

NEP and Learning Outcome-based Curriculum Framework (LOCF)

For

Under Graduate Programme

B.A. Public Administration

(To be effective from the Academic Session 2024-25)



Department of Political Science and Public Policy

Gurugram University, Gurugram

(A State University established by Govt. of Haryana Act No. 17 of 2017)

Scheme of B.A. Programme (Public Administration)
(Scheme UG A1: Undergraduate Programme (Multidisciplinary))

Semester 1

Course Code	Course Title	Course ID	L	T	P	L	T	P	Total Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
Core Course(s)														
CC-A1	Introduction to Public Administration		3	1	0	3	1	0	4	30	70	0	0	100

Semester 2

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
			Core Course(s)											
CC-A2	Introduction to Public Personnel Administration		3	1	0	3	1	0	4	30	70	0	0	100

Semester 3

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
Core Course(s)														
CC-A3	Indian Administration I: Central and State Administration		3	1	0	3	1	0	4	30	70	0	0	100

Semester 4

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
Core Course(s)														
CC-A4	Indian Administration II: Local Self Government		3	1	0	3	1	0	4	70	30	0	0	100

Semester 5

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
Core Course(s)														
CC-A5	Emerging Trends in Public Administration		3	1	0	3	1	0	4	30	70	0	0	100

Internship is to be done during summer break after 4th Semester, Marks will be added in 5th Semester.

Semester 6

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
Core Course(s)														
CC-A6	Public Policy and Governance		3	1	0	3	1	0	4	30	70	-	-	100

The curriculum of semester 7 and 8 will be provided in due course of time.

Semester-I
CC1 -Introduction to Public Administration

CC1 -Introduction to Public Administration (Credits 04)	Maximum Marks: 100
Course ID:	Theory Examination: 70
Semester I	Theory Internal Assessment: 30
	Examination Time: 3 hrs

Course Outcomes: After completing this paper, the students will be able to;

CO-1: Understand the foundational knowledge of Public Administration

CO-2: Gain knowledge of leadership and organizational behaviour

CO-3: Demonstrate effective communication skills

CO-4: Understand government structure and processes

Note:

- 1. Nine Questions will be set in all and students will be required to attempt 5 questions.**
- 2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).**
- 3. For the remaining eight questions, students will attempt 1 out of 2 questions from each of the four units (14 marks each).**

Unit I: Introduction to Public Administration

- Meaning, Nature and Scope of Public Administration
- Role and Significance of Public administration
- Public and Private Administration

Unit II: Principles of Organization:

- Hierarchy: Meaning, Merits and Demerits
- Span of Control
- Unity of Command
- Supervision: Meaning and Importance

Unit III:

- Centralization & Decentralization
- Coordination: Kinds and Methods of Coordination
- Delegation: Meaning, Merits and Demerits.
- Communication: Meaning and Types

Unit IV:

- Department: Meaning and Types of Department
- Public Corporation, Difference in between Public Corporation and Department
- Independent Regulatory Commissions: Characteristics and their functions

Suggested Readings:

1. Awasthi, A., & Maheshwari, S. R. (1997). *Public administration*. Laxminarayan Agrawal.
2. Basu, R. (2008). *Public administration: Concepts and theories* (3rd rev. & enl. ed.). Sterling Publishers Private Ltd.
3. Goel, S. L. (2010). *Advanced public administration*. Sterling.
4. Laxmikanth, M. (2012). *Public administration*. Tata McGraw-Hill Publishing Company Ltd.
5. Naidu, S. P. (2013). *Public administration: Concepts and theories*. New Age International Ltd
6. Nigro, F. A., & Nigro, L. G. (1984). *Modern public administration*. Harper and Row.
7. Ojha, P., & Sharma, K. (2001). *Public administration: Theory & practice*. Raj Publishers.
8. Puri, K. K. (1998). *Elements of public administration*. Bharat Prakashan.
9. Raczlowski, K. (2015). *Public management: Theory and practice*. Springer.

Semester-II

CC2 - Introduction to Public Personnel Administration

CC1 -Introduction to Public Personnel Administration (Credits 04)	Maximum Marks: 100
Course ID:	Theory Examination: 70
Semester II	Theory Internal Assessment: 30
	Examination Time: 3 hrs

Course Outcomes: After completing this paper, the students will be able to;

CO-1: Understand human resource management

CO-2: Understand recruitment and selection process

CO-3: Understand training and development

CO-4: Understand about administrative setup of training institutions.

Note:

1. Nine Questions will be set in all and students will be required to attempt 5 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).
3. For the remaining eight questions, students will attempt 1 out of 2 questions from each of the four units (14 marks each).

Unit I:

- (a) Personnel Administration: Meaning, Nature, Scope
- (b) Significance of Personnel Administration
- (c) Motivation and Morale

Unit II:

- (a) Recruitment - Concept
- (b) Civil services recruitment: Steps, Procedure and Problems
- (c) Composition and functions of Haryana Public Service Commission

Unit III:

- (a) Training: Meaning and Objectives
- (b) Methods and Defects in training system in India
- (c) Functions & Role and Indian Institute of Public Administration (IIPA) and Haryana Institute of Public Administration (HIPA)

Unit IV:

- (a) Promotion: Meaning, Principles and Types
- (b) Line and Staff agencies
- (c) Ministry of Personnel, Public Grievance & Pensions: Organization and Function

Suggested Readings:

1. Bhayana, S. S., & Singh, S. (2016). *Public personnel and financial administration* (4th ed.). New Academics.
2. Berman, E. M., Bowman, J. S., West, J. P., & Van Wart, M. (n.d.). *Human resource management in public service: Paradoxes, processes and problems*. Sage Publications.
3. Davar, R. S. (2008). *Personnel management and industrial relations in India* (2nd ed.). Vikas Publishing House.
4. Devesh, K., & Mehta, B. P. (Eds.). (2005). *Public institutions in India*. Oxford University Press.
5. Fadia, B. L., & Fadia, K. (2014). *Indian administration*. Sahitya Bhawan.
6. Flippo, E. B. (2008). *Principles of personnel management* (4th ed.). McGraw Hill.
7. Hays, S. W., & Kearney, R. C. (2003). *Public personnel administration: Problems and prospects*. Prentice Hall.
8. Khan, A. H. (2008). *An introduction to public administration*. University Press of America.

Koontz, H., & O'Donnell, C. (2008). *Principles of management* (5th ed.). McGraw Hill.
9. Laxmikanth, M. (2012). *Public administration*. Tata McGraw-Hill Publishing Company.
10. Pigors, P., & Myers, C. A. (1969). *Personnel administration: A point of view and a method* (6th ed.). McGraw Hill.
11. Rabin, J., Vocino, T., Hildreth, W. B., & Miller, G. J. (2008). *Handbook of public personnel administration*. Taylor & Francis.

Semester-III
CC- A3 Indian Administration I: Central and State Administration

CC- A3 Indian Administration I: Central and State Administration (Credits 04)	(a) Maximum Marks: 100
Course ID:	Theory Examination: 70
Semester-III	Theory Internal Assessment: 30
	Examination Time: 3 hrs

Course Outcomes: After completing this paper, the students will be able to;

CO-1: To understand the role and main features of Indian Administration

CO-2: To know the constitutional framework and important positions in Central Administration

CO-3: To understand the role and main features of State Administration

CO-4: To understand the organization of various ministries and commissions.

Note:

- 1. Nine Questions will be set in all and students will be required to attempt 5 questions.**
- 2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).**
- 3. For the remaining eight questions, students will attempt 1 out of 2 questions from each of the four units (14 marks each).**

Unit I

- Features of Indian Administration
- Centre -State Administrative Relations
- Centre- State Financial Relations
- Role of Indian Administration in Socio - Economic Development

Unit II

- President -Election Method, Powers and Role
- Prime Minister and Council of Ministers :Powers, Role and Functions
- Chief Minister and Council of Ministers : Powers, Role and Functions

Unit III

- Budget : Formulation , Enactment and Principles of Budget
- Parliamentary control over Public Finance in India
- Union Ministry of Home: Organization and Functions
- Union Ministry of Finance: Organization and Functions

Unit IV

- UPSC and State Public Service Commissions: Role, Composition and Functions
- Central Secretariat and State Secretariat: Role, Composition and Powers
- Cabinet secretary and Chief Secretary : Role, Functions and Powers

Suggested Readings:

1. Arora, R. K., & Goyal, R. (n.d.). *Indian public administration*. Wishwa Prakashan.
2. Awasthi, A. (n.d.). *A central administration*.
3. Basu, D. D. (n.d.). *Introduction to the Constitution of India* (18th ed.). Wadhwa and Company.
4. Berthwal, C. P. (1998). *Public administration in India*. Publisher not specified.
5. Chanda, A. (1999). *Indian administration*. Allen and Unwin.
6. Khera, S. S. (1969). *District administration in India*. National Publishing House.
7. Maheshwari, S. R. (1997). *Indian administration*. Orient Longman.
8. National Council of Educational Research and Training. (2021). *Evolution of Indian administration*. Author.
9. Puri, B. P. (n.d.). *History of Indian administration*. Publisher not specified.
10. Puri, K. K. (1999). *Indian administration*. Bharat Prakashan.
11. Singh, H. (2024). *Indian administration*. Kitab Mahal Distributors.

Semester-IV
CC-A4 Indian Administration II: Local Self Government

CC-A4 Indian Administration II: Local Self Government (Credits 04)	(b) Maximum Marks: 100
Course ID:	Theory Examination: 70
Semester IV	Theory Internal Assessment: 30
	Examination Time: 3 Hrs

Course Outcomes: After completing this paper, the students will be able to;

CO-1: Understand the historical evolution and constitutional framework of local government in India.

CO-2: Analyze the roles, powers, and functions of various urban and rural local bodies.

CO-3: Evaluate the significance of elected officials and administrative personnel in grassroots governance.

CO-4: Examine the financial, political, and technological issues in the functioning of local governments.

Note:

1. Nine Questions will be set in all and students will be required to attempt 5 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).
3. For the remaining eight questions, students will attempt 1 out of 2 questions from each of the four units (14 marks each).

Unit I: Constitutional Framework and Evolution

- Evolution & Growth of Local Government in India
- Features of 73rd Constitutional Amendment Act, 1992
- Features of 74th Constitutional Amendment Act, 1992

Unit II: Urban Local Government

- Role of Municipal Corporation – Powers, Functions, and Election
- Role & Composition of Municipal Council & Municipal Committee
- Mayor & Municipal Commissioner – Roles and Powers

Unit III: Rural Local Government

- Role of Zila Parishad – Powers, Functions, and Election
- Role of Panchayat Samiti and Gram Panchayat
- Role of Block Development, Panchayat Officer & Village Secretary (Gram Sachiv)

Unit IV: Contemporary Issues and Innovations

- Political Parties and People's Participation in Local Government in India
- Role of e-Governance in Local Government in India
- Challenges Faced by Local Self Government in India

Suggested Readings:

1. Arora, R. K., & Goyal, R. (n.d.). *Indian public administration*. Publisher not specified.
2. Chakrabarty, B., & Bhattacharya, M. (n.d.). *The governance discourse*. Publisher not specified.
3. Government of India. (2007). *Second Administrative Reforms Commission reports*. Author.
4. Maheshwari, S. R. (1998). *Local government in India*.
5. Sharma, M. P., & Sadana, B. L. (2002). *Public administration in theory and practice*.

Multidisciplinary Course from the department for pool of the Courses in the University

(These courses are to be offered to students of different discipline/Subject)

Semester 1

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
MDC-1	Basics of Public Administration		2	1	0	2	1	0	3	25	50	-	-	75

Semester 2

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits					TI	TE	PI	PE
MDC-2	Indian Administration		2	1	0	2	1	0	3	25	50	-	-	75

Semester 3

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
MDC-3	Financial Administration		2	1	0	2	1	0	3	25	50	-	-	75

UGA1: Multidisciplinary Course
Semester-I
MDC 1-Basics of Public Administration

MDC 1 Basics of Public Administration (Credits 03)	Maximum Marks: 75
Course ID:	Theory Examination: 50
Semester I	Theory Internal Assessment: 25
	Examination Time: 2 Hrs.

Course Outcomes: After the successful Completion of this course, the learners will be able to;

CO-1: Awareness about the evolution and growth of the discipline of Public Administration.

CO-2: Learning of Basic principles of Organization

CO-3: Theoretical clarification of basic the themes of CVC, Lokpal, Public relation and public Grievance Redressal

Note:

1. Seven Questions will be set in all and students will be required to attempt 4 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).
3. For the remaining six questions, students will attempt 1 out of 2 questions from each of the three units (12 marks each).

Unit-I: Introduction

- (a) Public Administration: Meaning, Evolution, Nature.
- (b) Significance of Public Administration.
- (c) Public and Private Administration.

Unit-II: Principles of organization

- (a) Principles of Organization: Hierarchy, Supervision.
- (b) Principles of organization: Co-ordination, Communication.
- (c) Principles of organization: Centralization and Decentralization.

Unit-III: District & Rural Local Government

- (a) Role of Deputy Commissioner.
- (b) Features of 73rd Constitutional amendment Act, 1992.
- (c) Gram Panchayat: Power & Functions.

Suggested Readings:

1. Ali, N. (1998). *Administrative thinkers*. Associated Publishing House.
2. Avasthi, A., & Maheshwari, S. R. (1988). *Public administration*. Laxmi Narain Aggarwal.
3. Bhambhari, C. P. (Ed.). (1992). *Public administration: Theory and practice*. Jaiparkash Nath Publishers.
4. Bhattacharya, M. (1991). *Public administration* (2nd ed.). World Press.
5. Chakrabarty, B., & Chand, P. (n.d.). *Indian administration: Evolution and practice*. Sage.
6. Chakrabarty, B. (2020). *Public administration in a globalizing world*. Sage.
7. Goel, S. L. (2003). *Public administration: Theory & practice*. Deep & Deep Publications.
8. Henry, N. J. (1975). *Public administration and public affairs* (3rd ed.). Prentice Hall.
9. Likert, R. (1961). *New patterns of management*. Tata McGraw Hill.
10. Pinto, M. P. (1989). *Management thinkers*. Allied Publishers.
11. Prasad, D. R., Prasad, V. S., & Satya Narayana, P. (Eds.). (2011). *Administrative thinkers*. Sterling Publishers.
12. Sachdeva, D. R., & Sogani, M. (1989). *Public administration: Concept and application*. Associated Publishing House.
13. Sahni, P., & Vayunandan, E. (2010). *Administrative theory*. PHI.
14. Sapru, R. K. (2011). *Administrative theories and management thought*. PHI.
15. Sharma, M. P., & Sadana, B. L. (2003). *Public administration in theory and practice*. Kitab Mahal.
16. Sharma, R. A. (1985). *Organisational theory and behaviour*. Tata McGraw Hill.
17. Maheshwari, S. R. (1998). *Administrative thinkers*. Macmillan.
18. Tyagi, A. R. (1992). *Public administration: Principles and practices* (6th ed.). Atma Ram & Sons.

UGA1: Multidisciplinary Course

Semester-II

MDC 2 Indian Administration

MDC 2 Indian Administration (Credits 03)	Maximum Marks: 75
Course ID-	Theory Examination: 50
Semester II	Theory Internal Assessment: 25
	Examination Time: 2 Hrs.

Course Outcomes: After the successful completion of this course, the student will be able to

CO- 1: Understand the role and main features of Indian Administration

CO- 2: Know the constitutional framework and important positions in Indian Administration

CO- 3: Understand the organization of various ministries and commissions

Note:

1. Seven Questions will be set in all and students will be required to attempt 4 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).
3. For the remaining six questions, students will attempt 1 out of 2 questions from each of the three units (12 marks each).

UNIT I

- (a) Features of Indian Administration.
- (b) Role of Indian Administration in Socio-Economic Development.
- (c) Union Public Service Commission: Role and Functions.

UNIT II

- (a) Ministry of Finance: Organisation and Functions
- (b) Recruitment Process
- (c) Training and Promotion

UNIT III

- (a) President: Election, Impeachment, Powers and Position.
- (b) Prime Minister & Council of Ministers: Appointment, Powers and Role.
- (c) Cabinet Secretariat: Organization, Role and Functions

Suggested Readings:

1. Avasthi, A. (1980). *Central administration*. Tata McGraw Hill.
2. Chanda, A. (1967). *Indian administration*. Allen and Unwin.
3. Jain, R. B. (1976). *Contemporary issues in Indian administration*. Vishal Publications.
4. Johari, J. C. (1977). *Indian government and politics*. Vishal Publications.
5. Khera, S. S. (1975). *The central executive*. Orient Longman.
6. Maheshwari, S. R. (2007). *Indian administration* (English & Hindi ed.). Orient Longman.
7. Misra, B. B. (1970). *The administrative history of India*. Oxford University Press.
8. Muttalib, M. A. (1967). *Union Public Service Commission*. Indian Institute of Public Administration.
9. Prasad, B. (1968). *The Indian Administrative Service*. S. Chand & Company.
10. Puri, K. K. (1985). *Indian administration*. Bharat Prakashan.
11. Singh, H., & Singh, M. (1989). *Public administration in India: Theory and practice*. Sterling Publishers.
12. Singh, H., & Singh, P. (2012). *Bhartiya prashasan* [Indian administration] (Hindi ed.). Pearson's Publication.
13. Singh, H., & Singh, P. (2012). *Indian administration*. Pearson's Publication.
14. Subramaniam, M. (1987). *Management of public administration*. Deputy Publications.
15. Subramaniam, V. (1971). *Social background of India's administrators*. Publication Division, Government of India.

UGA1: Multidisciplinary Course
Semester-III
MDC 3 Financial Administration

MDC 3 Financial Administration (Credits 03)	Maximum Marks: 75
Course ID-	Theory Examination: 50
Semester III	Theory Internal Assessment: 25
	Examination Time: 2 Hrs.

Course Outcome: After the successful Completion of this course, the learners will be able to;

CO 1: Gain knowledge about the budgetary system in India

CO 2: Understand financial markets and their influence on organizational financial strategies

CO 3: Develop ability to evaluate investment opportunities and make informed decisions

Note:

1. Seven Questions will be set in all and students will be required to attempt 4 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).
3. For the remaining six questions, students will attempt 1 out of 2 questions from each of the three units (12 marks each).

Unit I

- Financial administration: Meaning, Scope and Significance
- Budget: Meaning and Principles
- Budgetary Process: Preparation, Enactment and Execution

Unit II

- Finance Commission: Composition, Functions and Role
- Finance Ministry: Organisation and Functioning
- Comptroller and Auditor General of India

Unit III

- Centre – State Financial Relations
- Parliamentary Control over Public Finance in India
- Auditing System in India

Suggested Readings:

1. Laxmikanth, M., (2012). Public Administration, New Delhi, Tata McGraw-Hill Publishing Company Ltd.
2. Financial Administration and Management by Michael J. Worth.
3. Laxmikanth, M., 2012 Indian Polity.

Minor Course from the department for pool of the Courses in the University
(These courses are offered by each department for students of other departments/same department to gain a broader understanding beyond the major discipline)

Semester 1

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
MIC-1	Regulatory Governance		2	0	0	2	0	0	2	15	35	-	-	50

Semester 2

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
MIC-2	Women Empowerment		2	0	0	2	0	0	2	15	35	-	-	50

Semester 3

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
MIC-3	International Administration		3	1	0	3	1	0	4	30	70	-	-	100

Semester 6

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
MIC-4	Police Administration		3	1	0	3	1	0	4	30	70	-	-	100

MINOR COURSE
Semester- I
MIC-1 Regulatory Governance

MIC-1 Regulatory Governance (Credits-02)	Maximum Marks: 50
Course ID:	Theory Examination: 35
Semester I	Theory Internal Assessment:15
	Examination Time:2 hrs

Course Outcomes: After the successful Completion of this course, the learners will be able to:

CO-1: Understand Regulation's Concept, and delve into Regulatory Governance, Independent Regulatory Commission's Concept, and Rationale.

CO-2: Explore understanding of Structure, Functions, and Role of Regulatory Bodies like UGC, IRDA.

Note:

1. Five Questions will be set in all and students will be required to attempt 3 questions.
2. Question No. 1 will be compulsory and will consist of 5 short answer type questions of 3 marks spread over the entire syllabus (3x5=15 marks).
3. For the remaining four questions, students will attempt 1 out of 2 questions from each of the two units (10 marks each).

Unit I

1. Sectoral Regulation Telecom Regulatory Authority of India (TRAI); Structure, Functions and Role
2. Insurance Regulatory and Development Authority of India (IRDAI): Structure, Functions and Role
3. Securities and Exchange Board of India (SEBI): Structure, Functions and Role

Unit II

1. University Grants commission(UGC): Composition, Functions and Role
2. Food Safety and Standards Authority of India (FSSAI): Structure, Functions and Role
3. Central Pollution Control Board (CPCB): Composition, Functions and Role

Suggested Readings:

1. Baldwin, R., Cave, M., & Lodge, M. (2011). *Understanding regulation: Theory, strategy and practice* (2nd ed.). Oxford University Press.
2. Dudley, S. E., & Brito, J. (2012). *Regulation: A primer*. George Washington University.
3. Government of India. (2006). *Approach to regulation: Issues and options*. Planning Commission.
4. Government of India. *Approach to regulation of infrastructure*. Retrieved from <http://infrastructure.gov.in/event-Regulation%20Law%20and%20Policy%20final.pdf>

5. Government of India. (n.d.). *Report of the Working Group on Business Regulatory Framework: Towards optimal regulatory government in India*. Retrieved from http://planningcommission.nic.in/aboutus/committee/wg_brf2013.pdf
6. Government of India. (n.d.). *Second Administrative Reforms Commission, 13th report: Creating an effective regulatory framework, Chapter 6*. Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances.
7. Kessides, I. N. (2004). *Reforming infrastructure: Privatization, regulation and competition*. World Bank; Oxford University Press.
8. Levi-Faur, D. (2010). *Regulation & regulatory governance* (Jerusalem Papers in Regulation & Governance Working Paper No. 1). The Hebrew University.
9. Organisation for Economic Co-operation and Development. (2014). *Regulatory enforcement and inspection: OECD best practice principles for regulatory policy*. OECD Publishing.
10. Rosenbloom, D. H. (1989). *Public administration: Understanding management, politics and law in the public sector*. McGraw-Hill Book Company.

MINOR COURSE
Semester II
MIC- 2 Women Empowerment

MIC- 2 Women Empowerment (Credits-02)	Maximum Marks: 50
Course ID:	Theory Examination:35
Semester II	Theory Internal Assessment:15
	Examination Time: 2 hrs

Course Outcomes: After the successful Completion of this course, the learners will be able to:

CO-1: The theoretical concepts and meaning of women empowerment in terms of sociocultural constitutional, political and administrative scenario.

CO-2: To understand the rationale and implication of women empowerment strategies.

CO-3: To acquaint with knowledge gap theoretical discourse and grass roots realities provided in the society.

CO-4: To have the capacity building and critical understanding of the learners to overcome with impediments that comes in the way of women empowerment process and performance.

Note:

1. Five Questions will be set in all and students will be required to attempt 3 questions.
2. Question No. 1 will be compulsory and will consist of 5 short answer type questions of 3 marks spread over the entire syllabus (3x5=15 marks).
3. For the remaining four questions, students will attempt 1 out of 2 questions from each of the two units (10 marks each).

Unit-I: Constitutional Provisions & Programmes for Women Empowerment

- (a) Empowerment: Concept, Meaning and Rationale.
- (b) Constitutional Provisions pertaining to Women Empowerment.
- (c) Programmes and Schemes for Women Empowerment.

Unit-II: Legislative Framework for Women Empowerment

- (a) Sexual Harassment of women at work place Act, 2011
- (b) Domestic Violence Act, 2005.
- (c) Role of National Commission for Women (NCW)..

Suggested Readings:

1. Behera, N. C. (2006). *Gender, conflict and migration*. Sage Publications.
2. Bhattacharya, R. (2004). *Behind closed doors*. Sage Publications.
3. Bhattacharya, R. (2006). *Janani: Mothers, daughters, motherhood*. Sage Publications.

4. Burra, N., Deshmukh-Ranadive, J., & Murthy, R. K. (2005). *Micro-credit, poverty and empowerment*. Sage Publications.
5. Chen, M. A. (1998). *Widows in India*. Sage Publications.
6. Daniel, W. C. (2006). *The SEWA movement and rural development*. Sage Publications.
7. Garg, S. (2016). *Women empowerment and inclusive growth*. RBSA.
8. Goel, A. (2004). *Organisation and structure of women development and empowerment*. Deep & Deep Publications.
9. Goonesekere, S. (2004). *Violence, law and women's rights in South Asia*. Sage Publications.
10. Grantham, K., Dowie, G., & de Haan, A. (2021). *Women's economic empowerment: Insights from Africa and South Asia*. Routledge.
11. Karlekar, M., & Kasturi, L. (Eds.). (2003). *Indian journal of gender studies*. Sage Publications.
12. Kathy, D., Holloway, M., & Wheeler, S. (Eds.). (2006). *Handbook of gender and women's studies*. Sage Publications.
13. Misra, G., & Chandiramani, R. (2005). *Sexuality, gender and rights*. Sage Publications.
14. Narasimhan, S. (1999). *Empowering women*. Sage Publications.
15. Purushothaman, S. (1998). *The empowerment of women in India*. Sage Publications.
16. Ray, B. (2005). *Women of India*. Sage Publications.
17. Rege, S. (2003). *Sociology of gender*. Sage Publications.
18. Srinivasan, R., & Bhatnagar, D. (Eds.). (2001). *Building women's capacities*. Sage Publications.
19. Yadav, H. R. (2015). *Women empowerment* (Vols. 1–2). Rawat.

MINOR COURSE
Semester III
MIC-3 International Administration

MIC- 3 International Administration (Credits-04)	Maximum Marks: 100
Course ID:	Theory Examination: 70
Semester III	Theory Internal Assessment:30
	Examination Time: 3 hrs

Course Outcomes: After completing this paper, the students will be able to;

CO-1: Understand the rationale behind the establishment of international organizations and their impact on global development scenarios.

CO- 2: Analyze the organizational structure and functions of the United Nations and its specialized agencies.

CO- 3: Evaluate the effectiveness of regional organizations like SAARC, ASEAN, G-20, and the European Union in promoting regional development.

CO- 4: Assess the roles and challenges of international economic organizations such as the WTO, World Bank, IMF, and ADB in global economic development.

(c) Note:

- 1. Nine Questions will be set in all and students will be required to attempt 5 questions.**
- 2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).**
- 3. For the remaining eight questions, students will attempt 1 out of 2 questions from each of the four units (14 marks each).**

Unit I

- Role of International Organisations in Development: Rationale and Overview of the global scenario.
- UN structure: Organisation, Functions and Working of General Assembly, Security Council, Secretariat.

Unit II

- Specialized Agencies of the United Nations: Organisational Structure.
- Functions/ Programmes and Working of UNESCO; UNICEF; ILO; WHO.

Unit III

- Regional Organisations: Organisational Structure, Functions, Role.
- Issues in working of G-20, and European Union.

Unit IV

- International Economic Organisations: Organisational Structure, Functions, Role.
- Issues in working of World Bank (WB) and International Monetary Fund (IMF).

Suggested Readings:

1. Banerjee, A. M., & Sharma, M. R. (2007). *Reinventing the United Nations*. Prentice Hall of India.
2. Cable, V. (1999). *Globalization and global governance*. Royal Institute of International Affairs. Goel, S. L. (1976). *International administration*. Sterling Publishers.
3. Pease, K.-K. S. (2017). *International organisations*. Routledge.

Websites:

4. Association of Southeast Asian Nations. (n.d.). *Home page*. Retrieved May 16, 2025, from <https://www.aseansec.org>
5. International Labour Organization. (n.d.). *Home page*. Retrieved May 16, 2025, from <https://www.ilo.org>
6. South Asian Association for Regional Cooperation. (n.d.). *Home page*. Retrieved May 16, 2025, from <https://www.saarc-sec.org>
7. United Nations. (n.d.). *Home page*. Retrieved May 19, 2025, from <https://www.un.org>

Skill Enhancement Course from the department for pool of the Courses in the University

(These courses are offered by each department for students of other departments/same department and is designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/field work.)

Semester 1

Course Code	Course Title	Course ID	Semester I						Credits	MARKS				
			L	T	P	L	T	P		TI	TE	PI	PE	Total
			(Hrs)			Credits								
SEC-1	Disaster Management Techniques		2	1	0	2	1	0	3	25	50	-	-	75

Semester 2

Course Code	Course Title	Course ID	Semester 2						Credits	MARKS				
			L	T	P	L	T	P		TI	TE	PI	PE	Total
			(Hrs)				Credits							
SEC-2	Digital Governance in India		2	1	0	2	1	0	3	25	50	-	-	75

Semester 6

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
SEC-3	Management of NGOs		2	1	0	2	1	0	3	25	50	-	-	75

SKILL ENHANCEMENT COURSE
Semester I
SEC- 1 Disaster Management Techniques

SEC-1 Disaster Management Techniques (Credits-03)	Maximum Marks: 75
Course ID:	Theory Examination: 50
Semester I	Theory Internal Assessment: 25
	Examination Time: 2 hrs

Course Outcomes: After the successful Completion of this course, the learners will be able to:

CO1: Understanding meaning of disaster and its various aspects.

CO2: Acquire skills to know how to manage the disaster in India.

CO3: Examine issues regarding the Disaster Management in Mountainous Regions, Disaster Management in Riverine Regions, and Disaster Management in Coastal Regions.

CO4: Acquaintance with the role and responsibilities of disaster manager.

Note:

1. Seven Questions will be set in all and students will be required to attempt 4 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).
3. For the remaining six questions, students will attempt 1 out of 2 questions from each of the three units (12 marks each).

Unit-I: Conceptual constructs

- (a) Disaster – Concept and Dimensions.
- (b) Natural Disasters– Earthquakes, Floods and Climate Change.
- (c) Man-made Disasters– Cyber Attack, Soil Degradation, Desertification and Deforestation.

Unit-II: Disaster Management in India

- (a) Organizational Framework for Disaster Administration in India at the Union levels including Nodal Agency, National Disaster Management Authority as per the Disaster Management Act, 2005, Civil Defence Volunteers.
- (b) National Policy on Disaster Management, 2009.
- (c) Role of NGOs and Army in Disaster management and Disaster management training.

Unit III: Application of Science and Technology for Disaster Management

- (a) Role of Geo- informatics/ Information and Communication Technology Systems in Disaster Management (Remote Sensing, GIS and GPS).
- (b) Disaster Communication System (Early Warning and its Dissemination).
- (c) Land Use Planning and Development Regulation

Suggested Readings:

1. Asian Development Bank. (1991). *Disaster mitigation in Asia and the Pacific*. Author.
2. Dhawan, N. G., & Khan, A. S. (2012). *Disaster management and preparedness*. CBS Publications.
3. Government of India & United Nations Development Programme. (2007). *Disaster risk management programme (2002-07): Community based disaster preparedness and risk reduction through participation of committees and local self-governments*. Retrieved from <http://www.ndmindia.nic.in/EQProjects/goiundp2.0.pdf>
4. Kumar, R. (2018). *E-governance and disaster management*. GenNext Publications.
5. Monappa, K. C. (2004). *Disaster preparedness*. Akshay Public Agencies.
6. Narayan, B. (2009). *Disaster management*. APH Publishing Corporation.
7. Nayak, S., & Zlatanova, S. (Eds.). (2008). *Remote sensing and GIS technologies for monitoring and prediction of disasters*. Springer.
8. Palanivel, K., Saravanavel, J., & Gunasekaran, S. (2015). *Disaster management*. Allied Publishers.
9. Pandey, R. K. (2020). *Disaster management in India*. Sage.
10. Pine, J. C. (2018). *Technology and emergency management* (2nd ed.). Wiley.
11. Prince, T. Y. (1994). *Environmental NGOs in world politics*. Routledge.
12. Sahni, P., Ariyabandu, M., & Malagoda, M. (2003). *Disaster risk reduction in South Asia*. Prentice Hall.
13. Satendra, & Sharma, V. K. (2004). *Sustainable rural development for disaster management*. Concept Publishing Company.
14. Sharma, V. K. (2013). *Disaster management* (2nd ed.). Medtech.
15. Shaw, R., & Oikawa, Y. (Eds.). (2014). *Education for sustainable development and disaster risk reduction*. Springer.
16. Subramanian, R. (2018). *Disaster management* (1st ed.). Vikas Publishing House.

SKILL ENHANCEMENT COURSE

Semester II

SEC- 2 Digital Governance in India

SEC- 2 Digital Governance in India(Credits-03)	Maximum Marks: 75
Course ID:	Theory Examination: 50
Semester II	Theory Internal Assessment: 25
	Examination Time: 2 hrs

Course Outcomes: After the successful completion of this course, the learners will be

CO 1: Gaining theoretical understanding about the concept, theory and models of E-governance **CO**

2: Learning practical application of e-governance in different walks of life

CO 3: Awareness of various e-governance initiatives undertaken to deliver Public services to the stakeholders

CO 4: Developing necessary skills to use and operate e-governance or digital service delivery

Note:

1. Seven Questions will be set in all and students will be required to attempt 4 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).
3. For the remaining six questions, students will attempt 1 out of 2 questions from each of the three units (12 marks each)

Unit I

(a) Digital Governance: Meaning, Definitions, Scope and Significance.

(b) Types of interactions: Government to Citizens (G2C), Government to Business (G2B) and Government to Government (G2G).

Unit II

(a) Evolution of Digital-Governance in India,

(b) Digital Governance,

(c) E- Public Service Delivery,

(d) National e- Governance Plan, 2006.

Unit III

(a) Information & Technology Act – 2000: Salient Features and its Importance.

(b) National Policy on Information & Technology, 2012.

(c) Ministry of Information & Technology: Structure and Functions.

(d) Issues & Challenges of Digital Governance.

Suggested Readings:

1. Bhatnagar, S. C. (2004). *E-government: From vision to implementation*. Sage.
2. Gosling, P. (1997). Government in the digital age. *Government Information Quarterly*, 18(ER2).
[https://doi.org/10.1016/S0740-624X\(01\)00087-4](https://doi.org/10.1016/S0740-624X(01)00087-4)
3. Milakovich, M. E. (2012). *Digital governance: New technologies for improving public service and participation*. Routledge.
4. Pardhasaradhi, Y. (2009). *E-governance and Indian society*. Kanishka.
5. Satyanarayana, J. (2006). *E-government*. PHI Learning.
6. Sharma, S., Nagar, P., & Sodhi, I. S. (2013). *Governometrics and technological innovation for public policy*. IGI Global.
7. Sodhi, I. S. (2015a). *Emerging issues and prospects in African e-government*. IGI Global.
8. Sodhi, I. S. (2015b). *Trends, prospects and challenges in Asian e-governance*. IGI Global.
9. Sodhi, I. S. (2017). *E-governance in India*. University Book House.
10. Tubtimhin, J. (2009). *Global e-governance: Advancing e-governance through innovation and leadership*. IOS Press.

Web Resources:

11. Bhatnagar, S. (n.d.). *One stop shop for electronic delivery of services: Role of public-private partnership*. World Bank. Retrieved May 19, 2025, from <https://www.worldbank.org>
12. Government of India. (2001). *Report of the Working Group on Convergence and E-Governance for the Tenth Five Year Plan (2002-2007)*. Planning Commission.
13. Malik, Y. S. (n.d.). *G2B services: Key learnings from MCA 21*. Ministry of Corporate Affairs. Retrieved May 19, 2025, from http://www.eindia.net.in/egov/presentation/Day_3/Session_2/YS_Malik.pdf
14. Rajkumar. (n.d.). *e-Procurement*. In *Compendium of e-governance initiatives in India*. Retrieved May 19, 2025, from http://www.eindia.net.in/egov/presentation/Day_3/Session_2/YS_Malik.pdf
15. United States Congress. (2002). *E-Government Act of 2002* (Public Law 107-347). Retrieved May 19, 2025, from http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_Public_laws&docid=f:publ347.107.pdf
16. [n.a.]. (n.d.). *Minimum agenda for e-governance in the central government*. Department of Administrative Reforms and Public Grievances. Retrieved May 19, 2025, from <http://darpg.nic.in/arpwebsite/ReformInitiatives/eGovernance/IndianExperience/EgovExp73.doc>

SKILL ENHANCEMENT COURSE

Semester VI

SEC- 3 Management of NGOs

SEC- 3 Management of NGOs (Credits-03)	Maximum Marks: 75
Course ID:	Theory Examination: 50
Semester VI	Theory Internal Assessment: 25
	Examination Time: 2 hrs

Course Outcome:

After completion of the course, student will be able to;

CO 1: The students would be able to understand the comprehending the theoretical conceptualization of NGOs and the Public Sector.

CO 2: Students will acquire critically understanding the National Policy on Voluntary Sector and Government- NGO interface

CO 3: Students will Learn about the Knowledge of Issues, Accountability, Mechanism & Problems of NGOs.

Note:

1. Seven Questions will be set in all and students will be required to attempt 4 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).
3. For the remaining six questions, students will attempt 1 out of 2 questions from each of the three units (12 marks each).

Unit I: Non-Governmental Organisations (NGOs)

- (a) Concept, Rationale and Scope;
- (b) National Policy on the Voluntary Sector 2007;
- (c) NGO-Government Interface in India with special reference to the NITI Aayog.

Unit II: Organisational Forms and Governance Structures of NGOs

- (a) Trust; Society; Company.
- (b) NGO-Government & NGO-Private sector partnerships: Rationale and practice;
- (c) Sources of NGO Funding;
- (d) Government and Foreign Grants: Eligibility, Requirements & Procedures with special reference to Foreign Contributions

Unit III: Issues, Accountability, Mechanism & Problems:

- (a) Issues of Governance; Capacity Building; Autonomy; Ethics.
- (b) Accountability of NGOs: Rationale, Mechanisms and Problems

Case Studies:

- (a) Self Employed Women's Association (SEWA): Organisation, Functions and Working;
- (b) Red Cross Society of India: Organisation, Functions and Working;
- (c) Voluntary Action Network India (VANI).

Suggested Readings:

1. Bava, N. (Ed.). (1997). *Non-government organisations in development: Theory and practice*. Kanishka Publishers.
2. Chandra, S. (2015). *Non-government organisations*. Rawat.
3. Chatterjee, A. (1998). *NGOs: An alternative democracy*. In H. Karlekar (Ed.), *Independent India*. Publisher not specified.
4. Gangrade, K. D., & Jain, S. (1995). *NGOs: Retrospect and prospect*. Friedrich Ebert Stiftung.
5. Government of India. (1994). *An action plan to bring about collaborative relationship between voluntary organizations and government*. CAPART. Retrieved May 19, 2025, from <http://pcserver.nic.in/ngo/reports.aspx>
6. Government of India. (2007). *Report of the Steering Committee on Voluntary Sector for the Eleventh Five-Year Plan*. Planning Commission.
7. Handy, C. (1990). *Understanding voluntary organizations: How to make them function effectively*. Penguin Books.

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Minutes of the Meeting of the UG Board of Studies in Public Administration through Hybrid mode held on 16.05.2025 at 11:30 AM in office of Chairperson, Department of Political Science and Public Policy of the Gurugram University, Gurugram.