

## Annexure-I

ANNUAL SYSTEM UNDER CBCS  
B.A. WITH PUBLIC ADMINISTRATION (CREDIT-132)

Year	Course Code	Course	Course PROPOSED	Course Name	Credits	Award Type
Ist		English-I			06	100 ESE=70 IA=30
	PUBA 101-A	DSC-1A	Core Course	Administrative Theory	06	100 ESE=70 IA=30
	PUBA 102-A	DSC-1B	Core Course	Indian Administration	06	100 ESE=70 IA=30
	Skt./Hindi-1	AECC-1	Ability Enhancement Compulsory Course		06	100 ESE=70 IA=30
	PUBA 102	DSC-2A	Core Course		06	100 ESE=70 IA=30
		DSC-2B	Core Course		06	100 ESE=70 IA=30
	Evs. Studies Hindi/Skt. (one out of three)	AECC-2	Ability Enhancement Compulsory Course		04 04	100 ESE=70 IA=30
	<b>Total Credits</b>				<b>44</b>	
II	English-2		Core Course		06	100 ESE=70 IA=30
	Skt./Hindi - 2				06	
	PUBA 201A	DSC-1C	Core Course	Administrative Thinkers	06	100 ESE=70 IA=30
	PUBA 202-A	DSC-1D	Core Course	Development Administration	06	100 ESE=70 IA=30
		DSC-2C	Core Course		06	
		DSC-2D	Core Course		06	
	PUBA 203-A	SEC-1A	Skill Enhancement	Computer Applications & Office Management	04	100 ESE=70 IA=30
	PUBA 204-A	SEC-2B	Skill Enhancement	Human Resource & Logistic Management	04	100 ESE=70 IA=30
		<b>Total</b>			<b>44</b>	
III	PUBA 301-A	SEC-3C	Skill Enhancement Course	Leadership Styles & Conflict Management	04	100 ESE=70 IA=30
	PUBA 302-A	SEC-4D	Skill Enhancement Course	Stress & Time Management	04	
	PUBA 303-A OR PUBA 304-A	DSE-1A (Option-I) OR DSE-1A (Option II)	Discipline Specific Elective	Local Governance IA  OR Contemporary Issues & Concerns in Indian Administration	06	100 ESE=70 IA=30
	PUBA 305-A OR PUBA 306-A	DSE-1B (Option -I) OR DSE-B (Option-II)	Discipline Specific Elective	Public Policy and Administration in India Or Financial Administration	06	100 ESE=70 IA=30
		DSE-2A	Discipline Specific		06	100 ESE=70 IA=30
		DSE-2B	Elective		06	
	PUBA 307-A	GE-1	Generic Elective	Constitutional and Administrative Aspects of Himachal Pradesh	06	100 ESE=70 IA=30
	PUBA 308-A Or PUBA -309-A	GE-2 option-I OR GE-2 option-II	Generic Elective	Disaster Management OR E Governance	06	100 ESE=70 IA=30
	<b>Total</b>				<b>44</b>	

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Sr. No.	Course	Course Name	Year	Course Code	Award Type	Credits	Max.
1	Public Administration	Administrative Theory (Core Course)	1	PUBA101A TH	Theory (ESE)	6 (5L+1T)	70
2	Public Administration	Administrative Theory (Core Course)	1	PUBA 101A IA	Internal Assessment (CCA)		30
3	Public Administration	Indian Administration (Core Course)	1	PUBA 102A TH	Theory (ESE)	6 (5L+1T)	70
4	Public Administration	Indian Administration (Core Course)	1	PUBA 102A IA	Internal Assessment (CCA)		30
5	Public Administration	Administrative Thinkers (Core Course)	2	PUBA 201A TH	Theory (ESE)	6 (5L+1T)	70
6	Public Administration	Administrative Thinkers (Core Course)	2	PUBA 201A IA	Internal Assessment (CCA)		30
7	Public Administration	Development Administration (Core Course)	2	PUBA 202A TH	Theory (ESE)	6 (5L+1T)	70
8	Public Administration	Development Administration (Core Course)	2	PUBA 202A IA	Internal Assessment (CCA)		30
9	Public Administration	Computer Applications & Office Management (SEC)	2	PUBA 203A TH	Theory (ESE)	4 (2L+2T)	70
10	Public Administration	Computer Applications & Office Management (SEC)	2	PUBA 203A IA	Internal Assessment (CCA)		30
11	Public Administration	Human Resource & Logistic Management (SEC)	2	PUBA 204A TH	Theory (ESE)	4 (2L+2T)	70
12	Public Administration	Human Resource & Logistic Management (SEC)	2	PUBA 204A IA	Internal Assessment (CCA)		30
13	Public Administration	Leadership Styles & Conflict Management (SEC)	3	PUBA 301A TH	Theory (ESE)	4 (2L+2T)	70
14	Public Administration	Leadership Styles & Conflict Management (SEC)	3	PUBA 301A IA	Internal Assessment (CCA)		30
15	Public Administration	Stress & Time Management (SEC)	3	PUBA 302A TH	Theory (ESE)	4 (2L+2T)	70
16	Public Administration	Stress & Time Management (SEC)	3	PUBA 302A IA	Internal Assessment (CCA)		30
17	Public Administration	Local Governance (DSE) 1 A option-I	3	PUBA 303A TH	Theory (ESE)	6 (5L+1T)	70
18	Public Administration	Local Governance (DSE) 1 A option-I	3	PUBA 303 IA	Internal Assessment (CCA)		30
19	Public Administration	Contemporary Issues and Concerns in Indian Administration (DSE) 1A Option II	3	PUBA 304A TH	Theory (ESE)	6 (5L+1T)	70
20	Public Administration	Contemporary Issues and Concerns in Indian Administration (DSE) IA option II	3	PUBA 304A IA	Internal Assessment (CCA)		30
21	Public Administration	Public Policy & Administration in India (DSE) 1B option -I	3	PUBA 305A TH	Theory (ESE)	6 (5L+1T)	70
22	Public Administration	Public Policy & Administration in India (DSE) 1B option-I	3	PUBA 305A IA	Internal Assessment (CCA)		30
23	Public Administration	OR Financial Administration (DSE) IB Optional II	3	PUBA 306A TH	Theory (ESE)	6 (5L+1T)	70
24	Public Administration	Financial Administration (DSE) IB option II	3	PUBA 306A IA	Internal Assessment (CCA)		30
25	Public Administration	Constitutional and Administrative Aspects of Himachal Pradesh (GE-I)	3	PUBA 307 A TH	Theory (ESE)	6 (5L+1T)	70
26	Public Administration	Constitutional and Administrative Aspects of Himachal Pradesh (GE-I)		PUBA 307 A IA	Internal Assessment (CCA)		30
27	Public Administration	Disaster Management (GE)-2 option -I	3	PUBA 308 ATH	Theory (ESE)	6 (5L+1T)	70
28	Public Administration	Disaster Management (GE) -2 option-I	3	PUBA 308A IA	Internal Assessment (CCA)		30
29		OR E-Governance (GE) 2 option-II	3	PUBA 309A TH	Theory (ESE)	6 (5L+1T)	70
30	Public Administration	E-Governance (GE) -2 option-II	3	PUBA 309A IA	Internal Assessment (CCA)		30

**Public Administration Syllabus ( Regular)**

**BA – 1<sup>st</sup> Year)**

Core Course

DSC:1A

Code PUBA 101-A

**Course: Administrative Theory**

Course Code	CODE –PUBA 101A	
Credits-6	L (L=Lecture)	T (T= Tutorial)
	L- 5,	T-1
Course Type	Core Course	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs.

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

**Course Content**

Unit	Topic
I	Public Administration : Meaning, Nature, Scope and Significance. Evolution of Public Administration. Public and Private Administration : Similarities and Dissimilarities. Public Administration as an Art and Science. Relationship of Public Administration with Political Science, Sociology and Economics. New Public Administration: New Public Management
II	Principles of Organization:- Hierarchy, Unity of Command, and Span of Control, .Centralization: Meaning, merits & demerits Decentralization: Meaning, merits & demerits Delegation: meaning, need, elements and hindrances Supervision: meaning, need and methods of supervision Authority and Responsibility
III	Forms of Organization: Meaning, Elements and Basis of Organization. Formal and Informal Organization: Meaning, Significance. Difference between Formal and Informal Organization Theories of Organization: Brief introduction of Scientific Management Theory, Human Relations Theory Bureaucratic Theory
IV	Decision making: meaning, types and functions Leadership: meaning, types and functions Communication: meaning, importance and types

### **Books and References**

1. Bhagawan, Vishnu Bushan; Vidya - Public Administration, S. Chand and Company New Delhi. 1994
2. Avasthi and Maheswari - Public Administration, Laxmi Narayan Agarwal, 2000.
4. Sharma, M.P. - Public Administration (Theory Concept), Kitab Mehal Allahabad 2007.
5. Maheshwari, Sriram – Administrative Theory, Mcmilan New Delhi, 2009.
7. Fadia & Fadia - Public Administration, Sahitya Bhawan Publication Agra, 2007.
8. Tyagi, A.R. - Principles & Practice of Public Administration 1987.
9. Chakrabarty, Bidyut and Chand; Prakash, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
10. Srivatava, Smita Theory and Practice of Public Administration, Pearson, 2011.
11. Singh, Hoshier and Sachdeva; Pradeep, Public Administration Through Practice, Pearson, 2010.
12. Basu; Rumki, Public Administration (Concepts and theories) Sterling Publishers, New Delhi 1994

Code: PUBA 102-A  
**Course: Indian Administration**  
 Core Course  
 DSC 1B

Course Code	CODE –PUBA 102-A	
Credits-6	L (L=Lecture)	T (T= Tutorial)
	L- 5	T-1
Course Type	Core Course	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs.

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

**Course Content**

Unit	Topic
I	Evolution of Indian Administrative System: Brief account of Indian Administration during ancient period, Mughal period, British Rule and after Independence. Indian Administration: Nature, Legacy and Features of Indian Administration.
II	Civil Services in India: Structure of Civil Services, Nature, Role and Rationale Recruitment of Civil Services, Recruitment agencies: Union Public Service Commission: Organization Structure, Functions and Role State Public Service Commission: Organization Structure, Functions and Role
III	Constitutional Authorities: Finance Commission : Organizational structure, functions and role, Election Commission: Organizational structure, functions and role, Comptroller and Auditor General of India: Organizational structure, functions and role.
IV	Problem of corruption in Indian Administration: Meaning, Causes and Control, Lok Pal and Lokayukta: Role and responsibilities Citizen's Charter: meaning, significance Right to Information Act, 2005: Objectives and main provisions

**Books and References**

1. Basu, D.D. Introduction the study of Indian constitution Lexis Nexis 2009.
2. Pyle, M.V. India's constitution [Asia Publishing House](#) 1962.
3. Ghai, Indian Govt and Politics
4. Johari, J.C. Indian Political System Anmol Publications, 1996.
5. Maheswari, S.R. Indian Administration Orient Blackswan 2000
6. Jha, Rajesh K. Public Administration in India, Pearson, 2010
7. Singh, Hoshiar & Singh, Pankaj Indian Administration, Pearson 2010
8. Mitra, Subrata K. The Puzzle of India's Governance, Cambridge University Press, New Delhi, 2011.

**Public Administration Syllabus  
BA-II<sup>nd</sup> Year**

Core Course-DSC-1C

Code: PUBA 201-A

**Course: Administrative Thinkers**

Course Code	Code – PUBA 201-A	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5,	T-1
Course Type	Core Course/Major	

**Term End Examination System :**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern :**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

**Course Content and Credit Scheme**

Unit	Topic
I	i Kautilya: Brief Life Sketch, Administrative Features of Kautilya's Arthshastra ii Saptang Theory or Elements of State and Role of King and Qualities iii Mahatma Gandhi Brief Life Sketch Concept of Ideal State iv Democracy and Administration, Theory of Trusteeship, Nonviolence and Satyagrah
II	i. F.W. Taylor: brief life sketch ii. Principles of Scientific Management, Mental Revolution, Incentive wage system iii. Elton Mayo Brief life Sketch, Human Relation Theory, Hawthorne Experiments, Importance, effects of Hawthorne Experiments.
III	i Max Weber: brief life sketch, Theory of Authority Structure, Theory of Bureaucracy ii Herbert Simon: brief life sketch, Classification of Decisions, Steps in decision making iii Simon's Bounded Rationality Model
IV	i. Abraham Maslow: brief sketch, The Need Hierarchy Theory of Motivation ii. Frederick Herzberg: brief life sketch: Two Factor or Motivation Hygiene Theory, iii. Job Enrichment

**BOOKS RECOMMENDED:**

- 1 D. Ravindra Prasad, V.S. Prasad and P . Satyanaryana Administrative Thinkers, Sterling Publishing House, New Delhi.
- 2 S.R Maheshwari Administrative Thinkers, Mac Millan India Limited, New Delhi.
- 3 M.K. Gandhi: Hind Swaraj, Navajvan, Ahmedabad .
- 4 F.W . Taylor: Scientific Management , Harper and Row Publishers, USA.
- 5 Luther Gullick & Lyndall Urwick: Papers- in Sciences of Administration, Columbia University Press, New York.
- 6 George Elton Mayo The Human Problems of Industrial Civilization , Harvard Business School Boston.
- 7 Chester I. Barnard: The Functions of Executive , Harvard University Press, Cambridge.
- 8 Max. Weber: Economy and Society translated and edited by Guenther Roth & Claus Wittich , Bedminister Press New York.
- 9 Abraham Maslow: Motivation and Personality, Harper & Row, New York.
- 10 Douglas Mc Gregor: Leadership and Motivation , MIT Press, Boston.
- 11 R.N. Singh Management Thought & Thinkers Sultan Chand and Sons , New Delhi.
- 12 Prasad & Narayanan : Administrative Thinkers.
- 13 Navin Mathur: Management Thought, National Publishing House , Jaipur.



**BA-II Year Core Course**

CODE: PUBA 202-A

Course DSC 1D

**Course: Development Administration**

Course Code	CODE- PUBA202-A	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5	T-1
Course Type	Core Course/Major	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

Unit	Topic
I	i. Development: Definition, Nature and Dimensions of Development ii. Problems of Development in Developing Countries iii. Sustainable Development: Concept, Features and significance
II	i. Development Administration: Meaning Nature, and Scope ii. Essential Features of Development Administration iii. Difference between Traditional and Development Administration
III	i. Machinery for Planning in India NITI Aayog, Organization, Functions and Role ii. National Development Council, Function and Role iii. State Planning Board, Organization, Function and role with special reference to Himachal Pradesh
IV	Participation and Role of various Agencies in Development Administration i. Political Parties ii. Local Bodies iii. NGO's iv. Self Help Groups (SHGs) v. Bureaucracy

**Books Recommended:**

- 1 R.D.Sharma, Development Administration, Theory&Practice, Deep&Deep Publications, New Delhi
- 2 Mamta Kaushal Mokta ,Development Administration in India, Student Publications,Shimla.
- 3 Mary Parmar, Development Planning in India, Reliance Publications New Delhi.
- 4 Issues in Development Administration in India, Reliance Publications New Delhi.
- 5 Shiv Raj Singh, Bureacracy &Rural Development, Mittal publications,New Delhi.
- 6 Sanjeev Mahajan, Public Undertakings in India, Devika publications ,New Delhi.
- 7 S.L.Goel, Social Welfare Administration,Deep&Deep Publications,New Delhi
- 8 Swinder Singh, Development Administration, New Academaic Publisher Jalandhar.
- 9 K.K.Puri and G.S.Barara, Development Administration in India (Hindi Medium) Bharat Prakashan, Jalandhar.
- 10 Dwight Waldo, Temporal Dimension of Development Administration, 1970
- 11 F.W. Riggs, The Idea of Development Administration, in E.W. Weidner (ed.)

**Public Administration Syllabus**  
**BA-II<sup>nd</sup> Year**

Skill Enhancement Course ;SEC-1A

Code: PUBA 203-A

**Course: Computer Applications & Office Management**

Course Code	Code – PUBA 203-A	
Credits-4	L (L=Lecture)	T(T=Tutorial)
	L-2,	T-2
Course Type	Core Course/Major	

**Term End Examination System :**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

**Continuous Comprehensive Assessment (CCA) Pattern :**

Unit	Topic
I	i. Computer: Design, Architecture: Operating System ii. MS Office Tools (Word, Power Points, Excel etc.) iii. Internet & Email etc iv. Importance of Computers in Office Management
II	Office and Office Management- meaning of office, function of office, primary and administrative functions, importance of office. Concept of paperless office, Definition and elements of office management duties of an Office Manager
III	Meaning and importance of filing, essential of good filing system. Office Record Management- Meaning, importance of record keeping management, principles of record management and types of records kept in organization
IV	Office Machines and equipments- Importance objectives of office machines. Office Safety & Security-Meaning importance of office Safety, safety hazards and steps to improve office safety. Security hazard and steps to improve office security, Cyber Crimes. Measurement of Office Work – Importance purpose, difficulty in measuring office work.

**Books Recommended:**

1. J.R. Monga, Basic Financial Accounting, Mayur Paper backs, Darya Gang, New Delhi.
2. S.N. Maheshwari, Financial Accounting, Vikas Publication, New Delhi
3. P.C. Tulsian, Financial Accounting, Tata McGraw Hill, New Delhi
4. Ashok Sehgal and Deepak Sehgal, Fundamentals of Financial Accounting, Taxmann. New Delhi
5. R. Narayna Swamy, “Financial Accounting” PHI Pvt., New Delhi
6. S.P. Jain and K.I. Narang, Advanced Accounting, Kalyani Publishers New Delhi

7. Naseem Ahmed, Nawab Ali Khan, M.L. Gupta, Financial Accounting, Ane Books Pvt. Ltd. New Delhi.

**BA-II Year**  
**Course: Skill Enhancement Course ;SEC-2B**  
**CODE: PUBA204-A**

**Course: Human Resource & Logistic Management**

Course Code	CODE:-PUBA204-A	
Credits-4	L (L=Lecture)	T(T=Tutorial)
	L-2,	T-2
Course Type	Core Course/Major	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

Unit	Topic
I	i. Meaning, Nature, Scope & Significance of Human Resource Management (HRM) ii. Objective & Function of Human Resource Management iii. Qualities of Human Resource Manager/Personnel Manager
II	Human Resource Planning Meaning, Objectives and Need, Factors affecting Human Resource Planning, HR Problems.
III	Logistics-Concept, Principles and Forms, Logistics Management: Conceptual Framework Logistics Management: Components: Procurement of Material and Inventory Control (Economic Order Quantity, ABC and VED Analysis), Material Handling and Packaging, Transportation, Warehousing Storage and Security, Logistics Information System
IV	Logistic Management: Emerging Trends Green Logistics Effective Logistics Management: Challenges (Human Resource Management, Financial Management, Inventory/Materials. Outsourcing, Customer Satisfaction etc)

**Books Recommended:**

1. Allawadi, Satish Chand Rakesh P. Singh, 2001, Logistics Management (Second Edition), Prentice Hall India, New Delhi
2. Agarwal, D.K., 2012, Text book of logistics and Supply Chain Management (Reprint), Macmillan, Delhi.
3. Bhattacharya, S.K., 2010 Logistics Management-Definition, Dimensions and Functional Applications (Reprint), Sultan Chand and Sons, Delhi.
4. Ismail Reji, 2013 Logistics Management, Excel Books India, Delhi
5. Raghuram, G and N. Rangaraj, Logistics and Supply Chain Management-Cases and Concepts, Macmillan India, Delhi.
6. Sople, Vinod, V. 2013, Logistics Management 9Third edition). Dorling Kindersley India, New Delhi.

**BA-III Year**

Code :PUBA301-A

Course: SEC-3C Skill Enhancement Course

**Course: Leadership Styles and Conflict Management**

Course Code	CODE-PUBA301-A	
Credits-4	L (L=Lecture)	T(T=Tutorial)
	L-2,	T-2
Course Type	Core Course/Major	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

Unit	Topic
I	i. Meaning of Leadership ii. Types of Leadership iii. Qualities and Functions of Leadership iv. Leadership Styles viz Autocratic style, Democratic style and Laissez Faire style
II	i. Nature and Causes of Organizational Conflicts ii. Conflicts in an Organisation: Types and Levels of Conflicts iii. Criteria for Conflict Management
III	i. Bargaining strategies in negotiation ii. Negotiation process Stages iii. Techniques of Negotiations: Third-party Negotiations
IV	i. Styles of Handling Inter-personal Conflicts and Managing Conflict Management Process: Case Studies ii. The Arbitration and Conciliation (Amendment) Act, 2015

### Books

1. Bernard M. Bass, 1985, Leadership and Performance Beyond Expectations, Free Press, New York.
2. C.K.W. DeDreu & E. Van de Vliert (Eds.), 1997, Using Conflict in Organizations, Sage, London.
3. D.G. Pruitt & P.J. Carnevale, 1993, Negotiation and Social Conflict, Open University Press, England.
4. Deepak Malhotra, 2016, Negotiating the Impossible: How to Break Deadlocks and Resolve Ugly Conflicts (without Money or Muscle). Berrett-Koehler Publishers, Oakland CA
5. Deepak Malhotra and Max H. Bazerman, 2008, Negotiation Genius: How to Overcome Obstacles and Achieve Brilliant Results at the Bargaining Table and Beyond, Bantam Dell, Random House Inc., New York.
6. I William Zartman, 2007, Negotiation and Conflict Management: Essays on Theory and Practice (Security and Conflict Management), Routledge, New York.
7. L.D. Brown, 1983, Managing Conflict at Organizational Interfaces, Reading, Addison-Wesley, M.A.
8. M.Afzalur.Rahim, 2001, Managing Conflict in Organizations (3<sup>rd</sup> Ed.), Quorum Books, Westport, CT.
9. Shay & Margaret McConnon, 2008, Conflict Management in the Workplace: How to Manage Disagreements and Develop Trust and Understanding, How to Books Ltd., U.K.
10. Wendel.L. French & Cecil.H. Bell Jr, 1999, Organization Development : Behavioral Science Interventions for Organization Improvement(6<sup>th</sup> Ed.) Englewood Cliffs, Prentice-Hall, N.J.
11. William W.Wilmot and Joyce L. Hocker, 2005, Interpersonal Conflict, Mc Graw-Hill Higher Education.

### Reading List

Government of India, The Gazette of India Extraordinary PART II- Section 1, New Delhi, Friday, January 1, 2016 [www.indiacode.nic.in/acts-in-pdf/2016/201603.pdf](http://www.indiacode.nic.in/acts-in-pdf/2016/201603.pdf).

**BA-III Year**  
**Code :PUBA302A**  
**Course SEC-4D Skill Enhancement Course**  
**Course: Stress & Time Management**

Course Code	CODE:PUBA302-A	
Credits-4	L (L=Lecture)	T(T=Tutorial)
	L-2	T-2
Course Type	Core Course/Major	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

Unit	Topic
I	i. Stress: Nature and Symptoms ii. Sources of Stress: Environmental, Social, Physiological and Psychological iii. Workplace Stress: Major Causes iv. Stress and Health: Effects of Stress on Health
II	i. Time Management: Concept ii. Waste of Time: Distractions at Workplace iii. Time Wasters and Time Savers iv. Effects of Poor Time Management on Job Performance
III	i. Effective Methods and Approaches to Manage Stress ii. Methods: Yoga, Meditation, Relaxation Techniques iii. Approaches: Action-oriented, Emotions-oriented, Acceptance-oriented and Adaptation- oriented Iv Self awareness and Motivation
IV	Effective Methods and Approaches to Manage Time i. Creating an effective environment ii. Setting priorities and Goals iii. Elimination of non-priorities iv. Challenges of Time Management

**Reading List**

1. D.N. Pestonjee, 1998, Stress and Coping: The Indian Experience, Sage Publication, India.
  2. Dr.Sudhir Dikshit, 2011, Time Management (Hindi) Manjul Publishing House, Bhopal.
  3. Neiten, W. & Lloyd, M.A, 2007, Psychology applied to Modern life. Thomson Detmar Learning
  4. P.K.Jha, 2008, Time Management: The Art of Stress Free Productivity, Global India Publications Pvt. Ltd., India.
  5. Ramesh K. Arora, 2015, Time Management for Happiness and Success, Paragon International Publishers, New Delhi
  6. Rita Emmett, 2009, Manage Your Time to Reduce Your Stress: A Handbook for the Overworked, Overscheduled and Overwhelmed, Walker Publishing Company, INC., New York.
- Tom Marcoux, 2014, Power Time Management: More Time, Less Stress, and Zero Procrastination Your Breakthrough for More Success, Happiness and Time Off, Tom Marcoux Media, LLC



**BA-III Year**

Course : DSE-1-A(Option -I) Discipline Specific Elective

CODE:PUBA303-A

**Course: Local Government in India**

Course Code	CODE:PUBA303A	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5,	T-1
Course Type	Core Course/Major	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

Unit	Topic
I	i. Evolution of Local Government in India ii. Local Government under British Rule and Post Independent period iii. Local Self government- Meaning, Nature and significance
II	i. Organization and Functions of Gram Panchyat ii. Panchyat Samiti-Organisation, Structure and Function iii. Zila Parishad- Organisation, Structure and Function iv. 73 <sup>rd</sup> Constitutional Amendment Act- Main Features
III	i. Municipal Corporation: Organisation, Structure and Functions ii. Power and Function of Mayor and Municipal Commissioner iii. Municipal Committee/Council/Nagar Panchyat Organization and functions. iv. Main Features of 74 <sup>th</sup> Constitution Amentment
IV	i. Finance of Local Self Bodies ii. Reasons for Poor Financial Position and suggestion iii. Machinery for Supervision & Control over Local Bodies

**Reading List**

1. Maheshwari, S.R. : Local Vovernment in India, Agra Lakshmi Naraian Agra Latest ed.
  2. Bhayana Sahib Singh: Local Government in India, New Academic Publishing Company Jalandhar, 1986.
  3. Singh, Sahib and Singh, Swinder: Local Government in India, New Academic Publishing of Company, Jalandhar 2007.
  4. Mishra, S.N. : New Horizons in Rural Development Administr5ation, Mittal Publication, New Delhi, 1989.
  5. Khanna, B.S. : Rural Development in India, Deep and Deep Publication, 1992.
  6. Singh Mohinder: Rural Development Administrastion and Anti Poverty Programmes Deep and Deep Publication, 1988.
  7. George Mathew: Panchayati Raj in India: From Legislation to Movement (New Delhi: ISS, 1994)..
  8. Pardeep Sahni, Alka Dhameja and Uma Medury. 2004. Disaster Mitigation: Experiences and Reflections. PHI, New Delhi.
- Vinod K.Sharma. 2013 (2<sup>nd</sup> Edition).

**Public Administration Syllabus  
BA-III Year**

Code :PUBA304-A

DSE-1A; (Option -II) Discipline Specific Elective

**Course: Contemporary Issues and Concerns in Indian Administration**

Course Code	CODE:PUBA304-A	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5,	T-1
Course Type	Core Course/Major	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

Unit	Topic
I	Challenges of Globalization, Concerns of Public-Private-People Partnerships, Corporate Social Responsibility, Issues of Decentralization, Citizen- Centric Administration, Human Rights National Human Rights Commission (NHRC)
II	Good Governance, e-governance, citizen charter, consumer Protection Act 1986, RTI Act 2005
III	Women Empowerment, Welfare of weaker Sections: SC/ST and OBC's, Welfare of Children and Aged
IV	i. Environmental Administration Concept and Significance ii. Environmental Protection Act 1986 iii. National Green Tribunal, Centre Pollution control Board and State Pollution Control Board (with Reference to Himachal Pradesh)

### Reading List

1. Alka Dhameja (3rd Edition) (2010), Contemporary Issues in Public Administration, New Delhi, Prentice Hall of India
2. Deborah M. Kolb and Jean M. Bartunek (Eds.) (1992), Hidden Conflict in Organizations: Uncovering the Behind the Scenes Disputes, Newbury, Sage
3. Demetrios Argyrides (2007), Public Administration in Transition: Essays in Honour of Gerald Caiden, U.S, Vallentine Mitchell & Co Ltd
4. Dipak Das and Sanjay Kumar Singh (2011), Corporatization of Corporate Social Responsibility, Bangalore, SBS
5. E. Vayunandan and Dolly Mathew (Eds.) (2003), Good Governance: Initiatives in India, New Delhi, Prentice Hall of India
6. Gerald Caiden (1982), Strategies for Administrative Reform, Lexicon Books
7. Gerald Caiden(2007), Administrative Reform, U.S, Aldine Transaction
8. Henry Clayton Metcalf and Kenneth Thompson (2003), Dynamic Administration: The Collected Papers of Mary Parker Follett, London, Routledge
9. Hoshier Singh and Pankaj Singh (2011), Indian Adminitration, New Delhi, Pearson
10. K.R Gupta (2011), Public Enterprises: Economics and Management, New Delhi, Atlantic
11. Jaswal P.S. and Nishtha Jaswal: Public Administration, Raj publishers, Jalladhar, 2000 Environmental Law, pioneer Publications 2000.
12. Mukund Rajan Fobind: Global Environmental Policies Oxford University Press 1997
13. Mamta Mokta, S.S. Chauhan, S.K. Mahajan and Simmi Agnhotri, "Challenges in Governance, Anamika Publishers, 2011, New Delhi
14. Singh Gurnax: Law of Consumer Proction, Bharat Law Publications, 1993
15. Aggarwal V.K. Consumer Proction Law & Practice, BLH Publishers Ltd., New Delhi 1993
16. Subbian Adikkalam: Human Rights: Philosophy, Promotion, Protection and Cantt. 2006.
17. Ansari M. R.: Protecting Human Rights, Maxford books, New Delhi, 2006
18. Verma J.S. The Universe of Human Rights, Universal Law Publishing Company, Delhi, 2006

**BA-III Year**

Course: DSE- IB ; (option-1S) Discipline Specific Elective

Code :PUBA305-A

**Course: Public Policy and Administration in India**

Course Code	CODE:PUBA305-A	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5	T-1
Course Type	Core Course/Major	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

Unit	Topic
I	Public Policy Definition, Nature Significance and Types Public Policy Models, Public Policy Process in India: Formulation and Implementation
II	Public policy Making Organs in India: Constitution, Executive Legislative, Judiciary, Political Parties, Pressure Groups, Press and Public Opinion.
III	Concept and Approach of Social Welfare and Social Welfare Policies- Education Policy and Right to Education, Health Policy and National Health Mission, Food Policy and Right to Food Security, Employment Policy ( MGNREGA) Environment Policy.
IV	Citizen and Administration Interface-I Pubic Service Delivery and Redressal of Public Grievances –Citizen and Administration Interface-II RTI, Lokpal, Citizen Charter and E-Governance

### Reading List

1. Charles O. Jones, An Introduction to the Study of Public Administration Policy, California, Books Cale Pub. Co.
2. Charles Wheelan (2011), Introduction to Public Policy, New York, W. W. Norton & Company
3. E. Jacole Charles (1970), Policy and Bureaucracy, U.S, D.Van Nostranad Co
4. Fred M. Froheck (1979), Public Policy, Scope and Logic, London, Prentice-Hall
5. James F. Anderson (1979), Public Policy Making, New York, Preaget
6. Jawaharlal Nehru (1936), An Autobiography, New Delhi, The Bodley Head
7. Manheshwar Prasad (2013) Bureaucratic System and Public Policy in India, New Delhi, Munshiram Manoharlal Publishers
8. Michael Howlett (2011), The Oxford Handbook of Public Policy, New Delhi, Oxford University Press
9. Pardeep Sahni (1987), Public Policy: Conceptual Dimension, Kitab Mahal, Allahabad
10. R.S Ganapathy (1986), Public Policy and Policy Analysis in India, New Delhi, Sage
11. R.V Vaidyanatha Ayyar (2009), Public Policy Making in India, New Delhi, Pearson
12. Shashi Tharoor (2012), Nehru: The Invention of India, New York, Arcade

**BA-III Year**

Code: PUBA306-A

Course: DSE- IB; Option II Discipline Specific Elective

**Course: Financial Administration**

Course Code	CODE:PUBA306-A	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5	T-1
Course Type	Core Course/Major	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

Unit	Topic
I	Public Finance –Meaning and Forms, Financial Administration- Nature, Scope, Importance and Principles, Fiscal Federalism- Principles, Centre-state- Financial Relations, Finance Commission
II	Government Budget- Concept, Features, Types, Principles and Functions, Government Budgeting in India- Preparation, Enactment and Execution, Delegation of Financial Powers and Control over Expenditure, Role of Ministry of Finance
III	Tax Administration In India- Types of Taxes in India( Centre, State and Local) Methods of Taxation, Role of Central Board of Direct Taxes and Central Board of Excise and Customs and GST.
IV	Parliamentary Control over Finance, Parliamentary Committees (PAC, Estimate Committee and CPU) CAG and RBI

**Reading list**

1. Mahajan, Sanjeev Kumar and Anupama Puri Mahajan, 2014, Financial Administration in India, PHI Learning Pvt Ltd, Delhi
2. Laxmikanth K.L., 2011, Public Administration, Tata McGraw Hill Education, 2011
3. Goel S.L., 2002, Public Financial Administration, Deep and Deep Publishers, New Delhi
4. Handa K.L., 2002, Expenditure Control and Zero Based Budgeting, Indian Institute of Finance, New Delhi
5. Hajela A.N., 2010, Public Finance (4<sup>th</sup> Ed), Ane Books, New Delhi
6. Thavaraj, M.J.K., 2003, Financial Administration of India (7<sup>th</sup> Ed) Sultan Chand and Sons, Delhi.
7. Second Administrative Reform Commission, (Fourteenth Report), Strengthening Financial Management System, GoI, New Delhi
8. Pooja Paswan, 2015, Financial Administration of India, Rajat Publications, Delhi



**BA-III Year**

GE-1

Code : GE-1;PUBA307-A

**Course: Constitutional and Administrative Aspects of Himachal Pradesh**

Course Code	CODE-GE:PUBA307-A	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5	T-1
Course Type	Core Course/Major	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern:**

Minor Test	Class Test	Tutorials/Assignments/General Behaviour of students	Attendance	Total Marks
10	05	10	05	30

**Topics:****I. Constitutional History:**

- Emergence of Himachal Pradesh
- Himachal as Chief Commissioner and Part C State.
- Re-organization of H.P. and State re-organization commission
- Himachal Pradesh towards full statehood.

**II. Administrative History:**

- Himachal Pradesh under Chief Commissioner
- Administration of Himachal Pradesh during Union Territory Period.
- Administrative setup of Himachal Pradesh at the time of re-organization.
- Present administrative setup of Himachal Pradesh at state, division, District and Block level.

**III. Local Government in Himachal Pradesh**

- Salient Feature of 73<sup>rd</sup> amendment act.
- Salient Feature of 74<sup>th</sup> amendment act.
- Composition and functions of Gram Panchayat, Panchayat Smiti & Zila Parishad
- Composition and functions of Municipal Corporation & Municipal Council

**IV. Transparency and Accountability of Governance in Himachal Pradesh**

- The Himachal Pradesh Public Services Guarantee act 2011.
- Feature of RTI act 2005 & HP RTI rules 2006

**References**

- Mian Goverdhan Singh : Himachal Pradesh: History, Culture and Economy, Minerva Book House, 1992.
- Dr. Jagmohan Balokhara, The Wonderland Himachal Pradesh – An Encyclopedia, HG Publications, New Delhi, 2017
- Hari Krishan Mitto, Himachal Pradesh, National Book Trust, India, 2001.
- Rama K. Kaushal, Himachal Pradesh: Socio-economic, Geographical & Historical Survey, Reliance Publishing House, 1988
- V. Verma, The Emergence of Himachal Pradesh: A Survey of Constitutional Developments, Indus Publishing, New Delhi, 1995
- M.S. Ahluwalia, History of Himachal, Intellectual Publication House, New Delhi, 1988.
- Economic Survey of Himachal Pradesh, Economic and Statistics Department, 2017-18.
- The Himachal Pradesh Panchayati Raj Act, 1994
- Himachal Pradesh RTI Rules 2006

**Public Administration Syllabus  
BA-III Year**

Code : GE-2;PUBA308-A option (I)

**Course: Disaster Management**

Course Code	CODE:PUBA308-A	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5	T-1
Course Type	Core Course/Major	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

Unit	Topic
I	Disaster- Meaning, Types, Causes of disaster and effects of disaster
II	Classification of Disasters- Hazard, Risk and Vulnerability-Natural and Man Made Disasters- Disaster Profile of India. Organizational structure for Disaster management at National & State Level, Role of NDRF
III	Disaster Management: Act, Policy and Institutional Framework- Disaster Management Cycle with focus of Preparedness. Prevention and mitigation-Disaster Relief and Response-Damage Assessment-Rehabilitation, Reconstruction and Recovery
IV	Relevance of Indigenous Knowledge-Community based Disaster Management-Disaster Management Strategies-Disaster Management Case Studies

**Reading List**

1. Anu Kapur. 2006. Disaster in India: Studies in Grim Reality. Rawat Publications, New Delhi.
2. Anu Kapur. 2010. Vulnerable India: A Geographical Study of Disasters. Sage India, New Delhi.
3. Arulsamy and J. Jeyadevi. 2016. Disaster Management. Neelkamal Publications, New Delhi.
4. Dagus O. 2011. Disaster Management: An appraisal of Institutional Mechanisms in India. KW Publishers Pvt Ltd, New Delhi.
5. David A. McEntire. 2015 (2<sup>nd</sup> Edition). Disaster Response and Recovery: Strategies and Tactics for Resilience. Wiley, New Jersey.
6. M.M.Sulphey. 2016. Disaster Management. PHI Learning, New Delhi.
7. Mrinalini Pandey. 2014. Disaster Management. Wiley.
8. Pardeep Sahni, Alka Dhameja and Uma Medury. 2004. Disaster Mitigation: Experiences and Reflections. PHI, New Delhi.
9. Vinod K.Sharma. 2013 (2<sup>nd</sup> Edition). Disaster Management. Medtech, New Delhi.

**Public Administration Syllabus**  
**BA-III Year**  
 Code :PUBA309-A  
 Course: GE2 option (II) Generic Elective  
**Course: E-Governance**

Course Code	CODE: PUBA309-A	
Credits-6	L (L=Lecture)	T(T=Tutorial)
	L-5	T-1
Course Type	Core Course/Major	

**Term End Examination System:**

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3.00 Hrs

**Continuous Comprehensive Assessment (CCA) Pattern:**

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

Unit	Topic
I	E-Governance-Concept significance & Scope, Pre-conditions for implementing e-governance
II	E-Governance in Government Departments/Institutions/Agencies; Transforming Administrative Culture E-Governance and Good Governance.
III	E-learning, E-commerce, E-health Measures for Effective Implementation of E-Governance Challenges Measures for having effective e-governance
IV	Initiative taken for promoting E-governance in Himachal Pradesh, Challenges of E-Governance in H.P.

**Readings**

1. Giorgio Petroni and Fanie Cloete, New Technologies in Public Administration, 2005
2. Harekrishna Misra, Governance of Rural Information and Communication Technologies Opportunities and Challenges, 2009
3. A.K. Baranwal, Electronic Information Management System and p-Government: A Paradigm Shift from E-Government, 2010
4. M.A. Shareef et. al., E-Government Service Maturity and Development: Cultural, Organisational and Technological Perspectives, 2012
5. E.H. Klijn and Joop Koppenjan, Governance Networks in Public Sector, 2016

## ANNEXURE- II

### Scheme of Examinations

**The broad outline/template/structure of the annual system under CBCS as guidelines ( From 2018-2019 onwards ).**

The annual system under CBCS will start from session 2018-19.

The total credits for the pass course at Under-graduate level is 132 and for Honours courses at Under-graduate level is 148.

Eligibility for admission: Eligibility conditions for the BA shall be same as provided in the Ordinances for annual system.

Lecture Conditions: The lecture conditions shall be as provided in HPU Ordinance 6.2(a) to (d). IA/CCA and Term End examinations will be in consonance with the existing RUSA provisions

This will not be applied in case of ICDEOL students. The percentage of marks obtained in theory examinations shall proportionately be given to the students of ICDEOL for CCA/IA component as is being done at present.

CCA Scheme- Students enrolled for the Academic session 2018 -19 onwards CCA will account 30% of the total marks i.e. 100, that a student will get in a course. The breakup of 30% i.e. 30 marks is given

- i. **5 marks for attendance.**
- ii. **5 marks for class test to be taken on completion of 40% syllabus by the class teacher.**
- iii. **10 marks for house test to be taken on completion of 75% of syllabus.**
- iv. **10 marks for assignment, tutorials, general behavior of student.**

#### Continuous Comprehensive Assessment (CCA) Pattern:

Attendance	Class Test	House Test	Assignments, Tutorials and General Behaviour of students	Total Marks
05	05	10	10	30

**(A)\* Mode of conducting class Test (5 Marks).** class Test will be conducted after the completion of 40 % syllabus .

Time allowed for conducting class Test will be of 1 hrs.

Two questions of about 500 words carrying 2.5 marks each

**(A)\* Mode of conducting House Test (10 Marks).** House Test will be conducted after the completion of 70 % syllabus .

Time allowed for conducting House Test will be of 1.45 hours

Three types of questions will be set in House Test :-

(1) Very short question answers to be answered in 10-15 words each of 1/2marks each = 2.5 marks.

(2) Two questions of short answer type in about 150 words each of 1/2 marks = 2.5 marks

(3) One question of about 500 words, carrying 5 marks = 5 marks

**Marks (House Test) = (2.5+2.5 +5) = 10 marks**

Total of House Test = 10

**Note Paper setting scheme for Annual Examinationa (70 marks):****Instructions**

A. For Paper setters : The question paper shall consist of five sections A section is compulsory & will cover the whole syllabus Section B from ( Unit I ) Section C from ( Unit II ) Section D from ( Unit III ) & Section E from ( Unit IV )

Section A ( Compulsory ) will consist of two parts

- (i) Part I shall consist of 8 very short answer type out of which students may be asked to attempt 5 questions of two marks each to be answered in 25-30 words (  $5 \times 2 = 10$  marks )
- (ii) Part II shall consist of 6 short type answer type questions out of which students may be asked to attempt 4 questions of 5 marks each to be answered in 150- 250 words (  $4 \times 5 = 20$  marks ).

Section B,C, D & E shall have two questions each from the any four units and subunits of the syllabus & each question will carry 10 marks each (  $10 \times 4 = 40$  marks student has to attempt one question from each section

Total marks ( A + B + C + E ) =  $30 + 10 + 10 + 10 + 10 = 70$

**B . For candidates :** Candidates are required to attempt five questions in all selecting one questions from each of the section B,C,D and E of the question paper and 5 th questions from Part I & Part II of the section A

**Brief outline**

Section	Part	No. of Questions	Syllabus coverage	Nature of Q. & Answers	Question to be attempted	Marks	Max. Marks
A	1	8	Complete	Very short answer (15-20 words )	5	2each	10
	2	6	Complete	Short essay type 100-150 words	4	5each	20
B	-	2	Unit-I	About 500 words	1	10	10
C	-	2	Unit-II	-do-	1	10	10
D	-	2	Unit-III	-do-	1	10	10
E	-	2	Unit-IV	-do-	1	10	10
Total							70

The minimum passing marks will be 40% in aggregate. However, 35% each in Internal Assessment and Final Examinations will be compulsory.

A candidate failing in either one or two subjects/papers will be given compartment in that subject/papers and will be eligible for promotion to the next class. He/She will appear in the subject/paper in which he/she got the compartment. He/She will have two chance (one at the supplementary stage and one at the annual stage), available to him to clear his/her compartment in subjects/papers. He/She will not be awarded the degree until he/she clears all his/her courses within five years from the date of his/her

admission to a particular course. A candidate failing in three or more subjects/papers will be treated as fail in that year and has to repeat the entire year.

The successful candidates will be classified on the combined results of the Part-I, II, III examinations as follows:

**First Division: 60% marks or more in the aggregate**

**Second Division: 50% marks but less than 60%**

**Third Division Less than 50%**

The result shall be declared as per the present practice on absolute grading.

The grace marks under the annual system will be allowed as per provisions of the Ordinances for annual system.

**Re-evaluation:** Re-evaluations shall be applicable as per provisions of H.P. University Ordinance for annual system.

The students shall be required to complete the degree within 5 years.

Final examinations shall be held in the month March/April every year and the supplementary examinations shall be held in the month of September/October every year.