

Awadhesh Pratap Singh University

Rewa(M.P.)



Syllabus

B.A. (Hon's)Public Administration

Ist and IInd Semester System 2021-22

IIIrd and IVth Semester System 2022-23

Registrar

Awadhesh Pratap Singh University

Rewa (M.P.)

Programme Outcomes

B.A.(Hons.) Public Administration

CBCS PROGRAMME

OUTCOME

PO #	PROGRAMME OUTCOME
PO1	Critical Thinking: Take informed actions after discipline the dimensions that frame our political and philosophy check out the degree to which these nationality are state and nation and look at our ideas and decisions (intellectual, organizational and personal) from different political phenomena.
PO2	Effective Communication: Understanding write and listen clearly in person and political philosophies in English and in one Indian language and make meaning of the world by connecting people western and Indian political thinkers.
PO3	Social Interaction: General understanding of concepts of public administration elicit views of others, mediate disagreements and help reach conclusions in group settings.
PO4	Effective Citizenship : Cunctions different part of state and governments development and the ability to act with an administration to structures and governance in civic life through democratic society.
PO5	Ethics: Under different citizenship including civil society understand the their rights of your duties and leadership qualities for them.
PO6	Environment and Sustainability : Understand the Democracy grass level local and self government.
PO7	Self-directed and Life-long Learning: Opportunities of ability to Jobs in bureaucracy and life-long learning in the broadest context of socio UPSC and state services changes.

PROGRAMME SPECIFIC OUTCOME

B.A.(Hons.) Public Administration

PSO #	PROGRAMME SPECIFIC OUTCOME
PSO 1	Understanding a functional politics as a social science discipline theoretical and practical aspects.
PSO 2	General understanding of political philosophies and western and Indian political thinkers, analytical , synthetic, instrumental etc.
PSO 3	The program will provide ample opportunities of jobs to the students in bureaucracy, UPSC, state and other in services.
PSO 4	Provide opportunities for further studies, research and innovation.

B.A (Honours) Public Administration
Programme structure
(As per NEP 2020 & CBCS ordinance 14 A)
1st Year (1st & 2nd semester Programme)

COURSE CODE	TITLE	SEMESTER -1		INTERNAL ASSESEME NT	MAXIMUM MARKS	CREDITS
		COURSE TYPE	THEORY PAPER			
101	Principle of Public Administration	Major	60	40	100	6
102	Principle of Political Science	Minor	60	40	100	6
103	Introduction of Personnel Management	GE	60	40	100	4
104	English	AE	60	40	100	4
		Semester total			400	20
		Comulative total			400	20

COURSE CODE	TITLE	SEMESTER -2		INTERNAL ASSESEM ENT	MAXIMUM MARKS	CREDITS
		COURSE TYPE	THEORY PAPER			
201	Administrative Theory-II	Major	60	40	100	6
202	National Movement and Constitutional Development-II	Minor	60	40	100	6
203	Human Right and Service Environment	GE	60	40	100	4
204	Environment	AE	60	40	100	4
		Semester total			400	20
		Comulative total			400	20

Part-A : Introduction

Program : Certificate	Class : B.A. (Honour) Public Administration	Year : Ist Semester	Session : 2021-22
Subject : Public Administration			
1.	Course Code	101	
2.	Course Title	Principles of Public Administration	
3.	Course Type (Core)	Core Course	
4.	Pre-requisite (if any)	To study this course, a student must have passed 12 th class	
5.	Course Learning Outcomes (CLO)	1. Awareness about the evolution and growth of the discipline of Public Administration. 2. Learn the basic principle and approaches of Public Administration. 3. Acquire knowledge about the structure and principles of organization.	
6.	Credit Value	06	
7.	Total Marks	Max. Marks : Min. Passing Marks :	

Part B-Content of the Course

Total No. of Lectures - Tutorials (in hours per week :		
Unit	Topics	No. of Lectures
1.	Introduction of Public Administration : Meaning, Nature, Scope and Importance of Public Administration. Evolution of Public Administration. New Public Administration. Public and Private Administration. Ecology of Public Administration.	
2.	Organization and its Structure : Meaning, Importance; Types of Organisation, Formal and Informal Organisation; Basis of Organisation (4Ps). Chief Executive; Line and Staff agencies.	
3.	Principles of Organisation : Hierarchy, Span of Control, Unity of Command. Centralization and Decentralization, Delegation, Supervision and Co-ordination.	
4.	Administrative Approaches : Classical approach, Bureaucratic approach. Scientific management approach (FW Taylor); Human Relations approach (Eltn Mayo)	
5.	Modern Approaches : Behavioural approach; System Approach ; Ecological approach (FW Riggs)	

Semester-I		
101	Principle of Public Administration	MCH101
Course Outcomes		
CO1	Understand General theoretical aspect of public administration	
CO2	Differentiate private with public administration.	
CO3	The causes of evaluation of new public administration.	
CO4	Process of accounting and auditing system in India.	
CO5	financial administration, budget.	

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Part-A : Introduction

Program : Certificate	Class : B.A. (Honour) Public Administration	Year : Ist Semester	Session : 2021-22
Subject : Political Science			
1.	Course Code	102	
2.	Course Title	Principles of Political Science	
3.	Course Type (Core)	Minor Course	
4.	Pre-requisite (if any)	To study this course, a student must have passed 12 th class	
5.	Course Learning Outcomes (CLO)	1. Awareness about the evolution and growth of the discipline of Political Science. 2. Learn the basic principle and approaches of Political Science . 3. Acquire knowledge about the structure and principles of organization.	
6.	Credit Value	06	
7.	Total Marks	Max. Marks : Min. Passing Marks :	

Part B-Content of the Course

Total No. of Lectures - Tutorials (in hours per week :		
Unit	Topics	No. of Lectures
1.	Political Science - Definition, Scope, Nature, Methodology. Traditional & Behavioural approach.	
2.	Relations of Political Science with other Social Science - History Economics & Sociology	
3.	State - Definition, Elements, Various theories of the origin of the State i.e. Divine, Social contract and Evolutionary (Historical) Theory, Nature of the state - Organic theory.	
4.	Welfare State, The concept of the sovereignty-meaning & definition, essential characteristics, Austin's Theory of Sovereignty, Pluralism.	
5.	Main concepts- Liberty, Equality, Rights (Human Rights). Social Justice, Law and Citizenship.	

102	Principle of Political Science	MCH102
Course Outcomes		
CO1	Understand meaning of definition of political theory	
CO2	Understand the various traditions and approaches of political theory.	
CO3	Understand multiple Games by which the idea of political community is debated.	
CO4	Understand various ways of theorizing the political science.	
CO5	Understand different concept such as democracy, liberty, justice, equality.	
CO6	Understand the significance of theorizing and of applying, theory in to practice.	

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6-	ØsMV eku	06	
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Part-A : Introduction

Program : Certificate	Class : B.A. (Honour) Public Administration	Year : Ist Semester	Session : 2021-22
Subject : Public Administration			
1.	Course Code	103	
2.	Course Title	Introduction to Personnel Management	
3.	Course Type (Core)	Generic Elective	
4.	Pre-requisite (if any)	To study this course, a student must have passed 12 th class	
5.	Course Learning Outcomes (CLO)	1. Knowledge regarding the origin and evaluation of Personnel Management will be acquired. 2. Learning about the Constitutional and Structural Framework on which Personnel Management is based.	
6.	Credit Value	04	
7.	Total Marks	Max.Marks :Min. Passing Marks :	

Part B-Content of the Course

Total No. of Lectures - Tutorials (in hours per week :		
Unit	Topics	No.of Lectures
1.	a. Personnel Management - Meaning, Scope, Objectives and Subject Matter. b. Relationship of Personnel Management with other branches of social sciences.	
2.	a. Selection Procedure - Meaning, and Methods. b. Functions, Responsibilities and Qualifications of Personnel Manager.	
3.	a. Induction b. Promotion	
4.	a. Transfer b. Training and Development	
5.	a. Leadership b. Communication	

103	Introduction of Personnel Management	MCH103
Course Outcomes		
CO1	Integrated perspective on role of personnel management in modern business.	
CO2	Ability to plan human resources and implement, techniques of design.	
CO3	Competency to recruit, train and appraise the performance of employees.	
CO4	Rational design of compensation and salary administration.	
CO5	Ability to handle employee issues and evaluate the new trends in personnel management.	

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2-	ikB~;Øe dk "kh"Zd	lsohoxh; ica/k dk ifjp;	
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6-	ØiMV eku	04	
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Part-A : Introduction

Program : Certificate	Class : B.A. (Honour) Public Administration	Year : Ist Semester	Session : 2021-22
Subject : Public Administration			
1.	Course Code	104	
2.	Course Title	English	
3.	Course Type (Core)	Ability Enhancement	
4.	Pre-requisite (if any)	To study this course, a student must have passed 12 th class	
5.	Course Learning Outcomes (CLO)	1. This course will help the students in reading, writing and over all communication skills, 2. The students are expected to understand the process of communication and interpreting the human experiences through literary representation.	
6.	Credit Value	04	
7.	Total Marks	Max. Marks : Min. Passing Marks :	

Part B-Content of the Course

Total No. of Lectures - Tutorials (in hours per week :		
Unit	Topics	No. of Lectures
1.	Questions and Answers based on the prescribed text book, ' <i>English Language and Indian Culture</i> ' by Prof. Tribhuwan Nath Shukla.	
2.	Comprehension	
3.	Composition	
4.	Vocabulary	
5.	Grammar and Usage.	

104	English	MCH104
Course Outcomes		
CO1	Understand symmetry and group theory	
CO2	Discuss Microwave spectroscopy	
CO3	Investigate infrared Spectroscopy	
CO4	Discuss Raman Spectroscopy	
CO5	Analyse electronic and photoelectron spectroscopy	

Suggested Readings :

1. '*English Language and Indian Culture*' by Prof. Tribhuwan Nath Shukla. Published by M.P. Hindi Granth Academy, Bhopal.
2. P.C. Wren and H. Martin, High School English Grammar and Composition.
3. Martin Hewings, Advanced English Grammar .

Part-A : Introduction

Program : Certificate	Class : B.A. (Honour) Public Administration	Year : IInd Semester	Session : 2021-22
Subject : Public Administration			
1.	Course Code	201	
2.	Course Title	Administrative Theory (Paper - 2)	
3.	Course Type (Core)	Core Course	
4.	Pre-requisite (if any)	To study this course, a student must have passed 12 th class	
5.	Course Learning Outcomes (CLO)	1. Knowledge regarding the origin and evaluation of Administrative Theory will be acquired. 2. Learning about the Constitutional and Structural Framework on which Administrative Theory is based.	
6.	Credit Value	06	
7.	Total Marks	Max.Marks : Min. Passing Marks :	

Part B-Content of the Course

Total No. of Lectures - Tutorials (in hours per week :		
Unit	Topics	No.of Lectures
1.	An Introduction Indian and Classical Theories - Introduction of Indian and Classical theories; Importance and utility of administrative theories; Kautilya's view.	
2.	Western View on Administrative Theories - Scientific Management Theory by F.W. Taylor; Bureaucratic Theory of Organization by Weber; Administrative Management Theory by Henry Fayol, Luther Gulick and others.	
3.	Human Relations Theories - Human Relation Theory by Elton Mayo and others; Behavioural Theory by Chester Barnard and Herbert Simon.	
4.	Administrative Behaviour Theories - Theories related to Leadership; Communication; and Motivation (Maslow and Herzberg).	
5.	Modern Administrative Theories - Minnow Brook Perspectives; New Public Service; and Post Modernism.	

Semester-II		
201	Administrative Theory-II	MCH201
Course Outcomes		
CO1	Understand Scientific management theory F.W. tallayere	
CO2	Understand need theory by Masloo	
CO3	Understand Bureaucracy-Maxbebar	
CO4	Understand principles of administration	
CO5	Understand private administration	

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5-	ikB~;Øe v/;;u dh ifjyfC/k;k ¼dksZ yfuZax vkmVde½ (CLO)	1- iz'kklfud fl)kUr d mn-xe vksj fodkl d lEcU/k es Nk=k dks tkudkj izklr gksxhA 2- LaoS/kkfud ,o lajpukRed <kap dk cks/k ftl ij iz'kklfud fl)kUr vk/kkfjr gSA	
6-	Ø;MV eku	06	
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Part-A : Introduction

Program : Certificate	Class : B.A. (Honour) Public Administration	Year : IInd Semester	Session : 2021-22
Subject : Political Science			
1.	Course Code	202	
2.	Course Title	National Movement and Constitutional Development (Paper - 2)	
3.	Course Type (Core)	Minor Course	
4.	Pre-requisite (if any)	To study this course, a student must have passed 12 th class	
5.	Course Learning Outcomes (CLO)	1. To taught students about the Development of National movement in India. 2. The students will be able to know about the Constitutional Development in India.	
6.	Credit Value	06	
7.	Total Marks	Max.Marks : Min. Passing Marks :	

Part B-Content of the Course

Total No. of Lectures - Tutorials (in hours per week :		
Unit	Topics	No.of Lectures
1.	Rise of Nationalism - Religious & Social Reform movement. Rise of the Indian National congress- Extreme & liberal Nationalism.	
2.	Revolutionary Nationalism - 1906-1914 Causes of failure of revolutionary movement. Home Rule movement, Lucknow Pact.	
3.	Gandhian - Era 1920-42, Non cooperation, Civil disobedience movement, Quit India Movement.	
4.	Indian politics after IInd world War- Wavel plan, Shimla conference, cabinet mission plan and Indian independence at. 1947.	
5.	Growth of Muslim Communalism & Partition of India, Indian constituent assembly composition & approach, preamble & sources of Indian constitution.	

202	National Movement and Constitutional Development-II	MCH202
Course Outcomes		
CO1	Process of constitutional development in India in pre independent and post independent scenario	
CO2	Importance of preamble and its importance in the constitution	
CO3	Constituent assembly decided about one national flag, national anthem.	
CO4	Understand function ad role of the president, prime minister and governor	
CO5	Help them to prepare for UPSC, state civil service	

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4-	iwo&vis{kk	bl ikB;Øe dk v/;;u dju d fy, fo kFihZ dks d{kk 12oh mÿkh. & gksuk pkfg, A	
5-	ikB~;Øe v/;;u dh ifjyfC/k;k ¼d _{is} Z yfuZax vkmVde½ (CLO)	1- fo kFihZ Hkkjr e jk"Vh; vkUnksyu d fodkl ls voxr gksxkA 2- Hkkjr d laoS/kkfud fodkl ds laca/k e tkudkj izklr gksxhA	
6-	ØsMV eku	06	
7-	dy vad	vf/kdre vad U;wure mÿkh. & vad %	

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Part-A : Introduction

Program : Certificate	Class : B.A. (Honour) Public Administration	Year : IInd Semester	Session : 2021-22
Subject : Political Science			
1.	Course Code	203	
2.	Course Title	Human Rights and Environment	
3.	Course Type (Core)	Generic Elective	
4.	Pre-requisite (if any)	To study this course, a student must have passed 12 th class	
5.	Course Learning Outcomes (CLO)	This paper will help the students to understand the issues related to Human Rights and Environment.	
6.	Credit Value	04	
7.	Total Marks	Max.Marks : Min. Passing Marks :	

Part B-Content of the Course

Total No. of Lectures - Tutorials (in hours per week :		
Unit	Topics	No.of Lectures
1.	a. Human Rights - Meaning, Objectives and Emergence. b. Human Rights and United Nations.	
2.	a. Human Rights and Indian Constitution b. Human Rights Movement in India	
3.	a. National Human Rights Commission - Structure and Functions b. Human Rights in Organised and Unorganised Sector in India.	
4.	a. Environment - Meaning and its place in human life. b. Environment Pollution	
5.	a. Environment and Administration. b. Environment Pollution Acts in India.	

203	Human Right and Service Environment	MCH203
Course Outcomes		
CO1	Human rights with other rights of individuals	
CO2	The meaning of human rights and examine human rights issues in different social	
CO3	Issues of human rights when state and its agencies	
CO4	The methods and techniques of surveillance	
CO5	Know about the human right of the armed forces	

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B.A (Honours) Public Administration
Programme structure
(As per NEP 2020 & CBCS ordinance 14 A)
2nd Year (3rd & 4th semester Programme)

COURSE CODE	TITLE	COURSE TYPE	SEMESTER -3		MAXIMUM MARKS	CREDITS
			THEORY PAPER	INTERNAL ASSESSEMENT		
301	Indian Administration	Major	60	40	100	6
302	Western Political Thinkers	Minor	60	40	100	6
303	Rural local Government	GE	60	40	100	4
304	E-Governance	AE	60	40	100	4
Semester Total					400	20
Comulative Total					400	20

COURSE CODE	TITLE	COURSE TYPE	SEMESTER -4		MAXIMUM MARKS	CREDITS
			THEORY PAPER	INTERNAL ASSESSEMENT		
401	Public Policy and Governance	Major	60	40	100	6
402	Comparative government and politics	Minor	60	40	100	6
403	Urban local Governnace	GE	60	40	100	4
404	Management of NGOS	AE	60	40	100	4
Semester total					400	20
Comulative total					400	20

AWADHESH PRATAP SINGH UNIVERSITY REWA

J.N. CENTRE FOR POLICY RESEARCH

(PUBLIC ADMINISTRATION) 3rd sem

Indian Administration

UNIT – I

Evolution & Constitutional Framework: Evolution of Indian Administration during Ancient, Medieval and British period; Constitutional Framework of Indian Administration;

and Salient Features of Indian Administration

UNIT – II

Union Government: President; Prime Minister & Council of Ministers; Central Secretariat, Cabinet Secretariat, Cabinet Committees, Prime Minister Office; Ministry of Home Affairs and Finance Ministry.

UNIT – III

Constitutional Institutions, Union State Relations & Control over Administration: Election Commission of India; Union Public Service Commission; Union State Relations (Legislative, Executive and Financial); Parliamentary, Executive and Judicial Control over Administration

UNIT - IV

Citizen and State Interface: Citizens' Grievances Redressal Institutions and Mechanisms; Institutional Mechanism for Prevention of Corruption: Central Vigilance Commission; Lok Pal and Lok Ayukta; Politician and Civil Servant relationship.

302	Indian Administration	MCH302
Course Outcomes		
CO1	Familiarity with the constitutional framework on which Indian Administration is based	
CO2	Grasping the role of union executive	
CO3	Delineating the constitutional provisions and dynamics of union state relationships.	
CO4	Awareness about the institutions and mechanism in force for citizen state interface	
CO5	In this context paper seeks to enlighten the students on the current issues and problems of Indian administration	

Recommended Readings:

Arora, Ramesh K. and Goyal, Rajni (1997) Indian Public Administration: Institutions and Issues. New Age International Publishers: New Delhi
Avasthi, A and Avasthi, A P (2004) Indian Administration. Laksmi Narain Aggarwal: Agra
Balfour, Lady Betty (2015) Lord Lytton's Indian Administration 1876-1880 The Untold History. Gyan

Books: New Delhi

Basu, D D (2013) Introduction to the Constitution of India (21 st Edition). Lexus Nexus:New Delhi

Chakraborty, Bidyut (2016) Indian Administration. Sage: New Delhi

Cott, J E Woola (1986) British Rule in India. Anmol: Delhi

Fadia, B L and Fadia, Kuldeep (2017) Indian Administration, (New Edition). SahityaBhawan: Agra

Ghuman, B S; Monga, Anil and Johal, Ramanjit Kaur (Eds.) (2012) Corruption and Quality of Governance: Experiences of Select Commonwealth Countries. Aalekh Publishers:Jaipur

Kangle R P (1972) The Kautilya Arthshastra. Motilal Banarsidass: New Delhi

Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017) Rethinking Public Institutions in India. Oxford University Press: New Delhi

Maheshwari, S R (2000) Indian Administration. Orient Longman: New Delhi

Palmer, N D (1961) Indian Political System. George Allen and Unwin : London

Sarkar, Jadunath Sir (1972) Mughal Administration. M.C. Sarkar: Calcutta

Sharma, Ashok(2016) Administrative Institutions in India. RBSA Publishers: Jaipur

Sharma, M (2007) Indian Administration. Anmol: New Delhi

Sharma, Prabhu Datta and Sharma, B M(2009) Indian Administration: Retrospect andProspect. Rawat Publications: Jaipur

Singh, M and Singh, H (1989) Public Administration in India. Sterling Publishers: NewDelhi

AWADHESH PRATAP SINGH UNIVERSITY REWA

J.N. CENTRE FOR POLICY RESEARCH
(PUBLIC ADMINISTRATION)

WESTERN POLITICAL THINKERS

Unit I :- Features of Greek political thought:-

Plato-Ideal State Justice, Education Communism Philosopher Ruler Aristotle-State Slavery
Classification of Constitutions and Thoughts Related to Revolution

Unit II: - Machiavelli, Compromise thinkers - Hobbes, Locke, Rousseau

Unit III :- Utilitarianism and Individualism Bentham and J.S. Mill's political views

Unit IV :- Idealism or Idealism-ideas of Hegel Green

Unit V :- Marxist Socialism- Thoughts of Marx Democratic Socialism

301	Western Political Thinker	MCH301
Course Outcomes		
CO1	Understand Essential characteristics of greek political theory with reference to political philosophies of Plato and Aristole	
CO2	Understand Machiavelli as the first modern political thinker	
CO3	Understand the Basic principles of utilitarianism and individualism	
CO4	Communist ideology of Karl Marx	

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J.N. CENTRE FOR POLICY RESEARCH

(PUBLIC ADMINISTRATION)

RURAL LOCAL GOVERNANCE

UNIT - I

Introduction: Evolution and Growth of rural local governance in India focusing on constitutional provisions, community development program and committees and commissions on panchayati raj constituted by the Government of India.

UNIT - II

Panchayati Raj Institutions: 73rd Constitutional Amendment Act, 1992; Gram Sabha –composition, functions and role; Gram Panchayat – composition,

functions and role;Panchayat Samiti – composition, functions and role; and Zila Parishad – composition,functions and role

UNIT - III

Institutional Framework for PRIs: District Rural Development Agency; District Planning Committee; State Election Commission; State Finance Commission

UNIT - IV
Issues: Panchayati Raj Finance; Devolution of powers, functions and Activity Mapping;Panchayati Raj Bureaucracy in Rural Development.

303	RURAL LOCAL GOVERNANCE	MCH303
Course Outcomes		
CO1	Discuss Panchayti Raj, gram sabha, 73 rd amendment	
CO2	Reservation of Panchayti Raj	
CO3	Understand 29 subject own dicision	
CO4	Election of Panchayati Raj	
CO5	Three Pillar of Panchayati Raj.	

Recommended Readings:

- Agarwal, Amba(2005) Fiscal Decentralization: Financing of Panchayati Raj Institutions in India. Serial Publications: New Delhi
- Baluchamy, S (2004) Panchayati Raj Institutions. Mittal Publications: New Delhi
- Bhadouria, B D S and Dubey, V P (1989) Panchayati Raj and Rural Development. Commonwealth Publishers: New Delhi
- Biju, M R (2008) Panchayati Raj System in India: A Symbol of Participatory Democracy and Decentralized Development. Kaniska Publication: New Delhi

Dharmaraj, Sengmalam (2008) Panchayati Raj System in India. Abhijeet Publications: New Delhi

Dube, M P and Padalia, Munni (Eds.) (2002) Democratic Decentralization and Panchayati Raj in India. Anamika Publishers: New Delhi

Hochgesang, Thomas W (1994) Rural Local Self-Government in India. NIRD: Hyderabad

Jayal, Niraja Gopal; Prakash, Amit and Sharma, Pradeep Kumar (2007) Local Governance in India – Decentralisation and Beyond, Oxford University Press: New Delhi

Khanna, B S (1992) Rural Development in South Asia. Deep and Deep : New Delhi

Maheshwari, S R (2003) Local Government in India. Lakshmi Narain Agarwal: Agra

Maheswari, Shriram (2008) Local Government in India, Lakshmi Narain Agarwal: Agra

Malik, A S (2012) Rural Leadership: Emerging Trends. Deep & Deep Publications: New Delhi

Mathew, George (1994) Panchayati Raj in India: From Legislation to Movement. ISS: New Delhi

Mathew, George (Ed.) (2000) Status of Panchayati Raj in States and Union Territories of India 2000. Institute of Social Sciences: New Delhi

Mathew, George and Jain L C (Eds.) (2005) Decentralisation and Local Governance. Orient Blackswan : New Delhi

Mathur, Kuldeep (2013) Oxford India Short Introductions: Panchayati Raj. Oxford: New Delhi

Mathur, S N (1986) Panchayati Raj Bureaucracy and Rural Development. IIPA: New Delhi

Mathur, S N (1996) New Panchayati Raj in Action. Mittal Publications: New Delhi

Mathur, S N (1997) Nyaya Panchayats as Instruments of Justice. ISS : New Delhi

Narwani, G S and Joshi, R P (2002) Panchayat Raj in India: Emerging Trends Across the States. Rawat Publications: Jaipur

Oakley, P (1991) Projects with People: The Practice of Participation in Rural Development. ILO: Geneva

Oakley, Peter and Marsden, David (1984) Approaches to Participation in Rural Development. ILO: Geneva

Oommen, M A (1995) Devolution of Resources from the State to the Panchayati Raj Institutions. Institute of Social Sciences: New Delhi

Oommen, M A and Datta, A (1995) Panchayats and their Finance. Institute of Social Sciences : New Delhi

Ram, D Sundar (2007) Panchayati Raj Reforms in India: Power to the People at the Grassroots. Kanishka Publishers: New Delhi

Ram, D Sundar (2008) Role of Panchayati Raj Institutions in 60 Years of Independent India: Vision of the Future. Academy of Grassroot Studies and Research: Tirupati

Ramulu, Ch. Bala (1984) Administration on Anti-Poverty Programme (A study of SFDA). Kakatiya School of Public Administration: Warangal

Ramulu, Ch. Bala (2018) Marginalized Communities and Decentralized Institutions in India- Exclusion and Inclusion Perspective. Routledge, Taylor & Francis: London, UK

Sisodia, Yatinder Singh (2005) Functioning of Panchayat Raj System. Rawat Publications: Jaipur

Sisodia, Yatinder Singh; Bhatt, Ashish; and Dalapati, Tapas Kumar (Eds.) (2018) Two Decades of Panchayati Raj in India: Experiences, Issues, Challenges and Opportunities. Rawat Publications: Jaipur

Venkatesan, Venkatachalam (2002) Institutionalising Panchayati Raj in India. Concept Publishing: New Delhi

AWADHESH PRATAP SINGH UNIVERSITY REWA

J.N. CENTRE FOR POLICY RESEARCH

(PUBLIC ADMINISTRATION)

E-GOVERNANCE

UNIT – I

Concepts and Initiatives : Meaning, Definitions, Scope (Including stages and types of interactions in e-Governance) and Significance of e-Governance, Theories of e-Governance (Six perspectives and six theories). Models of e-Governance (The General Information Dissemination Model, the Critical Information Dissemination Model, the Advocacy Model, the Interactive Model). Growth of e-Governance initiatives in India, Pre-National e-Governance Plan and Post NeGP (NeGP 2006). e-Governance Initiatives in the area of Government to Citizens (G2C), Government to Business (G2B) and Government to Government (G2G)

UNIT – II

Legal Framework, Issues & Challenges for e-Governance: IT Act – 2001 (ICT Act and important features of the Act); Information and Cyber Security. e-Readiness; Digital Divide (Gender, Geographic, Economic, Social and Political); Challenges; Resistance to Change, Capacity Building, Adaptation of Technology and Administrative Reforms

304	E-GOVERNANCE	MCH304
Course Outcomes		
CO1	To understand the importance of E-Governance	
CO2	To know E-Governance initiatives.	
CO3	To understand E-Governance	
CO4	Critically analyze E-Governance in administration	
CO5	Understanding legal aspects of E-Governance	

Recommended Readings:

Bellamy, Christine and John, Taylor (1998) Governing in the Information Age. Open University Press: Buckingham

Bhatnagar, S C (2004) E-Government: From Vision to Implementation. Sage: New Delhi
Bouwman, Harry; Hooff, Bart van den; Vingaert, Lidwien van de; and Dijk, Jan van (2005) Information and Communication Technology in Organizations: Adoption, Implementation, Uses and Effects, Sage Publications: New Delhi

Gosling, P. (1997) Government in the Digital Age. Government Information Quarterly, Vol. 18, No. ER2. Bowerdean: London

Heeks, Richard (2006) Implementing and Managing eGovernment: An International text.

Sage: London

Jones, S. G. (Ed.) (1995) *Cyber Society, Computer mediated communication and Community*. Sage: Thousand Oaks CA

Kooiman, J. (Ed.) (1993) *Modern Governance: New Government – Society Interactions*. Sage: London

Layne, K. and Lee J. (2001) *Developing Fully Functional e-Government: A Four Stage Model*. *Government Information Quarterly*, 18(2001), pp. 122-36. Elsevier: Manchester UK

Marchionini, G. (1995) *Information Seeking in Electronic Environments*. The Press Syndicate of the University of Cambridge: New York

Milakovich, Michael E. (2012) *Digital Governance - New Technologies for improving Public Service and Participation*. Routledge: New York

Pardhasaradhi, Y. (2009) *E-Governance and Indian Society*. Kanishka: New Delhi

Raab, C. Bellamy; C. Staylor, J. ; Dutton, W. H. and Peltu, M. (1996) *The information polity: electronic democracy, privacy and surveillance*, in W.H. Dutton (Ed.) *Information and Communication Technologies; Visions and Realities*. Oxford University Press: Oxford

Satyanarayana, J. (2006) *E-Government*. PHI: New Delhi

Scarborough H., and Corbett, J. M. (1992) *Technology and Organization: Power, Meaning and Design*. Routledge : London

Sharma, Sangeeta; Nagar, Pankaj and Sodhi, Inderjeet Singh (2013) *Governometrics and Technological Innovation for Public Policy*. IGI Global: Hershey, PA, USA

Sodhi, Inderjeet Singh (2015) *Trends, Prospects and Challenges in Asian E-Governance*. IGI Global: Hershey, PA, USA

Sodhi, Inderjeet Singh (2015) *Emerging Issues and Prospects in African E-Government*. IGI Global: Hershey, PA, USA

Sodhi, Inderjeet Singh (2017) *E-Governance in India*. University Book House: Jaipur

Tubtimhin, J (2009) *Global e-Governance: Advancing e-Governance through Innovation and Leadership*. IOS Press: Amsterdam

Web Resources:

‘E-Government Act of 2002; http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_Public_laws&docid=f:publ347.107.pdf

‘e-Procurement’; by Rajkumar; *Compendium of e-Governance Initiatives in India*

‘G2B Services: Key Learnings from MCA 21’; Ministry of Corporate Affairs;

http://www.eindia.net.in/egov/presentation/Day_3/Session_2/YS_Malik.pdf

‘Minimum Agenda for e-Governance in the Central Government’;

<http://darpg.nic.in/arp-g->

[website/ReformInitiatives/eGovernance/IndianExperience/EgovExp73.doc](http://darpg.nic.in/arp-g-website/ReformInitiatives/eGovernance/IndianExperience/EgovExp73.doc)

Paragraph 83, Report of the Working Group on Convergence and E-Governance for The Tenth Five Year Plan (2002-2007), Planning Commission, November, 2001

Source: <http://go.worldbank>

Bhatnagar, Subhash: *One Stop Shop for Electronic Delivery of Services: Role of Public-Private Partnership*

AWADHESH PRATAP SINGH UNIVERSITY REWA

J.N. CENTRE FOR POLICY RESEARCH

(PUBLIC ADMINISTRATION) 4th sem

Public Policy and Governance

UNIT - I

Introduction: Public Policy: Concept, Significance and Scope. Policy Analysis: Concept and Significance. Public Policy Approaches and Models with special reference to the Incrementalist and Rationalist Paradigms

UNIT – II

Concepts and Theories of Governance: Governance as per the World Bank, UNDP and others; Public Choice Theory, Public Value Theory; Governance as Theory, Governance and Public Governance; Role of State, Market and Civil Society in Governance

UNIT-III

Role of Various stakeholders in Public Policy Making Process: Role of Legislature, Executive, Judiciary, Planning Machinery at the Central and State levels in Policy

Making. Role of other Stakeholders in Policy-making: Political Parties, Interest Groups, Mass Media

UNIT - IV

Public Policy Implementation and Evaluation: Approaches to Policy Implementation, Role of Executive (with special reference to Bureaucracy), Legislature, Judiciary, Non-Governmental Organisations, Pressure Groups. Issues in Public Policy Implementation. Policy Evaluation: Approaches to Policy Evaluation: Criteria for Evaluation. Issues in Policy Evaluation

401	Public Policy and Governance	MCH401
Course Outcomes		
CO1	An understanding of the factor that influence the direction of govt.	
CO2	An understand of the tools	
CO3	An understanding of the effects of govt. action	
CO4	An understanding of various constitiencies	
CO5	An understanding of real life comparative government and policy	

Recommended Readings:

Anderson, J E (2005) Public Policy Making (6 th Edition). Houghton Mifflin: New York
Ayyar, Vaidyanathan R V (2009) Public Policy Making in India. Pearson: New Delhi

Basu, D D (2011) Constitution of India (20th Edition). Prentice Hall of India: New Delhi

Chakraborti, Rajesh (2017) Public Policy in India. Oxford University Press: New Delhi

Chakraborty, Bidyut and Chand, Parkash (2016) Public Policy: Concept, Theory and Practice. Sage: New Delhi

Dolowitz, D P and Marsh, D (2000) Learning from Abroad: The Role of Policy Transfer in Contemporary Policy-Making, *Governance: An International Journal of Policy and Administration*, 13(1), Pp.5-24.

Dubhashi, P R (1986) Policy and Performance. Sage: New Delhi

Dye, Thomas (2002) Understanding Public Policy. Pearson: Singapore /New Delhi

Ghuman, B S (1994) The Use of Input-Output Analysis in Regional Planning: A Case Study of Punjab. Ajanta Publications: Delhi

Ghuman, B S (2014) Nehruvian Model of Development Planning: Rhetoric and Reality in Ghuman, Ranjit Singh and Singh, Indervir (Eds.), *Nehruvian Economic Philosophy and its Contemporary Relevance*. Centre for Research in Rural and Industrial Development: Chandigarh.

Giuseppe, Marcon (2014) Public Value Theory in the context of Public Sector Modernization in the book *Public Value Management, Measurement and Reporting (Studies in Public and Non-Profit Governance)*, Vol.3, Guthrie, J; Marcon, G; and Farneti, F (Eds.) Emerald Publishing House: Bingley, UK

Henry, Nicholas (2009) *Public Administration and Public Affairs (11th Edition)*. Prentice Hall: New Jersey

Laxmikanth, M (2011) *Governance in India*. Tata McGraw Hill Education : New Delhi

Madan, K D (1982) *Policy Making in Government*. Publications Division, Government of India: New Delhi

McLean, Lain (1991) *Public Choice: An Introduction*, 1st Edition. Wiley Blackwell:

Mueller, Dennis C (2003) *Public Choice III*. Cambridge University Press: Cambridge, UK

Nagel, S S (1991) *Public Policy: Goals, Means and Methods*. St. Martin Press: New York

OECD(2001) *Governance in the 21st Century*. OECD Publishing: Paris

OECD(2016) *Governance of Regulators' Practices: Accountability, Transparency and Coordination*. OECD Publishing: Paris

Ramulu , Ch. Bala (1991) *Public Policies: An Evaluation of Integrated Rural Development Programme*. Ajanta Publications: New Delhi

Russell, Clifford S (Ed.) (1979) *Collective Decision Making : Applications from Public Choice Theory*. Resources for the Future: Baltimore

Sapru, R K (2011) *Public Policy: Art and Craft of Policy Analysis*. (2nd Edition). Prentice Hall of India: New Delhi

Sarwar, Lateef K (2016) *Evolution of World Bank's Thinking on Governance*, World Development Background Paper. World Bank: Washington DC

Singh, Abhay Prasad and Murari, Krishna (2018)*Governance: Issues and Challenges (1st Edition)*. Pearson Education: New Delhi

Tullock, Gordon; Seldon, Arthur and Brady, Gordon L (2002) *Government Failure: A Primer in Public Choice*. Cato Institute: Washington DC

Turkel, G and Turkel, E (2016) *Public Value Theory: Reconciling Public Interests, Administrative Autonomy and Efficiency*. *Review of Public Administration Management*,

AWADHESH PRATAP SINGH UNIVERSITY REWA

J.N. CENTRE FOR POLICY
RESEARCH(PUBLIC
ADMINISTRATION)

Comparative government and politics

Unit-1 Comparative Governance and Politics, Meaning, Nature, Scope, Development and Problems, Approaches to Study Constitution and Constitutionalism

Unit – 2 Historical Heritage and Political Traditions, Features of Major Constitutions of the World, Britain, America, Swiss, China,

Unit-3 Constitutional Framework - Legislature, Executive, Judiciary, Political Culture

Unit-4 Political Parties; and political party-systems, interest groups, pressure groups,

Unit-5 State and Local Governments, Socio-Economic Basis of the Constitution, Women and Political Process,

402	Comparative government and politics	MCH402
Course Outcomes		
CO1	Define and apply key concepts in comparative politics	
CO2	Explain and evaluate the importance of specific historical events	
CO3	Compare and contrast the political system of the countries	
CO4	Use the comparative method to analyze contemporary political issue	

Recommended Readings:

C. B. Gena, "Comparative Politics" Vikas Publishing House Uttar Pradesh 2018 First Edition

Dr. J. C. Johri "Comparative Governance" SBPD Publication 2021

C.B. Gena "Comparative Politics and Political Institutions" Vikas Publishing House Uttar Pradesh 2018 First Edition

O. P. Gava, "Outline of Comparative Politics" Mayur Paper Back 1999

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REWA

J.N. CENTRE FOR POLICY
RESEARCH(PUBLIC
ADMINISTRATION)

URBAN LOCAL GOVERNANCE

UNIT - I

Introduction: Evolution of Local Governance in India. Urbanization: Concept;Trends;Challenges

UNIT - II

Organizational Framework for Urban Governance: 74th Constitutional Amendment Act; Structure, Composition and Functions of Metropolitan Committees, Municipal Corporations, Municipal Councils and Nagar Panchayats; State Finance Commission; State Election Commission

UNIT - III

Urban Development Programmes and Urban Governance: Urban Development Programmes like AMRUT, NUHM etc.; SMART cities and other recent trends; Sources of Finance of Urban Local Government; Personnel Administration; Bureaucracy and Local Governance

UNIT – IV

Issue Areas in Urban Governance: State-Local relations; Rural-Urban relations; Globalization and Urban governance; Administrative Reforms in Local Governance

403	Urban Local Governance	MCH403
Course Outcomes		
CO1	Understand development of rural and urban self government and peoples participation in decision making	

CO2	Understand rural area and its plights
CO3	Have knowledge of different ways to approach the local government body to participate as an active citizen.
CO4	Gain knowledge of various development skill and measure is resolve issues at the grassroots levels
CO5	Understanding working and the structure of the local government in urban areas

Recommended Readings:

- Ahluwalia, Isher Judge (2014) Transforming our Cities: Facing up to India's Growing Challenge: Postcards of Change. HarperCollins: New Delhi
- Ahluwalia, Isher Judge (2017) Urbanisation in India. Sage: New Delhi.
- Ahluwalia, Isher Judge; Kanbur, Ravi and Mohanty, P K (2014) Urbanization in India: Challenges, Opportunities and the Way Forward. Sage: New Delhi
- Aziz, A (1996) Decentralised Governance in Asian Countries. Sage: New Delhi
- Baud, I S A and Wit, J Dee (Eds.)(2008) New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations. Sage: New Delhi
- Bhattacharya, Mohit (1976) Management of Urban Government in India. Uppal: New Delhi
- Burns, Dany; Hambleton, Robin and Hogget Paul (1994) The Politics of Decentralisation: Revitalising Local Democracy. Macmillan: London
- Chand, Mahesh and Puri, V K (2011) Regional Planning in India. Allied Publishers: New Delhi
- Dasgupta, Biplab; Buch, M N ; and Sivaramakrishnan, K C (Eds.) (1993) Urbanisation in India: Basic Services and People's Participation. Concept Publishing Company: New Delhi
- Firodia, Arun (2015) Smart City. Vishwkarma Publications: New Delhi.
- Ghuman, B S and Mehta, Akshat (2010) Privatisation of Public Services by Urban Local Governments in India: A Case Study of Municipal Council Panchkula, Nagarlok, Vol.XLII, No. 1, Pp. 50-68
- Jha, Gangadhar (2018) Fragile Urban Governance: Evolution, Decline, and Empowerment of Local Self-Government in India. Routledge: New York
- Kaur, Jaswinder (2017) Urban Infrastructure Development in India: A Case Study of JNNURM in Ludhiana. New Era Book Agency: Chandigarh
- Mani, N (2016) Smart Cities & Urban Development in India. New Century Publications: New Delhi
- Mohanty, Prasanna K (2014) Cities and Public Policy: An Urban Agenda for India. Sage: New Delhi
- Mohanty, Prasanna K (2016) Financing Cities in India: Municipal Reforms, Fiscal Accountability and Urban Infrastructure. Sage: New Delhi

Nath, V (2007) Urbanization, Urban Development and Metropolitan Cities in India. Concept Publishing Company: New Delhi
Prasad, R N (2006) Urban Local Self-Government in India. Mittal Publications: New Delhi
Ramachandran, R (1989) Urbanization and Urban Systems in India. Oxford University Press: New Delhi
Rao, C. Nagaraja and Prasad, G Sai (2007) Accountability of Urban Local Governments in India. Atlantic Publishers: New Delhi
Satyam, Amitabh and Calzada, Igor (2017) The Smart City Transformation: The Revolution of the 21st Century. Bloomsbury India: New Delhi
Sharma, Manoj (2004) Local Government: Rural and Urban. Anmol Publishers: New Delhi
Sharma, Sameer (2018) Smart Cities Unbundled. Bloomsbury India: New Delhi
Singh, U B (2001) Functioning of Local Government in South India. Gyan Publishing House: New Delhi
Singh, U B (Ed.) (2002) Revitalised Urban Administration in India: Strategies and Experiences. Kalpaz Publications: Delhi
Sivaramakrishnan, K C; Kundu, Amitabh; and Singh, B N (2007) Handbook of Urbanization in India- Handbook Series (2nd Edition). Oxford University Press: New Delhi

AWADHESH PRATAP SINGH UNIVERSITY REWA

J.N. CENTRE FOR POLICY

RESEARCH(PUBLIC

ADMINISTRATION)

MANAGEMENT OF NGOS

UNIT - I

Non-Governmental Organisations (NGOs): Concept, Rationale and Scope; National Policy on the Voluntary Sector 2007; NGO-Government Interface in India with

special reference to the NITI Ayog, Ministries and Departments. Organisational Forms and Governance Structures of NGOs: Trust; Society; Company; NGO- Government & NGO-Private sector partnerships: Rationale and practice; Sources of NGO Funding; Government and Foreign Grants: Eligibility, Requirements & Procedures with special reference to Foreign Contributions

UNIT - II

Issues, Accountability, Mechanism & Problems: Issues of Governance; Capacity Building; Autonomy; Ethics. Accountability of NGOs: Rationale, Mechanisms and Problems; Formulation of a Welfare/Development Project Proposal including Monitoring and Evaluation arrangements. Case Studies: Self Employed Women's Association (SEWA): Organisation, Functions and Working; Red Cross Society of India: Organisation, Functions and Working; Voluntary Action Network India (VANI); and OXFAM India

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Course Outcomes		
CO1	Communication and Networking their primary purpose is to defend or promote scientific cause	
CO2	Measurable:- Statement that Articulate of the beginning what should know	
CO3	Achievable :- Attainable using your existing skill and source	
CO4	Relevant :- To your organization's Mission	

Recommended Readings:

- Bava, N (Ed.) (1997) Non-Government Organisations in Development: Theory and Practice. Kanishka Publishers: New Delhi
- Chandra, Suresh (2015) Non-Government Organisations. Rawat: Jaipur
- Chatterjee, A (1998) NGOs: An Alternative Democracy in Hiranmay Karlekar Independent India: The First Fifty Years. Indian Council for Cultural Relations and Oxford University Press: New Delhi
- Dantwala, M L; Sethi, Harsh and Pravin Visaria (Eds.) (1998) Social Change Through Voluntary Action. Sage Publications: New Delhi
- Gangrade, K D and Jain S (1995) NGOs: Retrospect and Prospect. Friedrich Ebert Stiftung: New Delhi
- Government of India (1994) An Action Plan to bring about Collaborative Relationship between Voluntary Organizations and Government. CAPART, Government of India: New Delhi (Available at: <http://pcserver.nic.in/ngo/reports.aspx>)
- Government of India (2007) Report of the Steering Committee on Voluntary Sector for the Eleventh Five-Year Plan. Planning Commission: New Delhi
- Handy, C (1990) Understanding Voluntary Organizations – How to make them Function Effectively?. Penguin Books: London
- Jain, N (2009) Handbook for NGOs: An Encyclopaedia for Non-Governmental Organisations and Voluntary Agencies, (I & II). Nabhi Publications: New Delhi
- Jain, R B (1995) NGOs in Development

Perspective. Vivek Prakashan: New Delhi

Kalima, R. (1992). Where Women are Leaders: The Sewa Movement in India. Vistaar Publications: New Delhi

Khaira, Dahlia (2017) Appreciation & Evaluation of MGNREGA in Punjab.

Adroit Publishers: New Delhi

Meher, Nanavaty and Kulkarni P (1998). NGOs in the Changing Scenario.

Uppal Publishing House: New Delhi

Planning Commission (2002) Report of the Steering Committee on Voluntary Sector for the Tenth Five-Year Plan: Government of India, Planning Commission: New Delhi (Available at: <http://pcserver.nic.in/ngo/reports.aspx>)

Prasad, K (Ed.) (2000) NGOs and Socio-Economic Development Opportunities.

Deep and Deep Publications : New Delhi

Smith-Sreen, P (1995) Accountability in Development Organisations:

Experiences of Women Organisations in India. Sage Publication: New Delhi