

As per the NEP 2020
Public Administration
(Minor Syllabus)
(Effective from Academic Year 2024-2025 onwards)



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

Semester	Course Code	Course Title	Contact Hrs per Week			Credits	Weightage (%)		
			L	T	P		CWS	MTE	ETE
I	24BPA5101M	Basic Concepts of Public Administration	2	0	0	2	10	20	70
II	24BPA5201M	Personnel Administration and governance	2	0	0	2	10	20	70
III	24BPA6301M	Indian Constitution	4	0	0	4	10	20	70
IV	24BPA6401M	Central Administration	4	0	0	4	10	20	70
V	24BPA7501M	Rights Based Governance	4	0	0	4	10	20	70
VI	24BPA7601M	Public Grievances Redressal Mechanism	4	0	0	4	10	20	70
VI	24BPA7602M	Disaster Management	4	0	0	4	10	20	70

Semester – I

Course Title:	Basic Concepts of Public Administration	Course Code: 24BPA5101M
Total Lecture hour 30		Hours
Unit I	Meaning, Nature, Scope and Significance of Public Administration, Public and Private Administration.	8
Unit II	New Public Administration (NPA), Public Choice Theory (PCT) and New Public Management (NPM).	8
Unit III	Approaches to the study of Public Administration: Structural-Functional, Human Relations and, Behavioural.	7
Unit IV	Structure of Organization: Formal and Informal Organization, Line, Staff and Auxiliary agencies, Hierarchy, Unity of command, Span of control and coordination.	7

Semester – II

Course Title:	Personnel Administration and governance	Course Code: 24BPA5201M
Total Lecture hour 30		Hours
Unit I	Personnel Administration; Meaning, Nature, Scope and its Importance. Concept of Human Resource Management (HRM).	10
Unit II	Evolution and Significance of civil services in India. Classification, Recruitment and Training system in India.	6
Unit III	Ethics in Civil Services. Grievance redressal Mechanism, Code of Conduct for government Employees	7
Unit IV	Good Governance- Concept and Characteristics. Tools and Strategies of Good Governance. Initiatives taken by India for Good Governance.	7

Dr. Jayashree K. Registrar
 P.D.Us. Government College
 Kalyanpur, Kalyan
 Dist. Palwal, Haryana

Semester – III

Course Title:	Indian Constitution	Course Code: 24BPA6301M
Total Lecture hour 60		
Unit I	Evolution of the Constitution of India with special reference to Acts of 1909, 1919 and 1935.	Hours 15
Unit II	Constituent Assembly. Preamble. Salient Features of the Constitution of India.	15
Unit III	Fundamental Rights, Directive Principles of State Policy (DPSP) and Fundamental Duties.	15
Unit IV	Parliament- Lok Sabha and Rajya Sabha: their composition, functions and powers.	15

Semester – IV

Course Title:	Central Administration	Course Code: 24BPA6401M
Total Lecture hour 60		
Unit I	Impact of British Period on Indian Administration, Features of Indian Administration.	Hours 15
Unit II	Political Executive at the Union level: President, Prime Minister and Council of Ministers	15
Unit III	The Cabinet Secretariat and Central Secretariat- organization and functions	15
Unit IV	Constitutional Bodies: Election Commission of India (ECI), Comptroller and Auditor General of India (CAG), Union Public Service Commission (UPSC).	15

Dr. Registrar
Shriharipuram University,
Shriharipuram

Semester – V
Rights Based Governance

Course Objectives – The paper aims to provide knowledge about human rights and right to health and government initiatives for rights based approach and international perspective.

Course outcomes –

1. Students will be able to explain the evolution and concept of Human Rights movement.
2. Students will be able to discuss the governmental welfare schemes in the context of the Rights based approach and the composition and role of national and international institutions.

Course Title:	Rights Based Governance	Course Code: 24BPA7501M
Total Lecture hour 60		Hours
Unit I	Human Rights and Right to Health: Evolution of the Human and Health Rights Movement. Human Rights- International perspective: Universal Declaration of Human Rights	15
Unit II	Government Welfare Schemes and Rights based approach: The Right to Information Act, 2005.MGNREGA in 2005. Right of Children to free and Compulsory Education Act, 2009.	15
Unit III	Rights based Governance in India: National Human Rights Commission (NHRC). State Human Rights Commission, National Commission for Women, Child Rights Commission.	15
Unit IV	National Commission for Scheduled Castes and Scheduled Tribes. The Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006. Role of judiciary in protecting Rights based Governance.	15
Reference and Reading Books:		
1. Huamn Rights in Global Health : Rights Based Governance for a Globalizing World 2. Governing (through) Rights : Bal sokhi- bulley 3. Governance in India : M. Laxmikant 4. Kataria, Surendra ; Samajik Prashasan (Hindi)		

Semester – VI
Public Grievances Redressal Mechanism

Course Objectives:

The paper aims to provide knowledge students about Grievances Redressal Mechanism. To impart knowledge of the importance of Grievances Redressal Agencies like CBI, CVC, Lokpal etc.

Course outcomes:

1. Students will be able to explain. the concept of public complaints and g and its redressal machinery in India.
2. Students will be able to discuss. the importance of Grievances Redressal public portals, CBI, CVC, RTI Lokpal etc.


Dr. Registrar
Shrikrishna University
Sikar (Rajasthan)

Course Title:	Public Grievances Redressal Mechanism	Course Code: 24BPA7601M
Total Lecture Hour 60		Hours
Unit I	Meaning and Types of public complaints and grievances. Administration Corruption; meaning, causes and remedies. Whistle blowers protection.	15
Unit II	Central Vigilance Commission- composition, function and role. Central Bureau of Investigation- composition, function and role.	15
Unit III	Sampark portal of government of Rajasthan. Role of Department of Public Grievances Redressal in Rajasthan. Lok Ayukt in Rajasthan. Anti Corruption Bureau in Rajasthan.	15
Unit IV	Lokpal, Citizens Charter, Right to Information, Public hearing and guaranteed delivery of public services. Social Audit.	15
Suggestive Readings:		
1. Arora and Goyal : Indian Public Administration 2. Mahajan and Mahajan : Financial Administration in India 3. Maheshwari, S.R. Indian Administration 4. Goyal S.L. : RTI and Good Governance 5. Vayunandn Etkula : Good Governance Initiatives in India : 6. Kataria Surendra : Bharitya Lok Prashasan (Hindi) 7. E-pgpathashala modules. 8. www.inflibnet.ac.in 9. www.sawayam.gov.in 10. www.inflibnet.ac.in		

Disaster Management

Course Objectives:

The paper aims to provide knowledge about concept and theory of Disaster and their management, Disaster preparedness and awareness.

Course outcomes:

1. Students will be able to explain the understanding of disaster and management.
2. Students will be able to discuss the strategies, leadership and management skills required disaster management.

Course Title:	Disaster Management	Course Code: 24BPA7602M
Total Lecture Hour 60		Hours
Unit I	Introduction to Disaster. Nature and classification of disaster. Impact of Natural Disaster on environment and development.	15
Unit II	Disaster Management cycle. Disaster Management : Planning, coordination, leadership and control.	15
Unit III	Role of community in disaster management. National Disaster Management Act, 2005	15
Unit IV	Lok Disaster Awareness. Crisis Management. Drought and Famine management in Rajasthan.	15
Suggestive Readings:		
1. Sharma V.K. : Disaster Management 2. David Alexander : Natural Disaster 3. Nick W. Carter . : Disaster Management : A disaster Handbook		

Dr. R. K. Registrar
 Shri Chaitanya University,
 Jaipur

4. Jack D. Kartez : Crisis Response Planning : Forward Contingent Analysis
5. National Disaster Management Act, 2005:
6. Kataria Surendra : Bharitya Lok Prashasan (Hindi)
7. E-pgpathashala modules
8. www.inflibnet.ac.in
9. www.sawayam.gov.in
10. www.inflibnet.ac.in
11. <https://ndma.gov.in/>
12. www.ingnou.ac.in


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