

M.A Public Administration

(W.E.F. Academic Session 2024-2025 onwards)



Syllabus (As per NEP 2020)

Pandit Deendayal Upadhyaya Shekhawati University

Sikar (Rajasthan) 332024

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Dy. Registrar
Pandit Deendayal Upadhyaya
Shekhawati University,
Sikar (Rajasthan)

Curriculum Structure											
Session 2024-2025 onwards											
Name of the Programme: M.A in Public Administration											
Year: First		Semester: I (Pawas)									
Course Code	Course Title	Contact Hrs per Week			Credits	Weightage (%)					
		L	T	P		CWS	MTE	ETE			
Discipline Specific Core(DSC):											
24MPA9101T	Administrative Theories	4	0	0	4	10	20	70			
24MPA9102T	Administrative Thinkers	4	0	0	4	10	20	70			
24MPA9103T	Public Personnel Administration	4	0	0	4	10	20	70			
24MPA9104T	Comparative Public Administration	4	0	0	4	10	20	70			
Discipline Specific Elective(DSE):											
24MPA9105T	Constitution and Administration	4	0	0	4	10	20	70			
OR											
24MPA9106T	Governance and Administration	4	0	0	4	10	20	70			
Value Added Course (VAC): * from central Pool											
		2	0	0	2	10	20	70			
Seminar/Internship/Dissertation (S/I/D):											
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Total					22						

Summary: I Semester		
S.N.	Particulars	Credits
1.	Discipline Specific Core(DSC):	16
2.	Discipline Specific Elective(DSE):	04
3.	Value Added Course(VAC):	02
4.	Seminar/Internship/Dissertation(S/I/D):	--
Total		22
\$CW (Classwork): It would include attendance, assignments, class test/ quiz test/assignments, ppt, play, learn by fun activities, etc.		


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Curriculum Structure											
Session 2024-2025 onwards											
Name of the Programme: M.A in Public Administration											
Year: First								Semester: II (Vasant)			
Course Code	Course Title	Contact Hrs per Week			Credits		Weightage (%)				
		L	T	P							
Discipline Specific Core(DSC):											
24MPA9201T	Research Methodology	4	0	0	4	10	20	70			
24MPA9202T	Indian Administrative System-I	4	0	0	4	10	20	70			
24MPA9203T	State Administration in India	4	0	0	4	10	20	70			
24MPA9204T	Development Administration	4	0	0	4	10	20	70			
Discipline Specific Elective(DSE):											
24MPA9205T	Urban Governance	4	0	0	4	10	20	70			
OR											
24MPA9206T	Office Administration	4	0	0	4	10	20	70			
Value Added Course (VAC): * from central Pool											
		2	0	0	2	10	20	70			
Seminar/Internship/Dissertation (S/I/D):											
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	Total				22						

Summary: II Semester		
S.N.	Particulars	Credits
1.	Discipline Specific Core(DSC):	16
2.	Discipline Specific Elective(DSE):	04
3.	Value Added Course(VAC):	02
4.	Seminar/Internship/Dissertation(S/I/D):	--
	Total	22
\$CW (Class work): It would include attendance, assignments, class test/ quiz test/ assignments, ppt, play, learn by fun activities etc.		


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Curriculum Structure									
For Session 2024-2025 onwards									
Name of the Program: Master of Arts in Public Administration					Semester: III (Pawas)				
Year: Second									
Course Code	Course Title	Contact Hrs per Week		Credits	Weightage (%)			ETE	
		L	T		P	CW\$	MTE		
Discipline Specific Core (DSC):									
24MPA9301T	Indian Administrative System-II	4	0	0	4	10	20	70	
24MPA9302T	Economic Policy and Administration	4	0	0	4	10	20	70	
Discipline Specific Elective (DSE): (Select any Four)									
24MPA9303T	Social Administration	4	0	0	4	10	20	70	
24MPA9304T	Public Policy	4	0	0	4	10	20	70	
24MPA9305T	E.Governance	4	0	0	4	10	20	70	
24MPA9306T	Administrative Law	4	0	0	4	10	20	70	
24MPA9307T	Administrative Control and Accountability	4	0	0	4	10	20	70	
24MPA9308T	Health Administration	4	0	0	4	10	20	70	
Value Added Course (VAC):									
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Seminar/Internship/Apprenticeship/Project/Community Outreach (S/I/A/P/C):									
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	Total				26				

Pawas Semester III

Summary: III Semester (Pawas)			Credits
S.N.	Particulars		
1.	Discipline Specific Core(DSC):		08
2.	Discipline Specific Elective (DSE):		16
3.	Value Added Course (VAC):		02
4.	Seminar/Internship/Apprenticeship/Project/Community Outreach (S/I/A/P/C):		00
Total			26
\$CW (Class work): It would include attendance, class test/quiz test/assignments, ppt, play, learn by fun activities etc.			

Note: VAC to be selected from the list of VAC courses for PG, given on University website.

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Curriculum Structure									
For Session 2024-2025 onwards									
Name of the Program: Master of Arts in Public Administration									
Year: Second		Semester: IV (Vasant)							
Course Code	Course Title	Contact Hrs per Week		Credits		Weightage (%)			
		L	T	P		CW\$	MTE	ETE	
Discipline Specific Core (DSC):									
24MPA9401T	Rural Governance	4	0	0	4	10	20	70	
Discipline Specific Elective (DSE): (Select any two)									
24MPA9402T	Police Administration	4	0	0	4	10	20	70	
24MPA9403T	Financial Administration	4	0	0	4	10	20	70	
24MPA9404T	Values and Ethics in Administration	4	0	0	4	10	20	70	
24MPA9405T	Environment Policy and Administration	4	0	0	4	10	20	70	
Value Added Course (VAC):									
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Seminar/Internship/Apprenticeship/Project/Community Outreach (S/I/A/P/C): (Select Any One)									
24MPA9401I	Internship	--	--	--	8	--	--	100	
24MPA9401S	Seminar	--	--	--	8	--	--	100	
24MPA9401V	Project	--	--	--	8	--	--	100	
Total					20				

Summary: IV Semester (Vasant)			Credits
S.N.	Particulars		
1.	Discipline Specific Core(DSC):	04	
2.	Discipline Specific Elective (DSE):	08	
3.	Value Added Course (VAC):	00	
4.	Seminar/Internship/Apprenticeship/Project/Community Outreach (S/I/A/P/C):	08	
Total		20	
\$CW (Class work): It would include attendance, class test/quiz test/assignments, ppt, play, learn by fun activities etc.			


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Semester – I

Course Title:	Administrative Theories	Course Code: 24MPA9101T
Total Lecture Hour 60		Hours
Unit I	Meaning, Nature, Scope and Significance of Public Administration, Public and Private Administration, Evolution and Present Status of the Public Administration. Paradigm shift from Government to Governance: New Public Administration (NPA), Public Choice Theory (PCT), New Public Management (NPM), New Public Service, Globalization and its impact on Public Administration..	15
Unit II	Approaches to the study of Public Administration: Behaviour, Systems and Structural-Functional, Scientific Management theory, Human Relations theory, Bureaucratic theory.	15
Unit III	Structure of Organization: Formal and Informal Organization, Line, Staff and Auxiliary agencies, Headquarters and field relationship.	15
	Principles of Organization : Hierarchy, Co-ordination, Unity of command, Span of control, Authority and Responsibility, Delegation, Centralization and Decentralization	
Unit IV	Administrative Behaviour: Leadership, Supervision, Communication, Decision Making (Simon's Model), Motivation Administrative improvements: Meaning and Scope. Tools and methods for administrative improvement-- O and M., Cybernetics and cybernetic state. PERT and CPM.	15
Reference Books:		
1	Pfflner & Presthus: Public Administration	
2	Felix A. Nigro: Modern Public Administration	
3	Rabber S. Basic: Action Administration	
4	Follet M.P.: Dynamic Administration	
5	March & Simon; Organisation	
6	Etzioni: A Comparative Analysis of Complex Organization	
7	William P. Sexton: Organisations Theories	
8	Gerald Caiden: Dynamics of Public Administration	
9	lqjsUnz dVkfj;k iz'klifud fl)kUr ,oa izca/k	
10	Sahni and Vayunandan, Administrative Theory	

Course Title:	Administrative Thinkers	Course Code: 24MPA9102T
Total Lecture Hour 60		Hours
Unit I	Kautilya: Concept of State, Mandal Theory, Law and Order Administration Woodrow Wilson: Science of Public Administration, Politics-Administration Dichotomy	15
Unit II	Bureaucratic Model: Max Weber Classical Theory: Henri Fayol, Luther Gullick, Lyndall Urwick Scientific Management: F.W. Taylor	15
Unit III	Human Relations: Elton Mayo, M.P. Follett Behaviouralism: Chester I. Barnard, Herbert A. Simon	15
Unit IV	Motivation: A.H. Maslow, Frederick Herzberg, Douglas McGregor Organizational Humanism: Chris Argyris, Rensis Likert, Dwight Waldo	15
Reference Books:		
1	Amitai Etzioni: Modern Organization, New Delhi, Prentice Hall of India Pvt. Ltd. 1964.	
2	Bertram, M. Gross: The Managing of Organizations (Vol.1) New York. The Free Press, 1964.	
3	Prasad and Prasad: Administrative Thinkers (In Hindi also).	

4	Singh, R.N.: Management Thoughts and Thinkers.
5	Ali, S.S.: Eminent Administrative thinkers.
6	Marina Rita Pinto ; Administrative Management Thinkers.
7	Daniel E. Ciffths: Administrative Theory.
8	Peter Self: Administrative Theories and Policies.
9	Fred Luthans: Organizational Behaviour.
10	Gerald E. Caiden: Dynamics of Public Administration Guidelines to Current Transformation in Theory and Practice.
11	Surendra Kataria :Prashasanik Chintak (in Hindi)

Course Objectives: To explain the students about the concept and theories of personnel policy and aspects of personnel administration in civil services, the Administrative reforms policies and processes in personnel administration.

Learning Outcomes

1. Will be able to explain the concept and theories of personnel policy and aspects of personnel administration in civil services.
2. Will be able to describe the Administrative reforms policies and processes in personnel administration.

Course Title:	Public Personnel Administration	Course Code: 24MPA9103T
Total Lecture Hour 60		Hours
Unit I	Public Personnel Administration: Meaning, Nature, Scope and its Importance. Concept of Human Resource Management (HRM). Evolution, Development and Significance of civil services in developed and developing countries.	15
Unit II	Classification, Recruitment, Training, Career Advancement and Promotion, Performance Appraisal, , Code of Conduct, Pension and Retirement Benefits.	15
Unit III	Employer-Employee Relations, Grievance redressal Mechanism, Professional Associations and Unionism, Political rights of civil servants, Right to Strike.	15
Unit IV	Administrative Ethics: Ethics in Civil Service, Ethics of Bhagvad Geeta and its Role in Administration, Neutrality, Anonymity and Commitment	15
Reference Books:		
1	Finer: Theory and Practice of Modern Government (Chapters on Civil Service)	
2	Gladden, EN: British Civil Service—Its Problems and Future.	
3	Glen Stahl, O.: Public Personnel Administration.	
4	Sinha, V.M.: Personnel Administration.	
5	Mackenzie and Grove: Central Administration in Britain (Chapters on Personnel Administration).	
6	Sinha, V.M.: Karmik Prashasan (Hindi)	
7	Jain, C.M.: Sevivargiya Prashasan (Hindi)	
8	Maheshwari, Shriram: Higher Civil Service in France	
9	Geoffrey K. Fry: The Changing Civil Service	
10	Surendra Kataria: Karmik Prashasan (in Hindi)	
11	HMSO: Progress in the Next Steps Initiative	
12	Sarkar Siuli, Public Administration in India	

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Course Title:	Comparative Public Administration		Course Code: 24MPA9104T
Total Lecture Hour 60			
Unit I	Comparative Public Administration: Meaning, Nature, Scope and Significance. Features of administration in developed and developing countries, Problems of Comparative Research and Comparative Studies	Hours	
Unit II	Ecology of Administration: Political, Social, Economic and Cultural environment. Approaches and Methods to the study of Comparative Public Administration: Institutional, Behavioural, Structural-Functional, Ecological and System Approaches	15	
Unit III	Riggsian Model of Public Administration: Agraria- Industria Model, Fused-Prismatic-Diffracted model, Sala Model. Prismatic Societies Revisited.	15	
Unit IV	Salient features of the administrative systems: UK, USA, France and Japan. Parliamentary commissioner in UK. Whitleyism in UK. Independent Regulatory Commission in USA, National Public Safety Commission in Japan, ENA (Institut National du Service Public-INSP) and Conseil d'etat in France.	15	
Reference Books:			
1	Ferrel Heady: Public Administration: A Comparative Respective (Englewood Cliffs, N.J., Prentice Hall, 1966).		
2	Sybil I. Stokes: Papers in Comparative Public Administration (AnnArbor: University of Michigan Press, 1962).		
3	Nimrod Rapheels: Readings in Comparative Public Administration (Boston, Allyn Bacon, 1967).		
4	Ramesh K. Arora: Comparative Public Administration: An Ecological Perspective (Associated Pub. House, New Delhi, 1979).		
5	Keith Henderson: Comparative Public Administration: Theory and Relevance (New York Graduate School of Public Administration, New York University, 1967).		
6	Prestone Le Breton: Comparative Administrative Theory (Seattle University, Washington Press, 1968).		
7	Irving Sverdlow (Ed.): Towards the Comparative Study of Public Administration.		
8	Siffin W.J.: Towards the Comparative Study of Public Administration, Indiana University Press, Bloomington, Indiana, 1959).		
9	John Greenwood, Public Administration in Britain, Unwin Hymen, London, 1989.		
10	SurendraKataria : Tulnatmak LokP rashasan		

Course Title:	Constitution and Administration		Course Code: 24MPA9105T
Total Lecture Hour 60			
Unit I	Evolution of the Constitution of India with special reference to acts of 1909, 1919 and 1935, Constituent Assembly, Preamble, Constitutionalism, Salient features of the Constitution of India.	Hours	15
Unit II	Fundamental Rights, Directive Principles of State Policy(DPSP), Fundamental Duties, Federalism, Constitutional basic Structure and Amendment, Centre-State Relations.		15
Unit III	Legislature: Parliament- Lok Sabha and Rajya Sabha: their composition, functions, and powers, Parliamentary committee System. State Legislatures: Vidhan Sabha and Vidhan Parishad- their composition, powers and functions.		15
Unit IV	Judiciary: Supreme Court and High Courts- their organization, powers, functions and roles. Sub-ordinate courts. Judicial Review, Judicial activism and Public Interest Litigations (PIL). Constitutional Bodies: Election Commission of India (ECI), Comptroller and Auditor General of India (CAG), Union Public Service Commission (UPSC).		15
Reference Books:			
1	Mombwall, K.R.: Government and Politics in India, Ambala Cantt., Modern Publications, 1981.		
2	Basu, D.D.: Constitutional Law of India, Bombay, Prentice Hall of India.		

3	Dube, S.C. (ed.): Public Services and Social Responsibility. New Delhi, Vikas, 1979
4	Fadia, B.L. : Indian Government and Politics, Agra, Sahitya Bhawan, 1992. 969.
5	Shiva Rao: The Framing of Indian Constitution, Bombay, N.M. Tripathi & Co., 1
6	Palmer-Norman, D.: Elections and Political Development, New Delhi, Vikas, 1976.
7	Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014
8	Bidyut Chakrabarty and Mohit Bhattacharya (Ed.), The Governance Discourse : A Reader, Oxford, New Delhi, 2008.
9	B. Shiva Rao (Ed.), The Framing of Indian Constitution, Universal Publishing House, New Delhi, 2004.

Course Title:	Governance and Administration	Course Code: 24MPA9106T
Total Lecture Hour 60		Hours
Unit I	Concept and Importance of State: Meaning, Types and Significance of Government. Democracy, Bureaucracy and Government.	15
Unit II	Good Governance- Meaning, Concept, Components and Characteristics. Tools and strategies of Good Governance. Initiatives taken by India for Good Governance.	15
Unit III	Information and Communication Technology(ICT) and its impact on Public Administration. Digital and E. Governance. Impact of Globalization on the Governance of developing countries.	15
Unit IV	Participatory Governance. Innovations and challenges in Participatory Governance. New Governance Paradigm: the emerging partnership / Engagement Initiatives.	15
Reference Books:		
1	Arora and Goyal, Indian Public Administration, New age International, Delhi, 2014	
2	Vayunandan Etakula, Good Governance Initiatives in India, PHI Learning, New Delhi, 2003	
3	Bidyut Chakrabarty and Mohit Bhattacharya (Ed.), The Governance Discourse: A Reader, Oxford, New Delhi, 2008.	
4	Alkadhameja (Ed.), Contemporary debates in Public Administration, PHI Learning new Delhi, 2003	
5	B.C. Smith, Good Governance and Development, Palgrave Macmillan, New York, 2007	

Semester – II

Course Objectives

The main objective of this course is to introduce the basic concepts in research methodology in Social science. This course addresses the issues inherent in selecting a research problem and discusses the techniques and tools to be employed in completing a research project. This will also enable the students to prepare report writing and framing Research proposals.

Learning Outcomes

The course will enable the students to understand the following:

1. Students who complete this course will be able to understand and comprehend the basics in research methodology and applying them in research/ project work. This course will help them to select an appropriate research design.
2. With the help of this course, students will be able to take up and implement a research project/ study.
3. The course will also enable them to collect the data, edit it properly and analyse it accordingly. Thus, it will facilitate students' prosperity in higher education. The Students will develop skills in qualitative and quantitative data analysis and presentation.
4. Students will be able to demonstrate the ability to choose methods appropriate to research objectives.

Course Title:	Research Methodology	Course Code: 24MPA9201T
Total Lecture Hour 60		Hours
Unit I	Nature of inquiry in Natural and social science, Nature of Research in public administration, forms of Research : Normative, Empirical and Behavioral	15
Unit II	Scientific Method formulation of Research Problem, Research Design, Concept and Hypothesis source of data – Primary and secondary Techniques of Data Collection	15
Unit III	Sampling, Observation, Questionnaire and Schedule, Concept of Property and space, Classification and Tabulation of report writing	14
Unit IV	Statistical Averages – Mean, Mode and Median Dispersion – Range and Variance, Index number correlation	16
Reference Books:		
1	Goode and Hatt: Methods in Social Research, Me Graw-Hill Books, New 1987.	
2	Young, PV, Scientific Social Survey and Research pennute Hall, New Delhi 1973.	
3	Jain, BM, Research Methodology, Research Publication Jaipur.	
4	Trivedi, R.N.& Shukla, OP, Research Methodology. Research Publication Jaipur	
5	Kothari, S. R. Methods and Techniques (2nd Ed) Wiley Eastern Ltd. New Delhi.	
6	S.C. Gupta and V.K. Kapoor: Fundamental of Mathematical Statistics, Sultan Chand and Sons.	
7	S.C. Gupta and V. K. Kapoor Fundamental of Applied Statistics, Sultan Chand and Sons.	
8	हकीम, अस्थाना मनोविज्ञान शोधविधियां-, विनोद पुस्तक मन्दिर, अगर ३	
9	वीरेन्द्र प्रकाशन शर्मा रिसर्च मेथडोलॉजी, पंचशील प्रकाशन, जयपुर।	
10	मुहम्मद सुलेमान व्यवहारपरक विज्ञानों मे शोध प्रणाली विज्ञान शुक्ला बुक डिपो ।	
11	एचकपिल अनुसन्धान वि .के .धियां, 4/230, कुचहरी घाटआगरा। .	
12	डॉश्याम गोपाल शर्मा ., डॉजैन .रवि के ., डॉगोविन्द पारिक सांख्यिकीय विधियां ., सहायक भवन, आगरा।	
13	डॉवर्मा .एल .एस ., राजनीति विज्ञान में अनुसंधान, राजस्थान हिन्दी अकादमी, जयपुर, 2000	

Course Title:	Indian Administrative System-I	Course Code: 24MPA9202T
Total Lecture Hour 60		Hours
Unit I	Evolution of Indian Administration-Ancient, Mughal period and British Influence on Indian Administration. Framework of Indian Administration and Constitutional System of India. Features of Indian Administration.	15
Unit II	Political Executive at the Union level: President, Prime Minister and Council of Ministers. The Cabinet Secretariat and Central Secretariat-organization and functions	15
Unit III	Administrative Organization and functions of Ministry of Home, Defence and External Affairs. Board and Commissions: Railway Board and Finance Commission.	15
Unit IV	Centre-State Relations- Legislative, Administrative, Financial and Planning. Accountability of Public Administration: Parliamentary Executive and Judicial control over Administration.	15
Reference Books:		
1	Hoshiar Singh and Mohinder Singh: Public Administration inIndia: Theory & Practice. New Delhi, Sterling Pub., Reprint, 1990.	
2	Hoshiar Singh and D.P. Singh: Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.	
3	Pilani, G.P. and Hoshiar Singh: Administration and Social Changes, Jaipur; Printwell Pub., 1985.	
4	Avasthi, A.: Central Administrative, Tata McGraw Hill Pub. Co. Pvt. Ltd., New Delhi, 1988.	

5	Jain, R.B.: Contemporary Issues in Indian Administration, Delhi; Vishal Pub., 1976.
6	Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
7	Bhambri, C.P.: Public Administration in India, Delhi Vikas, 1973.
8	Sarkar Stuli, Public Administration in India.
9	Arora and Goyal, Indian Public Administration, New Age International, Delhi. 2014.
10	Lokendra Malik and Anjum Hasan, Selected Reflections on Indian law and Governance, Satyamlaw international, New Delhi, 2015.
11	E-pg pathashala modules:- www.inflibnet.ac.in/www.ignou.ac.in ; www.sawayam.gov.in

Course Title:	State Administration in India	Course Code: 24MPA9203T
Total Lecture Hour 60		Hours
Unit I	Structural evolution and reorganization of states, linguistic principles, position of states in India. Emergence of Rajasthan. Centre-State relationship.	15
Unit II	The office of the Governor, Chief Minister and Council of Ministers. State Secretariat and its working. Cabinet Secretariat. Role of Chief Secretary.	15
Unit III	Office of the Divisional Commissioner -Position Powers and Functions. District Administration: Role of Collector. District Development Administration, Board of Revenue.	15
Unit IV	Secretariat-Directorate Relationship, State level planning machinery, District planning Committee. Role of RPSC, Training of Civil Servants, Rajasthan Administrative Tribunal.	15
Reference Books:		
1	Mukherjee, Mohan (ed.): Administrative Innovations in Rajasthan.	
2	Mukherjee, Mohan: Non Story of a Chief Secretary during Emergency etc.	
3	Sharma, V.D.: Through To Systems.	
4	Singh, Chandra Mauli <i>et al.</i> : Rajasthan me Rajya Prashasan (Hindi)	
5	Meena, Sogani: The Chief Secretary of India.	
6	Khandelwal, R.M.: State Level Plan Administration in India.	
7	Batra, K. Satish: Legislative Control over Public Enterprises	
8	Sharma, Ravindra: Rajya Prashasan (Hindi)	
9	E-pg pathashala modules:- www.inflibnet.ac.in/www.ignou.ac.in ; www.sawayam.gov.in	

Course Title:	Development Administration	Course Code: 24MPA9204T
Total Lecture Hour 60		Hours
Unit I	Concept of Development, Development and its dimensions, problems and prospects of Development and approaches of Development. Role of Administration in the field of Development. Anti Development thesis.	15
Unit II	Concept, Nature and scope of Development Administration. Features and significance of Development Administration. Objectives of Development Administration. Development Administration and Non-Development Administration Dichotomy. Ecology of Development Administration. Changing profile of Development Administration.	15
Unit III	Concept, tools and Need of Administrative Development. Problems and sources of Administrative Development. Institutional and organizational arrangement for improving Administrative capability.	15
Unit IV	Bureaucracy and Development, Strong State v/s Market debate. Countries. Development Administration and administrative. NGO's and Development Administration.	15
Reference Books:		
1	Verma, S.P. and Sharma, S.K. (ed.): Development Administration, New Delhi, JIPA.	

2	Bhalerao, C.N. (ed.): Administration, Politics & Development in India. Bombay, Lai Pani Pub. House, 1972.
3	Braibhanti and Spengler, J.S.: Administration and Economic Development in India. Duke Univ. Press.
4	Sharma, S.K. (ed.): Dynamics of Development (two volumes). New Delhi, Concept Publishing House.
5	Palekar S.A., Development Administration, PHI, New Delhi, 2012.
6	S.L. Goel, Development Administration: Potentialities and Prospects, Deep and Deep Publishing, New Delhi, 2009.
7	R K Sapru: Development Administration, Sterling Publishers
8	Fred, W. Riggs (ed.): Frontiers of Development Administration. Durham, NC Duke Univ. Press.
9	Joseph, La Palombara (ed.): Bureaucracy and Political Development. Princeton, NBJ Princeton Univ. Press 1963.
10	Cherry Oertzel, Maur Goldschmidt and Donald Rotchild: Government and Politics in Kenya, Nairobi, 1970.
11	Roy Macridis and Brown: Comparative Politics, 4 th Ed., Honwood Dorsey Press, 1972.
12	E-pg pathashala modules: - www.inflibnet.ac.in www.ignou.ac.in ; www.sawayam.gov.in

Course Title:	Urban Governance	Course Code: 24MPA9205T
Total Lecture Hour 60		Hours
Unit I	Evolution of urbanization in India. Importance and scope of urban administration. Master plans and challenges before urban bodies. Urban amenities and local requirements.	15
Unit II	Municipal governance in India. Impact of 74 th Constitutional Amendment Act, 1992. Metro cities and their problems.	15
Unit III	Types of urban local bodies in India. Structure and functions of urban Local Bodies - Municipal Corporation, Municipal Councils and Municipalities.	15
Unit IV	Committee System in municipal governance. Municipal Personnel: Recruitment and Training. Municipal Finance, Control over Urban Local Bodies.	15
Reference Books:		
1	Agarwal, R.: <i>Municipal Government in India</i>	
2	Bhattacharya, M.: <i>Management of Urban Government in India</i>	
3	Bhattacharya, M.: <i>Municipal Government — Problems and Prospects</i>	
4	Mukhopadhyay, Ashok: <i>Municipal Government and Urban Development</i>	
5	Sharma, Ashok: <i>Bharat Mein Sthanayi Prashasan</i> , RBSA Publishers, Jaipur, 2013	
6	T.R. Raghunandan (Ed.): <i>Decentralization and Local Government</i> , Orient Blackswan, New Delhi, 2012	
7	Maheshwari, S.R.: <i>Bharat Mein Sthanayi Prashasan</i>	
8	Nigam, S.R.: <i>Local Self Government</i>	
9	Maheshwari, S.R.: <i>Local Government in India</i>	
10	Martin Cross and David Mallen: <i>Local Government System</i>	
11	Munro: <i>The Government of American Cities</i>	
12	Chapman: <i>An Introduction to French Local Government</i>	
13	Herman Finer: <i>English Local Government</i>	
14	E-pg Pathshala Modules: www.inflibnet.ac.in ; www.ignou.ac.in ; www.swayam.gov.in	

Course Title:	Office Administration	Course Code: 24MPA9206T
Total Lecture Hour 60		Hours
Unit I	Meaning, nature and importance of an office Offices in administrative agencies; Basic requirements of an office; Relationship between Headquarter and field agencies; Administrative work distribution in India; Flag code of	15

Unit II	India. Provisions in Central Secretariat Office Procedure Manual, Secretariat Manual, Govt. of Rajasthan.	15
Unit III	Noting, drafting, filing system and record and information management. Reception and hospitality, receipt and dispatch, meetings, transport and travel arrangements. Communication and letters - official and demi-official, circulars, orders and notices.	15
Unit IV	Establishment - Human resource management, accounts, audit and finances, bills and registers, procurement, inventory, stock and stores, sales, marketing and customer services	15
Reference Books:		
1	Central Secretariat Office Procedure Manual, Govt. of India.	
2	Secretariat Manual, Govt. of Rajasthan.	
3	Gibson, Pattie, <i>Administrative Office Management: Complete Course</i> , Cengage Learning, 2004.	
4	Balchandran, <i>Office Management</i> , Tata McGraw Hill, New Delhi, 2009.	
5	Schulze, William J., <i>Office Administration</i> , McGraw Hill Co., New York, 1919.	
6	https://cabsec.gov.in/	
7	https://gad.rajasthan.gov.in/	


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Indian Administrative System-II

Course Objectives: The paper aims to help students in understanding the features of Indian administration, Major issue areas in Indian Administration, Administrative Reforms, Citizens and Administration and major challenges in Indian Administration.

Course Outcomes:

1. Students will be able to describe various constitutional obligations, , transparency measures and problematic issues of Indian Administration.
2. Students will be able to discuss the issues and challenges before Indian Administration emerged due to LPG era.

Course Title:		Indian Administrative System-II	Course Code: 24MPA9301T
Total Lecture Hour 60			Hours
Unit I	Administrative Reforms: First and Second Administrative Reforms Commission of India. Various committees and commissions related to Administrative Reforms		15
Unit II	Major Issues in Indian Administration: Politician and Civil Servant relations. Generalist and Specialist in Administration. Combating Corruption. Integrity in Administration.		15
Unit III	Citizen Grievance Redressal Mechanism: Lokpal and Lok Ayuktas, Central Vigilance Commission and Regulatory Authorities.		15
Unit IV	Impact of Liberalization, Privatization and Globalization on Indian Administration. Terrorism and Naxalism.		15
Reference Books:			
1. Hoshiar Singh and Mohinder Singh: Public Administration in India: Theory & Practice. New Delhi, Sterling Pub., Reprint, 1990.			
2. Hoshiar Singh and D.P. Singh : Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.			
3. Pilani, G.P. and Singh, Hoshiar: Administration and Social Changes, Jaipur; Print well Pub., 1985.			
4. Avasthi: Central Administrative, Tata McGraw Hill Pub. Co. Pvt. Ltd., New Delhi, 1988.			
5. Jain, R.B.: Contemporary Issues in Indian Administration, Delhi; Vishal Pub., 1976.			
6. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.			
7. Bhambri, C.P.: Public Administration in India, Delhi, Vikas, 1973.			
8. Sarkar Siuli, Public Administration in India, PHI, New Delhi, 2010.			
9. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014			
10. Kataria Surendra, Bharitya Lok Prashasan, (in Hindi)RBSA,Jaipur,2024			
11. Suggested E- resources: E-pgpathashala modules: www.inflibnet.ac.in , www.ignou.ac.in , www.sawayam.gov.in			

Economic Policy and Administration

Course Objectives: The paper aims to help students in understanding development and Economic planning, factors related to Globalization, economic policy and planning process in india as well as Rajasthan.

Course outcomes:

1. Students will be able to discuss main features of a developing economy, economic development and planning process in India and Rajasthan.
2. Students will be able to explain various economic policies of the country and impact of globalization.

Course Title:	Economic Policy and Administration	Course Code: 24MPA9302T
Total Lecture Hour 60		
Unit I	Salient features of Developing Economies, India's Mixed Economic Policy to Liberalization, Privatization and Globalization (LPG). Industrial Policy since Independence- 1948, 1956 and New Economic Policy Resolution (NEP, 1991).	Hours 15
Unit II	Machinery for Planning—Erstwhile Planning Commission, National Development Council, NITI Aayog.	15
Unit III	Planning in Rajasthan with special reference to Planning Machinery and Planning process at micro and macro level.	15
Unit IV	Concept, Growth and Forms of Public Sector Undertakings. Problem of Accountability and Autonomy. Vision of Viksit Bharat 2047.	15
Reference Books:		
1. Khera, S.S.: Management and Control in Public Enterprises. 2. Hanson, A.H.: Management Problems of Public Enterprises. 3. Ramanandan, V.V.: Control Over Public Enterprises in India. 4. Administrative Reforms Commission: Report on Public Sector Undertakings. 5. Khera, S.S.: Government in Business. 6. Singh, Bright D.: Economics of Development. 7. Higgins: Economic Development. 8. Hanson, A.H.: The Process of Planning. 9. Administrative Reforms Commission Report on Planning. 10. जैन, टी.के. एवं सक्सेना, सुनील : लोक उद्योग 11. Kataria Surendra, Aarthik Niti Evam Prashasan, (in Hindi)Malick and Company,Jaipur,2015 12. Suggested E- resources: E-pgpathashala modules: www.infibnet.ac.in , www.ignou.ac.in , www.sawayam.gov.in		

Social Administration

Course Objectives: The paper aims to help students in understanding regarding various concepts of social administration, social justice, social change and the institutions and policies related to social administration.

Course Outcomes:

- Students will be able to explain the concepts of social welfare, social change, social justice, and social administration
- Students will be able to describe the machinery working of social administration and welfare activities and social policies in India.

Course Title:	Social Administration	Course Code: 24MPA9303T
Total Lecture Hour 60		
Unit I	Concept of Social Welfare, Social Justice, and Social Change. Meaning, Nature, Scope, Evolution, Principles, and Importance of Social Administration.	Hours 15
Unit II	Organisation and Functions of Ministry of Social Justice and Empowerment, Ministry of Women and Child Development	15
Unit III	Organisation and Functions of Ministry of Tribal Development, Ministry of minority affairs. Central Social Welfare Board and State Social Welfare Advisory Boards.	15
Unit IV	Social Policy-A Study of Relevant Constitutional Articles, Policies, Programmes, and Institutional Framework (National Commissions) for the protection and welfare of SCs, STs, OBCs, Women/Children, Aged and Disabled persons (Divyangs)	15

Reference Books:

1. Sachdeva, D.R. : Social Welfare Administration in India, Allahabad, Kitab Mahal, 1993.
2. Goel. S.L. & Jain, R.K. : Social Welfare Administration, Vol. I & II, New Delhi, Deep & Deep, 1998.
3. Chaturvedi, T.N., Jain, R.K. & Sharma C.K. (ed.) : Social Administration: Development & Changes, New Delhi, India Institute of Public Adm., 1980).
4. Paul, D. Chowdhary : Social Welfare Administration Through Voluntary Agencies, Delhi, Atma Ram & Sons, 1962.
5. Aiyar, S.P. (ed.) : Perspective on the Welfare State, Bombay, Monak, 1966.
6. Simely, T.S. : Five Year Plans Documents, Principles of Social Administration.
7. Gokhale, S.D. : Social Welfare Legend and Legacy, Bombay Popular Prakashan, 1974.
8. Tiwana, S.S. : Job Reservation in India. A Critique, Administrative Change, Vol. XX, Jaipur, July, 1992-93.
9. Wadia, A.K. : History of Philosophy of Social Work in India (Selected chapters).
10. Kataria, Surendra. : Samajik Prashasan (in Hindi)
11. Madan, G.H. : India Social Problems.
12. Suggested E- resources: E-pgpathashala modules: www.inflibnet.ac.in, www.ignou.ac.in, www.sawayam.gov.in

Public Policy

Course Objectives: The paper aims to help students in understanding about the concept, formulation and implementation processes of public policies and theories of public policy analysis.

Course Outcomes:

1. Student will be able to explain the meaning, concept, importance, formulation, implementation, and evaluation processes of public policies.
2. Student will be able to describe theories and approaches of public policy analysis.

Course Title:	Public Policy	Course Code: 24MPA9304T
Total Lecture Hour 60		Hours
Unit I Meaning, Nature, Scope, of Public Policy. Importance and Types of Public policy. Public Policy formulation, planning and implementation,		15
Unit II Theories and Models of Policy Making: Harold Lasswell, Charles Lindblom, Yehezkel Dror.		15
Unit III Approaches to Public Policy: Process Approach, Logical Positivism, Phenomenological Approach, Participatory and Normative Approaches.		15
Unit IV Meaning of Policy Evaluation, Criteria for Policy Evaluation, Problems and approaches in Policy Evaluation.		15
Reference Books:		
1. E. Lindbloom Charles: The Policy Making Process, Englewood Cliffs, NJ Prentice Hall Inc., 1968. 2. Paul H. Appleby: Policy and Administration, the Univ. of Albara Press, 1949. 3. E. Jacob Charles: Policy and Bureaucracy, P. Van Nostrand Co., 1976. 4. Jones Charles O.: An Introduction to the Study of Public Administration Policy, Books Cole Pub. Co., Monetary California (3rd ed.), 1986. 5. Larry N. Gerston: Making Public Policy, Glenview-III, Scott Foreman (1983) USA. 6. Pardeep Sahni: Public Policy, Conceptual Dimension Allahabad, Kitab Mahal, 1987. 7. Richard M. Hodgetts and Jr. Max S. Wortman Administration Policy—Text and Cases in the Policy Sciences, New York, Wiley. 8. George A. Steiner, Top Management Planning, Macmillan, 1969. 9. Jain, RB: Policy and Parliament in India, Indian Institute of Public Administration, New Delhi. 10. James F. Anderson: Public Policy Making, New York, Praeger, 1979. 11. Sapru, R.K., Public Policy-Art and Craft of Policy Analysis, PHI, New Delhi, 2014.		

12. Dye, Thomas R, Understanding Public Policy, Pearson Education, New Delhi, 2004.
13. Birkland Thomas A, An Introduction to the Policy Process, PHI, new Delhi, 2011.
14. Suggested E- resources: E-pgpathashala modules: www.inflibnet.ac.in, www.ignou.ac.in, www.sawayam.gov.in

E.Governance

Course Objectives: The paper aims to help students in understanding E. Governance and its scope in government and administration. Various initiatives take by governments at various levels and policies related to E. Governance.

Course Outcomes:

1. Students will be able to describe the concept and importance of E. Governance with its latest trends and implementation plan and policy of the government
2. Students will be able to analyze the role of citizens in e-governance mobile governance and cyber laws process.

Course Title:	E.Governance		Course Code: 24MPA9305T
Total Lecture Hour 60			Hours
Unit I	E.governance: Meaning, Nature, Role and Scope. Policy and Projects of e.governance in India and Rajasthan.		15
Unit II	Techniques of E.governance- GIS based management, Citizen database and Human Development. National e.Governance Plan, M. governance.		15
Unit III	Cyber Laws- The IT Act, 2000 and its amendments, Applications of E.governance in Local Self Government. Mobile Governance and Government Apps.		15
Unit IV	Challenges of Cyberspace: Digital Divide, Cyber Security, Cyberspace Privacy, Recent Developments in Cyber Security Administration.		15
Reference Books:			
1. Bedi, Kiran et al , government @ Net : New Governance Opportunities for India, Sage, New Delhi, 2001. 2. Pitt, D.C. and Smith, B.C.:The Computer Revolution in Public Administration, Wheatsheaf Book, UK, 1984. 3. Heeks, R.B. (ed.): Reinventing Government in the Information Age, Routledge, London, 2001. 4. IIPA: Information Technology and Indian Administration, July-Sept. 2000, IIPA, New Delhi. 5. Prabhu CSR, E- Governance, PHI, New Delhi, 2005. 6. Pardhasaradhi, Y. (et.al) E.Governance and Indian Society: An Impact of Study, Kanishka, New Delhi. 2009. 7. Satyanarayana, J, E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi.2004 8. United nations E- Government Survey-2016, UNPAN, United Nations. 9. Ibrahim Kushchu, Mobile Government: An Emerging Direction in E. Government, IGI Publishing, Hershey, 2007. 10. Douglas Holmes, e Gov- e Business Strategies for Government, Nicholas Brealey Publishing, London, 2001. 11. Manish K Chaubey, Cyber-crimes and Legal Awareness, Regal Publishing , New Delhi, 2013. 12. https://www.meity.gov.in/divisions/national-e-governance-plan – national e.Governance Plan 13. www.darpg.nic.in – Department of Administrative Reforms, GoI 14. www.egovdatabase.gov.in – National Database on E.governance projects 15. Suggested another E- resources : E-pgpathashala modules: www.inflibnet.ac.in, www.ignou.ac.in, www.sawayam.gov.in			

Administrative Law

Course Objectives: The paper aims to help students in understanding the Concept of administrative law, rule of law and delegated legislation.

Course Outcomes:

- Students will be able to describe the concept of natural justice, administrative law, administrative adjudication, and delegated legislation.
- Students will be able to explain the concept and functioning of administrative tribunals

Course Title:	Administrative Law	Course Code: 24MPA9306T
Total Lecture Hour 60		Hours
Unit I	Administrative Law: Meaning, Scope, Significance, Source of Administrative Law. Droit Administratif: meaning and features. Dicey's thoughts on Administrative Law	15
Unit II	Natural Justice: Meaning and Principles. Rule of Law—Meaning. Evolution of Dicey's thesis, exceptions to Rule of law, Procedural Effects of Ultra Vires.	15
Unit III	Delegated Legislation: Meaning, Growth, Classification, Advantages and Disadvantages. Control over Delegated Legislation- Procedural, Parliamentary and Judicial.	15
Unit IV	Administrative Adjudication: Meaning, difference with judicial process, Reasons for its growth, merits, and demerits. Administrative Tribunals: Concept, Emergence and Significance, Central Administrative Tribunal (CAT)	15
Reference Books:		
- Basu, D.D, Administration Law, Prentice Hall of India New Delhi, 1986. - Jain, M.P. and Jain, S.N, Principles of Administrative Law Bombay, N.M. Tripathi, 1979. - Joshi, J.C., Administrative Law, Allahabad Agency, 1984. - Kesri, U.P.D., Administrative Law, Allahabad Central law Agency, 1988. - Markess, A., Judicial Control of Administrative Action in India, Madras, MIJ, 1956. - Cecil Carr, Delegated Legislation, Cambridge, Cambridge Univ. Press, 1921. - Kagzi, M.C.J, Indian Administrative Law, Delhi, 1973. - Lokendra Malik and Anjum Hasan, Selected Reflections on Indian law and Governance, Satyam law international, New Delhi, 2015 - Suggested E- resources: E-pgpathashala modules: www.inflibnet.ac.in, www.ignou.ac.in, www.sawayam.gov.in		

Administrative Control and Accountability

Course Objectives: The paper aims to help students in understanding various aspects of administrative control and mechanism of ensuring accountability of the organs of government.

Course Outcomes:

- Students will be able to define meaning administrative tools of control over administration and its applications.
- Students will be able to describe the role of media, social media and civil society in controlling administrative malpractices and utility of public interest litigations.

Course Title:	Administrative Control and Accountability	Course Code: 24MPA9307T
Total Lecture Hour 60		Hours
Unit I	Meaning and concept of control over public administration. Tools and methods to control administration- Legislative, Executive and Judicial. Transparency in administration.	15
Unit II	Parliamentary committees – Public Accounts Committee, Estimate Committee, Committee in Public Undertakings: composition, functions, working and role.	15
Unit III	Meaning and implications of responsibility and accountability. Administrative duties versus ethical responsibilities. Neutrality versus committed bureaucracy. Code of ethics and professional duties.	15
Unit IV	Ministerial control over administration. Role of media, social media and voluntary agencies. Judicial activism in India. Impact of Public Interest Litigations (PIL) over Indian	15

	Administration. Recent trends on controlling administration.
Reference Books:	
1.	Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014.
2.	Mahajan and Mahajan, Financial Administration in India, PHI, New Delhi, 2014
3.	Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
4.	Hoshier Singh and D.P. Singh : Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.
5.	Vayunandan Etakula, Good Governance Initiatives in India, PHI Learning, New Delhi, 2003 Reference Books
6.	Lewis, Lelf, Democratic Accountability, Harvard University Press, 2007.
7.	Desai, Jay P., Accountability : Angst, Awareness and Action, Pearson Education, New Delhi, 2012.
8.	Basu, Shantanu, The Worth Within : Corruption and Erosion of India's Accountability, Authorpress, New Delhi, 2015.
9.	Suggested E- resources: E-pgpathashala modules: www.inflibnet.ac.in, www.ignou.ac.in, www.sawayam.gov.in

Health Administration

Course Objectives: The paper aims to help students in understanding of associated with health administration-central, state as well as district level.

Course Outcomes:

1. Students will be able to **explain** the concept, evolution, and scope of health administration discipline in India.
2. Students will be able to describe health related public policy and Machinery associated with health administration-central, state as well as district level.

Course Title:	Health Administration	Course Code: 24MPA9308T
Total Lecture Hour 60		Hours
Unit I	Basic concept, meaning, nature, scope, and principles of Health Administration. Evolution of Health Administration as a Discipline. Concept of Hospital Administration.	15
Unit II	Machinery at the Central Level: composition, powers and functions of Ministry of Health and Family Welfare, Directorate General of Health, and Family Welfare—their inter-relationship.	15
Unit III	Composition, powers and functions of State Departments and Directorates of Health and Family Welfare. Health education and Major health programmes.	15
Unit IV	Powers of District Medical Health and Family Welfare Officers—District Hospitals/Dispensaries and Family Welfare Centres. PHC and Sub-Centres.	15
Reference Books:		
1.	Ramesh Waram, G.: Medical and Health Administration in Rural India, New Delhi, Ashish Publishing House, 1989.	
2.	The Central Health Education, Health Today, Director General of Health Services, New Delhi, 1971.	
3.	Goel, S.L. : Health Care Administration—Levels and Aspects, New Delhi, Sterling Publishers, 1980.	
4.	Goel, S.L. : Health Care Administration : Ecology, Principles and Modern Trends, New Delhi, Sterling Publishers Pvt. Ltd., 1980.	
5.	Goel, S.L. : Public Health Administration, New Delhi, Sterling Publishers Pvt. Ltd., 1984.	
6.	Goel S.L., Hospital Administration and Management, Deep and Deep Publishing, New Delhi, 2007.	
7.	https://nhsrcindia.org/ph-administration	

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Rural Governance

Course Objectives: The paper aims to help students in understanding the importance of democratic decentralization and of Panchayati raj institutions.

Course Outcomes:

1. Students will be able to **the** evolution, concept, and importance of democratic decentralization.
2. Students will be able to discuss the three tier system of Panchayati raj institutions and their financial, personnel and control mechanism.

Course Title:	Rural Governance		Course Code: 24MPA9401T
Total Lecture Hour 60			Hours
Unit I	Growth of Rural Administrative Decentralization and Panchayati Raj in India. Origin of Rural Development and Community Development Programmes. Committees, Commissions, Study Group related to Rural Development.		15
Unit II	73rd Constitutional Amendment Act. Rural Governance—Organisation and Working of Gram Panchayat, Panchayat Samiti, and Zila Parishad in Rajasthan. District Rural Development Agency (DRDA). Role of District Administration in Panchayati Raj Institutions (PRIs). District Planning Committee.		15
Unit III	Personnel Administration at Local Level in Rajasthan: Functions and Role of Chief Executive Officer (CEO), Block Development Officer (BDO) and Gram Vikas Adhikari.		15
Unit IV	Control Mechanism over PRIs. Finance in PRIs. Policies and Programmes of Rural Development- MGNAREGA . Devolution of powers to PRIs.		15
Reference Books:			
1. Hoshiar Singh : Administration of Rural Development in India. New Delhi, Sterling Pub., 1995			
2. Mohinder Singh : Rural Development in India—Current Perspectives, New Delhi, International Pub. House, 1992			
3. Hoshiar Singh : Rural Development in India, Jaipur. Print well Pub., 1985.			
4. Maheshwari, S.R. : Local Government in India, New Delhi, Origin, Longman, 1984.			
5. Bhatnagar : Rural Developments in India, New Delhi, Light & Life Pub., 1970.			
6. Mishra, S.N. : New Horizons in Rural Development Administration, New Delhi, Mittal Pub., 1984.			
7. Khanna, B.S. : Rural Development in India, New Delhi, Deep and Deep Pub., 1992.			
8. Kurukshetra : A Journal of Rural Development, Govt. of India.			
9. Sahib Singh and Swinder Singh : Local Government in India, New Academic Pub. Co., Jalandhar, 1992.			
10. Malik, A.S. : Concept and Strategy of Rural Industrial Development, New Delhi, MP Pub., 1995.			
11. Sharma Ashok, Bharat mein Sthaniya Prashasan, RBSA Publishers, Jaipur, 2013.			
12. Kataria Surendra : Panchayati Raj Sansthaaye: atit, vartman aur Bhavishya(in Hindi) national Publishing house, Jaipur, 2007			
12. T.R. Raghunandan(Ed.), Decentralization and Local Government, Orient Blackswan, New Delhi, 2012.			
13. Ranawat, Jorawar Singh. : Sthaniya Prashasan (in Hindi)			

Police Administration

Course Objectives: The paper aims to help students in understanding the evolution and concept of police administration, working of police system at union, state and district level.

Course Outcomes:

1. Students will be able to describe the need and concept of police administration in india.
2. Students will be able to explain police administration machinery working at union, state and district level.

Course Title:	Police Administration	Course Code: 24MPA9402T
Total Lecture Hour 60		Hours
Unit I	Need and concept of police in modern societies, Evolution of Police system in India during Ancient, Medieval and British period Indian Police Act of 1861 and present Acts.	15
Unit II	The Ministry of Home and the State Police System-- Organization and working of the Police in Indian States.The District Police in India--District Police Organization and its working.	15
Unit III	Police Personnel Administration in India-- The IPS as a career recruitment, promotion, Training and Service Condition of Indian Police Service and State Police Services in state.	15
Unit IV	Discipline in Police Corps,police Public Relations. Police Reforms and community policing. Policing in 21th century. International Terrorism.	15
Reference Books:	1. Shanker Sen: Indian Police Today, New Delhi. 2. Sultan Akhtar Khan: Power, Police and Public, Kurukshetra: Vishal Pub., 1983 3. Mishra, S.C.: Police Administration in India. 1970 4. Mathur. K.M. : Problems of Police in a Democratic Society, RBSA Publishers, Jaipur, 1987. 5. Saxena, N.S. : Law and Order in India, Abhinav Publications. 6. Sharma, P.D. : Indian Police—A Development Approach 7. T.K. Vinod Kumar, Public Events and Police Response, Oxford, New Delhi, 2013. 8. Gautam Gosh, Police Accountability at the Cutting Edge Level, APH Publishing, New Delhi, 2007. 9. Dr. Giriraj Singh Chauhan: Police Reforms and Good Governance, KR Publishers and Distributors, 2020 10. Charles D. Hale : Fundamentals of Police Administration, Boston, Helbrook Press, 1977. 11. Bayley, D.H. : The Police and Political Development in India 12. Wilson, O.W. and Ray Clinton McLaran: Police Administration (Latest Edition). 13. Kataria surendra :Manvadhkar, Sabhya Samaj evam Police RBSA publishers, Jaipur, 2003 14. Suggested E-resources E-pgpathashala modules:-www.inflibnet.ac.in, www.ignou.ac.in, www.sawayam.gov.in	

Financial Administration

Course Objectives: The paper aims to help students in understanding the concept of financial administration, agencies and institutions of financial administration, types of budget, budgetary process and financial reforms in India.

Course Outcomes:

1. Students will be able to describe the basics and concept of financial administration in several types of economies.
2. Students will be able to explain the budget preparation, approval, execution and control mechanism in India.

Course Title:	Financial Administration	Course Code: 24MPA9403T
Total Lecture Hour 60		Hours
Unit I	Financial Administration—Evolution, Meaning, Nature, Scope, Objectives and Significance of financial administration. Financial administration under capitalists, socialists, and mixed economy. Public Finance-Revenue and Expenditure.	15
Unit II	Budget- Meaning, Principles, Purpose, Significance, and essentials of budget. Types of Budgets—PPBS, Performance Budget, Zero-Based Budget and Gender Budget. Concept of deficit financing and its remedies.	15
Unit III	Budgetary Process—formulation/preparation, enactment, and execution. Budget as an instrument of Administration and economic development. Finance Ministry's control over public finance, Role of finance commission.	15
Unit IV	Parliamentary Control over Public Finance- Public Accounts Committee (PAC), Estimate	15

Committee (EC), Committee on Public Undertakings (COPU), CAG, Accounting and Auditing system in India. Financial reforms in India- Fiscal Responsibility and Budget Management Act (FRBM). Goods and Service tax (GST).	
Reference Books:	
1. Lall, G.S.: Financial Administration in India, Delhi, HPJ Kapoor, 1969. 2. Sundhram, K.P.M. : Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973. 3. Wattal, P.K.: Parliamentary Financial Control in India. Bombay, Minerva, 1962. 4. Chaturvedi, T.N. and Harda, K.L. : Financial Administration, New Delhi, IIPA, 1992. 5. Handa, K.L. (ed.): Financial Administration, New Delhi, IIPA, 1986. 6. Thavaraj, M.J.K. : Financial Management of Government. New Delhi, S. Chand, 1978. 7. Radheysham : Financial Administration, New Delhi, Surjeet Book Depot., 1992. 8. Gautam, E.N. : Bhartiya Vitt Prashasan, Chandigarh, Haryana Sahitya Academy, 1993.	

Values and Ethics in Administration

Course Objectives: The paper aims to help students in understanding the values, ethics, public interests and philosophical aspects of values in administration.

Course Outcomes:

1. Students will be able to describe the values, ethics, public interests and philosophical aspects of values in administration.
2. Students will be able to discuss the need of training for administrative ethics and values and role of each stakeholder.

Course Title:	Values and Ethics in Administration	Course Code: 24MPA9404T
Total Lecture Hour 60		Hours
Unit I	Meaning of Ethics and values: Essence, Determinants and Consequences of Ethics in human action. Role of Family, Society and Educational Institutions in inculcating values. The Indian System of values. Ethical Concepts: Concept of Duty, Good and Virtue.	15
Unit II	Ethics in Private and Public Relationships: Dimensions of Ethics, Behaviour, Attitude- Moral and Political attitude of Administrators, Philosophical basis of Integrity. Ethics of Bhagvad Geeta and its role in Administration.	15
Unit III	Aptitude and Foundational Values for Civil Service-Integrity, Impartiality, Non-partisanship, objectivity, dedication, empathy, tolerance and compassion towards weaker sections. Emotional intelligence- concepts, and their utilities and application in administration and governance.	15
Unit IV	Public Service Ethics in India- Ethical Decision making and Contributing factors, code of ethics, code of conduct, work culture, quality of service delivery, Impact of technology over ethics and societal values in India.. Concept of Ethical Governance.	15
Reference Books:		
1. IIPA- 'Ethics in Public Life' July-Sept. 1995, IIPA, New Delhi. 2. Selected Chapters of Mahabharat (Shanti Parva) and Kautilya's Arthshastra. 3. Williams, Bernard, Morality: An Introduction to Ethics Cup. 1992. 4. Appleby, Paul H.: Morality and Administration in Democratic Government. 5. Leys, Wayne, A.R.: Ethics for Policy Decision. 6. Walton, Clarence C.: Ethics and the Executive; Value in Management Decision Making. Prentice Hall. 7. Second ARC 's report on ethics. 8. Agnes Heller, General Ethics, Basil Blackwell, New York, 1988. 9. H. George Fredrickson (Ed.), Ethics and Public Administration, M.E. Sharpe, Armonk, 1993. 10. H. George Fredrickson and Richard K. Ghare (Ed.), Ethics in Public Management, PHI, New Delhi, 2005.		

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| 11. Rohr, John A, Ethics for Bureaucrats, Marcel Dekker Inc, New York, 1989. |
| 12. IIPA, 'Ethics, Probity and Accountability in Public Services' |

Environment Policy and Administration

Course Objectives: The paper aims to help students in understanding the concept of environment, eco-system, and biodiversity.

Course Outcomes:

1. Students will be able to describe the basics of environment, eco-system, and biodiversity with the role of judiciary, civil and ordinary person in environment protection.
2. Students will be able to explain environment policies and administrative machinery working for the environment in India.

Course Title:	Environment Policy and Administration	Course Code: 24MPA9405T
Total Lecture Hour 60		Hours
Unit I	Environment- Meaning and component, Eco-system, Ecology and Biosphere, environment problems-causes and factors of Environmental Pollution.	15
Unit II	Environmental Policy in India, Constitutional provisions relating to environmental protection, Environment Laws, and Planning in India.	15
Unit III	International Conferences, Protocols, Summit, and Alliances related on Environment. Environment education. Environment Control Administrative machinery at the National, State and District levels.	15
Unit IV	Environment programmes of the Government of India. Sustainable Development and Climate Change. Sustainable Development Goals (SDGs).	15
Reference Books:		
1 Hoshier Singh (ed.) : Environment Policy and Administration, Jaipur, Print well Pub., 1992. 2 Shyam Divan and Armin Rosenerang : Environmental Law and Policy in India. Oxford Univ. Press, New Delhi, 2001. 3. Shekhar Singh (ed.) : Environmental Policy in India. New Delhi, IIPA, 1984. 4. Dwivedi, O.P. : India : Pollution Control Policy and Programmes, International Review of Administrative Sciences, Vol. XLIII, Nos. 2, 1977. 5. Desh Bandhu : Environmental Management, Indian Environmental Society, 1981. 6. Sharma, A.K. and Sharma, A. (ed.) : Impact of the Development of Science & Technology on Environment, Indian Science Congress Association, 1981. 7. Bhatia, S.C. (ed.) : Papers in Environmental Education, Indian University Association for Continuing Education, 1984. 8. Tiwari, H.N.: Environmental Law, Allahabad Law Agency, Faridabad, 2001. 9. Srivastava, V.N. and Rai, BP. : Environment and Ecology, Vasundra Publications, Gorakhpur, 1998. 10. India, NCEP: Draft Report of the State of the Environment, Delhi, Dec. 1981. 11. Baidyanath Mishra, Sustainable Development Administration, Deep and Deep Publishing, New Delhi, 2012.		


Dy. Registrar
 Pandit Deendayal Upadhyaya
 Shekhawati University,
 Sikar(Rajasthan)

Internship/Seminar/Project**Course Objectives:**

To enhance research ability of students. To improve their analytical and critical approach. To improve their writing skill.
To develop skill for and organizing seminar, preparation of research paper and presentation. To enhance skill by taking knowledge by doing as an intern in Internship, Apprenticeship and by Community Outreach

Course Outcomes: To enhance skill in student by doing practical field work.

Course Title:	Internship/Seminar/Project	Course Code: 24MPA9401I/24MPA9401S/24MPA9401P
The guidelines will be provided separately by the University.		


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