

**Doctor Harisingh Gour Vishwavidyalaya
Sagar
MP
(A Central University)**



**Syllabus for Post Graduate Program in
M.A.in PUBLIC ADMINISTRATION**

Based on NEP 2020 and CBCS

2022-23

**Duration: 1 year Post Graduate Diploma
2 Year Masters Degree
Date of BoS- 15.9.22**

**Department of Political Science and
Public Administration (Code-26)
School of Humanities and Social Sciences (Code 20)**

Department of Political Science and Public Administration

Doctor Harisingh Gour Vishwavidyalaya

(A Central University)



Syllabus for M.A. in Public Administration

2022-23

**Duration: 1 year Post Graduate Diploma
2 Year Masters Degree**

Member of Board of Studies of Political Science and Public Administration

1. Prof Anupma Kaushik- Head of Department & Chairperson BOS
2. Prof Girish Mohan Dubey - Faculty Member from Allied/ Cognate Subject
3. Prof Nivedita Maitra- Faculty Member from Allied/ Cognate Subject
4. Prof. Sanjeev Kumar Sharma – C C S Vishwavidyalaya, Meerut, UP- External Expert
5. Prof. Vivek Mishra, Rani Durgavati Vishwavidyalaya, Jabalpur, MP - External Expert
6. Dr Afreen Khan, Assistant Professor, Dept of Political Science and Public Administration

About the Department

The Department of Political Science and Public Administration has been functioning since 1946. The department has rich tradition of academic excellence in the field of Political Science and Public Administration and has produced many stalwarts in the discipline. The chair of Head of the Department has been occupied by distinguished scholars such as Dr. Ganesh Prasad, Dr. R.P. Argal, Dr. S.C. Singh, Prof. M.P. Sharma, Prof. Amresh Awasthi, Prof. R.P. Shrivastava, Prof. R.C. Dubey, Prof. S.S. Sodhi, Dr. S.B. Shrivastava, Prof. G.P. Nema, Prof. R.P. Goutam, Prof S. J. Singh and Prof Anupma Kaushik. The department has produced five D.Litt. and more than three hundred Ph.D. The department has executed a series of empirical research projects in the field of voting behaviour and human rights and has tried to relate the research programme to the needs of country. The department has organized national seminars and an institute in Political Science for teachers in universities and colleges. It has also organized five refresher courses. The department has produced thirty five text books, five project reports and four minor research projects. The department has started 'Dialogue: A lecture Series' since January 2014 when Dr Anupma Kaushik assumed the charge of Head of Department. The first lecture was delivered by Prof S D Muni of JNU on 'India's Foreign Policy' on 28.2.2014. Followed by 14 lectures by scholars like Prof Priyanka Upadhyay of BHU, Prof Tomar of Mahatma Gandhi Kashi Vidyapith, Prof Chandrakala Padia of BHU, Prof Pawan Sharma of CCS University, Prof Sanjay Bhardwaj of JNU, Prof Shantishree Dhulipudi of Pune University. The department has also organized Student Parliament on 17.11.14. Department also has a 'Student Workshop' series to generate awareness and develop skills among students regarding various career options before them. The department has also started an 'Edutainment Series' ie education through entertainment in which a movie is shown to the students followed by a discussion on the theme. So far 16 movies and documentaries have been screened. The first movie to be screened was 'Gandhi' on 31 January 2015 followed by 'Mary Kom', Manikarnika, Parmanu etc. The students and faculty members of the department also visited five villages adopted by the university under Unnat Bharat Abhiyan and spoke to villagers and Panchayat members and Sarpanch on Good Governance. The department also celebrated Youth Day on 12.1.15 by organizing, Debate competition, Essay competition and screening of a documentary on Swami Vivekanand. The teachers of the department have published several books and articles in various esteemed journals and Head of Department Prof Anupma Kaushik has visited countries like UK, Sweden, Denmark, Thailand, Bangladesh, Nepal and Sri Lanka on academic assignments. Students of the department have qualified UGC JRF, NET, SLET and received Rajiv Gandhi National Fellowship and UGC JRF. Many have also cleared MPPCS. Alumni's of the department have been Members of Parliament, Professors, IAS, and officers in armed forces and police.

Curriculum Framework based on National Education Policy-2020

NEP-2020 has conceptualized the idea to develop well rounded competent individuals for making the nation a self-reliant and global leader. In the same spirit, we at Department of Political science and Public Administration have developed a curriculum framework to encompass the goals of NEP 2020. To this end, we have incorporated **Indian knowledge resources**, choice of subject/disciplines of study, creating academic pathways having constructive combinations of disciplines for study with multiple entry and exit points as well as focus on **experiential learning** for students by introducing **multidisciplinary and skill enhancement courses** and actual Hands on training in the recent and trending aspects of the area concern.

Department of Political Science and Public Administration

General Rules

- 1- **Name of program:** Post Graduate (M A)
- 2- **Duration of program:** 1 Year Masters Diploma
2 Year Masters Degree
- 3- **Structure and Credit of Courses:**
 - (a) Discipline Specific Major (DSM): 06 credits each course
 - (b) Multi Disciplinary Major (MDM): 06 credits each course
 - (c) Skill Enhancement Course (SEC): 02 Credits each course
 - (d) Ability Enhancement Course (AEC): 02 credits each course

4- **Examination Scheme will be as follows:**

Semester Examination	Distribution of Marks (Each paper)
Mid I	20 Marks
Mid II	20 Marks
End Semester	60 Marks
Total	100 Marks

5- **Assessment**

Internal Assessment will be done on the basis of any one of the given methodologies.

- (a) Test Assignment
- (b) Assignment

The distribution of marks for Internal Assessment shall be as follows:

Note:

- 1- To be eligible to appear in End Semester Examination a student must appear in Mid Semester Examination and Internal Assessment.
- 2- It is compulsory for the students to have 75% attendance in the class room program.

MA in Public Administration 2022-2023

level/Year Sem	Nature of Course	Course Code	Course Title	Credit	
L8 First Year Sem I	Discipline Specific Major	PUB- DSM -121	Foundation of Public Administration	6	
	Discipline Specific Major	PUB - DSM -122	Central , State and District Administration in India	6	
	Multi Disciplinary Major	PUB - MDM -121	Indian Administrative Systems in Ancient and Medieval Times	6	
	Skill Enhancement Course(SEC)	PUB - SEC -121	Research Methodology	4	
				22	
II	Discipline Specific Major	PUB - DSM -221	Administrative Thinkers	6	
	Discipline Specific Major	PUB - DSM -222	Financial Administration	6	
	Multi Disciplinary Major	PUB - MDM -221	Local Self Government and Development Administration	6	
	Skill Enhancement Course(SEC)	PUB - SEC -221	Good Governance	4	
			44 Exit with Diploma		
L9 Entry Sem III	Discipline Specific Major	PUB - DSM -321	Public Personnel Administration	6	
	Discipline Specific Major	PUB - DSM -322	Administrative Reforms and Civil Services in India	6	
	Multi Disciplinary Major	PUB - MDM -321	International Organizations and Administration	6	
	Skill Enhancement Course(SEC)	PUB - SEC -321	Public Policy	4	
IV	Discipline Specific Major	PUB - DSM -421	Comparative Public Administration	6	
	Discipline Specific Major	PUB - DSM -422	Human Resource Development	6	
	Multi Disciplinary Major-	PUB - MDM -421	Gender and Administration	6	
	Skill Enhancement Course(SEC)	PUB - SEC -421	Dissertation	4	
88 Exit with Degree					

M.A. I Semester (Public Administration) 2022-2023

Central, State and District Administration in India

Level	Course Code	Course Title	Marks	Credit
L8 Sem 1	PUB- DSM-122	Central, State and District Administration in India	Mid Sem-40 End Sem -60	6

Course Objectives: To help students to understand various nuances of Indian administration.

Learning Outcomes:

- CO1. Student will get an overview of background of Indian Administration.
- CO2. Student will get an overview of Administrative Structure in Centre.
- CO3. Student will get an overview of Important Administrative Institutions.
- CO4. Student will get an overview of Administrative Structure at State level.
- CO5. Student will get an overview of Structure of District Administration in India.

Unit -I Background of Indian Administration 18 Lectures

Overview of Administration during British Period
Democratic Perspective of Indian Administration
Changing Role of Indian State

Unit- II Administrative Structure in Centre 18 lectures

President, Prime Minister, Council of Ministers, Ministries and Departments
Cabinet Committees, Secretariat, Cabinet Secretariat
Reforms and New Trends in Indian Administration – ARC- I and II,
Lateral Entry, Mission Karmayogi.

Unit-III Important Administrative Institutions 18 lectures

Attorney General, Comptroller and Auditor General of India, Election Commission,
National Development Council, Finance Commission, Niti Ayog, CVC

Unit- IV Administrative Structure in States 18 lectures

Governor, Chief Minister, Council of Ministers Ministries and Departments
Cabinet Committees, State Secretariat, Chief Secretary,
Secretariat Directorate Relationship, Centre-State Relations

Unit- V Structure of District Administration in India 18 lectures

D M, Municipal Corporation Commissioner, Tehsildar, BDO, Patwari
Panchayat Secretary and Rojgar Sahayak

Recommended Readings:

M Laxmikant- *Indian Polity*

D D Basu- *Introduction to the Constitution of India*

R C Agrawal- *Indian Government and Politics*

B L Fadia- *Indian Government and Politics*

Subhash Kashyap- *Our Parliament*

Subhash Kashyap- *Our Constitution*

बी. एल. फडिया- भारतीय शासन एवं राजनीति

पुखराज जैन- भारतीय शासन एवं राजनीति

डी. डी. बसु- भारत के संवधान का परिचय

सुभाष कश्यप- हमारी संसद

महेंद्र प्रसाद सिंह- भारतीय राजनीतिक प्रणाली, संरचना नीति और विकास

गुप्ता –राज्यों में राज्य प्रशासन

हरिश्चन्द्र—भारत में राज्य प्रशासन

सुरेन्द्र कटारिया – राज्य प्रशासन

अवस्थी एण्ड अवस्थी- मध्य प्रदेश प्रशासन

बी.एल. फडिया –भारत में राज्य प्रशासन

M.A. I Semester (Public Administration) 2022-2023

Foundation of Public Administration

Level	Course Code	Course Title	Marks	Credits
L8 Sem. 1	PUB- DSM -121	Foundation of Public Administration	Mid Sem. 40 End Sem. 60	04

Objectives: To help students to understand basics of public administration.

Learning Outcome

CO 1 Students will get an Introduction to Public Administration.

CO 2 Students will get an overview of Concepts of Organization.

CO 3 Students will get an overview of Administrative Organization.

CO 4 Students will get an overview of Concepts of Management.

CO 5 Students will get an overview of Approaches of Public Administration.

Unit-I Introduction to Public Administration 18 Lectures

Meaning, Nature, Scope and Significance of Public Administration

Evolution of Public Administration as a discipline

Public and Private Administration

New Public Administration and New Public Management

Unit-II Concepts of Organization 18 Lectures

Meaning, Nature & Scope of Organization, Base of Organization

Types of Organization (Formal Organization, Informal Organization)

Principles of Organization

Unit-III Administrative Organization 18 Lectures

Chief Executive: Meaning, Types, Powers and Functions

Line, Staff and Auxiliary Agencies

Unit-IV Concepts of Management 18 Lectures

Meaning, Nature and Scope of Management.

Relationship among Administration, Organization and Management

Theories of Management

Unit-V Approaches of Public Administration 18 Lectures

Classical, Behavioural, Public Choice,

Ecological, Policy, Systems, Cybernetics.

Recommended Readings:

Mohit Bhattacharya - *Public Administration: Structure, Process and Behaviour*.

Mohit Bhattacharya- *New Horizons of Public Administration*

Avasthi and Maheshwari- *Public Administration*

M. P. Sharma and B. L. Sadana- *Public administration in Theory and Practice*

Mohit Bhattacharya- *Public Administration*

S.R. Maheswari and A. Maheswari- *Public Administration*

M Laxmikant - *Public Administration*

शर्मा और सदाना- लोक प्रशासन : सिद्धांत और व्यवहार

अवस्थी और महेश्वरी- लोक प्रशासन

सुरेन्द्र कटारिया- प्रशासनिक सिद्धांत और व्यवहार

बी ऐल फ डया- लोक प्रशासन

एम् लक्ष्मीकांत- लोक प्रशासन

प्रभुदत्त शर्मा— लोक प्रशासन : सिद्धांत एवं व्यवहार

अनिल कुमार शर्मा — लोक प्रशासन: सिद्धांत एवं व्यवहार

अनिल गुप्ता— लोक प्रशासन : सिद्धांत एवं व्यवहार

सुरेन्द्र कटारिया— लोक प्रशासन के सिद्धांत

अन्तर सिंह— लोक प्रशासन के तत्व

सुषमा यादव— लोक प्रशासन के सिद्धांत एवं व्यवहार

M.A I Semester (Public Administration) 2022-2023

Ancient and Medieval Indian Public Administrative Systems

Level	Course Code	Course Title	Marks	Credits
L8 Sem. 1	PUB- MDM -121	Ancient and Medieval Indian Public Administrative Systems	Mid Sem. 40 End Sem. 60	06

Objective: To provide an overview of administration in India during ancient and medieval times.

Learning Outcome

CO 1 Students will get an overview of Ancient Indian Administration.

CO 2 Students will get an overview of Ancient Indian Administration.

CO 3 Students will get an overview of Administration in Southern part of Ancient Bharat.

CO 4 Students will get an overview of Medieval Indian Administration.

CO 5 Students will get an overview of Medieval Indian Administration.

Unit 1: Characteristics of Ancient Indian Administration

18 Lectures

Overview of Administration in Vedic Age

Overview of Administration in Ramayana

Overview of Administration in Mahabharat

Overview of Administration in Buddhism

Unit 2: Characteristics of Ancient Indian Administration

18 Lectures

Overview of Administration in Kautilya's Arthashastra

Overview of Maurya Administration

Overview of Gupta Administration

Unit 3: Characteristics of Administration in Southern part of Ancient Bharat

18 Lectures

Overview of Chola Administration

Overview of Chera Administration

Overview of Pandya Administration

Unit 4: Characteristics of Medieval Indian Administration

18 Lectures

Overview of Maratha Administration

Overview of Sikh Administration

Overview of Vijayanagar Administration

Unit 5: Characteristics of Medieval Administration

18 Lectures

Overview of Delhi Sultanate Administration

Overview of Mughal Administration

Overview of Bahamani Administration

Recommended Readings:

R. K. Arora- *Indian Public Administration Institutions and Issues*,

A.L Basham -*My Guruji and Problems and Perspectives of Ancient Indian History and Culture*

Maity Sachindra Kumar-*The Imperial Guptas and Their Times*

S.R. Maheswari- *Indian Administration*

Pramathanath Banerjea- *Public Administration in Ancient India*

Ram Sharan Sharma- *Aspects of Political Ideas and Institutions in Ancient India*

Altekar - *State and Government in Ancient India*

Beni Prasad- *Theory of Government in Ancient India (Post Vedic)*

A Appadorai- *Indian Political Thinking through the Ages*

Md Bashir Ahmed- *The Administration of Justice in Medieval India*

अल्लेकर—प्राचीन राजनीतिक संस्थाएं

आर एस शर्मा— प्राचीन राजनीतिक संस्थाएं एवं विचार

आर बी सिंग— प्राचीन भारत का राजनीतिक इतिहास

चाणक्य- अर्थशास्त्र

सत्यकेतु वदयालंकार- प्राचीन भारत की शासन पद्धति और राज शास्त्र

M.A. I Semester (Public Administration) 2022-2023

Research Methodology

Level	Course Code	Course Title	Marks	Credits
L8 Sem. 1	PUB- SEC -122	Research Methodology	Mid Sem. 40 End Sem. 60	04

Objective: The course aims to provide an understanding of research methodology to the students.

Unit wise Learning Outcome

12 Lectures

CO 1 Students will get an introduction of concept of research.

CO 2 Students will get an introduction to empirical research in Social Science

CO 3 Students will get an introduction to practical aspects in research.

CO 4 Students will get an introduction to use of computers in research.

CO 5 Students will get an introduction to publication ethics.

Unit- I: Introduction to Research

12 Lectures

Meaning and Types of Research: Natural and Social Science Research

Nature, Importance, Utility and Problems of Social Science Research

Interdisciplinary Research in Social Science

Differences between Pure and Applied Research

Unit- II: Empirical Research in Social Science

12 Lectures

Selecting a problem, Review of literature, Gap analysis, Variables, Hypothesis

Data Collection Methods: Observation, Questionnaire, Schedule and Interview

Sampling Techniques

Unit-III: Practical Aspects in Research

12 Lectures

Steps in Writing of Dissertation, Research Paper and Monograph

Unit-IV: Use of Computers in Research

12 Lectures

Email, PPT, Internet Sources, Plagiarism Check, SPSS, Publication Opportunities

Unit-V: Publication Ethics

12 Lectures

Intellectual Honesty, Research Integrity and Conflicts of Interest

Publication Misconduct- Falsification, Fabrication, Plagiarism, Selective Reporting and Misrepresentation of Data.

Redundant Publications: Duplicate and Overlapping publications, Salami Slicing

Predatory Publishers and Journals.

Recommended Reading:

C R Kothari - *Research Methodology, Methods and Techniques*

Pradip Kumar Bose- *Research Methodology*, New Delhi: ICSSR.

P N Mukherjee - *Methodology in Social Research: Dilemmas and Perspectives*

Kenneth Dailey - *Methods of Social Research*.

Goode and Hatt- *Methods in Social Research*.

S.R. Bajpai -*Methods of Social Survey and Research*.

B.N Ghosh- *Scientific Method and Social Research*.

M.H. Gopal- *An Introduction to Research Procedure in Social Sciences*.

Lundburgh- *Social Research*.

Raiammal, Devada and Kuladelvel, *A Hand Book of Methodology of Research*.

Selltiz and Jahoda, *Research Methods in Social Relation*.

P.V Young - *Scientific Social Surveys and Research*.

राम आहुजा – सामाजिक अनुसंधान

शशिभूषण – सामाजिक अनुसंधान

राम आहूजा.— सामाजिक सर्वेक्षण एवं अनुसंधान

मथलेश कुमार मिश्रा –सामाजिक अनुसंधान

संजय टंक – शोध पद्धति

आनंद सिन्हा एवं कुमार एवं श्रीवास्तव – सामाजिक अनुसंधान

सी आर कोठारी- अनुसंधान पद्धति

M.A II Semester (Public Administration) 2022-2023

Administrative Thinkers

Level	Course Code	Course Title	Marks	Credits
L8 Sem. 1I	PUB- DSM -221	Administrative Thinkers	Mid Sem. 40 End Sem. 60	06

Objectives: To help students to gain insight and understanding about the administrative thoughts of Important thinkers.

Learning Outcomes:

CO1. Student will get an introduction of evolution of administrative thought.

CO2. Student will get an overview of Classical Theories of Administration.

CO3. Student will get an overview of Structuralist Thought.

CO4. Student will get an overview of Human Relations and Development Administration.

CO5. Student will get an overview of Decision Making and Motivational Theory.

UNIT I: Introduction

18 Lectures

Evolution of Administrative Thought

Kautilya and Shukra

Woodrow Wilson: Politics- Administration Dichotomy

UNIT II: Classical Theories of Administration

18 Lectures

F.W. Taylor: Scientific Management and Impact on Organization Theory

Max Weber : Theory of Bureaucracy, Authority and Legitimacy

Mary Parker Follett: Concept of Power, Authority and Responsibility

UNIT III: Structuralist Thought

18 Lectures

Henry Fayol: Principles of Organization and Managerial Activities

Luther H. Gullick: Principles of Management and Hawthorne Experiments

Lyndall F. Urwick: Principles of Organization and Management

UNIT IV: Human Relations and Development Administration

18 Lectures

George Elton Mayo: Human Relations Theory

Chester I. Barnard: Theory of Authority and Responsibility, Organisation, Communication

Fred W. Riggs: Theory of Development Administration and Sala Model in Prismatic Society

UNIT V: Decision Making and Motivational Theory

18 Lectures

Herbert A. Simon: Theory of Decision Making

Douglas McGregor: Theory of Motivation

Abraham Maslow: Theory of Motivation

Frederick Herzberg: Two Factor Theory and Job Enrichment

Recommended Readings:

P D Sharma- *Management Thought and Thinkers*

Ravindra D Prasad, V. S. Prasad and P. Satyanarayana - *Administrative Thinkers*

Sri Ram Maheshwari- *Administrative Thinkers*

Shum Shum Nisa Ali - *Eminent Administrative Thinkers*

Sri Ram Maheshwari- *Administrative Theory: An Introduction*

R.J.S. Baker- *Administrative Theory and Public Administration*

S. L Goel -*Advanced Public Administration*

Umesh Kumar- *Kautilya's Thought on Public Administration*

N. P. Mouzelis- *Organization and Bureaucracy: Analysis of Modern Theories*

Harold R Pollard- *Further Development in Management Thought*

Prasad- *Organisation Theory and Behaviour*

सुरेन्द्र कटारिया — प्रशासनिक विचारक

एस.आर. माहेश्वरी — प्रशासनिक विचारक

मीना — प्रशासनिक विचारक

नरेन्द्र शोरी एव नीलम चौधरी — प्रशासनिक विचारक

प्रसाद एवं प्रसाद — प्रशासनिक विचारक

M.A II Semester (Public Administration) 2022-2023
Financial Administration

Level	Course Code	Course Title	Marks	Credits
L8 Sem. 1I	PUB- DSM -222	Financial Administration	Mid Sem. 40 End Sem. 60	06

Objectives: To help students to understand various nuances of financial administration

Learning Outcomes:

CO1. Student will understand the Fundamentals of Financial Administration and Budget.

CO2. Student will understand the Changing Character of Budgeting.

CO3. Student will understand the Steps in Budget Process.

CO4. Student will get an overview of Control over Budget.

CO5. Student will get an overview of Financial Accountability.

Unit-I: Fundamentals of Financial Administration and Budget 18 Lectures

Public Finance in Ancient India – Taxation and Revenue Collection
Meaning, Characteristics and Principles of Financial Administration
Concept of Budget: Meaning, Characteristics and Importance
Recent Trends in Financial Administration

Unit-II: Changing Character of Budgeting 18 Lectures

Traditional Budget, Performance Budget, Zero- Based Budgeting,
Program Budgeting System and Outcome Budgeting, Gender Budgeting
Budget as an Instrument of Socio-Economic Development and Management

Unit-III: Steps in Budget Process 18 Lectures

Preparation of Budget- Money Bill and Financial Bill
Role of Finance Ministry
Enactment of Budget

Unit-IV: Control over Budget 18 Lectures

Legislative, Executive and Judicial Control over Budget
Finance Committees- Public Accounts, Estimates, Public Undertaking
Standing Committees

Unit-V: Financial Accountability 18 Lectures

Meaning and Evolution of Accounting and Audit
Separation of Accounts and Audit System in India
Structure of Audit Department of India
Role of Comptroller and Auditor General (CAG)

Recommended Reading:

Anupama Puri- *Financial Administration in India*.

P K Saini- *Financial Administration in India*.

Bhargava A.N, *The Theory and Working of Union Finance in India*.

S.L Goel - *Public Financial Administration*.

Padam Nabh Gautam- *Financial Administration in India*.

K. L. Handa- *Financial Administration in India*.

G S. Lall -*Financial Administration in India*.

Peter A. Pyhrr- *Zero-Base Budgeting*.

Andley Sudharam- *Public Finance*.

M.J.K. Thavaraj- *Financial Administration in India*.

सिंह— राजस्व प्रशासन

आर के लेखी - लोक वत्त

बी ऍल माथुर - वत्तीय प्रशासन

अवस्थी और माहेश्वरी— भारतीय लोकप्रशासन

पी.डी. शर्मा— भारतीय प्रशासन

बी.सी.नरूला— भारतीय प्रशासन

बी.एल.फड़िया— लोक प्रशासन

M.A II Semester (Public Administration) 2022-2023
Local Self Government and Development Administration

Level	Course Code	Course Title	Marks	Credits
L8 Sem. II	PUB- MDM -221	Local Self Government and Development Administration	Mid Sem. 40 End Sem. 60	06

Objectives: To help students to understand the role of administration and local self government in developmental process in India.

Learning Outcomes:

CO1. Student will understand the Concept of Development and Development Administration.

CO2. Student will understand the Role of Different Agencies and Challenges.

CO3. Student will understand the Concept and Growth of Local Self Government in India.

CO4. Student will get an overview of Panchayati Raj Institutions.

CO5. Student will get an overview of Urban Institutions.

Unit I: Concept of Development and Development Administration

18 Lectures

Meaning, Aims, Features, Nature and Scope,

Importance of Development Administration - Political, Economic and Social Context

Administrative Efficiency and Changing Role of Officials - Collector, BDO

Public Participation in Development- Citizen Charter, Social Audit

Unit- II: Role of Different Agencies and Challenges

18 Lectures

Role of Legislature, Executive, Technocrats, Social Scientist, Educationalist, Journalists

in Policy Formulation, Policy Implementation, Policy Evaluation

Challenges: Brown Sahib Approach, Lack of Work Culture, Red Tape, Corruption,

Lack of Awareness, Will and Power

Unit III: Concept and Growth of Local Self Government in India

18 Lectures

Meaning and Importance of Decentralization and Local Self Government

Rise and Growth of Local Self Government in India

Weaknesses and strength of Local Self Government in India

Roles of District Administration in Local Bodies

Unit-IV: Panchayati Raj Institutions

18 Lectures

73rd Constitutional Amendment: Basic Features, Organizational Structure of PRI

Issues- Personnel, Finance, Capacity Building, Devolution Index, Gram Swaraj Abhiyan.

Unit V: Urban Institutions

18 Lectures

74th Constitutional Amendment: Basic Features.

Organisational Structure of Municipal Bodies and Reforms.

Contemporary issues of Urbanization and Urban Governance: Smart Cities

Recommended Readings:

Faisal Al-salem - *The Ecology of Development Administration*.

Fred W. Riggs - *Frontiers of Development Administration*.

Joseph La Palombara (ed.) - *Bureaucracy and Political Development*.

Gunnar Myrdal - *Asian Drama*.

Amarendra- *Rural Development and Public Policy*

Awasthi- *Municipal Government and Administration in India*.

B.S. Bhargava and Rama Rao- *Indian Local Government-A Study*

Mohit Bhattacharaya- *Management of Urban Government in India*.

Dhaliwal- *Municipal Administration*

S.C Dubey- *India's Changing Village*.

Gandhi- *Panchayati Raj*

Jones, Rodney, *Urban Politics in India*.

Sriram Maheswari- *Local Governments in India*

Om Mathur -*India: The Challenge of Urban Governance*.

Mathur, B.L., *Rural Development and Co-operation*, Jaipur: RBSA Publishers

B.B Mishra- *District Administration and Rural Development in India*

Mukherjee Amitava, 1994, *Decentralization: Panchayats in the Nineties*, New Delhi: Vikas Publ

R.K. Saprui- *Development Administration*

Hoshiar Singh- *Local Government*

प्रीति जोशी— विकास प्रशासन

आनंद अवस्थी— विकास प्रशासन

एस.आर.महेश्वरी— भारत में स्थानीय शासन

सुरेन्द्र कटारिया— स्थानीय प्रशासन

आर. के. सप्रू — विकास स्वशासन

बी.सी. नरूला— पंचायतीराज व्यवस्था

आर.पी.जोशी —भारत में स्थानीय प्रशासन

आर. पी. जोशी —पंचायतीराज के नवीन आयाम

चेतकर झा —भारतीय स्थानीय प्रशासन

M.A II Semester (Public Administration) 2022-2023
Good Governance

Level	Course Code	Course Title	Marks	Credits
L8 Sem. II	PUB- SEC -221	Good Governance	Mid Sem. 40 End Sem. 60	04

Objective: To help students to understand the nuances of Good Governance and E-Governance in India.

Learning Outcome:

CO 1 Student will understand the importance of Good Governance.

CO 2 Student will learn **meaning and** various uses of E – Governance in Education.

CO 3 Student will learn about E- Governance in Democracy.

CO 4 Student will learn about E-Governance and Public Service Delivery in India.

CO 5 Student will learn about practical aspects of E Governance.

Unit- I: Introduction to Good Governance

12 Lectures

Evolution of Idea of Good Governance in India and West.

Perspectives on good Governance

Elements of Good Governance- MDG, SDG

Unit- II: E – Introduction to E-Governance and Governance in Education 12 Lectures

Meaning, Characteristics, Evolution of E-Governance

Tools, Importance and Limitations of E-Governance

E Governance in Education- Information, Admission, Result, Exam, Scholarship, Fee, Digital library, Distance Education, Virtual Teaching –Learning, Digital Locker

Unit-III: E- Governance and Democracy

12 Lectures

Information, Transparency, Accountability, Complaint Redressal

Legal and Policy Framework of E-Governance in India

ICT and Changing Nature of Central and State Administration.

UNIT-IV: E-Governance and Public Service Delivery in India

12 Lectures

ICT and Rural Development, ICT and Urban Development

ICT and Women Empowerment, ICT and District Utility Services

UNIT- V: Practical Aspects

12 Lectures

Email, PPT, Excel, Word, Google meet, Audio Video Study Material, Report writing, Digital payment, Employment Form Filling.

Banks, Business, Communication, Defence, Education, Internet, Medical, Transportation, Multimedia, Robotics, Simulations.

Recommended Readings:

Kumar Bittu- *Computer Basics*

Satish Jain - *Basic Computer Course Made Simple*

Priti Sinha and Pradeep Kumar Sinha- *Computer Fundamentals*

Suman Dahiya- *Introduction to Computer*

Subhash Bhatnagar and Robert Schware- *Information and Communication Technology in Development*

Carsten Friedland and Monika Muylkens - *E-Government*

M P Gupta, Prabhat Kumar, and Jaijit Bhattacharya -*Government Online Opportunities and Challenges*

गुनाकर मुले- *कम्प्युटर क्या है*

संतोष कुमार- *कंप्यूटर एवं सूचना तकनीकी*

हेमंत कुमार गोयल- *कंप्यूटर विज्ञान शिक्षण*

वी.के.त्रिपाठी ई— शासन, नेतृत्व तथा नागरिक प्रशासन —

एन.भास्कर राव— सुशासन

सुरेन्द्र मुंशी — सुशासन

वारथवाल— स्थानीय स्वशासन