

B.A Public Administration under CBCS
Semester- V (Session December 2022, 2023 & 2024)
Discipline Specific Elective Course (DSEC)
Course Code: UPATE-501

Course Title: Public Personnel Administration in India

Duration of Exam: 2 ½ hrs

Credits: 6

Contact Hours: 90

Total Marks: 100

Internal Exam: 20

External Exam: 80

Unit I Meaning, Objectives Working and Accountability (Hours: 22 ½)

1.1 Public Personnel Administration: Meaning, Nature and Scope

1.2 Objectives of Personnel Management

1.3 Public Personnel Administration: Neutrality, Ethics and Accountability

1.4 Managing and Working Administrative Personnel in a Changing World

Unit II Civil Service System (Hours: 22½)

2.1 Career System: Concepts and Types

2.2 Classification of Career System

2.3 Recruitment, Training and Salary

2.4 Code of Conduct for Administrative Personnel

Unit III Public Personnel System in India- I (Hours: 22 ½)

3.1 Constitutional and Statutory Framework

3.2 Recruitment Agencies at the Union and State Level (UPSC & SPSE)

3.3 Training and Skills

3.4 Performance, Appraisal and Promotion Mechanism

Unit IV Public Personnel System in India- II (Hours: 22 ½)

4.1 Code of Conduct for All-India Central and State Civil Services

4.2 Employer-Employees Relations

4.3 Grievances Redressal Mechanism

4.4 Reforms in Civil Services

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Note for Paper Setting

Internal Examination paper will consist of two sections. **Section-A** will carry two long answer type questions to be set from the first two units of which a candidate will be required to answer any one question. The upper limit for the answer of each question will be 400-500 words and each question carries 10 marks (Marks 10 X 1 = 10). **Section-B** will consist of six short answer type questions to be set from first two units, three from each unit. The candidate will be required to answer any five. The upper limit for the answer of each question is 75 words and each question carries 2 marks (Marks 2 X 5 = 10). The duration of internal examination will be one hour.

External Examination paper will consist of three sections. **Section-A** will carry five compulsory, short answer type questions at least one question from each unit. The upper limit for the answer of each question is 100 words and each question carries 3 marks (Marks 3 X 5 = 15). **Section –B** will consist of five compulsory medium answer type questions to be set from the entire syllabus at least one question from each unit. The upper limit for the answer of each question will be 250 words and each question carries 7 marks (Marks 7 X 5 = 35). **Section –C** will consist of four long answer type questions to be set from the entire syllabus at least one question from each unit. The candidate will be required to answer any two questions. The upper limit for the answer of each question is 850-1000 words and each question carries 15 marks (Marks 15 X 2 = 30). The duration of external examination will be 2 ½ hours.

Suggested Readings

- Bhayana, S S and Singh S, *Public Personnel and Financial Administration*, Jalandhar: New Academics, 2016.
- Davar, Rustom S., *Personnel Management and Industrial Relations in India*, New Delhi: Vikas Publishing, 2008.
- Flippo, Edwin B., *Principles of Personnel Management*, Kogakusha: McGraw Hill, 2008.
- Handbook of Public Personnel Administration*, UK: Taylor & Francis.
- Koontz, H and O'Donnell, Cyril, *Principles of Management*, Tokyo: McGraw Hill, 2008.
- Koontz, H., and O'Donnell, Cyril, *Principles of Management*, Tokyo: McGraw Hill, 2008.
- Pigors, Paul and Myers, A. Charles, *Personnel Administration: A point of View and a Method*, New Delhi: McGraw Hill, 1977.
- Rabin, Jack, Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald, *Handbook of Public Personnel Administration*, United Kingdom: Taylor & Francis, 2008.
- Saxena, A P, *Training and Development in Government*, New Delhi: Indian Institute of Public Administration, 2010.
- Stahl, O Glenn, *Public Personnel Administration*, New Delhi: Oxford, 1971.

B.A Public Administration under CBCS
Semester- V (Session December 2022, 2023 & 2024)
Skill Development Course
Course Code: UPATS-502
Title of Course: Administrative Law

Duration of Exam: 2 ½ hrs

Credits: 4

Contact Hours: 60

Unit- I Concept, Growth and Rationale

Total Marks: 100

Internal Exam: 20

External Exam: 80

(Hours: 15)

1.1 Administrative Law: Concept, Nature and Scope

1.2 Growth of Administrative Law: Rationale and Significance

1.3 Constitutional Law and Administrative Law

1.4 Administrative Law in India

Unit- II Mechanism of Administrative Law

(Hours: 15)

2.1 Rule of Law: Concept and Mechanism

2.2 Principles of Natural Justice

2.3 Judicial Review of Administrative Action

2.4 Administrative Law and Policy Effectiveness

Unit-III Delegated Legislation, Tribunals and Adjudication

(Hours: 15)

3.1 Delegated Legislation: Rational, Advantages and Disadvantages

3.2 Administrative Tribunals: Role and Responsibilities

3.3 Central Administrative Tribunal: Structures and Functions

3.4 Administrative Adjudication: Causes of Growth, Advantages and Disadvantages

Unit-IV Judicial Administration, Ombudsman and Lok Pal

(Hours: 15)

4.1 Administrative Law and Judicial Administration

4.2 Ombudsman: Concept and Origin/ Genesis

4.3 Central Vigilance Commission: Structures, Functions and Role

4.4 Lok Pal and Lok Ayukta in India: Composition, Powers and Functions

B.A Public Administration under CBCS
Semester- V (Session December 2022, 2023 & 2024)
Skill Development Course
Course Code: UPATS-502
Title of Course: Administrative Law

Note for Paper Setter for Internal Assessment

The Internal Assessment question paper will consist of two sections. Section-A will consist of two long answer questions from two units covered out of which a candidate will be required to answer any one question. The upper limit for the answer of each question will be 500 words and each question carries 10 marks. Section-B will comprise six short answer type questions three from each unit out of which candidates will be required to answer any five questions. The upper limit for the answer of each question will be 80-100 words and each question carries 2 marks.

Note for Paper Setter for External Examination

The question paper shall consist of three sections. Section-A shall carry five short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 100-150 words and each question carries 3 marks. Section-B shall consist of five medium answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 300-350 words and each question carries 7 marks. Section-C shall comprise four long answer type questions at least carrying one from each unit. The candidate shall attempt two questions out of four questions. The upper limit for the answer of each question will be 650-750 words and each question carries 15 marks.

Suggested Readings

- A. Avasthi and S. R. Maheshwari, *Public Administration*, Agra: Lakshmi Narain Agarwal, 2014.
- D. R. Sachdeva and Meena Sogani, *Public Administration: Concepts and Application*, New Delhi: Associated Publishing House, 1990.
- I. P. Massey, *Administrative Law*, Lucknow: Eastern Book Publishers, 2000.
- J. A. G. Griffith, eds., *From Policy to Administration*, Great Britain: Aldine Press, 1976.
- M. P. Sharma and B. L. Sadana, *Public Administration in Theory and Practice*, Allahabad: Kitab Mahal, 2000.
- Om Prie Srivastava, *Public Administration and Management: The Broadening Horizons*, Bombay: Himalaya Publishing House, 1991.
- Rumki Basu, *Public Administration: Concepts and Theories*, New Delhi: Sterling, 1990.
- Vishnoo Bhagwaan and Vidya Bhushan, *Public Administration*, New Delhi: S. Chands Company, 1961.

B.A Public Administration under CBCS
Semester- V (Session December 2022, 2023 & 2024)
(Generic Elective Course)
UPATE-503

Course Title: Social Welfare Administration in India

Duration of Exam: 2 ½ hrs

Credits: 6

Contact Hours: 60

Total Marks: 100

Internal Exam: 20

External Exam: 80

Unit-I Social Welfare, Welfare State and Welfare Administration (Hours: 22 ½)

- 1.1 Social Welfare; Concept and Related Concepts
- 1.2 Social Welfare and Welfare State
- 1.3 Social Welfare Administration
- 1.4 Principles of Social Welfare Administration in India

Unit-II Social Change, Social Security and Administration (Hours: 22 ½)

- 2.1 Social Security and Social Development
- 2.2 Social Change and Social Welfare Administration
- 2.3 Social and Cultural Adaptation in India
- 2.4 Administration and Social Change

Unit-III Social Welfare: Constitutional and Legal Provisions (Hours: 22 ½)

- 3.1 Welfare and Social Security Policy
- 3.2 Constitutional and Legal Provisions for Welfare
- 3.3 Legislative Welfare Measures for Women and Children
- 3.4 Legislative Welfare Measures for SCs, STs and OBCs

Unit- IV Social Welfare Policies and Schemes (Hours: 22 ½)

- 4.1 Welfare Measures for Minorities and Persons with Disabilities
- 4.2 MGNREGA: Merits and Demerits
- 4.3 Sarva Shiksha Abhiyan
- 4.4 National Rural Health Mission

B.A Public Administration under CBCS
Semester- V (Session December 2022, 2023 & 2024)
(Generic Elective Course)
UPATE-503

Course Title: Social Welfare Administration in India

Note for Paper Setter for Internal Assessment

The Internal Assessment question paper will consist of two sections. Section-A will consist of two long answer questions from two units covered out of which a candidate will be required to answer any one question. The upper limit for the answer of each question will be 500 words and each question carries 10 marks. Section-B will comprise six short answer type questions three from each unit out of which candidates will be required to answer any five questions. The upper limit for the answer of each question will be 80-100 words and each question carries 2 marks.

Note for Paper Setter for External Examination

The question paper shall consist of three sections. Section-A shall carry five short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 100-150 words and each question carries 3 marks. Section-B shall consist of five medium answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 300-350 words and each question carries 7 marks. Section-C shall comprise four long answer type questions at least carrying one from each unit. The candidate shall attempt two questions out of four questions. The upper limit for the answer of each question will be 650-750 words and each question carries 15 marks.

Suggested Readings

Bidyut Chakrabarty and Prakash Chand, *Public Administration in a Globalizing World: Theories and Practices*, New Delhi: Sage, 2013

Bidyut Chakrabarty and Prakash Chand, *Indian Administration*, New Delhi: Sage Publications, 2016.

Michael E. Kraft and Scott R. Furlong, *Public Policy: Politics, Analysis and Alternatives*, New Delhi: Sage Publications, 2019.

Radhakrishan Sapru, *Indian Administration: A Foundation of Governance*, New Delhi: Sage Publications, 2018.

V. Jagannadham, *Administration and Social Change*, New Delhi: Uppal Publishing House, 1978.

B.A Public Administration under CBCS
Semester- VI (Session May 2023, 2024 & 2025)
Discipline Specific Elective Course (DSEC)
Course Code: UPATE-601

Course Title: Public Policy in India

Duration of Exam: 2 ½ hrs

Credits: 6

Contact Hours: 90

Total Marks: 100

Internal Exam: 20

External Exam: 80

Unit-I Meaning, Scope, Types and Approaches

(Hours: 22 ½)

1.1 Public Policy: Meaning, Nature, Scope and Significance

1.2 Policy Analysis: Concept and Significance

1.3 Approaches to Policy- Making

1.4 Models of Public Policy with special Reference to the Incrementalist and Rationalist Paradigms

Unit-II Agenda, Formulation and Analysis

(Hours: 22 ½)

2.1 Agenda Setting: Basics and Strategies

2.2 Policy Formulation: Strategies

2.3 Policy Analysis: Options and Decisions

2.4 Policy Formulation: Limitations and Challenges

Unit-III Implementation, Evaluation and Termination

(Hours: 22 ½)

3.1 Policy Implementation: Challenges and Strategies

3.2 Policy Evaluation: Process and Types

3.3 Factors Influencing the Policy Process

3.4 Policy Termination: Rationale and Implications

Unit-IV Major Public Policies

(Hours: 22 ½)

4.1 General Social Policy

4.2 Public Health Policy and Education Policy

4.3 Criminal Justice Policy and Green Policy

4.4 Future of Public Policy

**B.A Public Administration under CBCS
Semester- VI (Session May 2023, 2024 & 2025)
Discipline Specific Elective Course (DSEC)
Course Code: Course Code: UPATE-601**

Course Title: Public Policy in India

Note for Paper Setting

Internal Examination paper will consist of two sections. **Section-A** will carry two long answer type questions to be set from the first two units of which a candidate will be required to answer any one question. The upper limit for the answer of each question will be 400-500 words and each question carries 10 marks (Marks 10 X 1 = 10). **Section-B** will consist of six short answer type questions to be set from first two units, three from each unit. The candidate will be required to answer any five The upper limit for the answer of each question is 75 words and each question carries 2 marks (Marks 2 X 5 = 10). The duration of internal examination will be one hour.

External Examination paper will consist of three sections. **Section-A** will carry five compulsory, short answer type questions at least one question from each unit. The upper limit for the answer of each question is 100 words and each question carries 3 marks (Marks 3 X 5 = 15). **Section –B** will consist of five compulsory medium answer type questions to be set from the entire syllabus at least one question from each unit. The upper limit for the answer of each question will be 250 words and each question carries 7 marks (Marks 7 X 5 = 35). **Section –C** will consist of four long answer type questions to be set from the entire syllabus at least one question from each unit. The candidate will be required to answer any two questions. The upper limit for the answer of each question is 850-1000 words and each question carries 15 marks (Marks 15 X 2 = 30). The duration of external examination will be 2 ½ hours.

Suggested Readings

- Anderson, J. E., *Public Policy Making*, New York: Houghton Mifflin, 2005.
- Ayyar, Vaidyanathan, R. V., *Public Policy Making in India*, New Delhi: Pearson, 2009.
- Basu, D D., *Constitution of India*, New Delhi: Prentice Hall, 2011.
- Chakrabarty, Bidyut, and Chand, Prakash, *Public Policy: Concept, Theory and Practice*, New Delhi: Sage, 2016.
- Chakraborti, Rajesh, *Public Policy in India*, New Delhi: Oxford University Press, 2017.
- Chakraborty, Bidyut and Chand, Parkash, *Public Policy: Concept, Theory and Practice*, New Delhi: Sage, 2016.
- Dye, Thomas, *Understanding Public Policy*, New Delhi: Pearson, 2002
- Knill, Christoph, and Tosun, Jale, *Public Policy: A New Introduction*, New York: Palgrave Macmillan, 2012.
- Menon, Vineetha, *Public Policy and Administration*, New Delhi: Wisdom Press, 2014.
- Simon, A. Christopher, *Public Policy: Preferences and Outcomes*, New York: Routledge, 2018.
- Wu, Xun, (et.al.), *The Public Policy Primer: Managing the Policy Proess*, New York: Routledge, 2018.

B.A Public Administration under CBCS
Semester- VI (Session May 2023, 2024 & 2025)
Skill Enhancement Course
Course Code: UPATS-602

Course Title: Monitoring and Evaluation of Development Programmes in India

Duration of Exam: 2 ½ hrs

Credits: 4

Contact Hours: 60

Total Marks: 100

Internal Exam: 20

External Exam: 80

Unit-I Monitoring and Evaluation Process

(Hours: 15)

- 1.1 Evaluation Framework (Criteria and Standards)
- 1.2 Monitoring and Evaluation: Concept and Importance
- 1.3 Types of Monitoring
- 1.4 Monitoring and Evaluation: Steps and Ethics

Unit- II Monitoring and Evaluation: Case Studies

(Hours: 15)

- 2.1 Distinction between Monitoring, Evaluation, Reviews and Audit
- 2.2 Case Studies: Ministry of Human Resource Development, Ministry of Health and Family Welfare
- 2.3 Ministry of Rural Development and Ministry of Urban Development
- 2.4 Big Data Monitoring and Evaluation Process

Unit-III Social Audit: Conceptual Constructs

(Hours: 15)

- 3.1 Social Audit: Meaning, Objectives
- 3.2 Social Audit: Principles, Types and Process
- 3.3 Advantages and Disadvantages of Social Audit
- 3.4 Social Audit Rules 2011

Unit-IV Application of Social Audit

(Hours: 15)

- 4.1 Ecology of Social Audit
- 4.2 Tools and Modes of Social Audit
- 4.3 Training Modules of Social Audit
- 4.4 Case Studies: International (UK) and US

B.A Public Administration under CBCS
Semester- VI (Session May 2023, 2024 & 2025)
Course Code: UPATS-602

Course Title- Monitoring and Evaluation of Development Programmes in India

Note for Paper Setting

Internal Examination paper will consist of two sections. **Section-A** will carry two long answer type questions to be set from the first two units of which a candidate will be required to answer any one question. The upper limit for the answer of each question will be 400-500 words and each question carries 10 marks (Marks 10 X 1 = 10). **Section-B** will consist of six short answer type questions to be set from first two units, three from each unit. The candidate will be required to answer any five. The upper limit for the answer of each question is about 75 words and each question carries 2 marks (Marks 2 X 5 = 10). The duration of internal examination will be one hour.

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Suggested Readings

- Aggarwal, Nomita, (Ed.), *Social Auditing of Environmental Laws in India*, New Delhi: New Century Publications, 2003.
- Eavani, Farzad; Nazari, Kamran and Emami, Mostafa, "Social Audit: From Theory to Practice" *Journal of Applied Sciences Research*, 8(2), Pp. 1174-1179, 2012.
- Holte-McKenzie, Merydth; Forde, Sarah and Theobald, Sally, Development of a participatory monitoring and evaluation strategy, *Evaluation and Program Planning*, Vol. 29, Issue 4, pp. 365-76, 2006.
- Rahim, Mia; Mahmudur, Idowu and Samuel, O, *Social Audit Regulation Development: Challenges and Opportunities*. Switzerland: Springer, 2015.
- Saunders, Peter, *Capitalism: A Social Audit: Concept in Social Thought*, Minnesota: University of Minnesota Press, 1995.
- UNDP (2009) Handbook on Planning, Monitoring and Evaluation for Development Results. United Nations Development Programme: New York Available at:
<http://www.undp.org/eo/handbook>
- UNESCO (2010) Assessing Education Data Quality in the Southern African Development Community (SADC): A Synthesis of Seven Country Assessment. Solitaire Press: Windhoek
- World Bank (2014) Step by Step Guide to Monitoring and Evaluation. School of Geography & Environment, Oxford: Oxford University Press: Oxford

B.A Public Administration under CBCS
Semester- VI (Session May 2023, 2024 & 2025)
(Generic Elective Course)
UPATE-603

Course Title: Development Administration

Duration of Exam: 2 ½ hrs

Credits: 6

Contact Hours: 60

Total Marks: 100

Internal Exam: 20

External Exam: 80

Unit-1 Concept, Dimensions and Approaches

(Hours: 22 ½)

- 1.1 Development Administration: Concept, Nature and Scope
- 1.2 Development Administration and Administrative Development
- 1.3 Ecology of Development Administration
- 1.4 Development and Modernization

Unit-II Development, Sustainable Development and Theories

(Hours: 22 ½)

- 2.1 Features of Development Administration
- 2.2 Green Governance: Moving towards Sustainable Development
- 2.3 Theories of Development Administration: Fred W. Riggs and Dwight Weldo
- 2.4 Administrative Ethics

Unit-III Globalization, Development and Equity

(Hours: 22 ½)

- 3.1 Globalization and Development Administration
- 3.2 Non - State Actors: Role and Significance
- 3.3 Social Equity and Development
- 3.4 Civil Services and Development: Role and Critique

Unit-IV Contemporary Perspectives

(Hours: 22 ½)

- 4.1 Human Development and Social Development
- 4.2 Public- Private Partnership: Rationale and Risks
- 4.3 Corporate Governance and Corporate Social Responsibility
- 4.4 Social Audit: Concept and Mechanism

B.A Public Administration under CBCS
Semester- VI (Session May 2023, 2024 & 2025)
(Generic Elective Course)
UPATE-603

Course Title: Development Administration

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 Michael Moran and et.al, (eds.), *The Oxford Handbook of Public Policy*, New Delhi: OUP, 2019.
 R. K. Sapru, *Development Administration*, New Delhi: Sterling Publishers, 1994.
 Rakesh Ahooja and Ramesh K Arora, eds., *Administrative Theories*, New Delhi: Rawat Publications, 2007.
 Ramesh K. Arora, ed., *Perspectives in Administrative Theory*, New Delhi: Associated Publishing House, 1979.
 Ramesh K. Arora, eds., *Public Administration: Fresh Perspectives*, Jaipur: Aalekh Publishers, 2004.
 Ramesh K. Arora and Tanjul Saxena, eds., *Corporate Governance: Issues and Perspectives*, Jaipur: Mangal Deep Publications, 2004.
 Shiv Raj Singh and et.al, (eds.), *Public Administration in the New Millennium*, New Delhi: Anamika Publishers, 2003.
 Shivani Singh, ed., *Governance: Issues and Challenges*, New Delhi: Sage Publications, 2016.