
Course –XXII	URBAN LOCAL GOVERNANCE IN INDIA OR						
Course –XXII	MANAGEMENT OF PUBLIC ENTERPRISES						
Course -XXIII	ORGANISATIONAL BEHAVIOUR OR	70	30	100	4		
Course –XXIII	INDIAN CIVIL SERVICES OR						
Course -XX II	HUMAN RESOURCE MANAGEMENT						
Course -XXIV	E-GOVERNANCE OR	70	30	100	4		
Course -XXIV	GOOD GOVERNANCE AND ADMINISTRATION						
		Research Project					
Course –XXVI	DISSERTATION AND VIVA-VOCE	70	30	100	4		

*** 30 Marks Internal Assessment shall consist of:-**

- A. Three monthly tests of 06 marks each. Out of three best two tests=12
- B. One term paper + its presentation + Discussion = 12
- C. Academic performance (class performance, discipline, punctuality and regularity in the class)
=06

Programme/Class: M.P.A.		Year: Two	Semester: First
Subject: Public Administration			
Course Code:	Course Title: Foundations of Administrative System		(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Foundations of Administrative System.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Foundations of Administrative System.</p>			
Credits: 4		Core Compulsory	
Max. Marks: 100		Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60			
Unit	Topics		No. of Lectures Total 60.....
I	Society, State, Government, Administration		12
II	Forms of Government; Parliamentary and Presidential, Coalition Government, Unitary and Federal System.		12
III	Organs: Legislature, Executive, Judiciary		12
IV	Political Legitimacy, Political Development, Political Culture		12
V	Political Parties; Pressure Groups, Electoral Reforms.		12
Suggested Readings: Will be added later on.....			
This course can be opted as an elective/ value added course by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: As per University rules.			

Programme/Class: M.P.A.		Year: Two	Semester: First
Subject: Public Administration			
Course Code:	Course Title: Introduction to Public Administration		(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Introduction to Public Administration.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Introduction to Public Administration.</p>			
Credits: 4		Core Compulsory	
Max. Marks: 100		Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60			
Unit	Topics		No. of Lectures Total 60.....
I	Public Administration; Meaning, Nature, Scope and Significance		12
II	Ecology of Administration, Public and Private Administration		12
III	Evolution of Public Administration: NPA, NPM, State vs. Market Debate.		12
IV	Principles of Organizations: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility, Delegation, Supervision, Line, Staff and Auxiliary Agencies.		12
V	Administrative Process: Decision-Making, Leadership, Communication		12
Suggested Readings: Will be added later on.....			
This course can be opted as an elective/ value added course by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: As per University rules.			

Programme/Class: M.P.A.	Year: Two	Semester: First
Subject: Public Administration		
Course Code:	Course Title: Administrative Theory	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Theories of Public Administration.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Theories of Public Administration.</p>		
Credits: 4		Core Compulsory
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Traditions of Theorisation, Indian Tradition of Administration	12
II	Classical Theory, Beaucrocratic Theory	12
III	Human-Relations Theory, Behavioural Theory	12
IV	Ecological Theory, System Theory	12
V	Public Choice, Critical Theory, Post Modernism	12
Suggested Readings: Will be added later on.....		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.		Year: Two	Semester: First
Subject: Public Administration			
Course Code:		Course Title: Indian Administration	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Indian Administration</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Indian Administration</p>			
Credits: 4		Core Compulsory	
Max. Marks: 100		Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60			
Unit	Topics		No. of Lectures Total 60.....
I	Evolution of Indian Administration: Ancient, Mauryan, Mugal and British Period, Salient features of Indian Administration.		12
II	Union Executive: The President, The Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat, P.M.O.		12
III	State Executive: The Governor, the Chief Minister, Council of Ministers, Chief Secretary, State Secretariat		12
IV	District and Local Government: District Administration, District Magistrate: Functions and Role in Law and Order and Development, Structure and Functions of Urban and Rural Local Government.		12
V	Criminal Justice Administration in India, Law and Order Administration.		12
Suggested Readings: Will be added later on.....			
This course can be opted as an elective/ value added course by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: As per University rules.			

Programme/Class: M.P.A.	Year: Two	Semester: First
Subject: Public Administration		
Course Code:	Course Title: Practical	(Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone practical faculties of students on the core themes of applied Public Administration .</p> <p>Course outcomes: After studying this paper, students should be able to creatively apply the skills of applied Public Administration in the chosen sphere of life.</p>		
Credits: 4		Core Compulsory
Max. Marks: 100		Min. Passing Marks:40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Book Review /Preparation of Bibliography	12
II	Research Documentation / Special Presentation	12
III	Group Discussion / Survey Work	12
IV	Visit to Local bodies of Administration and Reporting	12
V	Questionnaire / Schedule Preparation, etc	12
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.A.	Year: Two	Semester: First
Subject: Public Administration		
Course Code:	Course Title: DISSERTATION and VIVA-VOCE	(Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone practical faculties of students on the core themes of applied Public Administration.</p> <p>Course outcomes: After studying this paper, students should be able to creatively apply the skills of applied Public Administration in the chosen sphere of life.</p>		
Credits: 4	Core Compulsory	
Max. Marks: 100	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
<p>This paper shall be divided into two parts Dissertation + Viva Voce.</p> <p>Internal-</p> <p>The student shall take up one topic of dissertation under the supervision of one of the faculty members. The number of the students for this work shall be decided by the joint decision of the faculty members.</p> <p>External:-</p> <p>Every candidate shall have to present himself/herself with the dissertation before the board of examiners consisting of one external examiner appointed by the university and the supervisor of the said candidate</p> <p>Learning Outcome- After successful completion of this course, the student shall be able to understand, comprehend and analyze various aspects and dimensions of the topic covered by him/her in the dissertation.</p>		
Suggested Readings: Will be added later on.....		
<p>This course can be opted as an elective/ value added course by the students of following subjects: Open for all </p>		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Second
Subject: Public Administration		
Course Code:	Course Title: Theory and Practice of Local Government	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Traditions of Political Theory and Practice of Local Government.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Theory and Practice of Local Government.</p>		
Credits: 4		Core Compulsory
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Evolution of Local Government : Ancient Indian, Colonial, Post Independence, 73 rd Amendment	12
II	Salient Features of Local Government in India	12
III	Meaning, Nature and Significance Local Government. Forms of Local Government: Deconcentration, Decentralization	12
IV	Status, Areas, Levels and Functions of Local Bodies. Control over Local Bodies: Scope and Techniques.	12
V	Challenges and Reforms in Local Governance	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Second
Subject: Public Administration		
Course Code:	Course Title: Indian Administrative Thinkers	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Indian Administrative Thinkers</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Indian Administrative Thinkers</p>		
Credits: 4		Core Compulsory
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Valmiki, Vyas, Manu	12
II	Shukra, Kautilya, Kamandaka	12
III	Somdev Suri, Berni, Samarth Guru Ramdas, Sikh Tradition	12
IV	M.K. Gandhi, Jawahar Lal Nehru, Sardar Vallabh Bhai Patel	12
V	Jai Prakash Narayan, Dr. Ram Manohar Lohia, Dr. B.R. Ambedkar	12
Suggested Readings: Will be added later on.....		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.		Year: Two	Semester: Second
Subject: Public Administration			
Course Code:		Course Title: Constitutional Framework of Indian Administration	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Constitutional Framework of Indian Administration.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Constitutional Framework of Indian Administration.</p>			
Credits: 4		Core Compulsory	
Max. Marks: 100		Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60			
Unit	Topics		No. of Lectures Total 60.....
I	Framework of Indian Administration: Constitutional values, Administrative traditions and Political Administrative Culture		12
II	Preamble, Parliamentary Democracy		12
III	Fundamental Rights, Directive Principles of State policy		12
IV	Federalism, Democratic Decentralisation		12
V	Constitutional and Statutory Bodies: UPSC, Election Commission, Finance Commission, NHRC		12
Suggested Readings: Will be added later on.....			
This course can be opted as an elective/ value added course by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: As per University rules.			

Programme/Class: M.P.A.	Year: Two	Semester: Second
Subject: Public Administration		
Course Code:	Course Title: Practical	(Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone practical faculties of students on the core themes of applied Public Administration.</p> <p>Course outcomes: After studying this paper, students should be able to creatively apply the skills of applied Public Administration in the chosen sphere of life.</p>		
Credits: 4		Core Compulsory
Max. Marks: 100		Min. Passing Marks:40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Book Review /Preparation of Bibliography	12
II	Research Documentation / Special Presentation	12
III	Group Discussion / Survey Work	12
IV	Collaborative Field Work / Data Collection	12
V	Questionnaire / Schedule Preparation, etc	12
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.		Year: Two	Semester: Second
Subject: Public Administration			
Course Code:		Course Title: Research Methodology	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Research Methodology .</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Traditions of Research Methodology.</p>			
Credits: 4		Core Elective	
Max. Marks: 100		Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60			
Unit	Topics		No. of Lectures Total 60.....
I	Fundamentals of Research Meaning, Kinds, Nature & Scope Scientific & Normative Research		12
II	Research Design Problem Formulation, Hypothesis, Review of Literature		12
III	Methods & Tools of Data Collection		12
IV	Data and Analysis and Processing- Statistical Tools & Computer Application		12
V	Writing Research Report		12
Suggested Readings: Will be added later on.....			
This course can be opted as an elective/ value added course by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: As per University rules.			

Programme/Class: M.P.A.	Year: Two	Semester: Second
Subject: Public Administration		
Course Code:	Course Title: Comparative Public Administration	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Comparative Public Administration</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Comparative Public Administration</p>		
Credits: 4		Core Elective
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Concept, Nature, Scope and Significance of Comparative Public Administration.	12
II	Genesis and Evolution of Comparative Public Administration	12
III	Approaches to Comparative Administration : Institutional, Behavioral, Structural, Functional, Ecological and Systems Approaches	12
IV	Problems of Comparative Research, Comparative Studies, Influence of Globalization	12
V	Salient Features of the Administrative Systems of USA, UK, Japan and France	12
Suggested Readings: Will be added later on.....		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.		Year: Two	Semester: Second
Subject: Public Administration			
Course Code:		Course Title: : Development Administration	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Development Administration</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Development Administration</p>			
Credits: 4		Minor Elective	
Max. Marks: 100		Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60			
Unit	Topics		No. of Lectures Total 60.....
I	Concept, Scope, Objectives, Features and Significance of Development Administration.		12
II	Political, Economic and Socio-Cultural Contexts of Development Administration.		12
III	Impact of International Donor Agencies on Development Administration; Good Governance, Entrepreneurial Government etc.		12
IV	Role of Bureaucracy in Development, Emergence of Non-State Actors in Development, Administration, Public Private Partnership		12
V	Corporate Social responsibility, Human Development Indicators and Social Audit		12
Suggested Readings: Will be added later on.....			
This course can be opted as an elective/ value added course by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: As per University rules.			

Programme/Class: M.P.A.	Year: Two	Semester: Second
Subject: Public Administration		
Course Code:	Course Title: Administrative Law	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Administrative Law</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Administrative Law</p>		
Credits: 4		Minor Elective
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Meaning, Scope, Nature and Importance of Administrative Law	12
II	Concept of Natural Justice, Common Law, Rule of Law	12
III	Delegated Legislation.	12
IV	Judicial Control of Administrative Powers, Doctrine of Ultra Vires, Judicial Review, The Rights and Remedies, Writs.	12
V	Administrative Tribunals-Types (A) Tribunals Determining Law and Facts (B) Trade and Vocational Tribunals (C) Regulatory Tribunals.	12
Suggested Readings: Will be added later on.....		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.A.	Year: Two	Semester: Second
Subject: Public Administration		
Course Code:	Course Title: DISSERTATION and VIVA-VOCE	(Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone practical faculties of students on the core themes of applied Public Administration.</p> <p>Course outcomes: After studying this paper, students should be able to creatively apply the skills of applied Public Administration in the chosen sphere of life.</p>		
Credits: 4	Core Compulsory	
Max. Marks: 100	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
<p>This paper shall be divided into two parts Dissertation + Viva Voce.</p> <p>Internal-</p> <p>The student shall take up one topic of dissertation under the supervision of one of the faculty members. The number of the students for this work shall be decided by the joint decision of the faculty members.</p> <p>External:-</p> <p>Every candidate shall have to present himself/herself with the dissertation before the board of examiners consisting of one external examiner appointed by the university and the supervisor of the said candidate</p> <p>Learning Outcome- After successful completion of this course, the student shall be able to understand, comprehend and analyze various aspects and dimensions of the topic covered by him/her in the dissertation.</p>		
Suggested Readings:		
<p>This course can be opted as an elective/ value added course by the students of following subjects: Open for all </p>		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.		Year: Two	Semester: Third
Subject: Public Administration			
Course Code:		Course Title: Western Administrative Thinkers	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Theories of Public Administration.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Theories of Public Administration.</p>			
Credits: 4		Core Compulsory	
Max. Marks: 100		Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60			
Unit	Topics		No. of Lectures Total 60.....
I	Classical School of Thought: <ol style="list-style-type: none"> 1. Woodrow Wilson- The Study of Administration 2. James David Moorey- Principles of Organisation 3. Frederick Winslow Taylor- Scientific Management 4. Henry Fayol- Foundations of Administrative Management 		12
II	The Bureaucratic School of thought: <ol style="list-style-type: none"> 1. Karl Marx- State and Bureaucracy 2. Max Weber- Bureaucracy 3. Gordon Tullock – The Politics of Bureaucracy 		12
III	Administrative School of Thought: <ol style="list-style-type: none"> 1. Herbert A. Simon- Administrative Behaviour 2. Dwight Waldo- The Administrative State 3. Robert Alan Dahl- Problems of Science of Administration 4. Robert Golembiewski – Public Administration as Developing Discipline 		12
IV	Organisational Humanism: <ol style="list-style-type: none"> 1. Abraham Maslow- Needs Hierarchy Theory 2. Frederick Herzaberg- Hygiene and Motivation Factors 3. Rensis Likerts- System of Management 4. Peter F. Drucker- Management 		12
V	Public Choice Theory: <ol style="list-style-type: none"> 1. James M. Buchanan- Public Choice Theory 2. Elinor Ostrom- Public Choice Theory: Governing the Common 3. Janet Vinzant Denhardt & Robert B. Denhardt- New Public Service 		12
Suggested Readings: Will be added later on.....			
This course can be opted as an elective/ value added course by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: As per University rules.			

Programme/Class: M.P.A.	Year: Two	Semester: Third
Subject: Public Administration		
Course Code:	Course Title: Ancient Indian Administration	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Good Governance and Accountability of Administration.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Good Governance and Accountability of Administration.</p>		
Credits: 4		Core Compulsory
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Vedic Tradition of Administration	12
II	Administration in Ramayana and Mahabharata	12
III	Kautilya's Administrative Thinking	12
IV	Administration in Manu Smriti and Shukra Neeti	12
V	Main Features of Mauryan, Gupta, Lalitadilya and Kakatiya Administration	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Third
Subject: Public Administration		
Course Code:	Course Title: Practical	(Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone practical faculties of students on the core themes of applied Public Administration.</p> <p>Course outcomes: After studying this paper, students should be able to creatively apply the skills of applied political science in the chosen sphere of life.</p>		
Credits: 4		Core Compulsory
Max. Marks: 100		Min. Passing Marks:40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Book Review /Preparation of Bibliography	12
II	Research Documentation / Special Presentation	12
III	Group Discussion / Survey Work	12
IV	Collaborative Field Work / Data Collection	12
V	Questionnaire / Schedule Preparation, etc	12
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Third
Subject: Public Administration		
Course Code:	Course Title: Financial Administration	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Financial Administration.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Financial Administration.</p>		
Credits: 4		Core Elective
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Nature, Scope and Significance of Financial Administration	12
II	Federal Finance: Union-State Financial Relations, Finance Commission and Ministry of Finance	12
III	Concept of Budget, Types of Budget	
IV	Budgeting Process in India	12
V	Agencies of Financial Control, Audit, CAG	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Third
Subject: Public Administration		
Course Code:	Course Title: Personnel Administration	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Personnel Administration.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Personnel Administration.</p>		
Credits: 4	Core Elective	
Max. Marks: 100	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Meaning, Nature, Scope and Significance of Personnel Administration	12
II	Recruitment Process, Methods and Systems; Training: Types, Methods.	12
III	Promotion: Principles and Practice. Pay Management, Superannuation and Conditions of Service	12
IV	Public Issues in Personnel Administration : Conduct and Discipline, Neutrality and Commitment in Civil Service, Relations between Generalists and Specialists	12
V	Citizen and Administration: Machinery for Citizens Grievances, Lokpal and Lok Ayukta, Citizens Charters, RTI, Employer- Employee Relation-Whitley Councils	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Third
Subject: Public Administration		
Course Code:	Course Title: Social Welfare Administration	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Social Welfare Administration.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Social Welfare Administration .</p>		
Credits: 4		Core Elective
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Social Welfare Administration: Concepts, Significance, Principles, Approaches and Models, Social Welfare Administration in New Economic Order	12
II	Social Welfare Policies and Programmes for SC/ST, OBCs Women, Children at Union and State Levels.	12
III	Social Welfare Administration at Union and State Levels : Ministry of Social Justice and Empowerment, Department of Women and Child Development, Department of Social Welfare and State Social welfare Boards.	12
IV	Organization, Functions and Role of UNESCO, UNICEF, ILO, WHO in Social Welfare.	12
V	Role of NGOs, Civil Society and Self - help Groups.	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Third
Subject: Public Administration		
Course Code:	Course Title: Public Policy Process in India	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Public Policy in India.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Public Policy in India.</p>		
Credits: 4		Core Elective
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Constitutional, Political and Administrative Context of Policy Process	12
II	Actors Institutions and Process of Policy Making	12
III	Framework of Policy Implementation	12
IV	Policy Evaluation-Agencies and Processes	12
V	Constraints of Public Policy : Socio- Economic, Political; Role of Media, Public Opinion, Civil Society	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Third
Subject: Public Administration		
Course Code:	Course Title: Public Policy	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Public Policy.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Public Policy.</p>		
Credits: 4		Core Elective
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Public Policy: Nature, Scope and Importance; Approaches to Public Policy : Process Approach, Phenomenological Approach, Normative Approach	12
II	Policy Science: Harold Lasswell, Yehezkel Dror, Charles Lindblom	12
III	Structure and Process, Role of Various Bodies in Policy Making, Constraints in Policy Making.	12
IV	Public Policy Implementation, System and Models, Role of Various Agencies in Policy Implementation	12
V	Policy Analysis: Methods and Techniques, Social Cost Benefit Analysis, Input- Output Analysis, Policy Process in India	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Third
Subject: Political Science		
Course Code:	Course Title: DISSERTATION and VIVA-VOCE	(Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone practical faculties of students on the core themes of applied Public Administration.</p> <p>Course outcomes: After studying this paper, students should be able to creatively apply the skills of applied Public Administration in the chosen sphere of life.</p>		
Credits: 4	Core Compulsory	
Max. Marks: 100	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
<p>This paper shall be divided into two parts Dissertation + Viva Voce.</p> <p>Internal-</p> <p>The student shall take up one topic of dissertation under the supervision of one of the faculty members. The number of the students for this work shall be decided by the joint decision of the faculty members.</p> <p>External:-</p> <p>Every candidate shall have to present himself/herself with the dissertation before the board of examiners consisting of one external examiner appointed by the university and the supervisor of the said candidate</p> <p>Learning Outcome- After successful completion of this course, the student shall be able to understand, comprehend and analyze various aspects and dimensions of the topic covered by him/her in the dissertation.</p>		
Suggested Readings:		
<p>This course can be opted as an elective/ value added course by the students of following subjects: Open for all </p>		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Fourth
Subject: Public Administration		
Course Code:	Course Title: Contemporary Issues in Indian Administration	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Contemporary Issues in Indian Administration.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Contemporary Issues in Indian Administration.</p>		
Credits: 4		Core Compulsory
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Liberalisation, Privatisation and Globalisation	12
II	Administrative Reforms, E-Governance, Digital Governance	12
III	Integrity in Administration, Issues of Corruption and Ethics	12
IV	Lateral Entry, Mission Karmayogi	12
V	Disaster Management, Police Reforms Since Independence	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Fourth
Subject: Public Administration		
Course Code:	Course Title: Practical	(Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone practical faculties of students on the core themes of applied Public Administration.</p> <p>Course outcomes: After studying this paper, students should be able to creatively apply the skills of applied political science in the chosen sphere of life.</p>		
Credits: 4	Core Compulsory	
Max. Marks: 100	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Book Review /Preparation of Bibliography	12
II	Research Documentation / Special Presentation	12
III	Group Discussion / Survey Work	12
IV	Collaborative Field Work / Data Collection	12
V	Questionnaire / Schedule Preparation, etc	12
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Fourth
Subject: Public Administration		
Course Code:	Course Title: Rural Local Government in India	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Rural Local Government .</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Rural Local Government .</p>		
Credits: 4		Core Elective
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Origin and Development of Panchayati Raj in India: Ancient, Colonial and Post Independence, 73 rd Amendment	12
II	Constitutional Framework of Panchachayati Raj	12
III	Patterns and Working of Panchachayati Raj Institutions, PESA	12
IV	Personnel and Financial Dimensions of Rural Local Government	12
V	Developmental Role of Panchayati Raj Institutions: Rural Infrastructure and Human Resource	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Fourth
Subject: Public Administration		
Course Code:	Course Title: Urban Local Government in India	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Urban Local Governance in India.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Urban Local Governance in India .</p>		
Credits: 4		Core Elective
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Origin and Development of Urban Local Government in India: ancient Colonial, Post independence, 74 th Amendment	12
II	Constitutional Framework of Urban Local Government, Patterns and Working of Urban Local Government Institutions	12
III	Personnel and Financial Dimensions of Urban Local Government	12
IV	Developmental Role of Urban Local Government Institutions	12
V	Issues in Urban Governance : Passenger Transport, Waste Management, Swachh Bharat, Housing and Slums	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Fourth
Subject: Public Administration		
Course Code:	Course Title: Management of Public Enterprises	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Management of Public Enterprise</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Management of Public Enterprise</p>		
Credits: 4		Core Elective
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Public Enterprises: Meaning, Objectives and Significance; Evolution of Public Enterprises	12
II	Forms of Public Enterprises: Departmental Undertakings, Public Corporations, Government Companies Joint Enterprises, Management of Public Enterprises: Governing Boards: Types and Functions	12
III	Personnel Management: Recruitment, Training, Promotion and Remuneration, Control over Public Enterprises: Parliamentary, Ministerial and Audit.	12
IV	Issue Areas in Public Enterprises: Accountability and Autonomy, MOU Consumer Interest, Concept of Navaratna, Maharatna, Merger and Acquisition.	12
V	Liberalisation, Disinvestment, Public-Private Partnership	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.		Year: Two	Semester: Fourth
Subject: Public Administration			
Course Code:		Course Title: Organisational Behaviour	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Organisational Behaviour and Human Resource Development</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Organisational Behaviour and Human Resource Development .</p>			
Credits: 4		Core Elective	
Max. Marks: 100		Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60			
Unit	Topics		No. of Lectures Total 60.....
I	Organisation Behaviour: Definition, Scope and Methods		12
II	Motivation, Morale		12
III	Leadership, Communication		12
IV	Decision Making, Authority and Power		12
V	Perception, Personality, Work Stress, Conflict		12
Suggested Readings: Will be added later on			
This course can be opted as an elective/ value added course by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: As per University rules.			

Programme/Class: M.P.A.		Year: Two	Semester: Fourth
Subject: Public Administration			
Course Code:		Course Title: Indian Civil Services	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Indian Civil Services.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Indian Civil Services.</p>			
Credits: 4		Core Elective	
Max. Marks: 100		Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60			
Unit	Topics		No. of Lectures Total 60.....
I	All India Services, Central Services and State Services		12
II	Recruitment Agencies- Union Public Service Commission, State Public Service Commissions, Other Commissions and Boards		12
III	Capacity Building of Civil Servants, Civil Service Reforms		12
IV	Citizen Grievance Redressal Mechanism ; Lokpal, Lok Ayukta, Central Vigilance Commission and Regulatory Authorities		12
V	Politician and Civil Servant Relations, Specialists versus Generalists Debate, Accountability and Diversity in Civil Servants		12
Suggested Readings: Will be added later on			
This course can be opted as an elective/ value added course by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: As per University rules.			

Programme/Class: M.P.A.		Year: Two	Semester: Fourth
Subject: Public Administration			
Course Code:		Course Title: Human Resource Management	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Indian Civil Services.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Indian Civil Services.</p>			
Credits: 4		Core Elective	
Max. Marks: 100		Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60			
Unit	Topics		No. of Lectures Total 60.....
I	Introduction 1. Meaning, Nature, Concept of Human Resource Management, Human Resource Planning 2. HRM and Performance Management, HRM and Leadership Building, HRM and Change Management, Trends in HRM.		12
II	Job Analysis, Recruitment and Employee Selection 1. Job Analysis, Job Description and Specifications, Job Evaluation and Designs. 2. Recruitment Process, Sources of Recruitment, Retention of Employees. 3. Employee Selection Steps and Processes, Appointment and Promotion		12
III	Training, Development and Performance Appraisal Management 1. Career Development, Career Planning and Development Systems, Career Development in Organisations. 2. Importance of Training, Training Methods, Evaluation of Training, Perspectives and Issues in Training. 3. Organisational Development: Methods and Techniques, Performance appraisal and Methods, Process and Issues in Performance Appraisal, Planning for Performance Improvement.		12
IV	Industrial Relations and Worker's Participation. 1. Theories of Industrial Relations, Role of Government in Industrial Relations. 2. Strategic Management, Collective Bargaining, Worker's Participation in Management		12
V	Grievance Redressal Industrial Conflicts, Joint Consultation and Information Sharing, Joint Management Council, Joint Consultative and Compulsory Arbitration Scheme, Trade Unions, Grievance Procedure and Grievance Handling.		12
Suggested Readings: Will be added later on			
This course can be opted as an elective/ value added course by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: As per University rules.			

Programme/Class: M.P.A.	Year: Two	Semester: Fourth
Subject: Public Administration		
Course Code:	Course Title: E-Governance	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of E-Governance.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of E-Governance.</p>		
Credits: 4	Core Elective	
Max. Marks: 100	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Meaning, Scope, Significance of e-governance	12
II	Theories and Models of e-governance	12
III	e-governance and Social Economic Development	12
IV	Good Practices in e-governance, e-literacy, e-pathshala, e-district and Electronic Citizen services	12
V	Issues and Challenges : Digital Divide, Infrastructure, Capacity Building, Cyber Crime, IT Policy	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Fourth
Subject: Public Administration		
Course Code:	Course Title: Good Governance and Administration	(Theory/Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone theoretical faculties of students on the core themes of Good Governance and Accountability of Administration.</p> <p>Course outcomes: After studying this paper, students should be able to comprehend and critically analyse major themes and aspects of Good Governance and Accountability of Administration.</p>		
Credits: 4		Core Elective
Max. Marks: 100		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
Unit	Topics	No. of Lectures Total 60.....
I	Good Governance : Meaning Nature and Context	12
II	Good Governance Initiatives in India	12
III	Accountability : Meaning, Nature and Scope, Transparency	12
IV	Citizen and Administration, Citizen's Charter, Right to Information, Social Audit	12
V	Role of Media, Interest Groups, Voluntary Organisations and Civil Society	12
Suggested Readings: Will be added later on		
This course can be opted as an elective/ value added course by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: As per University rules.		

Programme/Class: M.P.A.	Year: Two	Semester: Fourth
Subject: Political Science		
Course Code:	Course Title: DISSERTATION and VIVA-VOCE	(Practical)
<p>Course Objectives: The objective of incorporating this paper in the syllabus is to hone practical faculties of students on the core themes of applied Public Administration.</p> <p>Course outcomes: After studying this paper, students should be able to creatively apply the skills of applied Public Administration in the chosen sphere of life.</p>		
Credits: 4	Core Compulsory	
Max. Marks: 100	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: -60		
<p>This paper shall be divided into two parts Dissertation + Viva Voce.</p> <p>Internal-</p> <p>The student shall take up one topic of dissertation under the supervision of one of the faculty members. The number of the students for this work shall be decided by the joint decision of the faculty members.</p> <p>External:-</p> <p>Every candidate shall have to present himself/herself with the dissertation before the board of examiners consisting of one external examiner appointed by the university and the supervisor of the said candidate</p> <p>Learning Outcome- After successful completion of this course, the student shall be able to understand, comprehend and analyze various aspects and dimensions of the topic covered by him/her in the dissertation.</p>		
Suggested Readings:		
<p>This course can be opted as an elective/ value added course by the students of following subjects: Open for all </p>		
Suggested Continuous Evaluation Methods: As per University rules.		