

B.A. Public Administration
4 Year UG Dual Major Syllabus



Department of Public Administration
Maulana Azad National Urdu University
Hyderabad

Course Code	Course Title	Semester
BNPA101DCT	Public Administration: Concepts and Principles	I
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs
Learning Objectives:		
<ol style="list-style-type: none"> 1. To study and understand the basic concepts of Public Administration. 2. To study the basic principles of Public Administration. 3. To enrich the student's conceptual knowledge of Public Administration. 		
Learning Outcomes:		
<ol style="list-style-type: none"> 1. After successful completion of this course, students would be able to understand and critically reflect on the fundamentals of public administration. 		
Unit	Course Content	Instruction Hours
I	Basics Concepts: 1 Public Administration: Meaning and Nature 15 Hours 2 Scope and Importance of Public Administration 3 Evolution of Public Administration as a discipline 4 Politics-Administration Dichotomy	15
II	Relationship with other Social Sciences 1 Public Administration and Political Science 2 Public Administration and Sociology 3 Public Administration and Economics 4 Public Administration and Psychology	15

III	<p>Principles of Organization:</p> <p>1 Division of Work and Coordination 15 Hours 2 Unity of Command and Hierarchy 3 Span of Control and Delegation 4 Centralization and Decentralization</p>	15
IV	<p>Processes of Organization:</p> <p>1 Authority and Leadership 15 Hours 2 Supervision and Planning 3 Communication and Public Relations 4 Delegated Legislation and Administrative Adjudication</p>	15
<p>Examination and Evaluation Pattern:</p> <ul style="list-style-type: none"> • The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminar and assignment. • The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. • The student need to score 40 per cent marks in internal as well as external exams to clear the paper. 		
<p style="text-align: center;">References</p> <ol style="list-style-type: none"> 1. L.D. White, 1955. Introduction to the Study of Public Administration, Mac Millan. 2. Pfiffner J.M., 1965. Public Administration, New York. 3. Mohit Bhattyacharya, 1987. Public Administration, Calcutta. 4. Basu, 1996. Rumki, Public Administration: Concepts and Theories, Sterling, New Delhi. 5. A. Avasthi and S.R Maheshwari, Public Administration 6. M.P. Sharma, 1987. Public Administration: Theory and Practice, Kitab Mahal, Allahabad. 7. Dimoc Marshal E and Glazda Dimoc Fox, 1983. Public Administration. 8. B.L. Fadia and Kuldeep Fadia, Public Administration: Administrative Theories 9. Saroj Kumar Jena, 2001. Fundamental of Public Administration, Anmol Publications, New Delhi, 10. F.A. Nigro, Modern Public Administration 11. EN Gladen, An Introduction of Public Administration 12. W.F. Willoughby, Principles of Public Administration 13. M. Bhattacharya, 2001. New Horizons of Public Administration, New Delhi, Jawahar Publishers and Distributors. 		

14. A. R Tiyagi, 1992. Public Administration, Principles; and Practices, Delhi, Atma Ram Sons
15. M. Bhattacharya, 1990. Restructuring Public Administration: A New Look, New Delhi, Jawahar Publishers.
16. Singh, Amit, 2002. Public Administration; Roots and Wings, New Delhi : Galgatia Publishing Company.
17. Goel, S.L., 2002. Advanced Public Administration, New Delhi ; Deep and Deep.
18. Bidyut Chakravaty,. Prakash Chand, 2012. Public Administration in Globalised world: Theories and Practice, Sage Publications, New Delhi.
19. Rumki Basu, 2009. Public Administration: Concepts and Theories, Sterling Publishers, New Delhi.
20. S.P. Naidu, 2015. Public Administration: Concepts and Theories, New Age International, New Delhi.
21. Abdul Quayum, 2018. Nazmo Nasq-e-Amma, Nisab Publishers, Hyderabad

Course Code	Course Title	Semester
BNPA101DET	Rural Local Governance	I

Scheme of Instruction	Scheme of Examination
Total Duration: 30 Hrs	Maximum Marks: 50
Periods / Week: 2	Internal Evaluation: 15
Credits: 2	End Semester: 35
Instruction Mode: Lecture	Exam Duration: 2Hrs

Learning Objectives:

1. Acquiring the theoretical knowledge and broad understanding of the evolution and growth of Rural Local Governance in general and Panchayati Raj in particular.
2. Gaining insights about composition, role, functions and final resources of Panchayat Raj institutions.

Learning Outcome:

1. An understanding of the growth and evolution of Rural Local Governance in general and Panchayati Raj particularly
2. An insight about the composition, role, functions and final resources of Panchayat Raj institutions.

Unit	Course Content	Instruction Hours
I	Introduction: 1. Evolution of Rural Local Government 2. Constitutional Status of Rural Local Government 3. Major Committees and Commissions on Panchayat Raj	15

	: Blawanth Raj Mehta, Ashok Mehta and LM Singhvi Committees	
II	<p>Panchayat Raj:</p> <ol style="list-style-type: none"> 1. Panchayat Raj Institutions : 73 rd Constitutional Amendment Act, 1992: 2. Composition, Functions and Role of Gram Sabha and Gram Panchayat 3. Panchayat Samiti/ Mandal Panchayat: Composition, Functions and Role 4. District Panchayat / Zila Parishad : Composition, Functions and Role 	15
<p>Examination and Evaluation Pattern:</p> <p>The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into Test, seminar assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.</p>		

Recommended Readings:

1. Agarwal, A. (2005). Fiscal decentralisation: Financing of Panchayati Raj institutions in India.
2. Baluchamy, S. (2004). *Panchayati Raj Institutions*. Mittal Publications.
3. Bhadouria, B. P. S., & Dubey, V. B. (1989). Panchayati raj and rural development: a study in rural local finances in Uttar Pradesh and Andhra Pradesh. (*No Title*).
4. Biju, M. R. (2008). *Panchayati Raj System in India: A Symbol of Participatory Democracy and Decentralized Development*. Kaniska Publication.
5. Dharmaraj, S. (2008). *Panchayati Raj System in India*. Abhijeet Publications.
6. Quayum, A. (n.d.). *Hindustan ki hukumat aur siyasad*. Hyderabad. Nisaab Publications.

Course Code	Course Title	Semester
BNPA101GET	Elements of Public Administration	I
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

1. Acquiring theoretical knowledge of Public Administration
2. Understanding differences between Public Administration and Private Administration
3. Understanding different Principles of Organization

Unit	Course Content	Instruction Hours
I	Basics Concepts: 1) Public Administration: Meaning and Nature 2) Scope and Importance of Public Administration	15

	3) Evolution of Public Administration 4) Difference between Public Administration and Private Administration.	
II	Principles of Organization 1) Division of Work and Coordination 2) Unity of Command and Hierarchy 3) Span of Control and Delegation 4) Centralization and Decentralization,	15

Examination and Evaluation Pattern:

The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into Test, seminar assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

- 1 Amit, Singh, (2002) Public Administration; Roots and Wings, New Delhi : Galgatia Publishing Company.
- 2 Avasthi, A and Maheshwari, S R (2013) Public Administration. Lakshmi Narain Agarwal: Agra.
- 3 A. R Tiyagi, (1992) Public Administration, Principles and Practices, Atma Ram & Sons, Delhi.
- 4 Basu, Rumki (2008) Public Administration: Concepts and Theories. Sterling Publishers: New Delhi.
- 5 Bhagwan, Vishnoo; Bhushan, Vidhya and Mohla, Vandana (2010) Public Administration. S. Chand: Jalandhar
- 6 Bhambri, C. P. (2010) Public Administration Theory and Practice (21st Edition). Educational

Publishers: Meerut.

- 10 Bhattacharaya, Mohit (2008), New Horizons of Public Administration. Jawahar Publishers and Distributors: New Delhi.
- 11 Bhattacharya, Mohit (2000) Public Administration. World Press: Calcutta.
- 12 Bhattacharya, Mohit (2012) Public Administration: Issues and Perspective. Jawahar Publishers and Distributors: New Delhi.
- 13 Bidyut Chakravaty & Prakash Chand, (2012) Public Administration in Globalised world: Theories and Practice, Sage Publications, New Delhi.
- 14 B.L. Fadia and Kuldeep Fadia, (2009). Public Administration: Administrative Theories and Concepts, Sahitya Bhavan Publications, Agra.
- 15
- 16 Denhardt, Janet V and Denhardt, Robert B (2015) The New Public Service: Serving, Not Steering (4 th Edition). Routledge: New York.
- 17 Dimoc Marshal E and Glazda Dimoc Fox, 1983 Public Administration,.
- 18 14. Drucker, Peter F (1993) Management: Tasks, Responsibilities, Practices. Harper Collins: New York.
- 19 Drucker, Peter F (2008) The Essential Drucker. Harper Collins: New York.
- 20 Dunleavy, P (1992) Democracy, Bureaucracy and Public Choice. Harvester Wheatsheaf: Aldershot, UK.
- 21 Fesler, James W (2007) Elements of Public Administration. Read Books: Worcestershire, UK.
- 22 Goel, S.L.(2002), Advanced Public Administration, New Delhi ; Deep and Deep,
- 23 Golembiewsky, R. T. (1977). Public Administration as a Developing Discipline Part 2. Marcel Dekker: New York.
- 24 Goodnow, Frank J (2009) Politics and Administration: A Study in Government
- 25 Originally published by MacMillan in 1900, Fifth Printing. Transaction Publishers: New Brunswick, New Jersey Henry,
- 26 Koontz, H. and O'Donnell, Cyril (1986) Principles of Management (4 th Edition). McGraw Hill education: Tokyo.
- 27 Laxmikanth, M (2011) Public Administration. Tata McGraw: New Delhi
- 28 L.D. White, Introduction to the Study of Public Administration, Mac Millan, 1955.
- 29 Medury, Uma (2010) Public Administration in the Globalization Era – The New Public
- 30 Management Perspective. Orient Blackswan: New Delhi.
- 31 M.P. Sharma, Public Administration: Theory and Practice, Kitab Mahal, Allahabad, 1987
- 32 Nicholas (2013). Public Administration and Public Affairs (13th Edition). Taylor and Francis: New York.

Course Code	Course Title	Semester
BNPA101SEP	Personality Development	I
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Outcomes:

- 1 Acquiring theoretical knowledge of concepts such as Personality, Skills, Values, Communication, Motivation and Leadership
2. Developing the Capacity to understand themselves based on their theoretical understanding of
- 3 Personality, Skills, Values, Communication, Motivation and Leadership.

Unit	Course Content	Instruction Hours
I	Basics of Personality Development 1. Personality Development – Concept; Skills and Value	15

	<p>Orientation of Personality Development.</p> <p>2. Stages of Personality Development; Factors Affecting Personality Development;</p> <p>3. Personality Traits; Creativity: Attitudes and Etiquette.</p> <p>4. Communication – Meaning, Importance, Communication Skills, Verbal and Non-Verbal Communication.</p>	
II	<p>Managing Self, Motivation, Leadership and Conflict Resolution</p> <p>1. Managing Self (Mind, Body and Soul)</p> <p>2. Motivation – Meaning and Types.</p> <p>3. Leadership – Meaning, Type and Functions.</p> <p>4. Conflict – Meaning, Reasons and Consequences.</p>	15

Examination and Evaluation Pattern:

The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into Test, seminar assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

- 1 Adair, John (2009) Effective Communication (Revised Edition). Pan MacMillan: London
- 2 Ajmani, J C (2012) Good English: Getting it Right. Rupa Publications: New Delhi
- 3 Andrews, Sudhir (1988) How to Succeed at Interviews (21st Reprint). Tata McGraw Hill: New Delhi
- 4 Delhi
- 5 Baron, Robert A and Misra, Girishwar (2015) Psychology (Indian Sub-continent Edition). Pearson: New Delhi
- 6
- 7 Becker, Ethan F. and Wortmann, Jon (2009) Mastering Communication at Work: How to Lead, Manage, and Influence, McGraw Hill: New Delhi.

Course Code	Course Title	Semester
BNPA102DET	Fundamentals of Indian Constitution	I
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

1. Impart the basic knowledge of the philosophy and features of Indian Constitution.
2. Develop understanding of the structure and functions of center, state and local governments.
3. Provide information about the constitutional bodies, CAG, Finance Commission, UPSC & Election Commission

Course Outcome:

On the successful completion of the course the student will be able to;

1. Understand the basic values and salient features of the Indian Constitution.
2. Acquire knowledge about the working of the Centre, state and local governments.
3. Acquire knowledge about the working of the constitutional bodies, CAG, Finance Commission, UPSC; Election Commission.

Unit	Course Content	Instruction Hours
I	UNIT I: Features of the Constitution 1. Making of the Indian Constitution 2. Indian Constitution: Philosophy and Salient Features 3. Fundamental Rights & Duties 4. Directive Principles of State Policy	15
II	II : Structure of the Government 1. Union Government 2. State Government and Union Territories 3. Local Government 4. Constitutional Bodies: CAG, Finance Commission, UPSC and Election Commission.	15
Examination and Evaluation Pattern: The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into Test, seminar assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.		

References:

- 1 Aggarwal, R.C., 1969. Constitutional History of India and National Movements, S.Chand & Co, New Delhi,
- 2 Austin, Granville, 1991. India's Constitution: Corner Stone of a Nation, Oxford Press, Bombay,
- 3 Bakshi, P.M., 2005 The Constitution of India, Universal Publications, New Delhi,.
- 4 Basu, Durga Das, 2015 Introduction to the Constitution of India, LexisNexis, Gurgaon,.
- 5 Bipin Chandra, "1980. Colonialism, Stages of Colonialism and Colonial State", Journal of Contemporary Asia, Vol. 10, No.3,
- 6
- 7 Gupta, Manik Lal, 1989. Constitutional Developments in India, Atlantic Publishers, New Delhi,
- 8 Gurmukh, Nihal Singh, 1973 Landmarks in Indian Constitutional and National Development. Atma Ram and Sons, Delhi,.

- 9 Kapoor, A.C, 1985. Constitutional History of India, S. Chand & Co., New Delhi,
- 10 , S. Chand & 1995, Selected Constitutions Co, New Delhi,.
- 11 Kieth, A.B, 1961 Constitutional History of India, Central Book Depot, Allahabad,.
- 12 Mittal, J.K., 1980 Constitutional History of India, Allahabad Law Agency, Allahabad,.
- 13 NCPUL, Bharath Ka Ain, 2010 National Council of Promotion of Urdu Language, New Delhi,.
- 14 Pylee, M.V., Constitutional History of India, , 1967 Asia Publishing, Bombay.
- 15 Quayum, Abdul, Hindustan Ki Hukumat aur Siyasat, 2017.Nisaab Publishers, Hyderabad,
- 16 Rao, Shiva B., Framing of the Indian Constitution: 1967 Selected Documents, V.2,
N.M..Tripathi, Bombay.
- 17 Swarup, Jagdish, Constitution of India, 2006. V.2, Modern Law Publications, New Delhi,

Course Code	Course Title	Semester
BNPA201DCT	Public Administration: Theories and Approaches	II
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs
Learning Objectives:		
<ol style="list-style-type: none"> 1. To study basic concepts and theories of Public Administration. 2. To find out the emerging theories of Public Administration. 		
Learning Outcomes:		
<ol style="list-style-type: none"> 1. The paper seeks to enlighten the students on different administrative theories and emerging theoretical perspectives of Public Administration. 		
Unit	Course Content	Instruction Hours
I	Introduction to Administrative Theory: 1 Theory - Meaning and Importance 2 Evolution of Administrative Theory 3 Critique of Administrative Theory 4 Oriental theory of administrative - Kautilya's ideas	15
II	Classical Theories of Administrative: 1 Administrative Management Theory of Henri Fayol 2 Administrative process: Contribution of Luther Gullick and Lyndal Urwick 3 Scientific Management Theory of F.W. Taylor 4 Max Weber's contribution to Bureaucracy	15

III	<p>Neo Classical Theory and Behaviouralism:</p> <p>1 Human Relation Theory - Contribution of Elton Mayo 2 Behaviouralism - Contribution of Chester I. Bernanard 3 Decision making - Herbert Somon 4 Theories of Motivation - Contribution of Abrahm Maslow, Douglas McGregor</p>	15
IV	<p>Modern Theories:</p> <p>1 Development Administration: Contribution of Edward Weidner 2 Comparative Public Administration: CAG's contribution 3 Ecology of Public Administration - Contribution of Fredrick W. Riggs 4 System Theory and New Public Management</p>	15
<p>Examination and Evaluation Pattern:</p> <ul style="list-style-type: none"> • The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminar and assignment. • The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. • The student need to score 40 per cent marks in internal as well as external exams to clear the paper. 		
<p>References:</p> <ol style="list-style-type: none"> 1. Mohit Bhattacharya, 1987. Public Administration: Structure, Process and Behaviour, World Press, Calcutta. 2. D. Ravindra Prasad, V.S. Prasad and P. Sathyanaraya, 1989. Administrative Thinkers Publishers, Sterling Publishers, New Delhi. 3. Rumki Basu, 1994. Public Administration: Concept and Theories, Sterling Publishers, New Delhi. 4. Avasthi and Maheswari, 1993. Public Administration, Laxmi Narayan Agarwal Publishers, Agra. 5. Nicholas Henry, 1998. Public Administration and Public Affairs, Printic – Hall India, New Delhi. 6. Quayum, Abdul, 2006. Nazmo-Nasq-e-AAma-Nisaab Publishers, Hyderabad. 7. Ishtiyag Ahmad, 2015. Azeem Intezami Muffakerin, Educational Publications, New Delhi. 		

Course Code	Course Title	Semester
BNPA201GET	Introduction to Indian Administration	II
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

1. To understand the evolution of Indian Administration.
2. To develop basic understanding of constitutional framework of Indian Administration
3. To develop basic understanding of the structure of Indian Administration at central, state and local levels

Course Outcome:

1. Understand the development of Indian Administration
2. Develop a fundamental grasp of the constitutional framework of Indian administration.
3. Develop an understanding of the system of Indian administration at the central, state, and local levels.
4. Understand and critically evaluate the working of the Indian administration.

Unit	Course Content	Instruction Hours
I	1. Evolution of Indian Administration: Ancient Medieval and Modern 2. Constitutional Framework of Indian Administration Union Government: 3. Political Executive, President, Prime Minister and Council of Ministers 4. Central Secretariat, Cabinet Secretariat and Prime Minister's Office	15
II	State and District Administration 1. Structure of State Government: Governor, Chief Minister, Council of Ministers 2. State Secretariat, General Administration Department (GAD), Chief Secretary, Secretariat and Directorate Relations 3. Structure of District Administration: Changing Role and Nature of District Collector 4. Structure of Local Government: Panchayati Raj Institutions and Urban Local Bodies	15

Examination and Evaluation Pattern:

The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into Test, seminar assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

- 1 Maheshwari, S.R. 2000 Indian Administration, Orient Blackswan,
- 2 Jha, Rajesh K. 2010 Public Administration in India, Pearson,
- 3 Singh, Hoshiar Singh, 2010 Pankaj Indian Administration, Pearson
- 4 Shriram Maheswari, 1970 Evolution of Indian Administration, Lakshmi Narain Agarwal, Agra

Course Code	Course Title	Semester
BNPA201SEP	SECRETARIAL PRACTICE	I
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

1. Developing an understanding of the basic concepts of Secretarial practice
2. Acquiring skills and competencies in Secretarial practice, official correspondence and time management

Unit	Course Content	Instruction Hours
I	Secretarial Practice: Meaning and Importance; 1. Concept of Secretarial Practice 2. Professional and Personal Qualities of a Secretary, 3. Duties and Responsibilities of a Secretary I :	15

	Organizing Meetings, Serving Notice , Agenda Setting ,Quorum, Minutes 4. Duties and Responsibilities of a Secretary II: Handling of Mail; Office Manuals; Emergency Services	
II	Time Management: 1. Time Management: Meaning and Importance 2. Setting priorities. 3. Communication: Meaning, Importance, Types and Barriers 4. Correspondence: Official and Demi Official Correspondence.	15

Examination and Evaluation Pattern:

The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into Test, seminar assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

- 1 Bist, G D (2017) Officer Secretarial Practice. Shorthand House: New Delhi
- 2 De Vires, Mary A (1995) Professional Secretary's Handbook: Guide to the Electronic and Conventional Office (3rdEdition). American Heritage: USA
- 3 Debnath, B K (2001) A Guide to Secretarial Practice & Office Procedure. New Central Book Agency : Delhi
- 4 France, Sue (2015) The Definitive Personal Assistant & Secretarial Handbook. Kegan Page: Delhi
- 5 Kuchhal, M C (2008) Secretarial Practice (18th Edition). Vikas Publication : New Delhi

Course Code	Course Title	Semester
BNPA202DET	Financial Administration	II
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

Impart the basic knowledge of the concepts of Financial Administration.

2. Develop basic understanding of the making of the Budget in India
3. Provide information about the financial bodies namely CAG, Finance Commission, Reserve Bank and NITI Ayog.

Course Outcome:

On the successful completion of the course the student will be able to;

1. understand the basic concepts of Financial Administration.
2. acquire knowledge about the preparation, enactment and implementation of Budget in India
3. acquire knowledge about the working of the financial bodies namely CAG, Finance

Commission, Reserve Bank and NITI Ayog

Unit	Course Content	Instruction Hours
I	I Financial Administration 1. Financial Administration: Nature, Scope and Importance 2. Canons of Taxation 3. Deficit Financing 4. Public Debt	15
II	Financial Administration in India 1. Centre-State Financial Relations 2. Budget: Preparation, Enactment and Implementation 3. Parliamentary Control: Public Accounts Committee and Estimates Committee. 4. Financial Bodies: CAG, Finance Commission, Reserve Bank and NITI Ayog.	15

Examination and Evaluation Pattern:

The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into test, seminar and assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

- 1 Arora, Ramesh K. and Rajni Goyal, 2018, Indian Public Administration: Institutions and Issues, New Age International Publishers
- 2 Avasthi and Maheshwari, 1997, Public Administration, Lakshmi Narain Agarwal, Agra,.
- 3 Basu, Durga Das, 2015 Introduction to the Constitution of India, LexisNexis, Gurgaon,
- 4 Fadia B.L and Kuldeep Fadia, 2017, Public Administration: Administrative Thinkers, Sahitya Bhawan Agra,.
- 5 Goel S.L, 1993, Financial Administration and Management, Sterling Publishers, New Delhi, .
- 6 Joshi, Deepali Pant, 2016 Financial Inclusion, Growth and Governance, Gyan Publishing House Delhi.
- 7 Lekhi, R.K and Joginder Singh, 2018, Public Finance, Revised Edition, Kalyani Publishers,
- 8 Sharma, M.K. 2006, Financial Administration, Anmol Publications, New Delhi,
- 9 Polinaidu, S. 1996, Public Administration, Galgotia Publications,
- 10 Quayum, Abdul, 2017, Hindustan Ki Hukumat aur Siyasat, Nisaab Publishers, Hyderabad.
- 11 Verma, V.P. 2008 Financial Administration: Concept and Issues, Alpha Publications, New Delhi, Wayland.
- 12 Gardner, D., Government Finance: 1978, National, State & Local, Prentice Hall Publishers, New Jersey. Originally published by MacMillan in 1900 Fifth Printing. Transaction Publishers: New Brunswick, New Jersey Henry.
- 13 Koontz, H. and O'Donnell, Cyril 1986, Principles of Management (4th Edition). McGraw Hill Education: Tokyo.
- 14 Laxmikanth, M 2011, Public Administration. Tata McGraw: New Delhi
- 15 White, L.D., 1955, Introduction to the Study of Public Administration, Mac Millan.

Course Code	Course Title	Semester
BNPA301DET	Human Resource Management	III
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

1. To provide knowledge about the importance of human resource management.
2. To understand the challenges of human resources.
3. To provide an insight into the function of human Resource Management.

Course Outcome:

On the successful completion of the course the student will be able to;

1. To Explain the meaning & importance of human resource managements.
2. Understand the challenges of human resource management.
3. To develop an understanding of emerging trends in the discipline of HRM.

Unit	Course Content	Instruction Hours
I	UNIT – I 1 Introduction to HRM, Concept of human Capital 2 Meaning, Importance and Evolution of HRM- Difference between Personnel Management & HRM. 3 Emerging Trends; Downsizing and Artificial Intelligence.	15
II	UNIT- II Function of HRM 1 Managerial and Operative; 2 Human Resources Planning: Concept, Objectives, Importance 3 Recruitment and Selection –Meaning and Importance, Process and Sources.	15
Examination and Evaluation Pattern: The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into test, seminar and assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.		

References:

- 1 K, Aswathappa, 2002. Human Resource Personnel Management: Text and Cases,. Tata McGraw-Hill, New Delhi.
- 2 Stephen Sisson, B. K. 2000. Personnel Management: A Comprehensive Guide to Theory and Practice.
- 3 Cohen, Stephen L, 1994, “The Future and HRD,” William R. Tracey (Ed), Handbook on
- 4 Management and Development, Vol. II, AMACOM.
- 5 Davis, Keith, 1972, Human Behaviour at Work, Mc Graw Hill, New York.
- 6 Decenzo, David A. & Stephens P. Robbins, 1989, Personnel/HRM, Third Edition, Prentice Hall, New Delhi.
- 7 Dickens, Linda, 1994, “Wasted Resources? Equal Opportunities in Employment,” Keith Sissons (Ed), Personnel Management: A Comprehensive Guide to Theory and Practice in

Britain.

- 8 Flamholtz, Eric G, 1971, "A Model for Human Resource Valuation: A Stochastic Process with Service Rewards", *The Accounting Review*.
- 9 Flamholtz, Eric G, 1972, "Towards a Theory of Human Resource Value in Formal Organisations", *Journal of the Accounting Review*, October Issue.
- 10 Flippo, Edwin B, 1984, *Personnel Management*, Fourth Edition, Mc Graw-Hill, New York.
- 11 Garratt, Bob, 1990, "Creating a Learning Organisation: A Guide to Leadership, Learning and Development" read online at, www.changezone.co.uk/publications/dynamicspubs.html
- 12 Guest, D.E, 1987, "Human Resource Management and Industrial Relations", *Journal of Management Studies*.
- 13 Guest, David E, 1989, "HRM: Its Implications for Industrial Relations and Industrial Organisation", J. Storey (Ed), *New Perspectives on HRM*, Routledge, London.
- 14 Guest, D. E, 1990, "Human Resource Management and the American Dream," *Journal of Management Studies*, 27(4)
- 16 Guest, D.E., 1997, "Human Resource Management and Performance: A Review and Research Agenda", *The International Journal of Human Resource Management*.
- 18 Gupta, R.K, 1988, *Human Resource Accounting*, Anmol Publications.
- 19 Inancevich, J.M. & W.F. Glueck, 1990, *Foundations of Personnel/HRM*, Business Publication, Texas.
- 21 Mahoney, Francis X, 1994, *The Future and HRM*, William R. Tracey, (Ed.) *Handbook on Management and Development*, Vol. II.
- 23 Mazzarres, Michael, Z, 1994, "The HRM Manager", William R. Tracey, (Ed) *Handbook on Management and Development*, Vol II. AMACOM.
- 25 Milkovich, George T. & W. J. Boudreau, 1997, *Human Resource Management*, Irwin, Chicago. Page: Delhi
- 26 Kuchhal, M C 2008, *Secretarial Practice (18th Edition)*. Vikas Publication : New Delhi.

Course Code	Course Title	Semester
BNPA301DSC	Indian Administration	III
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs
Learning Objectives:		
<ol style="list-style-type: none"> 1. To understand the evolution of Indian Administration. 2. To develop basic understanding of constitutional framework of Indian administration 3. To develop basic understanding of the structure of Indian Administration at central, state and local levels. 4. To understand and critically analyze the major challenges faced by Indian administration 		
Learning Outcomes:		
<ol style="list-style-type: none"> 1. Understand the development of Indian Administration 2. Develop a fundamental grasp of the constitutional framework of Indian administration. 3. Develop an understanding of the system of Indian administration at the central, state, and local levels. 4. Understand and critically evaluate the key difficulties encountered by Indian administration. 		
Unit	Course Content	Instruction Hours
I	Introduction to Indian Administration: <ol style="list-style-type: none"> 1. Indian Administration: Historical Overview 2. Colonial Administration – Continuity and Change 3. Constitutional Framework of Indian Administration–Parliamentary Democracy, Fundamental Rights and Directive Principles of State Policy 4. Unitary and Federal Features 	15
II	Central and State Level Administration: <ol style="list-style-type: none"> 1. Political Executive: President and Prime Minister 2. Central Secretariat, Cabinets Secretariat and Prime Minister’s Office 3. Administration of State : Governor, Chief Minister and Council of 	15

	Ministers, State of Secretariat, Chief Secretary 4. Union – State Relations	
III	District Level Administration: 1. Role of District Collector 2. District Level of Development Agencies 3. Panchayati Raj Institutions 4. Urban Local Bodies	15
IV	Major Challenges of Indian Administration 1. Accountability in Administration – Lok Pal and Lok Ayukta 2. Administrative Reforms in India 3. Coalition Politics and Administration 4. Transparency in Administration – Citizen Charters	15
<p>Examination and Evaluation Pattern:</p> <ul style="list-style-type: none"> • The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminars and assignment. • The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. • The student need to score 40 per cent marks in internal as well as external exams to clear the paper. 		
<p>References:</p> <ol style="list-style-type: none"> 1. Hoshiar Singh, 2004. Indian Administration, Kitab Mahal, New Delhi. 2. P.D. Sharma and B.D. Sharma, 2009. Indian Administration : Retrospect and Prospect, Rawat Publications, Jaipur. 3. S.R. Maheshwari, 2005. Indian Administration, Orient Longman, New Delhi. 4. B.L. Fadia and Kuldip Fadia, 2010. Indian Adminitrsation, Sahitya Publications, Agra. 5. Chanda, Ashok, 1967. Indian Administration, Allen and Unwin, London. 6. Tummala, K.K., 1994. Public Administration in India, time Academic Press, Singapore. 7. Earnes and Saran, 1989. District and Administration in India, Vikas Publications, New Delhi. 8. Bhartwal C.P., 1993.Public Administration in India, Ashish Publications, New Delhi. 9. S.R. Maheshwari, 2005. Public Administration in India, Oxford University 		

Press, New Delhi.

10. Avasthi A. and Avasthi A.P., 1995. Indian Administration, Laxmi Narayan Agrawal, Agra.

11. Arora R.K. and R. Goyal, 2003. Indian Public Administration: Institutions and Issues, New Age International, New Delhi.

12. Arora Ramesh K.(ed), 2006. Public Administration in India : Tradition, Trends and Transformation, Paragon, New Delhi.

13. Bhartwal C.P. 2003. Indian Administration Since Independence, Bharat Publishers, Lucknow.

14. Prasad Kamla, 2006. Indian Administration, Politics, Policies and Prospects., Longman, Pearson, New Delhi.

15. Singh Hoshiar and D.P. Singh (ed), 1990. Indian Administration: Current Issues and Problems , Jaipur.

16. Seth Satish C, 2003. Central Administration in India, Gyan Publications, New Delhi.

Course Code	Course Title	Semester
BNPA301GET	Office Management	III
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

1. To study and understand the basic concepts of office management.
2. To study the basic principles of office procedure and its functions.

Course Outcome:

After successful completion of this course, students would be able to understand and critically reflect on the office management.

Unit	Course Content	Instruction Hours
I	1 Office Procedure and Office Manuals: Forms, Designing and Control.	15

	2 Record Management: Classification, Indexing and Preservation of Records 3 O&M Approach 4 Operational Research and Use of ICT	
II	1 Programme Evaluation and Review Techniques (PERT) Critical Path Method (CPM) 2 Programme Evaluation and Performance Measurement: New Indicators and Methods 3 MBO and Its application.	15

Examination and Evaluation Pattern:

The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into test, seminar and assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

- 1 Jain S.P and Chabra T.N, Laxmiparasuram, Office Management, Thirichanapalli.
- 2 V.S.P & P.S Narayana Rao, Text Book of Office Management, Tata McGraw Hill Publishing.
- 3 Singh S.P & Singh B, Office Management, S.P Gyan Publishing House, Delhi.
- 5 T Ramaswamy, Principles of Office Management, Himalaya Publication.

Course Code	Course Title	Semester
BNPA302DET	Ethics in Administration	II
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

This paper is offered to all the UG students with the following objectives;

1. To develop the understanding of the concept of ethics and its different dimensions.
2. To explain contribution of philosophers on ethics.
3. To explain the major issues and challenges of ethics in the Indian Administration
4. To explain the reforms to enforce Ethics in the Indian Administration

Course Outcome:

After successfully completing the course, the student will be able to;

1. Understand the concept, types and different dimension of ethics.
2. Acquire knowledge about importance of ethics in Indian Administration.
3. Acquire knowledge about various ways and means to enforce ethics in the administration.

Unit	Course Content	Instruction Hours
I	I Ethics 1. Ethics and human interference 2. Aptitude 3. Attitude 4. Emotional intelligence 5. Contribution of thinkers and philosophers.	15
II	Ethics in Indian Administration 1. Integrity in Administration 2. Accountability in Administration 3. Transparency in Administration 4. Probity in governance 5. Ethics in Governance: Citizens and Administration 6. Ethics and Administrative Reforms in India 7. Civil Service Reforms in India.	15

Examination and Evaluation Pattern:

The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into test, seminar and assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

- 1 Avasthi & Avasthi, 2010-11 Indian Administration (Sixteenth Edition), Lakshmi Narayan Agarwal, Agra.
- 2 Bhattacharya, Mohit, 2007. New Horizons of Public Administration, Jawahar Publishers, New Delhi
- 3 Bhagwan Vishnu and Vidya Bhushan, 2011. Indian Administration, S. Chand, New Delhi,
- 4 Chakrabarty, Bidyut, 2016. Ethics in Governance in India, Rutledge.
- 5 Maheshwari, S.R, Indian administration, Orient Longman, New Delhi
- 6 Martinez, J. Michael, 2009 Public Administration Ethics for the 21st Century,
- 7 Reports of the Second Administrative Reforms Commission.
- 8 Ramesh K. Arora, 2012 Indian Public Administration: Institutions and Issues, New Age, International Publisher, New Delhi,
- 9 Swarup, Anil, Ethical Dilemmas of a Civil Servant, Unique Publishers India Pvt Ltd.

Course Code	Course Title	Semester
BNPA401DCT	Comparative Local Government: India, UK, USA & France	IV
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs
Learning Objectives:		
<ol style="list-style-type: none"> 1. It explains the historical, organizational and Financial perspective of local government of India, UK, USA and France. 2. It provides comparative perspectives of Local government of India, UK, US and France. 3. It explains the challenges of local government of India, UK,USA and France. 		
Learning Outcomes:		
<ol style="list-style-type: none"> 1. Students acquire the ability to develop theoretical and comparative perspective of Local government of India, UK,USA and France 2. They are using comparative perspective of Local Administration in their research. 3. It will improve the ability of creative thinking and application of new knowledge of Public Administration. 		
Unit	Course Content	Instruction Hours
I	Local Government of India <ol style="list-style-type: none"> 1. Historical Perspective 2. Organizational and Functional Perspective 3. Financial Perspective 4. Challenges of Local Government 	15
II	Local Government of UK <ol style="list-style-type: none"> 1. Historical Perspective 2. Organizational and Functional Perspectives 3. Financial Perspective 4. Challenges of Local Government 	15

III	Local Government of USA 1. Historical Perspective 2. Organizational and Functional Perspectives 3. Financial Perspective 4. Challenges of Local Government	15
IV	Local Government of France 1. Historical Perspective 2. Organizational and Functional Perspectives 3. Financial Perspective 4. Challenges of Local Government	15
<p>Examination and Evaluation Pattern:</p> <ul style="list-style-type: none"> • The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminars and assignment. • The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. • The student need to score 40 per cent marks in internal as well as external exams to clear the paper. 		
<p>References:</p> <ol style="list-style-type: none"> 1. Andrew M. Cuomo and Rossana Rosado, (2011) Local Government Hand Book, New York. 2. Andrew Knapp and Vincent Wright, (2006) The Government and Politics in France, Routledge. 3. David Wilson and Chris Game, (2011) Local Government in United Kingdom, Palgrave, 4. Gyanchand, (1987). Local Finance in India. Kitabistan Publishers, Allahabad 5. J.A. Chandler (2001), Local Government Today, Manchester University Press. 6. A. Chandler (200) Explaining Local Government: Local Government in Britain since 1800, Manchester University Press. 7. Jisun Youm and Richard Feiock, (2015) Local Government in United States, Oxford University Press, UK 8. M.A. Muttalib, (1982) Theory of Local Government, Sterling Publishers , New Delhi, 1982. 9. Maheshwari, S.R. (1970) Local Government in India, Laxmi Narain Aggarwal, Agra. 10. Martin Minogue (1977) Local Government in Britain, Vol I, & II, Cambridge University, UK. 11. Pradeep Sachdeva, (2011) Local Government in India, Pearsons Education of India, New Delhi. 12. Richard D. Bingham, Managing Local Government: Public Administration in Practice, Cleveland State University, Cleveland, Ohio, Sage Publication. 13. Sharma, M.P., (1995), Local Self Government in India, Kitab Mahal, Allhabad. 14. S.R. Nigam (1997) Local Finance Government with reference to Indian Government 15. Tony Byrne (1990), Local Government in Britain, Penguin UK, 5 th Edition, 		

16. T.N. Chaturvedi and A. Dutta (1984) (eds.), Local Government, IIPA, New Delhi.
17. Vincent Ostrom, Robert L Bish and Elinor Ostrom, (1988) Local Government in the United States, ICS Press, 1988.
18. W. Eric Jackson,(1950) The Structure of Local Government in England and Wales, Longmans, New York,
19. W. Eric Jackson, (1950)The Structure of Local Government in England and Wales, Longmans, New York,
20. Wright, V (1979) the Government and Politics of France, London,Issues, New Age International, New Delhi.

Course Code	Course Title	Semester
BNPA401GET	Disaster Management	IV
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

The objectives of the course are;

1. To familiarize the students with concept and classification of Disasters
2. To understand the consequences of disasters.
- 3 To provide an insight into the disaster management policy and mechanism in India.

Course Outcome:

After the successful completion of the course the student will be able to;

- 1 Understand the meaning and concept of disaster.
- 2 Identify the different kinds of disasters and their consequences.
- 3 Gain an in depth knowledge of the mechanism for the disaster management in India.

Unit	Course Content	Instruction Hours
I	UNIT – I Introduction: Conceptual Aspect of Disaster Management 1 Introduction to Disaster and Disaster Management: Meaning and Concept. 2 Classification of Disasters: Natural and Man-made Disasters. 3 Consequences of Disasters - Loss of Human and Animal Life, Psychological Trauma , Damage to Habitat , spread of Epidemic and Damage to Infrastructure.	15
II	UNIT- II Disaster Management Mechanisms in India 1 Disaster Management Act 2005 2 Disaster Management Policy 3 National Disaster Management Authority.	15
Examination and Evaluation Pattern: The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into test, seminar and assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.		

References:

- 1 Carter W. Nick , (1991) Disaster Management, Asian Development Bank, Manila
- 2 Central Water Commission, (1987), Flood Atlas of India , CWC, New Delhi
- 3 Central Water Commission, (1989) Manual of Flood Forecasting , New Delhi
- 4 Government of India, 1997, Vulnerability Atlas of India , New Delhi
- 5 Sahni , Pardeep Et.Al (Eds) 2002 , Disaster Mitigation And Reflection, Prentice Hall of India, New Delhi.
- 6 Rajib Shaw and RR Krishna Murthy (2009), Disaster Management : Global Challenges and Local Solutions.
- 7 S.L. Goel , Management of Man Made Disaster, Deep & Deep Publications, New Delhi
- 8 A.K. Jain, A., Practical Guide To Disaster Management .
- 9 S. Mukharjee, (2014), Disaster Management, New Delhi.
- 10 Government of India, (1997), Vulnerability Atlas of India, New Delhi Building Materials & Technology Promotion Council, Ministry of Urban Development, New Delhi
- 11 Kapur, A (2010), Vulnerable India : A Geographical Study of Disasters, Sage Publication, New Delhi
- 12 Modh , S (2010), Managing Natural Disasters : Horological , Marine and Geological Disasters, Sage Publication.

Course Code	Course Title	Semester
BNPA402DET	Police Administration	IV
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

- 1 To familiarize this, students concepts of Policing & Society
- 2 To understand the importance of Policing.
- 3 To understand the Function of Police in Society.

Course Outcome:

On successful completion of the course, student will be able to

- 1 The need and significance of police in society will gain and in-depth knowledge regarding the function of the police.
- 2 To understand the emerging role of police in society.

Unit	Course Content	Instruction Hours
I	UNIT – I Introduction: 1 Concept of Police in Society 2 Police Administration: Need and Importance of Policing. 3 Police Administration- A Historical Perspective.	15
II	UNIT- II Function and Emerging role of police 1 Basic Functions of Police 2 Community Policing 3 Disaster Preparedness and Role of Police in Disaster Management.	15

Examination and Evaluation Pattern:

The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into test, seminar and assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

- 1 Sharma, P.D, 1996. Police and Political order in India Radha Publications, New Delhi
- 2 Raghavan, R.K., 1989. Indian Police, Manohar Publication, New Delhi
- 3 Prasher, Rajinder, 1986. Police Administration Organization & Structure, Deep & Deep New Delhi.
- 4 Policing: Re-Invention Strategies 2009.: Rohit Chaudhary, Policing Sage Publications,
- 5 J C Chaturvedi 2006 Police Administration in India and Investigation of Crime, Gyan Books.
- 6 B. Roja 2014 Police Administration Under the British Rule, Gyan Publisher.
- 7 Sharma & Rajit, Police Administration in India: The Legal Development Regal Publication
- 8 Mathur, K M 2013 Administration of Police Training in India, Gyan Publishing House.

Course Code	Course Title	Semester
BNPA501DCT	Disaster Management in India	v
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs
Learning Objectives:		
<ol style="list-style-type: none"> 1. To familiarize the students with Concept and classification of Disasters. 2. To understand the consequences of disasters. 3. To provide an insight into the disaster management policy and mechanism in India. 		
Learning Outcomes:		
<ol style="list-style-type: none"> 1. Understand the meaning and concept of disaster. 2. Identify the different kinds of disasters and their consequences. 3. Gain an in depth knowledge of the mechanism for the disaster management in India. 		
Unit	Course Content	Instruction Hours
I	Conceptual Aspects of Disaster Management: <ol style="list-style-type: none"> 1. Introduction to Disaster and Disaster Management: Meaning and Concept 2. Classification of Disasters: Natural and Man-made Disasters 3. Consequences of Disasters and Hazards - Loss of Human and Animal Life, 4. Psychological Trauma, Damage to Habitat , spread of Epidemic and Damage to Infrastructure. 	15
II	Natural Disasters: <ol style="list-style-type: none"> 1. Hydrological Disaster- Floods, Cloud Burst, Droughts and Tsunamis. 2. Geological Disaster- Earthquakes, Landslides and Volcanoes 3. Wind related- Cyclones and Storms 4. Heat wave and Cold waves 	15

III	Man-made Disasters 1. CBRN- Chemical, Biological, Radiological and Nuclear Disasters 2. Fire- Building, Forest, Oil and Coal fire 3. Accidents- Road, Rail and Air Accidents 4. Pollution-Air, Water and Industrial Pollution	15
IV	Disaster Management Mechanisms in India 1. Disaster Management Policy in India. 2. Disaster Management Act. 3. National Disaster Management Authority of India – Organization and Functioning. 4. Role of Central, State and Local Agencies in disaster Management.	15
Examination and Evaluation Pattern: <ul style="list-style-type: none"> • The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminars and assignment. • The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. • The student need to score 40 per cent marks in internal as well as external exams to clear the paper. 		
References: <ol style="list-style-type: none"> 1. Carter W. Nick , (1991), Disaster Management, Asian Development Bank, Manila 2. Central Water Commission, (1987), Flood Atlas of India , CWC, New Delhi 3. Central Water Commission, (1989), Manual of Flood Forecasting, Government of India, 1997, Vulnerability Atlas of Indi , New Delhi 4. Sahni , Pardeep et.al Eds (2002), Disaster Mitigation And Reflection, Prentice Hall of India, New Delhi 5. Rajib Shaw and RR Krishna Murthy (2009) , Disaster Management : Global Challenges and Local Solutions. 6. S.L. Goel, Management of Man Made Disaster, Deep Deep Publications, New Delhi 8. A.K. Jain, A Practical Guide To Disaster Management . 9. S. Mukharjee(2014), Disaster Management, New Delhi. 10. Government of India (1997), Vulnerability Atlas of India. New Delhi 11. Kapur, A (2010), Vulnerable India : A Geogrphical study of disasters, Sage Publication, New Delhi 12. Modh, S (2010), Managing Natural Disasters: Horological , Marine and Geological Disaster, Sage Publication. 		

Course Code	Course Title	Semester
BNPA501DET	NGOs and Development	V
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

1. Impart the basic knowledge about the evolution, importance and typology of NGOs and their role in development.
2. Develop understanding of the working of NGO sector in India.
3. Impart knowledge about the role of NGOs in development and social sector.

Course Outcome:

On the successful completion of the course the student will be able to;

1. Understand the concept, importance and role of NGOs in development.
2. Acquire knowledge about the working of Voluntary sector in India.
3. Analyze the contribution of NGOs in development and social sector

Unit	Course Content	Instruction Hours
I	UNIT – I NGOs: Introduction 1. NGOs: Concept, Evolution, Scope and Importance 2. NGOs: Typology 3. NGOs: Role and Functions 4. NGOs and Development	15
II	UNIT- II NGO Administration in India 1. NGOs: Registration, Recognition, Rules and Regulations. 2. Training of NGO Functionaries 3. Resource Mobilization and Financial Management of NGOs. 4. Project Appraisal and Impact Evaluation of NGOs.	15
Examination and Evaluation Pattern: The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into test, seminar and assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.		

References:

- 1 Shastri, Ranjan Padhy, 1991, Community Action for Social Justice-Grassroots Organizations in India, Sage Publications, New Delhi.
- 2 Kulkarni, Mangesh, "Action Groups and the State", Seminar 4-16, pp. 13-17.
- 3 Fernandes, A.P., 1987, "NGOs in South Asia: People's Participation" World Development, Vol.15.
- 4 Ganlao, E.D., 1987, Indigenous NGOs Strategic Institutions: Managing the Relationship with Government and Resources Agencies", World Development, Vol. 15: 13-120,.
- 5 Government of India: 1957 Report of the Team for the Study of Community Projects and National Extension Service (Balwanth Roy Mehta Committee), Vol.1, New Delhi.
- 6 Kothari, R, 1986, "NGOs: The State and World Capitalism", Economic and Political Weekly, Vol.21, No.50: 2177-2182,.
- 8 Kulkarni, Mangesh, "Action Groups and the State", Seminar 4-16, pp. 13-17.
- 9 Roy, S. 1987," Voluntary Agencies in Rural Development their Role, Policy and Programmes", Indian Journal of Public Administration, Vol.33, No. 3.
- 10 Paul Chondhy, D.1981, Profile of Voluntary Action in Social Welfare and Development, Siddarth Publications, New Delhi.

Course Code	Course Title	Semester
BNPA502DCT	Management of Resources	V
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs
Learning Objectives:		
Resources at the disposal of administration are always limited while most of them is demand for them is unlimited. In this context the course seeks to equip the student with basic concepts and Practices in the field of resource management -- Human finance and materials. It makes them understand how different resources should be managed efficiently.		
Learning Outcomes:		
<ol style="list-style-type: none"> 1. The students will gain an in-depth knowledge of the management of resources in the administration 2. The student will be equipped with techniques of human resources planning 3. The students will be familiar with budgeting and also an integrated approach to material management. 		
Unit	Course Content	Instruction Hours
I	Management of Human Resources I: <ol style="list-style-type: none"> 1. Meaning, scope and importance of Human Resource Management 2. Human Resource Planning 3. Recruitment and Selection 4. Critical issues to Recruitment & Selection 	15
II	Management of Human Resources II: <ol style="list-style-type: none"> 1. Promotion 2. Performance Appraisal 3. Human Resources Development 4. Changing Nature of Human Resources Development 	15

III	Management of Finances-I 1. Meaning nature and scope of Financial Admn 2. Budget- Importance , principles, 3. Preparation Enactment, Execution 4. Role of Finance Ministry	15
IV	Management of Finances – II 1. Parliamentary financial committees – P A C, 2. Estimates committee and Committee on Public Undertakings C&AG 3. Finance Commission.	15
Examination and Evaluation Pattern: <ul style="list-style-type: none"> • The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminars and assignment. • The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. • The student need to score 40 per cent marks in internal as well as external exams to clear the paper. 		
References: <ol style="list-style-type: none"> 1. Management of Resources, Parkash Chand. 2. Management of Resources---- Goel 3. Principles & Practice of Public Admn – Avasthi & Maheshwari 4. Principles of Public Administration ---- A R Tyagi, 5. Pub Administration --- Rumki Basu 6. Pub Administration --- Mohit Bhattacharya 7. An integrated concept of material management – N M Shah 8. Public Administration – Laxmi Narayan Publishers 9. Public Administration; Theory & Practice by M P Sharma 10. Modern Public Administration By F A Nigro 11. Re-structuring Public Administration by M Bhattacharya 12. Advanced Public Administration By S L Goel 13. Public Administration: Concept and Theory By S P Naidu 14. Financial Administration By M K Thawaraj 		

Course Code	Course Title	Semester
BNPA502DET	Human Rights	V
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

1. To give a basic understanding to the concepts of human rights
2. To analyse the theoretical aspects of human rights.
3. To know about the human rights and governance.

Course Outcome:

After successfully completing the course the student will be able to

Describe the basic concepts of Human Rights and gathering more knowledge about Human Rights. And also will be able to analyze the job between Human Rights and rule of law and relevance with Civil, Political, Economic, Social and Cultural Rights.

Unit	Course Content	Instruction Hours
I	Concepts of Human Rights 1. Meaning and Definition of Human Rights & Scope of Human Rights 2. History of Human rights Civilization 3. Rule of Law and Human Rights 4. Critical Appraisal of the Current Status of Human Rights in India	15
II	UNIT- II Enforcement Mechanism and Evaluation of Human Rights 1. Protection of Human Rights Act 1993 2. National and State Human Rights Commissions 3. Role of Judiciary in Human Rights Protection 4. Human Rights & Environment Protection	15

Examination and Evaluation Pattern:

The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into test, seminar and assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

1. Baehr, Peter R. (1999), Human Rights: Universality in Practice, New York: Palgrave.
2. Edmundson, William A., (2004), An Introduction to Rights, New York: CUP
3. Kothari, Smituand Harsh Sethi (ed.)(1991),Rethinking Human Rights: Challenge for Theory and Action, Lokayan ,Delhi.
- 4 Ashiwini Rao, (2010), Status of Human Rights in India, New Delhi, Pacific.
5. Waghmare B. S. (2001), Human Rights and Prospects, New Delhi: Kalinga Publications
- 6, Meghraj Kapurderiya, (2013) Indian Philosophical Foundation of Human Rights, New Delhi: R.P.Publication.

Course Code	Course Title	Semester
BNPA601DCT	Good Governance	VI
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs	Maximum Marks : 100	
Periods / Week : 4	Internal Evaluation : 30	
Credits : 4	End Semester : 70	
Instruction Mode : Lecture	Exam Duration : 3 Hrs	
Learning Objectives:		
<p>The word “Governance” appears in diverse academic disciplines. At the general Level, governance refers to theories and issues of social coordination and the nature of all patterns of rule. The theories of governance have changed the understanding of various concepts of state and institutions. New Jargon of words emerged in the social science literature with different connotations. In this background, the present course aims to provide an in-depth understanding of the basic tenets and trends of Good Governance.</p>		
Learning Outcomes:		
<ol style="list-style-type: none"> 1. Comprehend the fundamental principles of Good Governance. 2. Understand the trends of Good Governance. 		
Unit	Course Content	Instruction Hours
I	Introduction: 1. Concept of Governance 2. Good Governance: Concept, Emergence and Significance 3. Features of Good Governance 4. e-Governance	15
II	State and Governance: 1. Origin of the State 2. Neo-Liberalism and Rolling Back State 3. Civil Society, State and Market Debate 4. State and Governance	15

III	Citizen and Governance: 1. Rule of Law and Human Rights 2. People's Participation in Governance 3. Social Audit 4. Public Service Delivery System and Citizen's Charter	15
IV	Institutional Machinery for Good Governance: 1. Central and State information commissions 2. Lokpal and Lok Ayukta 3. Consumer Forums 4. National Human Rights Commission and State Human Rights Commission	15
Examination and Evaluation Pattern: <ul style="list-style-type: none"> • The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminars and assignment. • The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. • The student need to score 40 per cent marks in internal as well as external exams to clear the paper. 		
References: <ol style="list-style-type: none"> 1. Tandon, B. B; V.K. Agnihotri and H. Ramachandran, 2001. Globalization and decentralization: Emerging issues from the Indian experience, International Review of Administrative Sciences, Vol. 67, No. 3, Sage Publications, New Delhi. 2. Bhattacharya, M., 1998. New Horizons of Public Administration, Jawaharlal Publishers, New Delhi. 3. Mukhopadhyaya, A., 1998. Reinventing government for good governance, The Indian Journal of Public Administration, IIPA, Vol. XLIV, No.3, July-Sept., New Delhi. 4. Human Development Report in South Asia, The crisis of governance, Human Development centre, OUP, 1999, Karachi, Pakistan. 5. Hye Has ant Abdul, 2001. Governance, South Asian Perspective, Manohar Publishers, New Delhi. 6. Minocha, O.P., 1997. Good Governance: Concept and Operational issues, Management in Government, 29(3). 7. Ricucci Norma M. 2001. The old public management versus the 'new public management' :Where does Public Administration fit in?, Public Administration Review, Vol. 61. 		

Course Code	Course Title	Semester
BNPA601DET	Management	VI
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

1. Impart the basic knowledge of the Meaning and Importance of Management.
2. Develop basic understanding of the various schools of Management thought.
3. Provide information about important functions of Management.

Course Outcome:

On the successful completion of the course the student will be able to;

- 1 Understand the basic concepts of Management.
- 2 Acquire knowledge about various approaches to study Management.
3. Acquire knowledge about the functions of Management.

Unit	Course Content	Instruction Hours
I	UNIT – I 1 Meaning and Importance of Management 2 Schools of Management Thought – Classical, Behavioral, Systems and Contingency Approaches 3 Styles of management, Emerging areas of management 4 Decision Making.	15
II	UNIT II Functions of Management. 1 Planning 2 Organizing 3 Controlling and Supervision 4 Communication & Coordination	15
Examination and Evaluation Pattern: The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into test, seminar and assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.		

References:

- 1 Iranconovich Donnelly, Gibso, 1991. Management: Principles and Functions (Ist Edition), Richardly D. Irwin, Ind, New Delhi
- 2 J. S. Chandan, 1994 Management Theory and Practice, Vikas, Publishers, New Delhi,.
- 3 VSP Rao, and PS Narayan, 1989 Management and Concepts and Thoughts, Konark Publishers, New Delhi.
- 4 L.M. Prasad, 1989 Principles and Practice of Management: Sultan Chand and Sons, New Delhi,
- 5 Satyasan Chatterji, 1993 An Introduction to Management; Its Principles and Techniques, World Press, Calcutta.

Course Code	Course Title	Semester
BNPA602DET	Corporate Governance	VI
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

- 1 It focuses on the fundamentals and key aspects of Corporate Governance including shareholders, investors and other stakeholders and several legislative framework of Corporate Governance in India.
2. It aims at providing idea about corporate governance and its implications on our society.

Course Outcome:

After successfully completing the course, the student will be able to understand the concepts of corporate governance and the role and importance of stakeholders in a corporate. Understand and critically evaluate the key difficulties encountered by Indian Administration.

Unit	Course Content	Instruction Hours
I	<p>Introduction Corporate Governance: Concept, Need, Theories & Models, Broad, Committees.</p> <p>2. Codes & Standards on Corporate Governance</p> <p>3. Business Ethics and Corporate Governance</p> <p>4. Issues of Corporate Governance and Corporate Governance Reforms.</p>	15
II	<p>CSR</p> <p>1 Introduction to CSR,</p> <p>2. Advantages and Scope of CSR</p> <p>3. CSR in Indian Scenario</p> <p>4. CG and CSR, Corporate Governance Rating.</p>	15

Examination and Evaluation Pattern:

The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into test, seminar and assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

- 1 Ravinder Kumar and Virender Sharma, Auditing Principles and Practice, PHI Learning
- 2 Aruna Jha, Auditing. Taxmann Publication.
- 3 A. K. Singh, and Gupta Lovleen. Auditing Theory and Practice. Galgotia Publishing Company.
- 4 KV Bhanumurthy and Usha Krishna, Politics, Ethics and Social Responsibility of Business, Pearson Education
- 5 N Balasubramanian, A Casebook on Corporate Governance and Stewardship, McGraw Hill Education
- 6 B.N. Ghosh, Business Ethics and Corporate Governance, McGraw Hill Educa

Course Code	Course Title	Semester
BNPA701DCT	Public Policy	VII
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs
Learning Objectives:		
<ol style="list-style-type: none"> 1. Provide knowledge about the importance and scope of Public Policy and different approaches for its study. 2. Develop an understanding about the various stages of policy process. 3. Acquaint the students of different policies and problems involved in their implementation. 		
Learning Outcomes:		
<ol style="list-style-type: none"> 1. Understand the importance of public policy and various approaches for its study. 2. Figure out different stages of policy process. 3. Analyze intricacies involved in the implementation of different policies through case studies. 		
Unit	Course Content	Instruction Hours
I	Introduction <ol style="list-style-type: none"> 1. Meaning, Nature, Importance and Scope and Public Policy 2. Context of Public Policy – Social, Economic and Political 3. Concept of Policy Sciences – Implications and Consequences 4. Approaches to the study of Public Policy – Elite Theory, Systems Analysis, Group Theory, Institutional Approach and Incremental Approach. 	15
II	Policy Process <ol style="list-style-type: none"> 1. Policy Formulation 2. Policy Implementation 3. Policy Evaluation 4. Policy Analysis – Tools and Limitation 	15

III	Instruments of Public Policy <ol style="list-style-type: none"> 1. Public Policy and Political Parties 2. Public Policy and Bureaucracy 3. Public Policy and Mass Media 4. Public Policy and NGOs 5. Public Policy and Pressure Groups 	15
IV	Case Studies <ol style="list-style-type: none"> 1. New Economic Policy and Globalization 2. Protective Discrimination/Reservation Policy 3. Environment Policy 4. New Education Policy 	15
<p>Examination and Evaluation Pattern:</p> <ul style="list-style-type: none"> • The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminar and assignment. • The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. • The student need to score 40 per cent marks in internal as well as external exams to clear the paper. 		
<p>References</p> <ol style="list-style-type: none"> 1. Charles.E. Lind Bloom., Charles. E. (1978). <i>The Policy Making Process</i>,. New Jersey. 2. Dror, Y. (1971). Ventures in Policy Sciences: Concepts and Applications. 3. Dye, r. (1972). Understanding Public Policy. Prencet Hall Inc. Englewood Cliffs, NJ, 732 4. Lasswell, H.D. (1970). Th Emerging Concept of the Policy Sciences. Policy Sciences, 1 (1), 3-14 5. Naier Raymond. A & Gorgaw Kenneth.J.,(1968). The Study of Policy Formation the Tree Press, New York. 6. R.K. Sapru,(1994). Public Policy Formation, Implementation and Evaluation, sterling Publishers, New Delhi. 7. UN, (1993). Improving Public Policy Analysis, Study Material, New York. 8. Government of India, (1983). Policy Making in Government, Publication Division, GOI New Delhi. 9. Quayum, Abdul, (2008). Awami Policy, MANUU, Hyderabad. 		

Course Code	Course Title	Semester
BNPA701DET	Organizational Behaviour	VII Hons
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:

- 1 To find out the concepts, theories and approaches of Organizational Behaviour.
- 2 To make an assessment Individual and group behaviour and their impact on organizational effectiveness.
- 3 It provides new ideas, trends and theories about the leadership and motivation.

Course Outcome:

Students acquire the ability to develop theoretical and methodological knowledge in the organizational behaviors. They will be able to understand the recent paradigm in the functioning of organizations.3. Acquire knowledge about the various approaches to the study of Public Policy.

Unit	Course Content	Instruction Hours
I	UNIT – I Introduction 1 Organizational Behaviour: Concepts, Scope and Significance. 2 Evolution of Organizational Behaviour- Hawthorne Studies. 3 Personality: Meaning and Development of Determinants, Perceptions, Attitudes, Aptitudes, Needs;	15
II	UNIT II Communication, Leadership Motivation & Conflicts. 1. Communication System 2. Leadership Theories and Styles 3. Theories of Motivation- Maslow, Herzberg & McGregor 4. Conflict Management- Intra Conflict, Inter Organizational conflict.	15
<p>Examination and Evaluation Pattern:</p> <p>The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into test, seminar and assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.</p>		

References:

1. Stephen P. Robinson: 2007 Organisational Behaviour, 11th edition, New Delhi, Prentice - Hill of India Pvt.Ltd.,
2. Jit S Chandan: 2006 Organizational Behaviour, 3rd edition, 576, Masjid Road, Jangpura, New Delhi, Vikas Publishing House Pvt. Ltd.
3. N.K. Sahni: 2007. Management Concept and Organizational Behaviour, 5th edition, New Delhi, Kalyani Publishers
4. B.P.Singh & T.N. Chhahra: 2000. Organisational Theory and Behaviour, 3rd edition, 1682, Nai Sadak, Delhi.
5. Luthans F.: 1995 Organisational Behaviour, 7th edition, New York, MC Graw Hill.
6. L.M. Prasad: 2001. Organisational Behaviour, New Delhi, Sultan Chand & Sons Educational Publishers.
7. Quayum, Abdul, 2011 Tanzeemi Rawayya, Hyderabad, Nisaab Publishers.

Course Code	Course Title	Semester
BNPA702DCT	E-Governance	VII
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs	Maximum Marks : 100	
Periods / Week : 4	Internal Evaluation : 30	
Credits : 4	End Semester : 70	
Instruction Mode : Lecture	Exam Duration : 3 Hrs	
Learning Objectives:		
<p>1 To impart knowledge about e-governance and to understand its theoretical perspectives.</p> <p>2 To make an assessment of Information & communication technology and its impact on Public Administration.</p> <p>3 To provide an in-depth knowledge of the techniques of E-Governance and E-Governance initiatives at National levels.</p>		
Learning Outcomes:		
<p>1 The students will be able to thoroughly grasp the knowledge regarding E-Governance and its impacts.</p> <p>2 The students would be familiar with the theoretical perspectives of E-Governance.</p> <p>3 The students will gain and insight into the techniques of E-Governance and also the various initiatives at the national level.</p>		
Unit	Course Content	Instruction Hours
I	<p>Introduction: Concepts and Perspectives:</p> <p>1 Information and Communication Technology and Public Administration (ICT & PA)</p> <p>2 Communication Information – Informing the citizen and Right to Information.</p> <p>3 Knowledge Society and Citizen Empowerment</p> <p>4 Governance in Digital Age</p>	15
II	<p>Techniques of E-governance:</p> <p>1 Citizen Data Base and Human Development</p> <p>2 Public Information System and Feedback-Video Tele Conferencing</p> <p>3 Internet and Intranet (LAN & WAN)</p>	15

III	Theoretical Perspectives: 1 Dystopian Theory 2 Socio-Technical Systems Theory 3 Global Integration Theory 4 Public Private Partnership	15
IV	E-Governance Initiatives: 1. E-Governance Initiatives at National Level 2. IT and Milk Cooperatives Experience; AMUL- A Case Study. 3. IT Act 2000, IT Act 2008 National E-Governance Plan 2006 4. Cyber Security.	15
Examination and Evaluation Pattern: <ul style="list-style-type: none"> • The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminars and assignment. • The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. • The student need to score 40 per cent marks in internal as well as external exams to clear the paper. 		
References: <ol style="list-style-type: none"> 1 Bellamy, Christine, and John, A., Taylor, (1998), Governing in the Information Age, Buckingham, Open University Press. 2 Bhatnagar, S.C. (2004) E-Government – from Vision to Implementation: A practical guide with case studies, Sage Publications, New Delhi. 3 Bhatnagar, S.C. (2009) Unlocking E-Government Potential: Concepts, cases and practical insights, Sage Publications, New Delhi. 4. Bouwman, Harry, and et.al., (2005), Information and Communication Technology in Organisations, Sage Publications, London. 5. Heeks, R. (2006) Implementing and Managing eGovernment: An international text, Sage 6. Marchionini, G., (1995), Information Seeking in Electronic Environments, New York, The Press Syndicate of the University of Cambridge, USA. 7. Michael E. Milakovich, (2012), digital governance - New Technologies for improving Public Service an Participation, Routledge, Taylor and Francis group, New York. 8. Pardhasaradhi, Y. (et.al) (2009), E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi. 9. Satyanarayana, J, (2004), E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi. 		

Course Code	Course Title	Semester
BNPA801 DET	Indian Government and Politics	VIII
Scheme of Instruction		Scheme of Examination
Total Duration: 30 Hrs		Maximum Marks: 50
Periods / Week: 2		Internal Evaluation: 15
Credits: 2		End Semester: 35
Instruction Mode: Lecture		Exam Duration: 2Hrs

Learning Objectives:
<ol style="list-style-type: none"> 1. Impart the basic knowledge of the constitutional framework of Indian Government and Politics. 2. Develop basic understanding of the organs of the government at the union, state and local levels. 3. Provide information about the political parties, regional politics and issues like national integration and social justice.
<p>On the successful completion of the course the student will be able to;</p> <ol style="list-style-type: none"> 1. Understand the constitutional framework of the Indian Government and Politics. 2. Acquire knowledge about the different organs of the government working at the union, state and local levels. 3. Acquire knowledge about the factors influencing Indian Political Process like party politics, regional politics and social justice.

Unit	Course Content	Instruction Hours
I	Indian Government 1. Indian Government: Constitutional Framework 2. Union Government 3. State Government and Union Territories 4. Local Government	15
II	Indian Political Process 1. Party Politics 2. Regional Politics 3. Challenges to National Integration 4. Issues of Social Justice	15
<p>Examination and Evaluation Pattern:</p> <p>The paper will be evaluated for 50 marks. The internal assessment will be of 15 marks divided into test, seminar and assignment. The end semester examination will be of 35 marks. The paper consists of three sections brief questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.</p>		

References:

- 1 Arora, Ramesh K. and Rajni Goyal, 2018. Indian Public Administration: Institutions and Issues, New Age International Publishers,
- 2 Austin, Granville, 1991 India's Constitution: Corner Stone of a National, Bombay Oxford Press.
- 3 Avasthi and Maheshwari, 1997. Public Administration, Lakshmi Narain Agarwal, Agra,
- 4 Basu, Durga Das, 2015 Introduction to the Constitution of India, LexisNexis, Gurgaon,.
- 5 Fadia, B.L and Kuldeep Fadia, 2017. Public Administration: Administrative Thinkers, Sahitya
- 6 Bhawan, Agra,
- 7 Kohli, Atul, 1991 Democracy and Discontent: India's Growing Crisis of Governability, Cambridge University Press,.
- 8 Polinaidu, S. 1996 Public Administration, Galgotia Publications.
- 9 Quayum, Abdul, 2017. Hindustan Ki Hukumat aur Siyasat, Nisaab Publishers, Hyderabad,
- 10 Rudolph & Rudolph: 1987. In Pursuit of Lakshmi: the Political Economy of the Indian State, Bombay, Orient Longman,
- 11 Vanaik, Achin, 1990. The Painful Transition: Bourgeoisie Democracy in India, London Verso,

Course Code	Course Title	Semester
BNPA801DCT	Advance Theories of Public Administration	VIII
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs
Learning Objectives:		
<ol style="list-style-type: none"> 1. To develop an in depth understanding of theoretical base of advanced theories in Public Administration 2. To familiarize the students with the changing perspectives of Public Administration. 3. To develop analytical abilities to understand the paradigm shift in Public Administration. 		
Learning Outcomes:		
<ol style="list-style-type: none"> 1. The students will be able to understand the advanced theories of public Administration. 2. The students will develop and insight into the changing natures and perspectives of Public Administration. 3. The students will be in the position to make critical analysis of advances theories. 		
Unit	Course Content	Instruction Hours
I	Advance Theories of Public Administration 1. State: Changing Nature 2. Administrative and Bureaucratic State 3. Changing Perspectives- Corporate State and Cybernetics.	15
II	1. Minimal state 2. Administrative Theory: A Critical Study 3. Post Modernism-Discourse Theory- Charles J Fox and Hugh T. Miller	15
III	1. Critical Theory: Jurger Herbermas, Robert B. Deahert and John 2. Public Choice Theory	15
IV	1. New Public Management Perspective 2. Reinventing Public Administration: Osborne and Gaebler	15

Examination and Evaluation Pattern:

- The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminars and assignment.
- The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.
- The student need to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

1. Fox. C. J. (1990), Implementation Research: Why and how to transcend positivist methodologies. In Palumbo, D. J. and Calista. D.J. (Eds) Implementation and the policy process: opening up the black box.
2. Wamsley, G. L., Bacher, R. N. et.al (1990), Refounding the Public Administration, Newbury Park, CA: Sage.
3. Habermas, J. (1992) In Calhoun, C. (Ed), Habermas and the Public Sphere, Cambridge, MIT Press.
4. David Osborne and Ted Gaebler, 1992 Reinventing Government
5. Fox, C J, and Miller, HT (1996), Postmodern Public Administration: Toward Discourse, London : Sage
6. S. R. Maheshwari, 1998 An Introduction to the theory of Public Administration, Sterling Publishers, New Delhi
7. Farmer, D. J. (1999), Public Administration Discourse: A matter or style? Administration and Society, 31 (3) 299-320
8. Zwart, de. (2002), Administrative Practice and Traditional Inquiry in Postmodern Public Administration Theory. In Administration and Society, 37(5)
9. Dr. V Bhaskara Rao, (2008), Public Administration, Steel or Plastic Frame, Kalpaz Publications, Delhi
10. R. N. Prasad, C. Lalkima (2008), (Ed), New Public Management in India: Problems and Perspectives, Shipra.

Course Code	Course Title	Semester
BNPA802DCT	Comparative and Development Administration	VIII
Scheme of Instruction		Scheme of Examination
Total Duration	: 60 Hrs	Maximum Marks : 100
Periods / Week	: 4	Internal Evaluation : 30
Credits	: 4	End Semester : 70
Instruction Mode	: Lecture	Exam Duration : 3 Hrs
Learning Objectives:		
<ol style="list-style-type: none"> 1. To study and understand the basic concepts of comparative politics and governance. 2. To study the basics of governance of various countries 3. To enrich the student's conceptual knowledge of developmental aspects. 		
Learning Outcomes:		
After successful completion of this course, students would be able to understand and critically reflect on the fundamentals of comparative and development administration.		
Unit	Course Content	Instruction Hours
I	<ol style="list-style-type: none"> 1. Comparative Public Administration: Concept, Nature and Scope 2. Approaches of CPA: Structural-Functional and Behavioural 3. Contribution of F W Riggs and Ferrel Heady 4. Critical approach of Comparative Public Administration 	15
II	<ol style="list-style-type: none"> 1. Administrative System of USA 2. Administrative System of UK 	15
III	<ol style="list-style-type: none"> 1. Administrative Systems of France 2. Comparative analysis 	15
IV	<ol style="list-style-type: none"> 1. Development Administration: Concept, Meaning, Characteristics, Dimensions and Scope 2. Difference between Development Administration and Traditional Administration, 3. Concept of Administrative Development: Programmes and Projects 4. Development Administration in India 	15

Examination and Evaluation Pattern:

- The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminars and assignment.
- The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.
- The student need to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

1. Ali Farazmand, (2001). Handbook of Comparative and Development Public Administration, Marcel Dekker, NY.
2. Heady, F (1996). Public administration: A comparative perspective (5th ed.). New York: Marcel Dekker.
3. Pai Panandikar, V.A. (1964). Development administration: An approach. Indian Journal of Public Administration, 10(1), 34-44.
4. Riggs, F. W. (1970). The ecology of administration. Bloomington: Indiana University.
5. Riggs, F.W. (1956). Public administration: A neglected factor in economic development. Annals of the American Academy of Political and Social Sciences, No.305, Agrarian Societies in Transition (May 1956), 70-80.
6. Swerdlow, I. (1963). (Ed.) Development administration: concepts and problems. Syracuse, New York: Syracuse University Press.
7. W.E. Weidner (Ed.)(1970), Development administration in Asia, Durham, North Carolina: Duke University Press.
8. Waldo, D. (1963). Comparative public administration prologue, performance and problems. Indian Journal of Political Science, 24(3), 177-216.
9. Weidner, W. E. (1970a). (Ed.), Development administration in Asia, Durham, North Carolina: Duke University Press

Course Code	Course Title	Semester
BNPA803DCT	Comparative Public Administration	VIII
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs
Learning Objectives:		
<ol style="list-style-type: none"> 1. To study and understand the basic concepts of Comparative Administration and Governance. 2. To study the basics of governance of various countries 3. To enrich the student's conceptual knowledge of Developmental Administration. 		
Learning Outcomes:		
After successful completion of this course, students would be able to understand and critically reflect on the fundamentals of comparative and development administration.		
Unit	Course Content	Instruction Hours
I	<ol style="list-style-type: none"> 1. Comparative Public Administration: Concept, Nature, Scope 2. Approaches of CPA: Structural-Functional and Behavioural 3. Contribution of F W Riggs and Ferrel Heady 4. Critical approach of Comparative Public Administration 	15
II	<ol style="list-style-type: none"> 1. Administrative Systems -USA 2. Administrative Systems-UK 	15
III	<ol style="list-style-type: none"> 1. Administrative Systems – France 2. Comparative Analysis 	15
IV	<ol style="list-style-type: none"> 1. Development Administration: Concept, Meaning, Characteristics, Dimensions and Scope 2. Difference between Development Administration and Traditional Administration, 3. Concept of Administrative Development: Programmes and Projects 4. Development Administration in India 	15

Examination and Evaluation Pattern:

- The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminars and assignment.
- The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.
- The student need to score 40 per cent marks in internal as well as external exams to clear the paper.

References:

1. Ali Farazmand, (2001) Handbook of Comparative and Development Public Administration, Marcel Dekker, NY.
2. Heady, F (1996). Public administration: A comparative perspective (5th ed.). New York: Marcel Dekker.
3. Pai Panandikar, V.A. (1964). Development administration: An approach. Indian Journal of Public Administration, 10(1), 34-44.
4. Riggs, F. W. (1970). The ecology of administration. Bloomington: Indiana University.
5. Riggs, F.W. (1956). Public administration: A neglected factor in economic development. Annals of the American Academy of Political and Social Sciences, No.305, Agrarian Societies in Transition (May 1956), 70-80.
6. Swerdlow, I. (1963). (Ed.) Development administration: concepts and problems. Syracuse, New York: Syracuse University Press.
7. W.E. Weidner (Ed.)(1970), Development administration in Asia, Durham, North Carolina: Duke University Press.
8. Waldo, D. (1963). Comparative public administration prologue, performance and problems. Indian Journal of Political Science, 24(3), 177-216.
9. Weidner, W. E. (1970a). (Ed.), Development administration in Asia, Durham, North Carolina: Duke University Press

Course Code	Course Title	Semester
BNPA804DCT	Development Administration	VIII
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs
Learning Objectives:		
<ol style="list-style-type: none"> 1. To study and understand the basic concepts of development administration. 2. To study the basics of development administration in developing countries 3. To enrich the students' conceptual knowledge of developmental aspects. 		
Learning Outcomes:		
After successful completion of this course, students would be able to understand and critically reflect on the fundamentals of development administration.		
Unit	Course Content	Instruction Hours
I	INTRODUCTION: 1. Meaning, Nature, Scope and Importance of Development Administration 2. Evolution of Development Administration – Traditional Administration and Development Administration 3. International Context of Development Administration 4. Theoretical aspects of Development Administration	15
II	Bureaucracy and Development Administration 1. Development Planning In India – Bureaucracy And Development Administration. 2. District Collector, DRDA and Key Field Level Agencies 3. Changing Role Of District Collectors In India 4. Relationship between District Administrative Agencies with Elected Bodies	15
III	Urban and Rural Development Programmes 1. Urban Housing Development Program– JNNURM.–Urban Wage Employment Program -Urban Self Employment	15

	2. Rural Development Programs – Integrated Rural Development Programs – 3. Poverty Alleviation Program – SJSRY-MGNREGA 4. Evaluation of programmes and social audit	
IV	Issues in Development Administration 1. NGOs, CSO and Development Administration 2. Citizens’ Grievances and Redressal Mechanism. 3. LPG and development Administration 4. Development administration and issues of human rights	15
Examination and Evaluation Pattern: <ul style="list-style-type: none"> • The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminars and assignment. • The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. • The student need to score 40 per cent marks in internal as well as external exams to clear the paper. 		
References: <ol style="list-style-type: none"> 1. Ali Farazmand, (2001) Handbook of Comparative and Development Public Administration, Marcel Dekker, NY. 2. Heady, F (1996). Public administration: A comparative perspective (5th ed.). New York: Marcel Dekker. 3. Pai Panandikar, V.A. (1964). Development administration: An approach. Indian Journal of Public Administration, 10(1), 34-44. 4. Riggs, F. W. (1970). The ecology of administration. Bloomington: Indiana University. 5. Riggs, F.W. (1956). Public administration: A neglected factor in economic development. Annals of the American Academy of Political and Social Sciences, Agrarian Societies in Transition (May 1956), 70-80. 6. Swerdlow, I. (1963). (Ed.) Development administration: concepts and problems. Syracuse, New York: Syracuse University Press. 7. W.E. Weidner (Ed.)(1970), Development administration in Asia, Durham, North Carolina: Duke University Press. 8. Waldo, D. (1963). Comparative public administration prologue, performance and problems. Indian Journal of Political Science, 24(3), 177-216. 9. Weidner, W. E. (1970a). (Ed.), Development administration in Asia, Durham, North Carolina: Duke University Press 		

Course Code	Course Title	Semester
BNPA804DET	Environmental Administration	VIII
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs
Learning Objectives:		
This subject helps the students understand the meaning of environment administration, various issues related to environment, national and international administration and co-operation related to environment.		
Learning Outcomes:		
<ol style="list-style-type: none"> 1. Have the basic understanding of environment administration. 2. Being able to understand the issues related to environment. 3. Have the knowledge of national and international cooperation on issues of environment. 		
Unit	Course Content	Instruction Hours
I	Introduction 1. Environment –Meaning, definition, components 2. Industrial revolution and its impact in environment – Kinds of pollution: Air, Soil, Water, Noise, Radiation etc., Greenhouse Effect. 3. Environmental Protection, importance and study of environmental science and administration 4. Environment and globalization	15
II	Current Environmental crisis: Dimensions and Issues 1. Green House gases-effects ,remedy 2. Global Warming : Human Causes, Its impact on mankind and consequences 3. Ozone depletion-meaning ,causes 4. Climate change –meaning ,causes, effects, remedy	15
III	Environmental Administration 1. The Indian Constitution and Environmental Protection – The right against environmental pollution – Directive principal and Fundamental	15

	<p>duties –Immunity of environmental legislation from judicial scrutiny – right to development.</p> <p>2. The Environmental policy 2016</p> <p>3. The Ministry of the Environment and Forest and climate change- in the environmental Administration.</p> <p>4. Indian Judiciary – PIL – The Green Tribunal The environmental protection act – 1972.</p>	
IV	<p>International Administration and Cooperation</p> <p>1. The Stockholm Declaration on Human Environment – 1972.</p> <p>2. The UNEP – Nairobi convention – 1982- The Earth Summit-1992.</p> <p>3. Kyoto Protocol (UNFWCCC)- The Environmental Protection under the W.T.O Regime</p>	15
<p>Examination and Evaluation Pattern:</p> <ul style="list-style-type: none"> • The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into test, seminars and assignment. • The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. • The student need to score 40 per cent marks in internal as well as external exams to clear the paper. 		
<p>References:</p> <ol style="list-style-type: none"> 1. Kaushik, A. and Kaushik (2018). Perspectives in Environmental Studies. New Delhi: New Age International Publishers. 2. Dhameja, S.K. (2024). Environmental Studies. S.K. Kataria and Sons. New Delhi 3. Bharucha, E. (2004). Environmental Studies for Undergraduate Courses. New Delhi: University Grants Commission. 4. Rajagopalan (2006). Environmental Studies. Oxford University Press 5. Jadhav, H & Bhosale, V.M., (1995), Environmental Protection and Laws, Himalaya Pub. House, Delhi 6. Trivedi, R.K., Handbook of Environmental Laws, Rules Guidelines, Compliance and Standards, Vol I and II, Enviro Media (R). 7. Kenneth M.M. (1999) Basic Concepts in Environmental Management, Boca Raton, FL, Lewis 8. Divan, Shyam and Rosen Ceranz; Armin (2001). Environmental Law and Policy in India, Cases, Materials and Statutes, second edition, Oxford University Press. 		