

**SARDAR PATEL UNIVERSITY,
DEPARTMENT OF PUBLIC ADMINISTRATION,
MANDI**

**BACHELOR OF ARTS
IN
PUBLIC ADMINISTRATION: UGC (NEP-2020)**

**Syllabus of Under Graduate (UG) Public Administration as per template of
Sardar Patel University based upon UGC Curriculum & Credit Framework
of NEP-2020**

DSC-I & II

MDC-I & II

SEC-I & II

**Curriculum and Credit Framework for UG Programme (CCFUG) of NEP 2020 Scheme of
the Course Division-FIRST SEMESTER**

Discipline Specific Course (DSC-01)

S.No.	Subject Code	Name of Subject	Total Marks	End-Semester Examination	Internal Assessment	Credits
1	BPUBL-DSC-101	Introduction to Public Administration	100	70	30	4

Internal Assessment (30 Marks): Attendance = 05, Class Test = 15, Assignments & Presentations = 10

Multidisciplinary Course (MDC-01)

S.No.	Subject Code	Name of Subject	Total Marks	End-Semester Examination	Internal Assessment	Credits
2	BPUBL-MDC-101	Introduction to Constitution of India	75	50	25	3

Internal Assessment (25 Marks): Attendance = 05, Class Test = 10, Assignments & Presentations = 10

Skill Enhancement Course (SEC-01)

S.No.	Subject Code	Name of Subject	Total Marks	End-Semester Examination	Internal Assessment	Credits
3	BPUBL-SEC-101	E-Governance	75	50	25	3

Internal Assessment (25 Marks): Attendance = 05, Class Test = 10, Assignments & Presentations = 10



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Guidelines for CDOE Students

For CDOE students, Internal Assessment (IA) shall comprise only assignments. Students shall submit Tutor Marked Assignments (TMAs) as follows:

Sr. No.	Course Credits	Number of TMA	Marks per TMA	Total Marks	Number of Questions per TMA
1	3	1	25	25	5 Questions of 500 words each
2	4	2	15	30	3 Questions of 500 words each

Note: TMA = Tutor Marked Assignment



Detailed Syllabus
PUBLIC ADMINISTRATION
B.A.: FIRST SEMESTER, COURSE: DSC I,
COURSE CODE: BPUBL-DSC-101

COURSE NAME: Introduction to Public Administration (4 credits)

Maximum Marks: (70+30 IA)

Objectives of the Course: The paper will familiarize the students with the basic concepts of Public Administration. The paper will cover various theories of organization. This paper will familiarise the students about the principles of Public Administration and basic concepts and dynamics relating to public organizations.

Course Outcomes: The paper will equip the students with the basic principles of Public Administration. It will help students to understand concepts of Administration. The paper will cover various techniques of administration and will be helpful for understanding the processes of Administration.

Section- I

Public Administration: Meaning, Nature, Scope and Significance; Public and Private Administration; Public Administration as an Art and Science; Relationship of Public Administration with Political Science, Sociology, Management and Economics.

Section- II

Evolution of Public Administration; Minnowbrook Conferences; New Public Administration (NPA); New Public Management (NPM); New Public Service Approach (NPS) and New Public Governance.

Section- III

Organization: Meaning, Types of Organization: Formal and Informal; Forms of organization: Department, Government Company, Public Corporation, Boards and Commissions; Principles of



Organization: Hierarchy, Unity of Command, Span of Control, Supervision: Meaning, Need and Methods of Supervision

Section-IV

Administrative Behaviour: Decision Making: Concept, Types and Functions, Leadership: Concept and Functions, Communication: Meaning, Types and Functions, Coordination: Meaning and Importance of effective coordination, Motivation: Meaning, Importance and Types of Motivation.

Paper Pattern for End-Semester Examination: There will be 5 Parts (A, B, C, D, E) and the examiner shall set 9 questions in total from all the Sections (I, II, III, IV) in total and each question shall carry 14 marks.

- Part A will have 2 questions from Section I of the syllabus and students have to attempt any one.
- Part B will have 2 questions from Section II of the syllabus and students have to attempt any one.
- Part C will have 2 questions from Section III of the syllabus and students have to attempt any one.
- Part D will have 2 questions from Section IV of the syllabus and students have to attempt any one.
- Part E will have 10 short answer question from all the Section of the syllabus (I, II, III, IV) and the students shall have to attempt 7 in total carrying 2 Marks each.

Note: The class test in all types of courses must be scheduled once 50% of the syllabus is covered. For Centre for Distance and Online Education (CDOE) students, internal assessment (IA) shall comprise only Tutor Marked Assignment (TMA). The students shall have to submit 2 assignments carrying 15 marks each. 3 questions of 500 words is required to be submitted in each Tutor Marked Assignment (TMA).



Suggested Readings:

- Avasthi, A., & Maheshwari, S. (1962). Public Administration. Lakshmi Narain Agarwal.
- Basu, R. (1994). Public Administration: Concepts and Theories. Sterling Publishers Pvt. Ltd.
- Basu, R. (2019). Public Administration in the 21st Century: A Global South Perspective. Taylor & Francis.
- Bhagwan, V., Bhushan, V., & Mohla, V. (2010). Public Administration. S. Chand Publishing.
- Bhattacharya, M. (2018). New Horizons of Public Administration (7th ed.). New Delhi: Jawahar Publishers & Distributors.
- Chakrabarty, B., & Kandpal, P. C. (2012). Public Administration in a Globalizing World: Theories and Practices. SAGE Publications.
- Gladden, E. N. (1964). An Introduction to Public Administration. Staples Press.
- Henry, N. (2017). Public Administration and Public Affairs (13th ed.). Routledge.
- Ivan, A. P., Simon, P., & Herbert. (2017). Public Administration. Routledge.
- Karthikeyan, M. (2019). Governance in India: Basics & Beyond (2nd ed.). Pearson Education India.
- Khan, H. A. (2008). An Introduction to Public Administration. University Press of America.
- Kumar Chulet, V., & Singh Dhabai, D. (2022). Public Administration. Avni Publication.
- Laxmikant, M. (2020). Governance in India (3rd ed.). McGraw Hill.
- Maheshwari, S. R. (2000). Administrative Theory (2nd ed.). Macmillan.
- Shafritz, J. M., Russell, E. W., & Borick, C. P. (2011). Introduction to Public Administration. Pearson Education, Inc.
- Sharma, M. P. (1976). Public Administration in Theory and Practice. Kitab Mahal.
- Sharma, R. (2021). लोक प्रशासन के सिद्धांत (Lok Prashasan Ke Siddhant – Principles of Public Administration). SBPD Publications.
- Sharma, R. (2021). लोकतंत्र एवं शासन (Lokatantar Evam Shaasan – Democracy and Governance). SBPD Publications.



- Shukla, H. (2021). Public Policy and Administration in India (1st ed.). Mahaveer Publications.
- Singh, H., & Sachdeva, P. (2011). Public Administration: Theory and Practice. Pearson Education India.
- Srivastava, S. (Ed.). (2012). Theory and Practice of Public Administration. Pearson Education India.
- Tyagi, A. R. (1962). Public Administration: Principles and Practice. Atma Ram & Sons.
- Vinodan, C. (2017). Good Governance and Development: Challenges in India.



Detailed Syllabus
PUBLIC ADMINISTRATION
B.A.: FIRST SEMESTER
COURSE: SEC-1, COURSE CODE: BPUBL-SEC-101
COURSE NAME: E-Governance (3 Credits)

Maximum Marks: (50+25 IA)

Objectives of the Course: The course is designed to familiarize the students with the e-governance initiatives of the Govt. of Himachal Pradesh. This course will provide information and knowledge pertaining to G2C, G2G, G2E, G2B services. Students will also study the concept, importance and models of E- Governance and acquire skills relating to E-Governance.

Course Outcomes: This course will equip the students to understand the concept, importance and different issues of E- Governance in day-to-day life. It will equip the students to understand the role of artificial intelligence in governance.

Section-I

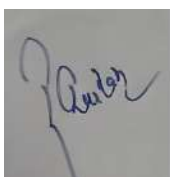
E-Governance: Concept, Evolution of E-Governance in India, Features, Scope and Significance, and Models of E-Governance; Administrative and Institutional Challenges of E-Governance; Second Administrative Reforms Commission (2nd ARC): Major Recommendations of the Eleventh Report.

Section-II

National e-Governance Plan (NeGP), 2006: Meaning, Objectives, Institutional Framework, Mission Mode Projects (MMPs), and Core Infrastructure; Digital India Programme: Vision and Major Pillars; Artificial Intelligence and Governance: Meaning and Role of Artificial Intelligence in Governance, Challenges of Artificial Intelligence, and Features of the National Strategy for Artificial Intelligence in India.

Section-III

E-Governance in Himachal Pradesh: Genesis of E-Governance in Himachal Pradesh, Department of Digital Technologies and Governance (DDTG), Society for Promotion of IT and e-Governance (SPITE), Lok Mitra Kendra.



Paper Pattern for End-Semester Examination: There will be 4 Parts (A, B, C, D) and the examiner shall set 7 questions from all the Sections (I, II, III) of the syllabus in total.

- Part A will have 2 questions of 12 Marks each from Section I of the syllabus and students have to attempt any one of them.
- Part B will have 2 questions of 12 Marks each from Section II of the syllabus and students have to attempt any one of them.
- Part C will have 2 questions of 12 Marks each from Section III of the syllabus and students have to attempt any one of them.
- Part D will have 10 short answer questions of 2 marks each from all the three Section of the syllabus and students have to attempt 7 questions in total.

Note: The class test for all types of courses must be conducted after 50% of the syllabus has been covered. For the Centre for Distance and Online Education (CDOE), the Internal Assessment (IA) shall comprise only a Tutor Marked Assignment (TMA). Students shall be required to submit one assignment carrying 25 marks. The TMA shall consist of five questions, and students are required to submit answers of approximately 500 words each.

Suggested Readings

- Behera, A. K., & Mohapatra, S. K. (2013). Governance in Public Administration and Public Policy. Manglam Publications, Delhi.
- Bhartwal, C. P. (2004). Good Governance in India. Deep & Deep Publications, New Delhi.
- Bhaskara Rao, N. (2013). Good Governance: Delivering Corruption-Free Public Services. Sage Publications.
- Chaudhary, S. K., Nayak, S., & Panigrahy, R. (Eds.). (2012). Governance: Issues and Strategies. SSDN Publishers, New Delhi.
- Department of Digital Technologies and Governance (DDTG), Government of Himachal Pradesh. Annual Reports, Official Website, and Project Documents.
- Dhameja, A. (2010). Contemporary Debates in Public Administration. PHI Learning, New Delhi.
- Dubhashi, P. R. (2017). Trends in Public Administration. Kaveri Books, New Delhi.



- Goel, S. L. (2007). Right to Information and Good Governance. Deep & Deep Publications, New Delhi.
- Government of India. (2008). Second Administrative Reforms Commission: Eleventh Report—Promoting e-Governance: The SMART Way Forward.
- Gupta, M. P., Kumar, P., & Bhattacharya, J. (2004). Government Online: Opportunities and Challenges. Tata McGraw-Hill, New Delhi.
- Jain, R. B. (2001). Public Administration in India: 21st Century Challenges for Good Governance. Deep & Deep Publications, New Delhi.
- Jain, R. B. (2005). Globalization and Good Governance: Pressure for Constructive Reforms. Deep & Deep Publications, New Delhi.
- Ministry of Electronics and Information Technology (MeitY), Government of India. Digital India Programme: Vision and Policy Documents.
- NITI Aayog. (2018). National Strategy for Artificial Intelligence: AI for All.
- Sharma, K. (2011). E-Governance in India: A Case Study of Lokmitra in Himachal Pradesh. LAP Lambert Academic Publishing.
- Society for Promotion of IT and e-Governance (SPITE), Government of Himachal Pradesh. Official Reports and Publications.





Detailed Syllabus
PUBLIC ADMINISTRATION
B.A.: FIRST SEMESTER
COURSE: MDC-1, COURSE CODE: BPUBL-MDC-101

COURSE NAME: Introduction to the Constitution of India (3 Credits)

Maximum Marks: (50+25 IA)

Objectives of the Course: The objective of this course is to introduce the students with the Constitution of India. The students will be taught basic philosophy and features of the Indian Constitution. On successful completion of the course, the students have Knowledge of the origin and contents of the Indian Constitution and they will be able to apply the provisions enshrined in the constitution in their daily life.

Course Outcomes: This course will equip the students with the basic philosophy and feature of the Indian constitution. Thus, students will be able to fully understand the Structure of Constitution of India. Through this course students will be aware of various institutions and the powers, functions and responsibilities of various authorities. Apart from this they will also acquire the knowledge of the provision of the Indian Constitution.

Section-I

Meaning and Classification of Constitutions; Historical Background and Making of the Constitution of India; Sources of the Indian Constitution; Preamble of the Constitution.

Section-II

Fundamental Rights: Nature, Classification and Significance; Fundamental Duties: Importance and Contemporary Relevance; Directive Principles of State Policy: Significance and Implementation; Constitutional Amendments: Procedure and Types.

Section-III

Union Executive: President, Vice-President, Prime Minister and Council of Ministers; Parliament: Composition, Powers and Functions of the Lok Sabha and the Rajya Sabha; Supreme Court of India.



Paper Pattern for End-Semester Examination: There will be 4 Parts (A, B, C, D) and the examiner shall set 7 questions from all the Sections (I, II, III) of the syllabus in total.

- Part A will have 2 questions of 12 Marks each from Section I of the syllabus and students have to attempt any one of them.
- Part B will have 2 questions of 12 Marks each from Section II of the syllabus and students have to attempt any one of them.
- Part C will have 2 questions of 12 Marks each from Section III of the syllabus and students have to attempt any one of them.
- Part D will have 10 short answer questions of 2 marks each from all the three Section of the syllabus and students have to attempt 7 questions in total.

Note: The class test for all types of courses must be conducted after 50% of the syllabus has been covered. For the Centre for Distance and Online Education (CDOE), the Internal Assessment (IA) shall comprise only a Tutor Marked Assignment (TMA). Students shall be required to submit one assignment carrying 25 marks. The TMA shall consist of five questions, and students are required to submit answers of approximately 500 words each.

Suggested Readings

- Aggarwal, P. K., & Gupta, V. (2021). The Constitution of India: Bare Act. Prabhat Prakashan.
- Bakshi, P. N. (2018). Constitution of India (15th ed.). Universal Law Publishing, an imprint of LexisNexis, Gurugram.
- Basu, D. D. (2022). Introduction to the Constitution of India (26th ed., Vol. 1). LexisNexis.
- Chakrabarty, B. (2017). Indian Constitution: Text, Context and Interpretation. Sage Publications, New Delhi.
- Chhabra, S. (2010). Administrative Tribunals. New Delhi.
- Diwan, P. (2007). Indian Constitution (2nd ed.). Law Agency, Allahabad.
- Jain, M. P. (2014). Indian Constitutional Law (7th ed.). LexisNexis.
- Kagzi, M. C. J. (2008). Indian Administrative Law. Metropolitan, Delhi.
- Kesri, U. P. D. (2017). Prashasnik Vidhi. Central Law Publications.
- Kesri, U. P. D. (2021). Lectures on Administrative Law. Central Law Publications.



- Kumar, N. (2006). Constitutional Law of India. Allahabad Law Agency, Allahabad.
- Laxmikanth, M. (2023). Indian Polity (7th ed.). McGraw Hill.
- Massey, I. P. (2008). Administrative Law. New Delhi.
- Mehta, S. M. (2016). Constitutional Law in India. New Delhi.
- Pandey, J. N. (2020). Constitutional Law of India. Central Law Agency.
- Sathe, S. P. (1998). Administrative Law. N. M. Tripathi Pvt. Ltd.
- Thakker, C. K. (2018). Lectures on Administrative Law. Eastern Book Company, Lucknow.
- Upadhyaya, J. J. R. (2017). Administrative Law. Central Law Agency, Prayagraj.



**Curriculum and Credit Framework for UG Programme (CCFUG) of NEP 2020 Scheme of
the Course Division- SECOND SEMESTER**

Discipline Specific Course|(DSC-02)

S.No.	Subject Code	Name of Subject	Total Marks	End-Semester Examination	Internal Assessment	Credits
1	BPUBL-DSC-102	Indian Administration	100	70	30	4

Internal Assessment (30 Marks): Attendance = 05, Class Test = 15, Assignments & Presentations = 10

Multidisciplinary Course(MDC-02)

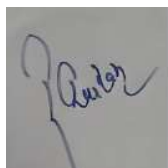
S.No.	Subject Code	Name of Subject	Total Marks	End-Semester Examination	Internal Assessment	Credits
2	BPUBL-MDC-102	Indian Civil Services	75	50	25	3

Internal Assessment (25 Marks): Attendance = 05, Class Test = 10, Assignments & Presentations = 10

Skill Enhancement Course(SEC-02)

S.No.	Subject Code	Name of Subject	Total Marks	End-Semester Examination	Internal Assessment	Credits
3	BPUBL-SEC-102	Stress and Time Management	75	50	25	3

Internal Assessment (25 Marks): Attendance = 05, Class Test = 10, Assignments & Presentations = 10



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Guidelines for CDOE Students

For CDOE students, Internal Assessment (IA) shall comprise only assignments. Students shall submit Tutor Marked Assignments (TMAs) as follows:

Sr. No.	Course Credits	Number of TMA	Marks per TMA	Total Marks	Number of Questions per TMA
1	3	1	25	25	5 Questions of 500 words each
2	4	2	15	30	3 Questions of 500 words each

Note: TMA = Tutor Marked Assignment



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PUBLIC ADMINISTRATION
B.A.: SECOND SEMESTER, COURSE: DSC II
COURSE CODE: BPUBL-DSC-201
COURSE NAME: Indian Administration (4 Credits)

Maximum Marks: 70+30 IA

Objectives of the Course: The objective of this course is to introduce the students with the Indian Administrative System. The students will be taught basic philosophy and features of the Indian Administration. In addition to these efforts will be made to discuss the relation between the Centre & State along with the relations between permanent & Political Executives with reference to Public Administration. Students will be able to fully understand the Administrative Structure of Administration in India. They will be aware of various institutions which concern them in their day-to-day life.

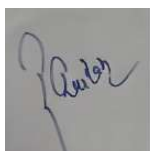
Course Outcomes: This course will introduce the students with the Indian Administrative System and will teach basic philosophy and feature of the Indian constitution. Students will be able to fully understand the Administrative Structure of Administration in India. Through this course students will be aware of various institutions, powers, functions and responsibilities of various authorities. Apart from this they will also acquire the knowledge of the provision of the administrative system.

Section -I

Evolution of Indian Administration: Kautilyan Administration, Mughal Administration, British Administration: Regulating Act, 1773; Pitt's India Act, 1784; Charter Acts of 1813 and 1833; Indian Councils Acts of 1892 and 1909; Government of India Acts of 1919 and 1935.

Section- II

Features of Indian Administration; Union Executive: President, Prime Minister, and Council of Ministers; Union Legislature: Lok Sabha and Rajya Sabha; Central Secretariat; Prime Minister's Office; Cabinet Secretariat.



Section- III

State Executive: Governor, Chief Minister, Council of Ministers; State Legislature: Legislative Assembly and Legislative Council; Centre-State Relations: Legislative and Financial; State Secretariat.

Section- IV

Indian Judiciary: Supreme Court and High Courts; Legislative and Judicial Control over Administration; Corruption: Causes and Remedies; Central Vigilance Commission (CVC); Right to Information Act, 2005.

Paper Pattern for End-Semester Examination: There will be 5 Parts (A, B, C, D, E) and the examiner shall set 9 questions in total from all the Sections (I, II, III, IV) in total and each question shall carry 14 marks.

- Part A will have 2 questions from Section I of the syllabus and students have to attempt any one.
- Part B will have 2 questions from Section II of the syllabus and students have to attempt any one.
- Part C will have 2 questions from Section III of the syllabus and students have to attempt any one.
- Part D will have 2 questions from Section IV of the syllabus and students have to attempt any one.
- Part E will have 10 short answer question from all the Section of the syllabus (I, II, III, IV) and the students shall have to attempt 7 in total carrying 2 Marks each.

Note: The class test in all types of courses must be scheduled once 50% of the syllabus is covered. For Centre for Distance and Online Education (CDOE) students, internal assessment (IA) shall comprise only Tutor Marked Assignment (TMA). The students shall have to submit 2 assignments carrying 30 marks each. 3 questions of 500 words are required to be submitted in each Tutor Marked Assignment (TMA).



Malvinder
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Suggested Readings:

- Arora, R. K., & Goyal, Rajni. (1997). Indian Public Administration. Vishwa Prakashan, New Delhi.
- Avasthi, A., & Avasthi. (2013). Indian Administration. Lakshmi Narain Agarwal, Agra.
- Barthwal, C. P. (2004). Good Governance in India. Deep & Deep Publications.
- Basu, D. D. (2008). Introduction to the Constitution of India (20th ed.). Wadhwa and Company, New Delhi.
- Basu, D. D. (2009). Introduction to the Study of Indian Constitution. LexisNexis.
- Ghuman, B. S., Monga, A., & Johal, R. K. (2012). Corruption and Quality of Governance: Experiences of Select Commonwealth Countries. Aalekh Publishers.
- Goel, S. L. (2007). The Indian Journal of Public Administration: Special Issue on Veerappa Moily Committee Report (July–September).
- Jain, R. B. (1976). Contemporary Issues in Indian Administration. Vishal Publications, Delhi.
- Jain, R. B. (2001). Public Administration in India: 21st Century Challenges for Good Governance. Deep & Deep Publishers.
- Jha, Rajesh K. (2010). Public Administration in India. Pearson.
- Johari, J. C. (1996). Indian Political System. Anmol Publications.
- Kangle, R. P. (1972). The Kautilya Arthashastra. Motilal Banarsidass.
- Kapur, Devesh, Mehta, Pratap Bhanu, & Vaishnav, Milan (Eds.). (2017). Rethinking Public Institutions in India. Oxford University Press, New Delhi.
- Maheshwari, S. R. (2018). Indian Administration. Orient Black Swan.
- Mitra, Subrata K. (2011). The Puzzle of India's Governance. Cambridge University Press.
- Mokta, Mamta, Chauhan, S. S., Mahajan, S. K., & Agnihotri, Simmi (Eds.). (2011). Challenges in Governance. Anamika Publishers, New Delhi.
- Mukhi, H. R. (2005). Indian Administration. SBD Publishers & Distributors, New Delhi.
- Palmer, N. D. (1961). Indian Political System. Houghton Mifflin Company.
- Pyle, M. V. (1962). India's Constitution. Asia Publishing House.
- Sharma, S. R. (1965). Evolution of Public Administration in India. Central Book Depot, Allahabad.



- Singh, Hoshiar (Ed.). (2008). Indian Administration. Aalekh Publishers, Jaipur.
- Singh, Hoshiar, & Singh, Mohinder. (1989). Public Administration in India: Theory and Practice. Sterling Publishers.
- Singh, Hoshiar, & Singh, Pankaj. (2010). Indian Administration. Pearson.

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PUBLIC ADMINISTRATION

B.A.: SECOND SEMESTER

COURSE: SEC-II, COURSE CODE: BPUBL-SEC-201

COURSE NAME: Stress and Time Management (3 Credits)

Maximum Marks: 50+25 IA

Objectives of the Course: The course is designed to familiarize the students with the time and stress management. Time and stress management are two basic components of success. Our challenge is to guide the students to budget their time wisely and create a system to identify, evaluate, and eliminate personal and work-based distracters and stressors. This course teaches the students how to earn more time and be less stressed.

Course Outcomes: This course will equip the students with concepts of productivity how to use effectively the time. Discover the time wasters in your lives and the skills to plug the holes, to manage stress instead of letting stress manage you. Time management is to improve well-being to enhance personal and professional effectiveness.

Section-I

Stress: Concept, Nature, Types and Symptoms of Stress; Models of Stress; Sources of Stress: Environmental, Social, Physiological and Psychological; Major Causes of Workplace Stress; Effects of Stress on Health and Job Performance.

Section-II

Time Management: Concept, Principles and Importance of Time Management; Workplace Distractions; Time Wasters and Time Savers; Effects of Poor Time Management on Job Performance; Issues and Challenges in Stress and Time Management



Section-III

Approaches and Techniques for Managing Stress: Relaxation Techniques, Meditation, Yoga; Approaches and Techniques for Managing Time; Emotional Intelligence; Work-Life Balance; Stress and Time Management for Personal Well-being and Quality of Life.

Paper Pattern for End-Semester Examination: There will be 4 Parts (A, B, C, D) and the examiner shall set 7 questions from all the Sections (I, II, III) of the syllabus in total.

- Part A will have 2 questions of 12 Marks each from Section I of the syllabus and students have to attempt any one of them.
- Part B will have 2 questions of 12 Marks each from Section II of the syllabus and students have to attempt any one of them.
- Part C will have 2 questions of 12 Marks each from Section III of the syllabus and students have to attempt any one of them.
- Part D will have 10 short answer questions of 2 marks each from all the three Section of the syllabus and students have to attempt 7 questions in total.

Note: The class test for all types of courses must be conducted after 50% of the syllabus has been covered. For the Centre for Distance and Online Education (CDOE), the Internal Assessment (IA) shall comprise only a Tutor Marked Assignment (TMA). Students shall be required to submit one assignment carrying 25 marks. The TMA shall consist of five questions, and students are required to submit answers of approximately 500 words each.

Suggested Readings

- Barlow, D. H., Rapee, R. M., & Perini, S. (2014). 10 Steps to Mastering Stress: A Lifestyle Approach. USA.
- Chakravarty, A. (2002). Stress Management: A Compilation of Quotes for Today's Just-in-Time Manager. Rupa, New Delhi.



- Clayton, M. (2011). Brilliant Stress Management: How to Manage Stress in Any Situation. Pearson Education, Great Britain.
- Cooper, C., & Palmer, S. (2000). Conquer Your Stress. Universities Press, London.
- Covey, S. R. (1989). The Seven Habits of Highly Effective People: Powerful Lessons for Personal Change. Free Press, New York.
- Dikshit, S. (2011). Time Management (Hindi). Manjul Publishing House, Bhopal.
- Dutta, P. K. (2010). Stress Management. Himalaya Publishing House.
- Goel, D. (2007). Living a Stressful Life with Joy. UBS Publishers' Distributors Pvt. Ltd., New Delhi.
- Goel, S. L. (2000). Modern Management Techniques. Deep & Deep Publications Pvt. Ltd., New Delhi.
- Harvard Business Essentials. (2005). Time Management: Increase Your Personal Productivity and Effectiveness. Harvard Business School Publishing, Boston.
- Jha, P. K. (2008). Time Management: The Art of Stress-Free Productivity. Global India Publications.
- Olpin, M., & Hesson, M. (2015). Stress Management for Life: A Research-Based Experiential Approach (4th ed.). Wadsworth Publishing.
- Pestonjee, D. M. (1998). Stress and Coping: The Indian Experience. Sage Publications.
- Rice, P. L. (1992). Stress and Health (2nd ed.). Brooks/Cole, California.
- Roy, S. (2012). Managing Stress. Sterling Publications.
- Srinath, D. S. (1975). PERT and CPM: Principles and Applications. East-West Press, New Delhi.





- Tracy, B. (2007). Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time. Berrett-Koehler Publishers, San Francisco.
- United Nations. Use of Modern Management Techniques in Public Administration: Developing Countries.



PUBLIC ADMINISTRATION

B.A.: SECOND SEMESTER

COURSE: MDC, COURSE CODE: BPUBL-MDC-201

COURSE NAME: Indian Civil Services (3 Credits)

Maximum Marks: 50+25 IA

Objectives of the Course: To understand the concepts, functioning, importance and issues of civil services and study the career system in Civil Services and methods of recruitment and promotions. The objective of this course is to make a basic understanding of the student about the structure of civil services of India. It will help the aspirants to make a basic preparation for the civil service exams.

Course Outcomes: Students will Understand Classification of Civil Services and appraise importance of All India Services and recruitment process. Analyze various aspects of Civil Service Administration and examine their techniques and evaluate various issues in civil service Administration.

Section-I

Meaning, Nature and Role of Civil Services; Civil Services during the British Period; All India Services: Meaning and Role; Central Civil Services; Generalists and Specialists; Anonymity, Neutrality and Political Rights of Civil Servants.

Section-II

Methods of Recruitment: Direct Recruitment, Promotion and Lateral Entry; Recruitment to All India Services; Union Public Service Commission (UPSC): Composition, Functions and Importance; State Public Service Commission: Composition, Functions and Importance.



Section-III

Training of Civil Servants: Meaning, Objectives and Importance; Types of Training; Training Institutions in India and their Role; Training of All India Services; Administrative Tribunals: Composition and Functions; National Programme for Civil Services Capacity Building (NPCSCB) – Mission Karmayogi.

Paper Pattern for End-Semester Examination: There will be 4 Parts (A, B, C, D) and the examiner shall set 7 questions from all the Sections (I, II, III) of the syllabus in total.

- Part A will have 2 questions of 12 Marks each from Section I of the syllabus and students have to attempt any one of them.
- Part B will have 2 questions of 12 Marks each from Section II of the syllabus and students have to attempt any one of them.
- Part C will have 2 questions of 12 Marks each from Section III of the syllabus and students have to attempt any one of them.
- Part D will have 10 short answer questions of 2 marks each from all the three Section of the syllabus and students have to attempt 7 questions in total.

Note: The class test for all types of courses must be conducted after 50% of the syllabus has been covered. For the Centre for Distance and Online Education (CDOE), the Internal Assessment (IA) shall comprise only a Tutor Marked Assignment (TMA). Students shall be required to submit one assignment carrying 25 marks. The TMA shall consist of five questions, and students are required to submit answers of approximately 500 words each.

Suggested Readings

- Ahmed, N. (2005). Indian Public Administration. Anmol Publications.
- Arora, R. K. (2006). Public Administration in India: Continuity and Change. Rajat Publications.



- Arora, R. K., & Goyal, R. (2020). Indian Public Administration: Institutions and Issues. New Age International.
- Chakrabarty, B., & Chand, P. (2012). Public Administration in a Globalised World: Theories and Practice. Sage Publications.
- Dimock, M. E., & Dimock, G. O. (1975). Public Administration. Oxford & IBH Publishing Co.
- Goel, S. L., & Shalini, R. (2002). Public Personnel Administration: Theory and Practice. Deep & Deep Publications.
- Gupta, D. A. (2021). The Indian Civil Service and Indian Foreign Policy, 1923–1961. Routledge.
- Henry, N. (2007). Public Administration and Public Affairs. Prentice Hall of India, New Delhi.
- Hooja, R., & Parnami, K. K. (2011). Civil Service Training in India. Rawat Publications.
- Laxmikanth, M. (2007). Indian Polity for the UPSC Civil Services Examinations. Tata McGraw-Hill Publishing Co. Ltd.
- Meena, J. S. (2016). Administrative Reforms and Good Governance. Aavishkar Publishers.
- Robson, W. A., Barker, E., & Nicolson, H. (1937). The British Civil Servant. George Allen & Unwin Ltd.
- Saxena, A. P. (2016). Governance and Administrative Reforms. Ane Books Pvt. Ltd.
- Sharma, P. D., & Sharma, B. M. (2009). Indian Administration: Retrospect and Prospect. Rawat Publications, New Delhi.
- Sharma, P. L. (2004). Public Administration: Theory and Practice. Mangaldeep Publications.
- Sharma, U., & Sharma, S. K. (2006). Public Administration. Nice Printing Press, Delhi.



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