

Syllabi for undergraduate programme Public Administration, Course Major

Session: 2025-2026

Semester- III

Name of Program	UG 4 Years Public Administration	Program Code	Major (DSC-3)
Name of the Course	Indian Administration I	Course Code	25UGDSCPA 201
Hours per Week	04	Credits	04
Maximum Marks	Theory	Internal	Time of Examinations
	70	30	3 Hours

Note:

Examiner will set five questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes

CLO1: Students would be able to get knowledge about the Indian Administration and aspects related to it.

CLO2: To apprise the students about the history and features of Indian Administration and various constitutional and executive posts.

CLO3: They would get knowledge about the operational working of Central Government functionaries.

CLO4: They would get knowledge about the operational working of Secretariat and departments.

Unit 1:

Impact of British and Mughal Administration on Indian Administration, Salient features of Indian Administration, Unitary and Federal aspect of Indian Administration, Role of Indian Administration in socio economic development.

Unit 2:

President and Prime Minister: power and position, Council of Minister: Organisation and functions, Central and Cabinet Secretariat: role, organisation and function.

Unit 3:

Organisation and function of Finance and Home Ministry, PMO: organisation and function, Comptroller and Auditor General.

Unit 4:

Civil Service in India: Role and Significance, Organisation and Functions of UPSC, Niti Aayog, NHRC.

Suggested Readings-

- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Abram, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2011.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: Alfa Publications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000. Mehta, Vinod, Reforming Administration in India, New Delhi, Har-Anand, 2000.

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Semester- IV
Session: 2025-2026

Name of Program	UG 4 Years Public Administration	Program Code	Major (DSC-4)
Name of the Course	Indian Administration II	Course Code	25UGDSCPA 202
Hours per Week	04	Credits	04
Maximum Marks	Theory 70 Internal 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes

- CLO1. Students would be able to get knowledge about the State Administration and aspects related to it.
- CLO2. To apprise the students about the history and features of State Administration and various constitutional and executive posts.
- CLO3. They would get knowledge about the operational working of District Government functionaries.
- CLO4. They would get knowledge about the various issues related to Indian Administration

Unit 1:

Governor: Appointment, power, position and function, Chief Minister: Appointment, power & functions. Council of Minister: Organisation and Functions, relationship between CM and Governor

Unit 2:

State Secretariat and Directorate: Organisation and Functions, Chief Secretary: Role and position in state administration, State planning department and board, Divisional Commissioner: power and position

Unit 3:

District Administration: Evolution, features and functions, Deputy Commissioner in district administration, role of Superintendent of Police in maintaining law and order, District Planning Committee: organisation and role

Unit 4:

Initiatives towards Citizen Centric Administration: Citizen Charter & Social audit, Lokayukta, Role of SDM and BDPO in Panchayati Raj.

Suggested Books:

- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.

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- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Polinaidu, S., Public Administration, New Delhi, Galgotia, 2010.
- Prasad, Kamala, 2010.
- Goel, S.L., Advance Public Administration, Delhi, Deep & Deep Publication, 2003.
- Barthwal, C.P., Indian Administration since Independence, Lucknow, Bharat Publishers, 2003.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition (Hindi Medium).
- Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.
- Arora, Ramesh K. and Rajni Goyal, Indian Administration: Institutions and Issues, New Delhi, Wishwa Prakashan, 2000.
- Aziz Abdul (Eds.), Decentralised Governance in Asian Countries, New Delhi, Sage, 1996.
- Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.

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**Syllabi for Public Administration (Single major / Multidisciplinary Programs) -Course
MDC**

Semester- III

Name of Program	UG Public Administration		Program Code	Multidisciplinary (MDC-3)
Name of the Course	Governance at Grass Roots Level in India		Course Code	25MDCPA502
Hours per Week	03		Credits	03
Maximum Marks	Theory	Internal	Time of Examinations	3 Hours
	50	25		

Note:
Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes
CLO1.Students would be able to get knowledge about the Local Government Amendments and Haryana Municipal and Panchayati Raj Acts.
CLO2. To apprise the students about the composition & functions of the Rural & Urban Ministries and Departments at Central as well as State level
CLO3. They would get knowledge about the operational working of Urban Local Bodies
CLO4. They would get knowledge about the operational working of Rural Local Bodies.

Unit 1:
Local Government: Meaning, Definition & Scope, Significance, Evolution of Local Government in India: 73rd Constitutional Amendment Act & 74th Constitutional Amendment Act: Main Provisions.

Unit 2:
Ministry of Panchayati Raj at Central Level: Organization & Functions; Ministry of Housing & Urban Affairs at Central level: Organization & Functions; Haryana Urban Local Bodies Department; Haryana Rural Development Department.

Unit 3:
Haryana Municipal Corporation Act, 1994 & Haryana Municipality Act, 1994: Main Provisions; Urban local Bodies: Municipal Corporations, Councils & Committees: Organization & Functions.

Unit 4:
Haryana Panchayati Raj Act, 1994: Main Provisions; Organisation & Functions of Rural Local Bodies: Zila Parishad, Panchayat Samiti & Gram Panchayat, Gram Sabha: Organisation & Functions.

Suggested Readings-

- Gurpreet Choudhary, T. Gopinath, Urban Local Governance In India Dynamics, Challenges, and Innovation, Abhishek Publications, New Delhi, 2024.
- U.B. Singh, Urban Local Governance In India, Aayu Publications, New Delhi, 2023.
- S.L. Goel, Urban Local Self- Government: Administration and Management in the 21st Century. Deep & Deep Publications, New Delhi, 2022.
- S.R. Maheshwari, Local Government in India, Luxmi Narayan Aggarwal, Agra, 2020.
- Vikendriykan tha Sthniya Shasan, Gully Baba, IGNU Notes, 2018.
- Dharmendra Singh, Panchayati Raj avam Gramin Vikas, Rawat Publication, Jaipur, 2017.
- Bhuvanesh Gupta, Urban Local Government, Wisdom Press, New Delhi, 2014.
- Anpi Bajpai, State Government and Administration, Wisdom Press, New Delhi, 2014.

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Syllabi for Public Administration (Single major / Multidisciplinary Programs)

-Course Minor

Semester- III

Session: 2025-2026

Name of Program	UG Public Administration	Program Code	Minor-3
Name of the Course	State & District Administration in India	Course Code	25MINPA403
Hours per Week	04	Credits	04
Maximum Marks	Theory Internal 70 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

- CLO-1.** Students would be able to get knowledge about the Political Executive at State level.
- CLO-2.** They would get knowledge about the operational working of the chief Secretary and various commissions operating at State Level.
- CLO-3.** Students would understand about the organization & functions of DC, SP, DRDA, DDPO etc.
- CLO-4.** Develop awareness among the students about DPC and the officers operating at urban and rural level.

Unit 1:

State Chief Executive- Governor: Power and Position, Chief Minister: Power and Functions; Council of Minister: Organization and Functions, State Planning Machinery: Organization & Functions.

Unit 2:

Role of Chief Secretary; Composition & Functions of Haryana Public Service Commission; Haryana Human Rights Commission; Haryana Right to Service Commission; Haryana Lokayukta: Power & Functions.

Unit 3:

Role of Deputy Commissioner in Development; Role of Superintendent of Police in maintaining Law & Order; Organization and Functions of District Rural Development Agency; District Planning Committee: Composition and Functions.

Unit 4:

Municipal Commissioner: Powers & Functions; Role and Functions of DDPO & BDPO and Panchayat Secretary; Chief Executive Officer of Zila Parishad.

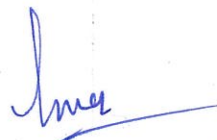
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Suggested Readings:

- Mohit Bhattacharya, Asit Basu, Indian Administration-, The world press private limited, Kolkata, 2024.
- Rajender Prasad, Meena, Bhart Mein Rajya Prashashan, Rajasthan Hindi Granth Academy, Jaipur, 2020.
- R.K. Sapr, Indian Administration, Sage Publication Pvt. Ltd., New Delhi, 2018.
- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Avasthi & Avasthi, Indian Administration, L.N. Aggarwal Publications, Agra, 2017.
- Bidyut Chakrabarty, Indian Administration, Sage Publication Pvt. Ltd., New Delhi, 2016.
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: AlfaPublications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Hoshiyar Singh, Indian Administration Pearson, London, 2011.
- Vishnu Bhagwan, Vidya Bhushan, Indian Administration, S. Chand, New Delhi, 2011.
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
- Chahar, S.S., District Administration in Era of Globalization, Concept Publication, New Delhi, 2009.
- S.C. Mehta, Bhartiya Prashashan, HRDM Publication, New Delhi, 2007.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- Chatterjee, P.K., Urban Local Bodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.



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Semester- IV

Session: 2025-2026

Name of Program	UG Public Administration	Program Code	Minor (Vocational)
Name of the Course	Introduction to Health Administration	Course Code	25MINPA404
Hours per Week	04	Credits	04
Maximum Marks	Theory 70 Internal 30	Time of Examinations	3 Hours

Note:

Examiner will set nine questions and the candidates will be required to attempt five questions in all. Question number one will be compulsory containing short answer type questions from all units. Further, examiner will set two questions from each unit and the candidates will be required to attempt one question from each Unit. All questions will carry equal marks.

Course Learning Outcomes (CLO):

- CLO1 An understanding of the theoretical issues related to health care policies
CLO2 An understanding about various governmental programs and institutions/organization at national and international levels
CLO3 Acquaintance with the challenges faced by Public Health Administration

Unit 1:

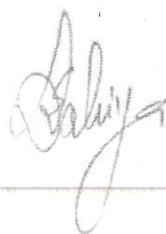
Introduction: Health Administration in India: Meaning, Nature, Scope and Importance; Evolution of Health Administration in India; Sustainable Development Goal (3): Good Health & Well Being; Organizations & Functions of World Health Organization (WHO).

Unit 2:

Health Administration at National Level-I: Union Ministry of Health and Family Welfare- Department of Health & Family Welfare: Organization, Functions; Department of Health Research: Organization, Functions; Directorate General of Health Services: Organization, Functions; National Health Authority: Role & Functions.

Unit 3:

Health Administration at National Level-II: Central Council of Health & Family Welfare; National Medical Commission in India: Organization & Functions; Indian Council of Medical Science & Research: Organization & Functions, Issues & Challenges of Health Administration in India.




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Unit 4:

Health Administration at State & District Level

Department of Health at State level: Structure & Functions; State Health Directorate: Composition & Functions; Structure and Functions of Health Administration at District & Block Level: Role of Chief Medical Officer (CMO), Sub-Divisional Officer (SMO) and Medical Officer (MO).

Suggested Readings:

- World Health Organization (2017) World Health Statistics 2017: Monitoring Health for the SDGs. Sustainable Development Goals: World Health Organization: USA
- Ballal, N. C (2007) Health Care Services in Hospital. Alfa Publication: New Delhi
- Banerjee, Baranati (Ed.) (2017) DK Taneja's Health Policies & Programmes in India (15th Edition). Jaypee Brothers Medical Publishers: New Delhi
- Kishore, Jugal (2016) National Health Programs of India, National Policies and Legislations related to Health (12th Edition). Century Publications: New Delhi
- Monk, Abraham (Ed.) (2016) Health Care of the Aged: Needs, Policies, and Services, Journal of Gerontological Social Work, Vol. 15, Nos.3-4.
- Routledge: New York Packard, Randall M (2016) A History of Global Health Interventions into the Lives of Other People. John Hopkins University Press: Baltimore
- Henry, Zodinlana Pachuau (2015) Children Under Institutional Care in North-East India. Lambert Academic Publishing: New Delhi
- Ahmad, Alia and Lalitha, N (Eds.) (2013) An Institutional Perspective on Provision of Health Care in India and Bangladesh. Academic Foundation: New Delhi
- Rout, Himanshu Sekhar (Ed.) (2011) Health Care Systems: A Global Survey. New Century Publications: New Delhi
- Hanlon, John H (2008) Principles of Public Health Administration. C.V Mosley Co. Mahal: St. Louis
- Sanjivi, K S (2007) Planning India's Health. Orient Longman: University of California
- Terry, McNulty and Ferlie, Ewan (2004) Re-engineering Health Care. Oxford University Press: New Delhi
- Burci, Gian Luca and Vignes, Claude-Henri (2004) World Health Organization. Kulwer Law International: London/New York
- Bergerhoff, Petra; Lemann, Dieter; Novak, P (Eds.) (1990) Primary Health Care: Public Involvement, Family Medicine, Epidemiology and Health Economics. Springer-Verlag: Berlin and Heidelberg.



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