



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A' GRADE' UNIVERSITY)
(Baba Sahib Ambedkar Road, Jammu-180006 (J&K))

Academic Section

Email: academicsectionju14@gmail.com

NOTIFICATION (24/May/Adp./19)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the Syllabi and Courses of Studies of the subject of **Public Administration** of Semester Vth, VIth, VIIth and VIIIth for **Four Year Under Graduate Programme (FYUGP)** as per NEP-2020 (as given in the annexure) for the examinations to be held in the years as per the details given below:

Subject	Semester	For the examinations to be held in the year
Public Administration	Semester- V	Dec. 2024, 2025 and 2026
	Semester-VI	May 2025, 2026 and 2027
	Semester-VII	Dec. 2025, 2026 and 2027
	Semester- VIII	May 2026, 2027 and 2028

The Syllabi of the courses is also available on the University website: www.jammuuniversity.ac.in.

Sd/-
DEAN ACADEMIC AFFAIRS

No. F. Acd/II/24/ 2344/2450

Dated: 24/5/2024

Copy for information and necessary action to:

1. Dean, Faculty of Social Science
2. HOD/Convener, Board of Studies in **Public Administration**
3. Sr. P.A.to the Controller of Examinations
4. All members of the Board of Studies
5. Confidential Assistant to the Controller of Examinations
6. I/C Director, Computer Centre, University of Jammu
7. Deputy Registrar/Asst. Registrar (Conf. /Exams. UG)
8. Incharge, University Website for Uploading of the notification

Sumitasharma
Deputy Registrar (Academic)
14/5/24
14/5/24
14/5/24

**Department of Political Science
University of Jammu**

**Course Scheme of Syllabus
Bachelor of Public Administration
FYUGP (General/Honours/Honours with Research) under CBCS
(As per the Guidelines of National Education Policy-2020)**

Semester-V

S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					End Sem. Exam.	Mid Sem. Test	Tutorial I	Total
1	Major	UMJPAT-501	Rural Local Governance in India	4 (3TH+1T)	60	15	25	100
2	Major	UMJPAT-502	Social Audit	4 (3TH+1T)	60	15	25	100
3	Major	UMJPAT-503	Administrative Ethics in Governance	4 (3TH+1T)	60	15	25	100
4	Major	UMJPAT-504	Management of NGOs	2	40	-	10	50
5	Minor	UMIPAT-505	Understanding Rural Local Governance in India	4 (3TH+1T)	60	15	25	100
6	SEC	USEPAI-506	Summer Internship	2			-	50

Semester-VI

S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					End Sem. Exam.	Mid Sem. Test	Tutorial	Total
1	Major	UMJPAT-601	Structure and functioning of Indian Polity	4 (3TH+1T)	60	15	25	100
2	Major	UMJPAT-602	Administrative Law	4 (3TH+1T)	60	15	25	100
3	Major	UMJPAT-603	Urban Local Governance in India	4 (3TH+1T)	60	15	25	100
4	Major	UMJPAT-604	Restructuring Governance in India	4 (3TH+1T)	60	15	25	100
5	Minor	UMIPAT-605	Understanding Structure and Functioning of Indian Polity	4 (3TH+1T)	60	15	25	100

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Semester 308
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Semester-VII

S. No	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					End Sem. Exam.	Mid Sem. Test	Tutorial	Total
1	Major	UMJPAT-701	Citizen Centric Governance	4 (3TH+1T)	60	15	25	100
2	Major	UMJPAT-702	Public Policy and Governance in India	4 (3TH+1T)	60	15	25	100
3	Major	UMJPAT-703	Digital Governance	4 (3TH+1T)	60	15	25	100
4	Major	UMJPAT-704	Human Resource Management	4 (3TH+1T)	60	15	25	100
5	Minor	UMIPAT-705	Understanding Citizen Centric Governance	4 (3TH+1T)	60	15	25	100

Scheme-1: Semester-VIII FYUGP (Honours)

S. No	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					End Sem. Exam.	Mid Sem. Test	Tutorial	Total
1	Major	UMJPAT-801	Research Methods in Public Administration	4 (3TH+1T)	60	15	25	100
2	Major	UMJPAT-802	International and Regional Organizations	4 (3TH+1T)	60	15	25	100
3	Major	UMJPAT-803	Disaster Management	4 (3TH+1T)	60	15	25	100
4	Major	UMJPAT-804	Regulatory Governance	4 (3TH+1T)	60	15	25	100
5	Minor	UMIPAT-805	Understanding International and Regional Organizations	4 (3TH+1T)	60	15	25	100

Scheme-II: Semester-VIII FYUGP (Honours with Research)

S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					End Sem. Exam.	Mid Sem. Test	Tutorial	Total
1	Major	UMJPAT-806	Research Methods in Public Administration	4	60	15	25	100
2	Minor	UMIPAT-807	Understanding International and Regional Organizations	4	60	15	25	100
3	SEC	USEPAP-808	Dissertation	12	-	-	-	300

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)
Major Course Code: UMJPAT-501
Course Title: Rural Local Governance in India

Duration of Exam: 3 hrs. Contact Hours: 60 Total Marks: 100
Credits: 4 (3+1) Mid Sem. Test: 15 Tutorial: 25 (15+10) End Sem. Exam: 60

Objectives and Learning Outcomes: The syllabus aims to provide students with a comprehensive understanding of the historical evolution, constitutional provisions, and functioning of Panchayati Raj Institutions (PRIs). By studying the structure, dynamics, and contemporary challenges faced by PRIs, learners will gain insights into effective governance at the grassroots level. The learning outcomes include the ability to analyse the role of PRIs, assess fiscal decentralization, and propose reforms for efficient administration and community development. Students will also develop critical thinking skills to address real-world challenges in rural governance.

Unit 1: Evolution of Rural Local Governance

- 1.1: Historical Context and Evolution of Rural Governance
- 1.2: Community Development Programme
- 1.3: Constitutional Provisions for Panchayati Raj Institutions
- 1.4: Committees and Commissions on Panchayati Raj: Balwant Rai Mehta Committee, Ashok Mehta Committee, G. V. K. Rao Committee and L. M. Singhvi Committee

Unit 2: Structure and Functioning of PRIs

- 2.1: The 73rd Constitutional Amendment Act: A Paradigm Shift
- 2.2: Gram Sabha: Composition, Functions and Role
- 2.3: Gram Panchayat: Composition, Functions and Role
- 2.4: Panchayat Samiti and Zila Parishad; Composition, Functions and Role

Unit 3: Institutional Dynamics of PRIs

- 3.1: District Rural Development Agency: Structure, Role and Functions
- 3.2: District Planning Committee: Role and Functions
- 3.3: Electoral Processes and State Election Commissions
- 3.4: Fiscal Devolution and State Finance Commission

Unit 4: Contemporary Challenges and Reforms

- 4.1: Financial Challenges of PRIs
- 4.2: Social, Political and Administrative Challenges
- 4.3: Activity Mapping: Aligning Functions with Finances
- 4.4: Administrative Reforms and Capacity Building in PRIs

 08/09/2024

Department of Public Administration
University of Mumbai

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)
Major Course Code: UMJPAT-501 (Rural Local Governance in India)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Agarwal, Amba (2005) Fiscal Decentralization: Financing of Panchayati Raj Institutions in India. Serial Publications: New Delhi
- Baluchamy, S (2004) Panchayati Raj Institutions. Mittal Publications: New Delhi
- Biju, M R (2008) Panchayati Raj System in India: A Symbol of Participatory Democracy and Decentralized Development. Kaniska Publication: New Delhi
- Carrasco, B., Rahemtulla, H. A., & Rohdewohld, R. (Eds.). (2022). Decentralization, local governance, and localizing the sustainable development goals in Asia and the Pacific. Taylor & Francis, London, UK.
- Dharmaraj, Sengmalam (2008) Panchayati Raj System in India. Abhijeet Publications: New Delhi
- Dube, M P and Padalia, Munni (Eds.) (2002) Democratic Decentralization and Panchayati Raj in India. Anamika Publishers: New Delhi
- Hochgesang, Thomas W (1994) Rural Local Self-Government in India. NIRD: Hyderabad
- Jayal, Niraja Gopal; Prakash, Amit and Sharma, Pradeep Kumar (2007) Local Governance in India – Decentralisation and Beyond, Oxford University Press: New Delhi
- Khanna, B S (1992) Rural Development in South Asia. Deep and Deep: New Delhi
- Kumar Vaddiraju, A. (2020). Urban Governance and Local Democracy in South India. Taylor & Francis: India:
- Maheshwari, S R (2003) Local Government in India. Lakshmi Narain Agarwal: Agra
- Maheshwari, Shriram (2008) Local Government in India, Lakshmi Narain Agarwal: Agra
- Malik, A S (2012) Rural Leadership: Emerging Trends. Deep & Deep Publications: New Delhi
- Mathew, George (1994) Panchayati Raj in India: From Legislation to Movement. ISS: New Delhi

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)
Major Course Code: UMJPAT-501 (Rural Local Governance in India)

- Mathew, George (Ed.) (2000) Status of Panchayati Raj in States and Union Territories of India 2000. Institute of Social Sciences: New Delhi
- Mathew, George and Jain L C (Eds.) (2005) Decentralization and Local Governance. Orient Blackswan: New Delhi
- Mathur, Kuldeep (2013) Oxford India Short Introductions: Panchayati Raj. Oxford: New Delhi
- Mathur, S N (1986) Panchayati Raj Bureaucracy and Rural Development. IIPA: New Delhi
- Mathur, S N (1996) New Panchayati Raj in Action. Mittal Publications: New Delhi
- Mathur, S N (1997) Nyaya Panchayats as Instruments of Justice. ISS : New Delhi
- Moolakkattu, John S and Jos Chathukulam(2022)Challenges to Local Governance in the Pandemic Era: Perspectives from South Asia and Beyond. Cambridge Scholars Publishing:United Kingdom.
- Narwani, G S and Joshi, R P (2002) Panchayat Raaj in India: Emerging Trends Across the States. Rawat Publications: Jaipur
- Oakley, P (1991) Projects with People: The Practice of Participation in Rural Development. ILO: Geneva
- Oakley, Peter and Marsden, David (1984) Approaches to Participation in Rural Development. ILO: Geneva
- Oommen, M A and Datta, A (1995) Panchayats and their Finance. Institute of Social Sciences: New Delhi
- Panwar, T. S., Mehta, S., Kumar, A., & Mehta, A. (2022). The state of local governance: A compendium of deliberations. IMPRI Impact and Policy Research Institute, New Delhi, India.
- Rajasekhar, D. (Ed.). (2021). Handbook of decentralised governance and development in India. Taylor & Francis, London, UK.
- Ram, D Sundar (2007) Panchayati Raj Reforms in India: Power to the People at the Grassroots. Kanishka Publishers: New Delhi
- Ram, D Sundar (2008) Role of Panchayati Raj Institutions in 60 Years of Independent India: Vision of the Future. Academy of Grassroot Studies and Research: Tirupati
- Ramulu, Ch. Bala (1984) Administration on Anti-Poverty Programme (A study of SFDA). Kakatiya School of Public Administration: Warangal
- Ramulu, Ch. Bala (2018) Marginalized Communities and Decentralized Institutions in India- Exclusion and Inclusion Perspective. Routledge, Taylor & Francis: London, UK
- Silva, Carlos Nunes Silva(2020)Contemporary Trends in Local Governance: Reform, Cooperation and Citizen Participation. Springer International Publishing: Germany
- Sisodia, Yatinder Singh (2005) Functioning of Panchayat Raj System. Rawat Publications: Jaipur
- Sisodia, Yatinder Singh; Bhatt, Ashish; and Dalapati, Tapas Kumar (Eds.) (2018) Two Decades of Panchayati Raj in India: Experiences, Issues, Challenges and Opportunities. Rawat Publications: Jaipur
- Vaddiraju, A. K. (2023). Urban governance and local democracy in South India. Taylor & Francis, London, UK.
- Venkatesan, Venkatachalam (2002) Institutionalizing Panchayati Raj in India. Concept Publishing: New Delhi

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)
Major Course Code: UMJPAT-502
Course Title: Social Audit

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks:100

Credits: 4 (3+1)

Mid Sem. Test: 15

Tutorial: 25 (15+10)

End Sem. Exam: 60

Objectives and Learning Outcomes: The syllabus aims to provide students with a comprehensive understanding of the concept, methodologies, and advantages of social audit. By studying the historical development, planning, execution, and case studies, learners will gain insights into effective stakeholder engagement, data collection, and reporting in social audit practices. The learning outcomes include the ability to analyse social audit data, assess its impact, and contribute to transparent and accountable governance.

Unit 1: Fundamentals of Social Audit

- 1.1: Social Audit: Concept, Purpose, and Scope
- 1.2: Historical Development of Social Audit Practices
- 1.3: Principles and Methodologies of Social Audit
- 1.4: Advantages and Disadvantages of Social Audit

Unit 2: Planning and Preparation for Social Audit

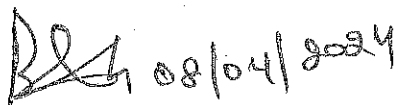
- 2.1: Identifying and Engaging Stakeholders
- 2.2: Designing Social Audit Tools and Techniques
- 2.3: Resource Allocation and Training for Social Audit
- 2.4: Setting Objectives and Outcomes for Social Audit

Unit 3: Execution of Social Audit

- 3.1: Data Collection and Evidence Gathering
- 3.2: Analysis and Interpretation of Social Audit Data
- 3.3: Community Engagement and Feedback Mechanisms
- 3.4: Reporting, Documentation, and Action taken in Social Audit

Unit 4: Social Audit in India

- 4.1: Overview of Social Audit in India
- 4.2: Mahatma Gandhi National Rural Employment Guarantee Audit of Scheme Rules, 2011
- 4.3: Role and Functioning of Social Audit Units
- 4.4: Case Studies: Implementing Social Audit Rules in Indian States, Dungarpur, Rajasthan; Anantapur, Andhra Pradesh


08/04/2024

Secretary
Department of Public Administration
University of Jammu
Jammu

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)
Major Course Code: UMJPAT-502 (Social Audit)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Aggarwal, Nomita (Ed.) (2003) Social Auditing of Environmental Laws in India. New Century Publications: New Delhi
- Andrews, Matt. (2010) "Good Government Means Different Things in Different Countries." Governance: An International Journal of Policy, Administration, and Institutions 23:1:7-35.
- Bevir, Mark, ed. (2010) The Sage Handbook of Governance. Thousand Oaks, CA: Sage Publications.
- Blokdyk, G. (2018). Social Audit a Complete Guide. (n.p.): Emereo Pty Limited.
- Chadda, I. (2023). Social sector development and inclusive growth in India. Emerald Publishing Limited, Bingley, UK.
- Eavani, Farzad; Nazari, Kamran and Emami, Mostafa (2012) Social Audit: From Theory to Practice. Journal of Applied Sciences Research, 8(2), Pp. 1174-1179
- Mehta, B. K., & Anamikal, K. (2022). Auditing. SBPD Publications, Agra, India.
- Mohanty, B. B., & Anuradhia, K. (Eds.). (2021). Social audit: Accountability and transparency. Mittal Publications, New Delhi, India.
- Rahim, Mia Mahmudur and Samuel O. Idowu (2016) Social Audit Regulation: Development, Challenges and Opportunities. Springer International Publishing: United States
- Rahim, Mia; Mahmudur, Idowu and Samuel, O (2015) Social Audit Regulation Development, Challenges and Opportunities. Springer: Switzerland
- Saunders, Peter (1995) Capitalism: A Social Audit (Concept in Social Thought) University of Minnesota Press: Minnesota
- Veeraraghavan, R. (2021). Patching development: Information politics and social change in India. Oxford University Press, New York, NY.

RS 08/04/2024

Convener
Department of Public Administration
University of Jammu
Jammu

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)
Major Course Code: UMJPAT-502 (Social Audit)

Web Resources:

Brief History of Social Accounting and Audit - The Social Audit Network
www.socialauditnetwork.org.uk/getting.../brief-history-social-accounting-and-audit/
Food and Agricultural Organisation (FAO): Training Module on Social Audit
<http://www.fao.org/docrep/>
Social Audit Toolkit - Centre for Good Governance
<https://cgg.gov.in/core/uploads/2017/07/Social-Audit-Toolkit-Final.pdf>
UNESCO (2007). Social Audits for Strengthening Accountability: Building Blocks for
Human Rights Based Programming; Practice Note <http://unesdoc.unesco.org/images>
Village Resource Persons Training Manual for Social Audit of ... - Nrega
nrega.nic.in/Netnrega/WriteReaddata/Circulars/VRP_TrainingManual.pdf

RS 08/4/2024

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)
Major Course Code: UMJPAT-503
Course Title: Administrative Ethics in Governance

Duration of Exam: 3 hrs. **Contact Hours: 60** **Total Marks: 100**
Credits: 4 (3+1) **Mid Sem. Test: 15** **Tutorial: 25 (15+10)** **End Sem. Exam: 60**

Objectives and Learning Outcomes: The objectives of this syllabus are to provide students with a comprehensive understanding of ethical principles, their application in society, and their relevance in public life. By studying foundational concepts, historical teachings, and contemporary issues, learners will gain insights into decision-making, moral dilemmas, and anti-corruption measures. The learning outcomes include the ability to analyse ethical challenges, evaluate governance practices, and contribute to a more accountable and just society.

Unit 1: Foundations of Ethics

- 1.1: Ethics: Meaning and Significance
- 1.2: Key concepts: Rights and Duties
- 1.3: Kautilya's Teachings on Character Building and Anti-Corruption; Mahatma Gandhi on Satyagraha and Truth
- 1.4: Western Philosophical Contributions: Socrates and Kant

Unit 2: Ethics in Public Life


- 2.1: Civil Service Ethics: Neutrality and Anonymity
- 2.2: Ethical Governance: Values and Principles
- 2.3: Codes of Ethics and Conduct in Civil Services
- 2.4: Ethical Decision-Making in Governance

Unit 3: Probity and Anti-Corruption Measures

- 3.1: Understanding Corruption: Causes and Impact
- 3.2: Remedial Measures to prevent Corruption
- 3.3: Institutional Framework: CVC and CBI
- 3.4: Ombudsman System: Lokpal, and Lokayukta

Unit 4: Ethical Issues and Society

- 4.1: Ethical Issues: Inequality and Human Rights
- 4.2: Issues of Abortion, Foeticide, and Suicide
- 4.3: Environmental Ethics: Issue of Environment Degradation
- 4.4: Capital Punishment and Moral Dilemmas

 08/04/21

Dr. J. S. G. S.
Department of Public Administration
University of Hyderabad
Gachibowli
Telangana

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)
Major Course Code: UMJPAT-503 (Administrative Ethics in Governance)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Arora, R K (2008) Ethics in Governance: Innovations Issues and Instrumentalities. Rawat: Jaipur
- Arora, Ramesh K (Ed.) (2014) Ethics, Integrity and Values in Public Service. New Age International: New Delhi
- Bhargava, R (2006) Politics and Ethics of the Indian Constitution. Oxford University Press: New Delhi
- Chakraborty, Bidyut (2016) Ethics in Governance in India. Routledge: New Delhi
- Chaturvedi, T N (Ed.) (1996) Ethics in Public Life. IIPA: New Delhi
- Gandhi, Mahatma (2009) Hind Swaraj. Rajpal & Sons: Delhi
- Godbole, M (2003) Public Accountability and Transparency: The Imperatives of Good Governance. Orient Longman: New Delhi
- Hooja, R (2008) Corruption, Ethics and Accountability: Essays by an Administrator. IIPA: New Delhi
- Mathur, B P (2014) Ethics for Governance: Reinventing Public Services. Routledge Taylor and Francis Group: New Delhi
- Mishra, T.K., Aggarwal, S.P. and Tiwary, Bipin (2021). Ethics in Governance. K.K. Publications: New Delhi
- Motilal, S., Maitra, K., Prajapati, P. (2022). The Ethics of Governance: Moral Limits of Policy Decisions. Springer Nature Singapore: Singapore
- Rangarajan, L N (Ed.) (1987) The Arthashastra. Penguin Books: New Delhi
- Sawshilya, A (2012) Ethics and Governance. Pearson Education: New Delhi
- Second Administrative Reforms Commission (2007) Ethics in Governance. Government of India: New Delhi
- Sheeran, P J (2006) Ethics in Public Administration – A Philosophical Approach. Rawat: Jaipur

Public Administration (FYUGP under CBCS as Per NEP-2020)

Semester-V (Session December 2024, 2025 & 2026)

Major Course Code: UMJPAT-504

Course Title: Management of NGOs

Duration of Exam: 2^{1/2} hrs.

Contact Hours: 30

Total Marks: 50

Credits: 2

Mid Sem. Test: 10

End Sem. Exam: 40

Objectives and Learning Outcomes: This course aims to provide a comprehensive understanding of non-governmental organizations (NGOs), covering their concept, rationale, scope, national policy on the voluntary sector, and NGO-government interface in India. It also explores organizational forms, governance structures, funding mechanisms, governance, and accountability issues within NGOs, including project proposal development for welfare and development initiatives. Additionally, the course delves into partnerships and legal frameworks involving NGOs, including government and private sector partnerships, sources of NGO funding, eligibility criteria, procedures, and legal and regulatory frameworks, especially regarding foreign contributions. Through these topics, learners gain a thorough understanding of NGO operations, governance, accountability, and legal aspects, preparing them for effective engagement in the non-profit sector.

Unit-1 Understanding NGOs

- 1.1: Non-Governmental Organisations (NGOs): Concept, Rationale, and Scope
- 1.2: National Policy on the Voluntary Sector 2007 and NGO-Government Interface in India
- 1.3: Governance Structures, and Funding of NGOs

Unit-2 Governance and Accountability in NGOs

- 2.1: Governance Issues, Capacity Building, Autonomy, and Ethics in NGOs
- 2.2: Accountability of NGOs: Rationale, Mechanisms, and Challenges
- 2.3: Project Proposal Development: Welfare/Development Initiatives, Monitoring, and Evaluation

Unit-3: Partnerships and Legal Framework

- 3.1: NGO-Government and NGO-Private Sector Partnerships: Rationale and Practice
- 3.2: Sources of NGO Funding: Government and Foreign Grants, Eligibility, and Procedures
- 3.3: Legal and Regulatory Frameworks of NGOs

Handwritten signature and date: 08/04/2024

Dr. B.S.
Department of Political Science
University of Jammu
Jammu

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)
Major Course Code: UMJPAT-504
Course Title: Management of NGOs

Note for Paper Setter

Mid Semester Test: The Mid Semester Test question paper will consist of six short answer type questions set from the first one and half unit. The candidates are required to attempt any four questions. The upper limit for the answer of each question will be 200-250 words and each question carries 2 ½ marks. The time duration for the Mid Semester Test is 1 ½ hours.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 2 ½ marks. Section-B shall consist of six long answer type questions at least carrying two questions from each unit. The candidates are required to attempt three questions by selecting one question from each unit. The upper limit for the answer of each question will be 600-650 words and each question carries 10 marks. The time duration for the End Semester Exam is 2 ½ hours.

Suggested Readings:

- Analoui, F., Kazi, S. (2021). Managing NGOs in the Developing World: Insights from HIV/AIDS Crisis Response. Emerald Publishing Limited: United Kingdom
- Bava, N (Ed.) (1997) Non-Government Organisations in Development: Theory and Practice. Kanishka Publishers: New Delhi
- Chandra, Suresh (2015) Non-Government Organisations. Rawat: Jaipur
- Chatterjee, A (1998) NGOs: An Alternative Democracy in HiranmayKarlekar Independent India: The First Fifty Years. Indian Council for Cultural Relations and Oxford University Press: New Delhi
- Dantwala, M L; Sethi, Harsh and Pravin Visaria (Eds.) (1998) Social Change Through Voluntary Action. Sage Publications: New Delhi
- Government of India (2007) Report of the Steering Committee on Voluntary Sector for the Eleventh Five-Year Plan. Planning Commission: New Delhi
- Handy, C (1990) Understanding Voluntary Organizations – How to make them Function Effectively? Penguin Books: London
- Jain, N (2009) Handbook for NGOs: An Encyclopaedia for Non-Governmental Organisations and Voluntary Agencies, (I & II). Nabhi Publications: New Delhi
- Jain, R B (1995) NGOs in Development Perspective. Vivek Prakashan: New Delhi
- Kalima, R. (1992). Where Women are Leaders: The Sewa Movement in India. Vistaar Publications: New Delhi
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Forwarded to
Department of Political Science
University of Jammu
Jammu

Public Administration (FYUGP as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)
Minor Course Code: UMIPAT-505
Course Title: Understanding Rural Local Governance in India

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1)

Mid Sem. Test: 15

Tutorial: 25 (15+10)

End Sem. Exam: 60

Objectives and Learning Outcomes: The syllabus aims to provide students with a comprehensive understanding of the historical evolution, constitutional provisions, and functioning of Panchayati Raj Institutions (PRIs). By studying the structure, dynamics, and contemporary challenges faced by PRIs, learners will gain insights into effective governance at the grassroots level. The learning outcomes include the ability to analyse the role of PRIs, assess fiscal decentralization, and propose reforms for efficient administration and community development. Students will also develop critical thinking skills to address real-world challenges in rural governance.

Unit 1: Evolution of Rural Local Governance

1.1: Historical Context and Evolution of Rural Governance

1.2: Community Development Programme

1.3: Constitutional Provisions for Panchayati Raj Institutions

1.4: Committees and Commissions on Panchayati Raj: Balwant Rai Mehta Committee, Ashok Mehta Committee, G. V. K. Rao Committee and L. M. Singhvi Committee

Unit 2: Structure and Functioning of PRIs

2.1: The 73rd Constitutional Amendment Act: A Paradigm Shift

2.2: Gram Sabha: Composition, Functions and Role

2.3: Gram Panchayat: Composition, Functions and Role

2.4: Panchayat Samiti and Zila Parishad; Composition, Functions and Role

Unit 3: Institutional Dynamics of PRIs

3.1: District Rural Development Agency: Structure, Role and Functions

3.2: District Planning Committee: Role and Functions

3.3: Electoral Processes and State Election Commissions

3.4: Fiscal Devolution and State Finance Commission

Unit 4: Contemporary Challenges and Reforms

4.1: Financial Challenges of PRIs

4.2: Social, Political and Administrative Challenges

4.3: Activity Mapping: Aligning Functions with Finances

4.4: Administrative Reforms and Capacity Building in PRIs

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)
Minor Course Code: UMIPAT-505 (Understanding Rural Local Governance in India)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Agarwal, Amba (2005) Fiscal Decentralization: Financing of Panchayati Raj Institutions in India. Serial Publications: New Delhi
- Baluchamy, S (2004) Panchayati Raj Institutions. Mittal Publications: New Delhi
- Biju, M R (2008) Panchayati Raj System in India: A Symbol of Participatory Democracy and Decentralized Development. Kaniska Publication: New Delhi
- Carrasco, B., Rahemtulla, H. A., & Rohdewohld, R. (Eds.). (2022). Decentralization, local governance, and localizing the sustainable development goals in Asia and the Pacific. Taylor & Francis, London, UK.
- Dharmaraj, Sengmalam (2008) Panchayati Raj System in India. Abhijeet Publications: New Delhi
- Dube, M P and Padalia, Munni (Eds.) (2002) Democratic Decentralization and Panchayati Raj in India. Anamika Publishers: New Delhi
- Hochgesang, Thomas W (1994) Rural Local Self-Government in India. NIRD: Hyderabad
- Jayal, Niraja Gopal; Prakash, Amit and Sharma, Pradeep Kumar (2007) Local Governance in India – Decentralisation and Beyond, Oxford University Press: New Delhi
- Khanna, B S (1992) Rural Development in South Asia. Deep and Deep: New Delhi
- Kumar Vaddiraju, A. (2020). Urban Governance and Local Democracy in South India. Taylor & Francis: India:
- Maheshwari, S R (2003) Local Government in India. Lakshmi Narain Agarwal: Agra
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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)

Minor Course Code: UMIPAT-505 (Understanding Rural Local Governance in India)

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- Mathew, George (Ed.) (2000) Status of Panchayati Raj in States and Union Territories of India 2000. Institute of Social Sciences: New Delhi
- Mathew, George and Jain L C (Eds.) (2005) Decentralization and Local Governance. Orient Blackswan: New Delhi
- Mathur, Kuldeep (2013) Oxford India Short Introductions: Panchayati Raj. Oxford: New Delhi
- Mathur, S N (1986) Panchayati Raj Bureaucracy and Rural Development. IIPA: New Delhi
- Mathur, S N (1996) New Panchayati Raj in Action. Mittal Publications: New Delhi
- Mathur, S N (1997) Nyaya Panchayats as Instruments of Justice. ISS : New Delhi
- Moolakkattu, John S and Jos Chathukulam(2022)Challenges to Local Governance in the Pandemic Era: Perspectives from South Asia and Beyond. Cambridge Scholars Publishing:United Kingdom.
- Narwani, G S and Joshi, R P (2002) Panchayat Raaj in India: Emerging Trends Across the States. Rawat Publications: Jaipur
- Oakley, P (1991) Projects with People: The Practice of Participation in Rural Development. ILO: Geneva
- Oakley, Peter and Marsden, David (1984) Approaches to Participation in Rural Development. ILO: Geneva
- Oommen, M A and Datta, A (1995) Panchayats and their Finance. Institute of Social Sciences: New Delhi
- Panwar, T. S., Mehta, S., Kumar, A., & Mehta, A. (2022). The state of local governance: A compendium of deliberations. IMPRI Impact and Policy Research Institute, New Delhi, India.
- Rajasekhar, D. (Ed.). (2021). Handbook of decentralised governance and development in India. Taylor & Francis, London, UK.
- Ram, D Sundar (2007) Panchayati Raj Reforms in India: Power to the People at the Grassroots. Kanishka Publishers: New Delhi
- Ram, D Sundar (2008) Role of Panchayati Raj Institutions in 60 Years of Independent India: Vision of the Future. Academy of Grassroot Studies and Research: Tirupati
- Ramulu, Ch. Bala (1984) Administration on Anti-Poverty Programme (A study of SFDA). Kakatiya School of Public Administration: Warangal
- Ramulu, Ch. Bala (2018) Marginalized Communities and Decentralized Institutions in India- Exclusion and Inclusion Perspective. Routledge, Taylor & Francis: London, UK
- Silva, Carlos Nunes Silva(2020)Contemporary Trends in Local Governance: Reform, Cooperation and Citizen Participation. Springer International Publishing: Germany
- Sisodia, Yatinder Singh (2005) Functioning of Panchayat Raj System. Rawat Publications: Jaipur
- Sisodia, Yatinder Singh; Bhatt, Ashish; and Dalapati, Tapas Kumar (Eds.) (2018) Two Decades of Panchayati Raj in India: Experiences, Issues, Challenges and Opportunities. Rawat Publications: Jaipur
- Vaddiraju, A. K. (2023). Urban governance and local democracy in South India. Taylor & Francis, London, UK.
- Venkatesan, Venkatachalam (2002) Institutionalizing Panchayati Raj in India. Concept Publishing: New Delhi

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-V (Session December 2024, 2025 & 2026)
Skill Course Code: USEPAI-506
Course Title: Internship Programme

Credits: 2

Maximum Marks: 50

Practical: 50 Marks

Course Outcome:

The programme will help the students to:

- apply knowledge of Public Administration to their field experience.
- Critically understand and interpret hard administrative realities.
- Develop skills, techniques and professional competencies.
- Actively engage with the practical side of learning and, as a by-product, further improvement in the employability.
- Explore the administrative issues in the society so that the theoretical learning can be supplemented by actual life experiences to generate solutions to the real-life problems.

It shall be a short-time internship of 15 days duration for job/professional training in a suitable organization or hands on training or activity-based course at college level in order to gain work experience.

0Internship Programme is compulsory for every student of the fifth semester. For Internship, the students can visit the Civil Secretariat, Cabinet Secretariat, Ministries and Departments to gather the first hand experience about their functioning. They can also visit the Office of Divisional Commissioners, District Collector, Sub-divisional Magistrate, Tehsildar, Urban Local Bodies, Panchayati Raj Institutions to acquire practical knowledge about their functioning.

The internship shall be under a college teacher who will be designated as internship supervisor. After completion of summer internship students will have to produce a report related to the work carried out.

SCHEME OF EXAMINATION/ASSESSMENT:

Each student is required to undergo 02 credits of Internship comprising 50 marks. The designated Internship Supervisor will monitor the progress and evaluate student's internship course at the end of the semester on the basis of Internship Report/ Seminar presentation/Viva Voce. Students will submit internship report signed by internship supervisor and college Principal. The internship report will be evaluated internally by a board of examiners set up by the Principal of the college.

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USEPAI-506
Department of Political Science
University of Jammu
Jammu

Public Administration (FYUGP under CBCS as Per NEP-2020)

Semester-VI (Session May 2025, 2026 & 2027)

Major Course Code: UMJPAT-601

Course Title: Structure and Functioning of Indian Polity

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1)

Mid Sem. Test: 15

Tutorial: 25 (15+10)

End Sem. Exam: 60

Objectives and Learning Outcomes: The objectives of this syllabus on Constitutional Framework and Governance are to provide students with a comprehensive understanding of the constitutional framework, government structure, rights, duties, and legislative processes in India. By studying historical context, principles, and administrative procedures, learners will gain insights into democratic governance, constitutional values, and the role of key institutions. The learning outcomes include the ability to analyse legislative processes, evaluate emergency provisions, and contribute to informed civic participation.

Unit 1: Constitutional Framework

1.1: Historical Background and the Making of the Indian Constitution

1.2: Preamble: Ideals and Aspirations of the Constitution

1.3: Salient Features of the Indian Constitution

1.4: An Overview of the Constitution's Philosophy and Values

Unit 2: Structure and Functions of the Government

2.1: Federal System: Concept and Implementation in India

2.2: Parliamentary Government: Features and Principles

2.3: Role and Functions of the Parliament: Lok Sabha and Rajya Sabha

2.4: State Legislature: Vidhan Sabha and Vidhan Parishad

Unit 3: Rights and Duties

3.1: Fundamental Rights

3.2: Directive Principles of State Policy: Goals and Directions

3.3: Fundamental Duties: Significance and Impact

3.4: Balancing Rights and Duties for National Development

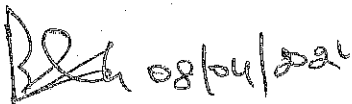
Unit 4: Legislative and Administrative Processes

4.1: Legislative Procedure: From Bill to Act in Parliament

4.2: Role of the President and Governor in Legislative Process

4.3: Federal System: Distribution of Legislative, Executive, Financial and Administrative Powers.

4.4: Election Commission: Composition, powers and functions


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Dr. S. S. S. S.
Department of Political Science
University of Jammu
Jammu

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VI (Session May 2025, 2026 & 2027)
Major Course Code: UMJPAT-601 (Structure and Functioning of Indian Polity)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Austin, Granville (1966). The Indian Constitution: Corner Stone Of A Nation. New Haven, CT, USA.
- Basu, D. D. (2020). Constitution of India (A Commentary). Nagpur, India.
- Bhambri, C. P. (1999). Public Administration In India. New Delhi, India.
- Chakrabarty, B., & Pandey, R. K. (2023). Indian Political System: Institutions and Processes. Taylor & Francis: Abingdon, Oxfordshire, UK.
- Desai, A. R. (2016). Social Background of Indian Nationalism. Sage Publication.
- Ghosh, P. (2020). Indian Government And Politics, Third Edition. PHI Learning Pvt. Ltd.: Delhi, India.
- Jayal, N. (Ed.) (2016). The Oxford Companion to Politics in India. Oxford University Press.
- Jones, W. H. Morris (1979). Politics Mainly Indian. New Delhi, India: Orient Longman.
- Keith, A. K. (1936). Constitutional History Of India. Calcutta, India.
- Keith, A. K. (1936). The Framing of Indian Constitution. Calcutta, India.
- Morris, Johns (1956). Functioning Of A Democratic Constitution. London, UK.
- Oommen, T. K. (2000). State and Society in India: Studies in National Building. Sage.
- Pandey, Jay Narayan (2018). Constitution of India. Allahabad, India.
- Pylee, M. V. (2006). Indian Constitution. S. Chand, New Delhi.
- Satyamurthy, T. V. (1997). State and Nation in the Context of Social Change. OUP.
- Singh, M. P. & Chaube, S. K. (1997). Indian Constitution: A Review. Har Anand.
- Singh, M. P. & Rekha Saxena (2003). India at the Polls: Parliamentary Elections in a Federal Phase. Orient Longman, Delhi.
- Thiruvengadam, A. K. (2017). The Constitution of India: A Contextual Analysis. Bloomsbury Publishing: London, England.

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08/04/2024

Department of Public Administration
University of Jammu
Jammu, India

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VI (Session May 2025, 2026 & 2027)
Major Course Code: UMJPAT-602
Course Title: Administrative Law

Duration of Exam: 3 hrs. **Contact Hours: 60** **Total Marks: 100**
Credits: 4 (3+1) **Mid Sem. Test: 15** **Tutorial: 25 (15+10)** **End Sem. Exam: 60**

Objectives and Learning Outcomes: The objectives of this syllabus on Constitutional Framework and Governance are to provide students with a comprehensive understanding of the constitutional framework, government structure, rights, duties, and legislative processes in India. By studying historical context, principles, and administrative procedures, learners will gain insights into democratic governance, constitutional values, and the role of key institutions. The learning outcomes include the ability to analyse legislative processes, evaluate emergency provisions, and contribute to informed civic participation.

Unit 1: Administrative Law: Meaning, Growth and Significance

- 1.1: Administrative Law: Definition and Growth of Administrative Law
- 1.2: Distinctions between Administrative Law and Constitutional Law
- 1.3: Understanding Droit Administrative and its implications
- 1.4: Administrative Law in Governance: Role and Significance

Unit 2: Fundamental Tools of Administrative Law

- 2.1: Rule of Law: Concept and Application in Administrative Law
- 2.2: Principles of Natural Justice: Concept and Application in Administrative Proceedings
- 2.3: Judicial Review of Administrative Actions: Concepts and Constitutional Remedies (Writs)
- 2.4: Understanding Administrative Discretion, Mechanisms for controlling Administrative Discretion

Unit 3: Delegated Legislation and Adjudication

- 3.1: Concept and Rationale of Delegated Legislation
- 3.2: Merits and Demerits of Delegated Legislation
- 3.3: Administrative Tribunals: Concept, Merits, and Demerits
- 3.4: Central Administrative Tribunal: Structure and Functions

Unit 4: Ombudsman and Related Institutions

- 4.1: Institution of Ombudsman: Concept, Origin and Relevance
- 4.2: Central Vigilance Commission: Structure, Functions, and Importance
- 4.3: Lok Pal and Lokayukta: Composition, Powers, and Significance
- 4.4: Transparency and Accountability in Administration

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VI (Session May 2025, 2026 & 2027)
Major Course Code: UMJPAT-602 (Administrative Law)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Beermann, J. M. (2020). *Inside Administrative Law: What Matters and Why*. Wolters Kluwer: Philadelphia, USA
- Chhabra, S (1990) *Administrative Tribunals*. Deep and Deep: New Delhi
- Daly, P. (2021). *Understanding Administrative Law in the Common Law World*. OUP Oxford. Oxford, UK.
- Diwan, P (2007). *Indian Constitution (2nd Edition)*. Law Agency: Allahabad
- Kagzi, M C J (2008) *Indian Administrative Law (2nd Edition)*. Metropolitan: Delhi
- Massey, I P (2008) *Administrative Law*. Eastern Book Company: New Delhi
- Mehta, S M (1990) *Indian Constitutional Law*. Deep and Deep: New Delhi
- Sathe, S P (1998) *Administrative Law (6th Edition)*. Tripathi: Bombay
- Sharma, S K (2007) *Directive Principles and Fundamental Rights*. Deep and Deep: New Delhi
- Stuhmcke, A., & Groves, M. (Eds.). (2022). *The Ombudsman in the Modern State*. Bloomsbury Publishing. London, England.
- Swami, P M (1989) *Swami's Manual of Disciplinary Proceedings for Central Government Employees*. Swami Publishers: Madras

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*Department of Public Administration
University of Madras
Madras*

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VI (Session May 2025, 2026 & 2027)
Major Course Code: UMJPAT-603
Course Title: Urban Local Governance in India

Duration of Exam: 3 hrs. Contact Hours: 60 Total Marks :100
Credits: 4 (3+1) Mid Sem. Test: 15 Tutorial: 25 (15+10) End Sem. Exam: 60

Objectives and Learning Outcomes: The syllabus provides an in-depth exploration of urban governance in India, tracing its history, challenges, and the organizational framework of urban bodies. It covers key urban development programs like AMRUT and NUHM, addresses contemporary urban issues, and discusses the impact of globalization. Through topics such as the 74th Constitutional Amendment Act, municipal governance structures, state-local government relations, and administrative reforms, students will gain a comprehensive understanding to actively participate in discussions on India's evolving urban governance landscape.

Unit 1: Meaning, Evolution and Trends

- 1.1: Urban Local Governance: meaning and Significance
- 1.2: Evolution of Urban Local Governance in India
- 1.3: Urbanisation and Local governance
- 1.4: Urban Local Governance: Emerging Trends

Unit 2: Organizational Framework for Urban Governance

- 2.1: The 74th Constitutional Amendment Act: An Evaluation
- 2.2: Municipal Corporations, Municipal Councils and Nagar Panchayats
- 2.3: Metropolitan Committees: Composition and Functions
- 2.4: State Election and Finance Commissions: Powers and Functions

Unit 3: Urban Development and Governance Programs

- 3.1: Overview of Urban Development Programs (AMRUT and NUHM)
- 3.2: SMART Cities and Recent Urban Trends
- 3.3: Finances of Urban Local Government
- 3.4: Personnel Administration in Urban Governance

Unit 4: Contemporary Issues in Urban Governance

- 4.1: State and Local Government Relations
- 4.2: Rural-Urban Interface and Relations
- 4.3: Globalization's Impact on Urban Governance
- 4.4: Administrative Reforms and Urban Local Governance

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VI (Session May 2025, 2026 & 2027)
Major Course Code: UMJPAT-603 (Urban Local Governance in India)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Ahluwalia, Isher Judge (2014) Transforming our Cities: Facing up to India's Growing Challenge: Postcards of Change. HarperCollins: New Delhi
- Ahluwalia, Isher Judge (2017) Urbanisation in India. Sage: New Delhi.
- Ahluwalia, Isher Judge; Kanbur, Ravi and Mohanty, P K (2014) Urbanization in India: Challenges, Opportunities and the Way Forward. Sage: New Delhi
- Aziz, A (1996) Decentralised Governance in Asian Countries. Sage: New Delhi
- Baud, I S A and Wit, J Dee (Eds.)(2008) New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations. Sage: New Delhi
- Bhattacharya, Mohit (1976) Management of Urban Government in India. Uppal: New Delhi
- Burns, Dany; Hambleton, Robin and Hogget Paul (1994) The Politics of Decentralisation: Revitalising Local Democracy. Macmillan: London
- Chand, Mahesh and Puri, V K-(2011) Regional Planning in India. Allied Publishers: New Delhi
- Cheema, S. (Ed.). (2020). Governance for urban services: Access, participation, accountability, and transparency. Springer Nature Singapore:Singapore
- Dasgupta, Biplab; Buch, M N ; and Sivaramakrishanan, K C (Eds.) (1993) Urbanisation in India: Basic Services and People's Participation. Concept Publishing Company: New Delhi
- Firodia, Arun (2015) Smart City. Vishwkarma Publications: New Delhi.
- Jha, Gangadhar (2018) Fragile Urban Governance: Evolution, Decline, and Empowerment of Local Self-Government in India. Routeledge: New York
- Kaur, Jaswinder (2017) Urban Infrastructure Development in India: A Case Study of JNNURM in Ludhiana. New Era Book Agency: Chandigarh
- Mani, N (2016) Smart Cities & Urban Development in India. New Century Publications: New Delhi
- Mohanty, Prasanna K (2014) Cities and Public Policy: An Urban Agenda for India. Sage: New Delhi
- Silva, C. N. (Ed.). (2020). Contemporary trends in local governance: Reform, cooperation and citizen participation. Springer International Publishing: Lisbon, Portugal

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VI (Session May 2025, 2026 & 2027)
Major Course Code: UMJPAT-604
Course Title: Restructuring Governance in India

Duration of Exam: 3 hrs. **Contact Hours: 60** **Total Marks: 100**
Credits: 4 (3+1) **Mid Sem. Test: 15** **Tutorial: 25 (15+10)** **End Sem. Exam: 60**

Objectives and Learning Outcomes: This syllabus delves into governance in India, exploring core concepts, the evolution of administrative reforms post-independence, and mechanisms for implementation. Students will study the relationship between public administration and governance, the impacts of key commissions, and initiatives such as regulatory and e-governance. The course also covers structural, judicial, and electoral reforms, as well as the challenges posed by socio-cultural, political, economic, bureaucratic, and legal factors. Through this, learners will gain insights into India's governance framework, its reform journey, and the dynamic forces shaping its administrative landscape.

UNIT 1: Introduction to Governance

- 1.1: Governance: Meaning and Scope
- 1.2: Theories of Governance: Elite Theory and Rational Choice Theory
- 1.3: Relationships between Public Administration and Governance
- 1.4: Restructuring Governance: concept and Need

UNIT 2: Evolution of Administrative Reforms in India

- 2.1: Overview of Post-Independence Committees and Commissions (1947-1967)
- 2.2: Objectives, Achievements, and Impact of the First Administrative Reforms Commission
- 2.3: Second Administrative Reforms Commission: Major Recommendations
- 2.4: Obstacles to Administrative Reforms in India

UNIT 3: Mechanisms for Implementing Reforms and Innovations

- 3.1: Evolving Trends in Reforms
- 3.2: Regulatory Governance and Ombudsman
- 3.3: E-Governance and Networked Governance
- 3.4: Civil Service Reforms and Process Simplification

UNIT 4: Major Initiatives in Reforming Governance

- 4.1: LPG reforms and Administration
- 4.2: Judicial Reforms: Judicial Review, Judicial Activism and PIL
- 4.3: Electoral System
- 4.4: Impediments to Reforms (Socio-cultural, Political, Economic, Bureaucratic, Legal/Constitutional)

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VI (Session May 2025, 2026 & 2027)
Major Course Code: UMJPAT-604 (Restructuring Governance in India)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Ballabh, Vishwa (2018) Governance of Water. Sage: New Delhi
- Dallago, Bruno and Iwasaki, Ichiro (Eds.) (2007) Corporate Restructuring and Governance in Government of India (2005-09) Second Administrative Reforms Commission, Reports (1-15). The Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions: New Delhi
- Hugh, Bochel and Powell, Martin (Eds.) (2016) The Coalition Government and Social Policy: Restructuring the Welfare State. Policy Press: Bristol, UK
- Jalan, B. (2021). The India Story: An Epic Journey of Democracy and Development. Rupa Publications India Pvt. Limited: New Delhi, India
- Jwa, Sung-Hee and Lee, In Kwon (Eds.) (2004) Competition and Corporate Governance in Korea: Reforming and Restructuring the Chaebol. Edward Elgar Publishing: Cheltenham, UK
- Klenk, Tanja and Pavolini, Emmanuele (2015) Restructuring Welfare Governance: Marketisation, Managerialism and Welfare State Professionalism. Edward Elgar Publishing: Cheltenham, UK
- Loader, Brian D (1997) The Governance of Cyber Space: Politics, technology and global restructuring. Routledge: New York
- Mishra, R K and Sastry, Kumari L (2010) Restructuring Public Enterprises in Andhra Pradesh. Excel Books:
- Mohanty, Prasanna K (2014) Cities and Public Policy: An Urban Agenda for India. Sage: New Delhi
- Singh, Harjit (2007) Corporate Restructuring Through Disinvestment: An Indian Perspective. New Age International: New Delhi
- Takeovers, Restructuring, and Corporate Governance. Pearson: New Delhi
- Treloar, Raven (2017) Restructuring Welfare Governance. SocialyPr: London
- Warrier, M. G. (2020). Restoring trust in governance: India's 2020's challenge. Notion Press: Chennai, India

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VI (Session May 2025, 2026 & 2027)
Minor Course Code: UMIPAT-605

Course Title: Understanding Structure and functioning of Indian Polity

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1)

Mid Sem. Test: 15

Tutorial: 25 (15+10)

End Sem. Exam: 60

Objectives and Learning Outcomes: The objectives of this syllabus on Constitutional Framework and Governance are to provide students with a comprehensive understanding of the constitutional framework, government structure, rights, duties, and legislative processes in India. By studying historical context, principles, and administrative procedures, learners will gain insights into democratic governance, constitutional values, and the role of key institutions. The learning outcomes include the ability to analyse legislative processes, evaluate emergency provisions, and contribute to informed civic participation.

Unit 1: Constitutional Framework

- 1.1: Historical Background and the Making of the Indian Constitution
- 1.2: Preamble: Ideals and Aspirations of the Constitution
- 1.3: Salient Features of the Indian Constitution
- 1.4: An Overview of the Constitution's Philosophy and Values

Unit 2: Structure and Functions of the Government

- 2.1: Federal System: Concept and Implementation in India
- 2.2: Parliamentary Government: Features and Principles
- 2.3: Role and Functions of the Parliament: Lok Sabha and Rajya Sabha
- 2.4: State Legislature: Vidhan Sabha and Vidhan Parishad

Unit 3: Rights and Duties

- 3.1: Fundamental Rights
- 3.2: Directive Principles of State Policy: Goals and Directions
- 3.3: Fundamental Duties: Significance and Impact
- 3.4: Balancing Rights and Duties for National Development

Unit 4: Legislative and Administrative Processes

- 4.1: Legislative Procedure: From Bill to Act in Parliament
- 4.2: Role of the President and Governor in Legislative Process
- 4.3: The Federal System: The Federal System: Distribution of Legislative, Executive, Financial and Administrative Powers.
- 4.4: Election Commission: Composition, powers and functions

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VI (Session May 2025, 2026 & 2027)
Minor Course Code: UMIPAT-605
(Understanding Structure and functioning of Indian Polity)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Austin, Granville (1966). The Indian Constitution: Corner Stone Of A Nation. New Haven, CT, USA.
- Basu, D. D. (2020). Constitution of India (A Commentary). Nagpur, India.
- Bhambri, C. P. (1999). Public Administration In India. New Delhi, India.
- Chakrabarty, B., & Pandey, R. K. (2023). Indian Political System: Institutions and Processes. Taylor & Francis: Abingdon, Oxfordshire, UK.
- Desai, A. R. (2016). Social Background of Indian Nationalism. Sage Publication.
- Ghosh, P. (2020). Indian Government And Politics, Third Edition. PHI Learning Pvt. Ltd.: Delhi, India.
- Jayal, N. (Ed.) (2016). The Oxford Companion to Politics in India. Oxford University Press.
- Jones, W. H. Morris (1979). Politics Mainly Indian. New Delhi, India: Orient Longman.
- Keith, A. K. (1936). Constitutional History Of India. Calcutta, India.
- Keith, A. K. (1936). The Framing of Indian Constitution. Calcutta, India.
- Morris, Johns (1956). Functioning Of A Democratic Constitution. London, UK.
- Oommen, T. K. (2000). State and Society in India: Studies in National Building. Sage.
- Pandey, Jay Narayan (2018). Constitution of India. Allahabad, India.
- Pylee, M. V. (2006). Indian Constitution. S. Chand, New Delhi.
- Satyamurthy, T. V. (1997). State and Nation in the Context of Social Change. OUP.
- Singh, M. P. & Chaube, S. K. (1997). Indian Constitution: A Review. Har Anand.
- Singh, M. P. & Rekha Saxena (2003). India at the Polls: Parliamentary Elections in a Federal Phase. Orient Longman, Delhi.
- Thiruvengadam, A. K. (2017). The Constitution of India: A Contextual Analysis. Bloomsbury Publishing: London, England.

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2024

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VII (Session December 2025, 2026& 2027)
Major Course Code: UMJPAT-701
Course Title: Citizen Centric Governance

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1) Mid Sem. Test: 15 Tutorial: 25 (15+10) End Sem. Exam: 60

Objectives and Learning Outcomes: The objectives of this syllabus are to provide students with a comprehensive understanding of ancient and contemporary theories, principles, and tools related to effective governance. By studying historical discourse, citizen-centric approaches, and institutional mechanisms, learners will gain insights into ethical governance, citizen participation, and the role of state, market, and civil society. The learning outcomes include the ability to analyse governance challenges, evaluate citizen-centric practices, and contribute to accountable and transparent governance.

Unit 1: Governance and Good Governance

1.1: Ancient Discourse: Kautilya, and Aristotle

1.2: Parameters of Good Governance

1.3: Concepts of Governance: World Bank and UNDP

1.4: Stakeholders in Governance: State, Market, and Civil Society

Unit 2: Citizen-Centric Governance

2.1: Concept and Preconditions for Citizen-Centric Governance

2.2: Principles of Citizen-Centric Governance

2.3: Functions of the Government; Rights and Duties of Citizens

2.4: Civil Society's Role and the Right to Information

Unit 3: Tools and Mechanisms for Governance

3.1: Citizens' Charters: Concept, Objectives and Significance; The Sevottam Model

3.2: Quality Management Systems and Citizen Centricity

3.3: Right to Service Delivery and Public Participation

3.4: Grievance Redress and Consumer Protection Mechanisms

Unit 4: Institutions for Reforming Governance

4.1: National Human Rights Commission

4.2: National Commission for Women

4.3: National Commission for Protection of Child Rights

4.4: National Commissions for Backward Classes and Minorities

B.A. Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VII (Session December 2025, 2026 & 2027)
Major Course Code: UMJPAT-701 (Citizen Centric Governance)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Alford, John and O'Flynn, Janine (2012) Rethinking Public Service Delivery. Palgrave Macmillan: New York
- Anderson, Dennis; Wu Robert; Cho, June-Suh and Schroeder, Katja (2015) E-Government Strategy, ICT and Innovation for Citizen Engagement. Springer-Verlag New York Inc: New York
- Behn, R. (2003). Why measure performance? Different purposes require different measures, Public Administration Review, 63(5), pp. 586-606.
- Bertot, J C and Jaeger, P T (2006) User-centered e-government: Challenges and benefits for government websites, Government Information Quarterly, 23, pp. 163-168
- Bouckaert, G and Van de Walle, S (2003) Comparing measures of citizen trust and user satisfaction as indicators of "good governance": Difficulties in linking trust and satisfaction indicators, International Review of Administrative Sciences, 69 (3), pp. 329-344
- Brown-Shafii, Susan (2011) Promoting Good Governance, Development and Accountability: Implementation and the WTO. Palgrave Macmillan: New York
- Chadwick, A and May, C (2003). Interaction between states and citizens in the age of the Internet: E-government in the United States, Britain, and the European Union. Governance: An International Journal of Policy and Administration, 16(2), pp. 271-300.
- Chakrabarty, Bidyut and Bhattacharya, Mohit (Eds.) (2008) The Governance Discourse: A Reader. Oxford: New Delhi
- Chand, Vikram K (Ed.) (2010) Public Service Delivery in India: Understanding the Reform Process. Oxford: New Delhi
- Chandler, J A (Ed.) (1996) The Citizen's Charter. Dartmouth Publishing: UK
- Farazmand, A. (Ed.). (2023). Global encyclopedia of public administration, public policy, and governance. Springer International Publishing: Cham, Switzerland
- Fornell, C (2007) The Satisfied Customer: Winners and losers in the battle for buyer preference. Palgrave Macmillan: New York.
- Government of India (2008) Citizen's Charters- A Handbook. Centre for Good Governance Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions: New Delhi

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VII (Session December 2025, 2026 & 2027)
Major Course Code: UMJPAT-701 (Citizen Centric Governance)

- Government of India (2009) Citizen Centric Administration: The Heart of Governance- Twelfth Report. Second Administrative Reforms Commission, Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions: New Delhi
- Hatry, H P (2006) Performance Measurement: Getting Results. Urban Institute Press: Washington, DC
- Kelly, J M and Swindell, D (2002) A multiple indicator approach to municipal service evaluation: Correlating performance and citizen satisfaction across jurisdictions, Public Administration Review 62(5), pp. 610-621
- Lathrop, Daniel and Ruma, Laurel (Eds.) (2010) Open Government: Collaboration, Transparency, and Participation in Practice. O'Reilly: Cambridge
- Mander, Harsh and Asif, Mohammed (2004) Good Governance: Resource Book. Books for Change: Bangalore
- Manoharan, Aroon (2014) E-Government and Websites: A Public Solutions Handbook. Routledge: New York
- Mathur, Birendra Prasad (2014) Ethics for Governance: Reinventing Public Services. Routledge: New Delhi
- Milakovich, M. E. (2021). Digital Governance: Applying Advanced Technologies to Improve Public Service. Taylor & Francis: Abingdon-on-Thames, UK
- Mishra, Sweta (2012) Citizen-Centric Public Systems. Pearson: New Delhi
- Mishra, T. K., Aggarwal, S. P., & Tiwary, B. (Eds.). (2021). Ethics in governance. K.K. Publications: Delhi, India
- Morgeson, Forrest V (January, 2011) E-government performance measurement: A citizen centric approach in theory and practice (Chapter -8 pp. 150-165) in the book by Chen, Yu-Chi and Chu, Pin-Yu (2012) Electronic Governance and Cross-Boundary Collaboration Innovation and Advancing Tools. GI Global: Hershey PA
- Munshi, Surendra and Abraham, Biju Paul (Eds.) (2004) Good Governance, Democratic Societies and Globalization. Sage: New Delhi
- Norris, P (2001) Digital Divide: Citizen Engagement, Information Poverty and the Internet Worldwide. Cambridge University Press: New York
- Oliver, Richard W (2004) What is Transparency? McGraw Hill: New York
- Ostrom, E (1999) Why do we need multiple indicators of public service outputs? in McGinnis, M D (Ed.) Polycentricity and local public economies. University of Michigan Press: Ann Arbor, MI, USA
- Piotrowski, Suzanne J (Ed.) (2010) Transparency and Secrecy: A Reader Linking Literature and Contemporary Debate. Lexington Books: Maryland, Plymouth, UK
- Rahman, Hakikur (2012) Cases on Progression and Challenges in ICT Utilization for Citizen-Centric Governance. IGI Global: Hershey PA
- Sawshilya, Archana (Consulting Editor) (2012) Ethics and Governance. Pearson: Delhi
- Shahi, Anwar (Ed.) (2005) Public Services Delivery. World Bank: Washington DC
- The Japan Association for United Nations Studies (JAUNS) (Ed.). (2023). Evolution of the United Nations system: An East Asian perspective. Taylor & Francis: London, UK
- Vayunandan, E and Mathew, Dolly (2003) Good Governance: Initiatives in India. PHI Learning: New Delhi

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Jammu

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VII (Session December 2025, 2026& 2027)
Major Course Code: UMJPAT-702
Course Title: Public Policy and Governance in India

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1)

Mid Sem. Test: 15

Tutorial: 25 (15+10)

End Sem. Exam: 60

Objectives and Learning Outcomes: This syllabus delves into governance in India, exploring core concepts, the evolution of administrative reforms post-independence, and mechanisms for implementation. Students will study the relationship between public administration and governance, the impacts of key commissions, and initiatives such as regulatory and e-governance. The course also covers structural, judicial, and electoral reforms, as well as the challenges posed by socio-cultural, political, economic, bureaucratic, and legal factors. Through this, learners will gain insights into India's governance framework, its reform journey, and the dynamic forces shaping its administrative landscape.

Unit 1: Introduction to Public Policy

1.1: Public Policy: Concept, Significance, and Scope

1.2: Policy Analysis: Need and Significance.

1.3: Public Policy Approaches: Political System Theory and Elite Theory

1.4: Models of Public Policy: Incrementalist and Rationalist Paradigms

Unit 2: Theories and Concepts of Governance

2.1: Governance: Definitions and Perspectives of World Bank and UNDP

2.2: Public Choice Theory and Its Implications

2.3: Public Value Theory and Its Application

2.4: The Interplay of State, Market, and Civil Society in Governance

Unit 3: Stakeholders in Public Policy Making in India

3.1: Role of Legislative in Policy Making

3.2: Delegated Legislation and Role of Executive in Policy Making

3.3: Planning Commission and NITI Aayog's Role in Policy Making

3.4: Political Parties and Interest Groups: Impact on policy making

Unit 4: Implementation and Evaluation of Public Policy

4.1: Role of Bureaucracy in Policy Execution

4.2: Role of Judiciary in Policy Adjudication

4.3: Challenges in Public Policy Implementation

4.4: Policy Evaluation: Techniques and Issues

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Department of Public Administration
University of Jammu
2024

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VII (Session December 2025, 2026 & 2027)

Major Course Code: UMJPAT-702 (Public Policy and Governance in India)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

Anderson, J E (2005) Public Policy Making (6th Edition). Houghton Mifflin: New York
Ayyar, Vaidyanathan R V (2009) Public Policy Making in India. Pearson: New Delhi
Basu, D D (2011) Constitution of India (20th Edition). Prentice Hall of India: New Delhi
Chakraborti, Rajesh (2017) Public Policy in India. Oxford University Press: New Delhi
Chakraborty, Bidyut and Chand, Parkash (2016) Public Policy: Concept, Theory and Practice. Sage: New Delhi

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

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

Ghuman, B S (2014) Nehruvian Model of Development Planning: Rhetoric and Reality in

Hassel, A., & Wegrich, K. (2022). How to do public policy. Oxford University Press: Oxford, UK

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

Kraft, M. E., & Furlong, S. R. (2023). Public policy: Politics, analysis, and alternatives. SAGE Publications: Thousand Oaks, CA

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

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

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

Rastrick, C. J., & Abelson, D. E. (Eds.). (2021). Handbook on think tanks in public policy. Edward Elgar Publishing: Cheltenham, UK

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

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

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

World Bank (1992) Governance and Development. World Bank: Washington DC

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VII (Session December 2025, 2026 & 2027)
Major Course Code: UMJPAT-703
Course Title: Digital Governance

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1) Mid Sem. Test: 15 Tutorial: 25 (15+10) End Sem. Exam: 60

Objectives and Learning Outcomes: The objectives of this syllabus are to provide students with a comprehensive understanding of the conceptual constructs, strategies, policy formulation, and implementation in the digital governance domain. By studying the principles, advantages, and case studies, learners will gain insights into effective digital services, policy development, and evaluation. The learning outcomes include the ability to analyse digital efficiency, address implementation challenges, and contribute to informed decision-making in the digital era.

Unit 1: Conceptual Constructs of Digital Governance

- 1.1: Digital Governance: Meaning, Scope, and Importance
- 1.2: E-Governance vs. Digital Governance: Key Differences
- 1.3: Digital Transformation Continuum
- 1.4: Paradigm Shifts in Governance through Digitalization

Unit 2: Digital Strategies for Governance


- 2.1: Principles of Improving Digital Services
- 2.2: Advantages of Digitization in Governance
- 2.3: Developing Digital Capability Strategies
- 2.4: Role of Web Policy in Digital Governance

Unit 3: Digital Governance and Policy Formulation

- 3.1: Principles of Public Policy Formulation for Digital Governance
- 3.2: Crafting Policies for Digital Assets Management
- 3.3: Leveraging Digital Tools for Government Information Sharing
- 3.4: Enhancing Digital Literacy and Skills

Unit 4: Digital Governance and Policy Implementation

- 4.1: Creating a Digital Action Plan for Civil Services
- 4.2: Digital Governance: Impediments and Redressal Mechanism
- 4.3: Digital Governance: An Evaluation
- 4.4: National Digital Governance: A Case study of Wipro

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VII (Session December 2025, 2026 & 2027)
Major Course Code: UMJPAT-703 (Digital Governance)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Anttiroiko, Ari-veikko and Malkia, Matti (2006) Encyclopedia of Digital Governance. IGI Global Publications: Pennsylvania, USA
- Bélanger, F and Carter, L (2006) The Effects of the Digital Divide on e-Government: An Empirical Evaluation, Proceedings of the 39th Hawaii International Conference on System Sciences, Vol. 4, pp. 1-7
- Biesdorf, S and Niederman, F (2013) Healthcare's digital future. McKinsey & Company: New York
- Dunleavy, Patrick; Margetts, Helen; Bastow Simon; and Tinkler, Janae (2007) Digital Era Governance – IT Corporations, the State and e-Governments Oxford University Press: Oxford
- Landsbergen, D (2010) Government as Part of the Revolution: Using social media to Achieve Public Goals, Electronic Journal of e-Government, Vol. 8, No. 2, pp. 135- 147
- Mickoleit, A (2014) Social media use by governments: A policy primer to discuss trends, identify policy opportunities and guide decision makers. OECD Working Papers on Public Governance, No. 26. OECD Publishing: Paris
- Milakovich, Michael E (2012) Digital Governance: New Technologies for Improving Public Service. Addison-Wesley: Boston
- Sharma, Sangeeta (2006). Ecology of e-governance in Encyclopedia of Digital Government by Ari-veikko (Author, Editor), Matti, Malkia (Author, Editor), pp. 423-31. IGI Global: Pennsylvania
- Milakovich, M. E. (2021). Digital Governance: Applying Advanced Technologies to Improve Public Service. Taylor & Francis: New York, NY
- Pereira, G. V., Flak, L. S., & Charalabidis, Y. (Eds.). (2022). Scientific foundations of digital governance and transformation: Concepts, approaches and challenges. Springer International Publishing, Cham, Switzerland
- Weymouth, S. (2023). Digital globalization: Politics, policy, and a governance paradox. Cambridge University Press: Cambridge, United Kingdom

Public Administration (FYUGP under CBCS as Per NEP-2020)

Semester-VII (Session December 2025, 2026 & 2027)

Major Course Code: UMJPAT-704

Course Title: Human Resource Management

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1)

Mid Sem. Test: 15

Tutorial: 25 (15+10)

End Sem. Exam: 60

Objectives and Learning Outcomes: The objectives of this syllabus are to provide students with a comprehensive understanding of the conceptual constructs, strategies, policy formulation, and implementation in the digital governance domain. By studying the principles, advantages, and case studies, learners will gain insights into effective digital services, policy development, and evaluation. The learning outcomes include the ability to analyse digital efficiency, address implementation challenges, and contribute to informed decision-making in the digital era.

Unit 1: Introduction to Human Resource Management

1.1: Meaning, Scope, and Significance of HRM

1.2: Evolution of HRM and its Functions

1.3: HR Planning: Definition, Processes, and Tools

1.4: Challenges Before HRM in the present Changing Environment

Unit 2: Recruitment and Employee Management

2.1: Job Analysis and Recruitment Strategies

2.2: Methods and Techniques of Selection

2.3: Induction and Promotion

2.4: Transfer and Demotion

Unit 3: Industrial Relations and Employee Welfare

3.1: Industrial Relations and Trade Union Dynamics

3.2: Dispute Resolution and Collective Bargaining

3.3: Employee Welfare and HRM

3.4: Worker's Participation in Management

Unit 4: Compensation and Contemporary Issues in HRM

4.1: Economic and Social Objectives of Wage Policy

4.2: Wages and Salary Administration: Principles and Practices

4.3: Performance and Skill-Based Pay Systems

4.4: HR Audit and Human Resource Information System

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Department of Public Administration
University of Jammu
Jammu

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VII (Session December 2025, 2026 & 2027)
Major Course Code: UMJPAT-704 (Human Resource Management)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

Aswathappa, K, 2002, Human Resource Personnel Management: Text and Cases, Tata McGraw-Hill, New Delhi.

Berman, E. M., Bowman, J. S., West, J. P., & Van Wart, M. R. (2021). Human resource management in public service: Paradoxes, processes, and problems. SAGE Publications: Thousand Oaks, CA

Brannen, Ted R, 1998, "The Organisation as a Social System," Paper Presented at the Midwest Regional Members' Conference of the College, Kansas City, Missouri.

Chadha, Narender K, 2000, Human Resource Management Issues, Case Studies and Exercise, Shri Sai Printographers, Delhi.

Deep & Deep Publications, New Delhi.

Gupta, R.K, 1988, Human Resources Accounting, Anmol Publications

Desiber, Gary, Human Resource Management, Seventh Edition, Prentice Hall, New Delhi.

French, Wendell, 1997, Human Resource Management, Third Edition, Houghton Mifflin Company, USA.

Ghosh, P, 1993, Personnel Administration in India, Sudha Publications, New Delhi.

Goel, S.L. and Shalini Rajneesh, 2002, Management Techniques, Principles and Practices, Kandula, Srinivas R. (2004). Strategic Human Resource Development, PHI Learning, New Delhi

Loeffler, E., & Bovaird, T. (Eds.). (2023). Public management and governance. Taylor & Francis: UK

Patricia Wallace Ingraham and Nadia Rubaii (2017) "Human Resource Management as a Core Dimension of Public Administration," in Patricia Wallace Ingraham and Nadia Rubaii (eds.) Foundations of Public Management, Irvine, CA: Melvin and Leigh, Publishers.

Rao, T. V., & Abraham, E. (1986). HRD Practices in Indian Industries – A trend Report, London, UK

Reeves, T. Z. (2006). Cases in public human resource management. Belmont, CA: Thomson Wadsworth.

Public Administration (FYUGP under CBCS as Per NEP-2020)

Semester-VII (Session December 2025, 2026 & 2027)

Minor Course Code: UMIPAT-705

Course Title: Understanding Citizen Centric Governance

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1)

Mid Sem. Test: 15

Tutorial: 25 (15+10)

End Sem. Exam: 60

Objectives and Learning Outcomes: The objectives of this syllabus are to provide students with a comprehensive understanding of ancient and contemporary theories, principles, and tools related to effective governance. By studying historical discourse, citizen-centric approaches, and institutional mechanisms, learners will gain insights into ethical governance, citizen participation, and the role of state, market, and civil society. The learning outcomes include the ability to analyse governance challenges, evaluate citizen-centric practices, and contribute to accountable and transparent governance.

Unit 1: Governance and Good Governance

1.1: Ancient Discourse: Kautilya, and Aristotle

1.2: Parameters of Good Governance

1.3: Concepts of Governance: World Bank and UNDP

1.4: Stakeholders in Governance: State, Market, and Civil Society

Unit 2: Citizen-Centric Governance

2.1: Concept and Preconditions for Citizen-Centric Governance

2.2: Principles of Citizen-Centric Governance

2.3: Functions of the Government; Rights and Duties of Citizens

2.4: Civil Society's Role and the Right to Information

Unit 3: Tools and Mechanisms for Governance

3.1: Citizens' Charters: Concept, Objectives and Significance; the Sevottam Model

3.2: Quality Management Systems and Citizen Centricity

3.3: Right to Service Delivery and Public Participation

3.4: Grievance Redress and Consumer Protection Mechanisms

Unit 4: Institutions for Reforming Governance

4.1: National Human Rights Commission

4.2: National Commission for Women

4.3: National Commission for Protection of Child Rights

4.4: National Commissions for Backward Classes and Minorities

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Head of Department of Political Science
University of Assam
Jorhat

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VII (Session December 2025, 2026 & 2027)
Minor Course Code: UMIPAT-705 (Understanding Citizen Centric Governance)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Alford, John and O'Flynn, Janine (2012) Rethinking Public Service Delivery. Palgrave Macmillan: New York
- Anderson, Dennis; Wu Robert; Cho, June-Suh and Schroeder, Katja (2015) E-Government Strategy, ICT and Innovation for Citizen Engagement. Springer-Verlag New York Inc: New York
- Behn, R. (2003). Why measure performance? Different purposes require different measures, Public Administration Review, 63(5), pp. 586-606
- Bertot, J C and Jaeger, P T (2006) User-centered e-government: Challenges and benefits for government websites, Government Information Quarterly, 23, pp. 163-168
- Bouckaert, G and Van de Walle, S (2003) Comparing measures of citizen trust and user satisfaction as indicators of "good governance": Difficulties in linking trust and satisfaction indicators, International Review of Administrative Sciences, 69 (3), pp. 329-344
- Brown-Shafii, Susan (2011) Promoting Good Governance, Development and Accountability: Implementation and the WTO. Palgrave Macmillan: New York
- Chadwick, A and May, C (2003). Interaction between states and citizens in the age of the Internet: E-government in the United States, Britain, and the European Union. Governance: An International Journal of Policy and Administration, 16(2), pp. 271-300.
- Chakrabarty, Bidyut and Bhattacharya, Mohit (Eds.) (2008) The Governance Discourse: A Reader. Oxford: New Delhi
- Chand, Vikram K (Ed.) (2010) Public Service Delivery in India: Understanding the Reform Process. Oxford: New Delhi
- Chandler, J A (Ed.) (1996) The Citizen's Charter. Dartmouth Publishing: UK
- Farazmand, A. (Ed.). (2023). Global encyclopedia of public administration, public policy, and governance. Springer International Publishing: Cham, Switzerland
- Fornell, C (2007) The Satisfied Customer: Winners and losers in the battle for buyer preference. Palgrave Macmillan: New York

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VII (Session December 2025, 2026 & 2027)

Minor Course Code: UMIPAT-705 (Understanding Citizen Centric Governance)

- Government of India (2008) Citizen's Charters- A Handbook. Centre for Good Governance
Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public
Grievances and Pensions: New Delhi
- Government of India (2009) Citizen Centric Administration: The Heart of Governance- Twelfth
Report. Second Administrative Reforms Commission, Department of Administrative Reforms and
Public Grievances, Ministry of Personnel, Public Grievances and Pensions: New Delhi
- Hatry, H P (2006) Performance Measurement: Getting Results. Urban Institute Press: Washington,
DC
- Kelly, J M and Swindell, D (2002) A multiple indicator approach to municipal service evaluation:
Correlating performance and citizen satisfaction across jurisdictions, Public Administration Review
62(5), pp. 610-621
- Lathrop, Daniel and Ruma, Laurel (Eds.) (2010) Open Government: Collaboration, Transparency, and
Participation in Practice. O'Reilly: Cambridge
- Mander, Harsh and Asif, Mohammed (2004) Good Governance: Resource Book. Books for Change:
Bangalore
- Manoharan, Aroon (2014) E-Government and Websites: A Public Solutions Handbook. Routledge:
New York
- Mathur, Birendra Prasad (2014) Ethics for Governance: Reinventing Public Services. Routledge: New
Delhi
- Milakovich, M. E. (2021). Digital Governance: Applying Advanced Technologies to Improve Public
Service. Taylor & Francis: Abingdon-on-Thames, UK
- Mishra, Sweta (2012) Citizen-Centric Public Systems. Pearson: New Delhi
- Mishra, T. K., Aggarwal, S. P., & Tiwary, B. (Eds.). (2021). Ethics in governance. K.K. Publications:
Delhi, India
- Morgeson, Forrest V (January, 2011) E-government performance measurement: A citizen centric
approach in theory and practice (Chapter -8 pp. 150-165) in the book by Chen, Yu-Chi and Chu, Pin-
Yu (2012) Electronic Governance and Cross-Boundary Collaboration Innovation and Advancing
Tools. GI Global: Hershey PA
- Munshi, Surendra and Abraham, Biju Paul (Eds.) (2004) Good Governance, Democratic Societies and
Globalization. Sage: New Delhi
- Norris, P (2001) Digital Divide: Citizen Engagement, Information Poverty and the Internet
Worldwide. Cambridge University Press: New York
- Oliver, Richard W (2004) What is Transparency? McGraw Hill: New York
- Ostrom, E (1999) Why do we need multiple indicators of public service outputs? in McGinnis, M D
(Ed.) Polycentricity and local public economies. University of Michigan Press: Ann Arbor, MI, USA
- Piotrowski, Suzanne J (Ed.) (2010) Transparency and Secrecy: A Reader Linking Literature and
Contemporary Debate. Lexington Books: Maryland, Plymouth, UK
- Rahman, Hakikur (2012) Cases on Progression and Challenges in ICT Utilization for Citizen-Centric
Governance. IGI Global: Hershey PA
- Sawshilya, Archana (Consulting Editor) (2012) Ethics and Governance. Pearson: Delhi
- Shah, Anwar (Ed.) (2005) Public Services Delivery. World Bank: Washington DC
- The Japan Association for United Nations Studies (JAUNS) (Ed.). (2023). Evolution of the United
Nations system: An East Asian perspective. Taylor & Francis: London, UK
- Vayunandan, E and Mathew, Dolly (2003) Good Governance: Initiatives in India. PHI Learning: New
Del

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 1) (Honours)
(Session May 2026, 2027 & 2028)
Major Course Code: UMJPAT-801
Course Title: Research Methods in Public Administration

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1)

Mid Sem. Test: 15

Tutorial: 25 (15+10)

End Sem. Exam: 60

Objectives and Learning Outcomes: This course intends to introduce the learners with the basics of Research in Public Administration. This course will enable the students to understand and comprehend the various quantitative and qualitative methods, techniques and tools used in research with special reference to use of research methods in Comparative Public Administration. Apart from that, the students would also be able to understand and to get a command over the bits of preparing research designs and use of tools for data collection and compilation.

Unit 1: Basics of Research in Public Administration

1.1: Foundations of Research in Public Administration

1.2: Understanding Research Process

1.3: Selection of Research topic

1.4: Writing a Research Design

Unit 2: Quantitative Research Approaches

2.1: Fundamental concepts in Quantitative Research

2.2: Exploratory Research: The Probing Approach

2.3: Descriptive Research: The Survey Approach

2.4: Causal Research: The Experimental Approach

Unit 3: Qualitative Methods

3.1: Introduction to Qualitative Research methods

3.2: Explanatory Approach: Case Study method

3.3: Interpretive Approach: Ethnographic method

3.4: Critical Approach: Action Research methods

Unit 4: Research methods in Comparative Public Administration

4.1: Research methods in Comparative Public Administration

4.2: Quantitative and Qualitative methods in Comparative Public Administration

4.3: Mix methods research in Comparative Public Administration

4.4: Case Study research in Comparative Public Administration

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 1) (Honours)
(Session May 2026, 2027 & 2028)
Major Course Code: UMJPAT-801
(Research Methods in Public Administration)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Aleaz, Bonita, and ParthaPratimBasu (eds.), (2019) *Revisiting Qualitative Methods in Social Science Research*, Delhi: Orient Blackswan Private Limited,
- Burnham, Peter, (et.al), (2012.) *Research Methods in Politics*, New York: Palgrave Macmillan,
- Johnson, Janet Buttolph, and H. T. Reynolds, *Political Science Research Methods*, US: Sage Publications,
- Kellstedt, Paul M., and Guy D. Whitten, (2018) *The Fundamentals of Political Science Research*, Cambridge: CUP,
- Kothari, C R and Garg, G (2018) *Research Methodology: Methods and Techniques*. New Age International Publishers: New Delhi
- Kumar, Ranjit (2011) *Research Methodology: A Step-by-Step Guide for Beginner*. Sage Publications: London
- Lamont, Christopher, (2015) *Research Methods in International Relations*, London: Sage Publications.,
- McNabb, David E (2017) *Research Methods in Public Administration and Nonprofit Management (4th Edition)*. Routledge: UK
- McNabb, David E., *Research Methods for Political Science*, New Delhi: PHI Learning Private Limited, 2004.
- McNeill, Patrick, and Steve Chapman, *Research Methods*, Abingdon: Routledge, 2005.
- Miller, G J and Yang, K (Eds.) (2007) *Handbook of Research Methods in Public Administration*. CRC Press: New York
- Nachmias, C V and Nachmias, D (2005) *Research Methods in Social Sciences*. Hodder Headline Group: London
- Rassel, G. R., Taliaferro, J. D., Rassel, S. M., & O'Sullivan, E. (2022). *Practical research methods for nonprofit and public administrators*. Taylor & Francis: Thames, UK
- Van Thiel, S. (2021). *Research methods in public administration and public management: An introduction*.
- Young, de Tim and Perlman, Bruce J (1984) *Teaching Research Methodology in Public Administration*. *Teaching Political Science*, Vol.11, Issue 2, pp. 63-69

Public Administration (FYUGP under CBCS as Per NEP-2020)

Semester-VIII (Scheme 1) (Honours)

(Session May 2026, 2027 & 2028)

Major Course Code: UMJPAT-802

Course Title: International and Regional Organizations

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1)

Mid Sem. Test: 15

Tutorial: 25 (15+10)

End Sem. Exam: 60

Objectives and Learning Outcomes: This course aims to impart knowledge about the significance of International and Regional Organizations for the well-being of Nation-States which are the members of comity of nations. This course is designed to introduce the learners with the functioning of the international and regional organizations and the benefit accrued to the nation-states from their participations in such organizations. It enables the learners to develop understanding about objectives that shaped these organizations and to explore the job opportunities in these organizations.

Unit 1: Internationalism and Regionalism: An Introduction

1.1: Internationalism: Meaning and Evolution

1.2: International Organisations: Concepts & Objectives

1.3: Emergence of International Organizations (Concert of Europe to League of Nations)

1.4: League of Nations: Achievements and Failures

Unit 2: Evolution of International Organizations

2.1: United Nations: Genesis, Principles and Objectives

2.2: Major Organs-UNSC & UNGA: Composition, Powers, and Functions

2.3: Secretary General: Role and Responsibilities

2.4: International Court of Justice: Composition and Functions

Unit 3: Major Regional Organisations and Regionalism in Europe

3.1: Conceptualizing Region and Regionalism

3.2: Regional Organizations: Concepts & Objectives

3.3: Regionalism in Europe: From European Economic Community to European Union (EU)

3.4: Shanghai Cooperation Organization: Evolution and Objectives

Unit 4: Regionalism in Asia, Africa and South America

4.1: Regionalism in Asia: SAARC

4.2: Regionalism in Africa: African Union (AU)

4.3: Regionalism in South America: Mercosur

4.4: BRICS: Evolution and Objectives

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Department of Political Science,
University of Jammu
Jammu

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 1) (Honours)
(Session May 2026, 2027 & 2028)
Major Course Code: UMJPAT-802 (International and Regional Organizations)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Acharya, Amitav (2012), "Comparative Regionalism: A Field Whose Time Has Come?", *The International Spectator: Italian Journal of International Affairs*, 47(1), pp.3-15.
- Archer, Clive (2008), *The European Union*, New York: Routledge, pp.1-58.
- Beeson, Mark (2008), *Institutions of the Asia-Pacific: ASEAN, APEC and Beyond*, New York: Routledge, pp. 17-55.
- Charter of the United Nations, URL: <https://www.un.org/en/about-us/un-charter/full-text>
- Choedan, Yeshi (2007), "UN Reform: Chasing the Security Council Dream", *Africa Quarterly*, Vol. 47, No. 1, February-April 2007, pp. 22-29.
- Claude, Inis L. (1964). "International Organization" *International Encyclopedias of Social Sciences*, vol.8:33- 40, London: Macmillan.
- Fawcett, Louise and Hurrell, Andrew (eds.) (1995), *Regionalism in World Politics: Regional Organization and International Order*, Oxford: Oxford University Press.
- Fawn, Rick (2009), "'Regions' and their Study: Wherefrom, What for and where to?", *Review of International Studies*, 35, pp. 5-34
- Gareis, S.B. and Warwick, J. (2005) *The United Nations: an introduction*, Basingstoke: Palgrave, pp. 1-40
- Gillingham, John (2003), "The Rise and Decline of Monnetism" In *European Integration, 1950-2003: Superstate or New Market Economy?* Cambridge: Cambridge University Press, pp.16-33
- Goodrich, Leland M. (1947), "From League of Nations to United Nations", *International Organization*, Vol. 1, No. 1, pp. 3-21.
- Heywood, Andrew (2011), *Global Politics*, New York: Palgrave-McMillan
- Hurd, I.(2021). *International organizations: Politics, law, practice*. Cambridge, United Kingdom: Cambridge University Press.
- Hurrell, Andrew (1995), "Explaining the Resurgence of Regionalism in World Politics", *Review of International Studies*, vol.21, no.4, pp.331-58.

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 1) (Honours)
(Session May 2026, 2027 & 2028)

Major Course Code: UMJPAT-802 (International and Regional Organizations)

- J. Baylis, Smith and Owens, eds. (2017) *The Globalization of World Politics: An Introduction to International Relations*, New York: Oxford University Press.
- Kaasch, A., Niemann, D., & Martens, K. (Eds.). (2021). *International organizations in global social governance*. Cham, Switzerland: Springer International Publishing.
- Kishore C. Dash (2008), "Origin and Evolution of SAARC" In *Regionalism in South Asia: Negotiating Cooperation, Institutional Structures*, New York: Routledge, pp.79-109.
- Leinarte, E. (2021). *Functional responsibility of international organizations: The European Union and international economic law*. Cambridge, United Kingdom: Cambridge University Press.
- Pease, Kelly-Kate. S. (2019), *International Organisations: Perspectives on Global Governance*, New York: Routledge.
- Taylor, P. and Groom, A.J.R. (eds.) (2000) *The United Nations at the millennium*. London: Continuum.
- Taylor, Paul (1993), "Regionalism and Globalism" In *International Organization in the Modern World: The Regional and the Global Process*, London: Pinter, pp. 1-46.
- Thakur, Ramesh (2006), *The United Nations, Peace and Security: From Collective Security to Responsibility to Protect*, Cambridge University Press.
- Weiss, Thomas, G. and Wilkinson, Rorden (eds.) (2018), *International Organizations and Global Governance*, New York: Routledge.

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Department of Political Science
University of Jammu
Jammu

B. Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 1) (Honours)
(Session May 2026, 2027 & 2028)
Major Course Code: UMJPAT-803
Course Title: Disaster Management

Duration of Exam: 3 hrs. **Contact Hours: 60** **Total Marks: 100**
Credits: 4 (3+1) **Mid Sem. Test: 15** **Tutorial: 25 (15+10)** **End Sem. Exam: 60**

Objectives and Learning Outcomes: The objectives of this syllabus on **Disaster Management** are to provide students with a comprehensive understanding of disaster concepts, prevention strategies, and policy implementation. By studying the stages of disaster management, vulnerability profiles, and the role of various agencies, learners will gain insights into effective planning, risk identification, and relief efforts. The learning outcomes include the ability to analyse disaster scenarios, evaluate policy effectiveness, and contribute to disaster-resilient communities.

Unit 1: Introduction to Disaster Management

- 1.1: Meaning of Disaster and Disaster Management
- 1.2: Classification of Disasters: Natural and Man-Made
- 1.3: Hazards and Consequences of Disasters
- 1.4: Climate Change and Disasters

Unit 2: Disasters Management Cycle and Disaster Prevention

- 2.1: Stages in Disaster Management
- 2.2: Development and Disaster Management
- 2.3: Disaster Prevention: Need and Rationale
- 2.4: Hazard Mapping for Disaster Prevention

Unit 3: Disaster Management in India

- 3.1: Natural and Man-made Disasters in India: An Overview
- 3.2: Disaster Vulnerability Profile of India
- 3.3: Role of Central, State, and Local Agencies in Disaster Management
- 3.4: Role of Civil Society and NGOs

Unit 4: Disaster Management Policy and Implementation

- 4.1: Disaster Management: Orientation and Preparedness
- 4.2: Identification of Various Risks; Relief and Rehabilitation
- 4.3: National Disaster Management Authority (NDMA): Organisation and Role
- 4.4: Role of IT in Disaster Management: Information System; Geographic Information System (GIS); Global Positioning System (GPS)

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 1) (Honours)
(Session May 2026, 2027 & 2028)
Major Course Code: UMJPAT-803 (Disaster Management)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

Bansal, S.N. @Sharad, & Mitra, S. (2023). Disaster management and risk reduction. Academic Guru Publishing House, New Delhi, India.

BMTPC, 1994, Disaster Mitigation & Vulnerability Atlas of India: A Paradigm Shift from Post-Disaster Reconstruction & Relief to Pre-Disaster Pro-Active Approach at <http://www.bmtpc.org/object.htm>

Collins, L. R. (2023). Disaster management and preparedness. CRC Press: Boca Raton, FL.
Goodchild, 1990, "Planning and the modern/post-modern debate", Town Planning Review, Vol. 61, No. 2.

Gupta, M.C., Vinod K. Sharma, L.C. Gupta, B.K. Tamani (Eds), 2001, Manual on Natural Disaster Management in India, National Centre for Disaster Management, IIPA.

Menon, Vinod C., and Suresh Kalmadi, "Background and Perspective", Infochange Disasters, at, <http://www.infochangeindia.org/DisastersIbp.jsp#04>.

Moorthy, Krishna V. & Bhaskar Karnick, "I DRIVE SAFELY - Let Peace Prevail on our Roads," at <http://www.idrivesafely.com> Nation-State", The Nation, Ecuador. No.5,

Rieff, David, 1999 "The False Dawn of Civil Society: Civil Society and the Future of the

Pandey, R. K. (2023). Disaster management in India: Policies, institutions, practices. Taylor & Francis: London, United Kingdom

Regional Workshop on Total Disaster Risk Management, ADRC, 2002, Annual Report,

Saxena, D., Gupta, A., Gaur, P., & Gehlot, T. (2023). Disaster management: A comprehensive approach. Academic Guru Publishing House, New Delhi, India.

Smith, K., 1996, Environmental Hazards, Routledge, London

UNDP, 1998, Human Development Report, Oxford University Press, New York.

United Nations Disaster Management Training Programme (UNDMTP), 1991, launched by the United Nations Development Programme (UNDP) and the Office of the United Nations Disaster Relief Coordinator in co-operation with UN Agencies at <http://www.undmtp.org/about>, Geneva.

World Disasters Reports, 1997, 1999, 2002, 2003, 2004, International Red Cross and Red Crescent Society.

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 1) (Honours)
(Session May 2026, 2027 & 2028)
Major Course Code: UMJPAT-804
Course Title: Regulatory Governance

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1)

Mid Sem. Test: 15

Tutorial: 25 (15+10)

End Sem. Exam: 60

Objectives and Learning Outcomes: The objectives of this syllabus are to provide students with a comprehensive understanding of ethical principles, their application in society, and their relevance in public life. By studying foundational concepts, historical teachings, and contemporary issues, learners will gain insights into decision-making, moral dilemmas, and anti-corruption measures. The learning outcomes include the ability to analyse ethical challenges, evaluate governance practices, and contribute to a more accountable and just society.

Unit 1: Introduction to Regulation

- 1.1: Regulation: Concept and Rationale
- 1.2: Theories of Regulations: Public Interest Theory and Rent-Seeking Theory
- 1.3: Regulatory Governance: Concept, Significance, and Limitations
- 1.4: Independent Regulatory Commission: Functions and Role

Unit 2: Sectoral Regulations - Telecom, Insurance, Electricity and Stock Exchange

- 2.1: Telecom Regulatory Authority of India (TRAI): Structure, Functions and Role
- 2.2: Insurance Regulatory and Development Authority of India (IRDAI): Structure, Functions and role
- 2.3: Central Electricity Regulatory Commission (CERC): Structure, Functions and Role
- 2.4: SEBI: Structure, Powers and Functions

Unit 3: Sectoral Regulation - Higher Education, Food Safety and Environment

- 3.1: University Grants Commission (UGC): Structure, Role and Responsibilities
- 3.2: Food Standards and Safety Authority of India (FSSAI): Organizational Setup, Duties and Impact
- 3.3: Central Pollution Control Board (CPCB): Formation, Functions and Significance
- 3.4: National Green Tribunal (NGT): Composition, Role and Functions

Unit 4: Issues in Regulatory Administration

- 4.1: Independence of Regulator
- 4.2: Transparency and Accountability of Regulator
- 4.3: Failures in Regulatory Administration: Identifying inhibiting factors
- 4.4: Remedial strategies to Regulatory Failures

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B.A Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 1) (Honours)
(Session May 2026, 2027 & 2028)
Major Course Code: UMJPAT-804 (Regulatory Governance)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Babel, R. (2021). Handbook of non-banking financial companies. Bloomsbury Publishing, New Delhi, India.
- Baldwin, R; Cave, M and Lodge, M (2011) Understanding Regulation: Theory, Strategy and Practice. Oxford University Press: London
- Das, S. C. (2021). Corporate governance in India, fifth edition: An evaluation. PHI Learning Pvt. Ltd., New Delhi, India.
- Donelan, E. (2022). Regulatory governance: Policy making, legislative drafting and law reform. Springer International Publishing, Cham, Switzerland.
- Government of India (2006) Approach to Regulation: Issues and Options. Planning Commission: New Delhi
- Government of India (2009) Creating an Effective Regulatory Framework, 13th Report, Chapter-6, Second Administrative Reforms Commission, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances: New Delhi
- Government of India (2011) Report of the Working Group on Business Regulatory Framework: Towards Optimal Regulatory Government in India: New Delhi Available at: planningcommission.nic.in/aboutus/committee/.../wg.brf2013.pdf
- Mukherjee, P. (Ed.). (2022). Revisiting the Indian financial sector: Recent issues and perspectives. Springer Nature Singapore, Singapore.
- OECD (2014) Regulatory Enforcement and Inspection: OECD Best Practice Principles for Regulatory Policy. OECD Publishing: Paris
- Rosenbloom, D H (1989) Public Administration: Understanding Management, Politics and Law in the Public Sector. McGraw-Hill Book Company: New York
- Singh, P., Bhadouria, R., Singh, R., & Singh, V. K. (Eds.). (2021). Pollutants and water management: Resources, strategies and scarcity. Wiley, Hoboken, NJ.

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Department of Cultural Studies
University of Jammu
Jammu

B.A. Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 1) (Honours)
(Session May 2026, 2027 & 2028)
Minor Course Code: UMIPAT-805

Course Title: Understanding International and Regional Organizations

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1)

Mid Sem. Test: 15

Tutorial: 25 (15+10)

End Sem. Exam: 60

Objectives and Learning Outcomes: This course aims to impart knowledge about the significance of International and Regional Organizations for the well-being of Nation-States which are the members of comity of nations. This course is designed to introduce the learners with the functioning of the international and regional organizations and the benefit accrued to the nation-states from their participations in such organizations. It enables the learners to develop understanding about objectives that shaped these organizations and to explore the job opportunities in these organizations.

Unit 1: Internationalism and Regionalism: An Introduction

1.1: Internationalism: Meaning and Evolution

1.2: International Organisations: Concepts & Objectives

1.3: Emergence of International Organizations (Concert of Europe to League of Nations)

1.4: League of Nations: Achievements and Failures

Unit 2: Evolution of International Organizations

2.1: United Nations: Genesis, Principles and Objectives

2.2: Major Organs-UNSC & UNGA: Composition, Powers, and Functions

2.3: Secretary General: Role and Responsibilities

2.4: International Court of Justice: Composition and Functions

Unit 3: Major Regional Organisations and Regionalism in Europe

3.1: Conceptualizing Region and Regionalism

3.2: Regional Organizations: Concepts & Objectives

3.3: Regionalism in Europe: From European Economic Community to European Union (EU)

3.4: Shanghai Cooperation Organization: Evolution and Objectives

Unit 4: Regionalism in Asia, Africa and South America

4.1: Regionalism in Asia: SAARC

4.2: Regionalism in Africa: African Union (AU)

4.3: Regionalism in South America: Mercosur

4.4: BRICS: Evolution and Objectives

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 1) (Honours)
(Session May 2026, 2027 & 2028)
Minor Course Code: UMIPAT-805 (Understanding International and Regional Organizations)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carries 3 marks. Section-B shall consist of eight long answer type compulsory questions at least carrying two questions from each unit. The candidate shall attempt four questions by selecting one question from each unit. The upper limit for the answer of each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

- Acharya, Amitav (2012), "Comparative Regionalism: A Field Whose Time Has Come?", *The International Spectator: Italian Journal of International Affairs*, 47(1), pp.3-15.
- Archer, Clive (2008), *The European Union*, New York: Routledge, pp.1-58.
- Beeson, Mark (2008), *Institutions of the Asia-Pacific: ASEAN, APEC and Beyond*, New York: Routledge, pp. 17-55.
- Charter of the United Nations, URL: <https://www.un.org/en/about-us/un-charter/full-text>
- Choedan, Yeshi (2007), "UN Reform: Chasing the Security Council Dream", *Africa Quarterly*, Vol. 47, No. 1, February-April 2007, pp. 22-29.
- Claude, Inis L. (1964). "International Organization" *International Encyclopedias of Social Sciences*, vol.8:33- 40, London: Macmillan.
- Fawcett, Louise and Hurrell, Andrew (eds.) (1995), *Regionalism in World Politics: Regional Organization and International Order*, Oxford: Oxford University Press.
- Fawn, Rick (2009), "'Regions' and their Study: Wherefrom, What for and where to?", *Review of International Studies*, 35, pp. 5-34
- Gareis, S.B. and Warwick, J. (2005) *The United Nations: an introduction*, Basingstoke: Palgrave, pp. 1-40
- Gillingham, John (2003), "The Rise and Decline of Monnetism" In *European Integration, 1950-2003: Superstate or New Market Economy?* Cambridge: Cambridge University Press, pp.16-33
- Goodrich, Leland M. (1947), "From League of Nations to United Nations", *International Organization*, Vol. 1, No. 1, pp. 3-21.
- Heywood, Andrew (2011), *Global Politics*, New York: Palgrave-McMillan

B. Chopra/09/2024

Public Administration (FYUGP under CBCS as Per NEP-2020)

Semester-VIII (Scheme 1) (Honours)

(Session May 2026, 2027 & 2028)

Minor Course Code: UMIPAT-805 (Understanding International and Regional Organizations)

Hurd, I.(2021). *International organizations: Politics, law, practice*. Cambridge, United Kingdom: Cambridge University Press.

Hurrell, Andrew (1995), "Explaining the Resurgence of Regionalism in World Politics", *Review of International Studies*, vol.21, no.4, pp.331-58.

J. Baylis, Smith and Owens, eds. (2017) *The Globalization of World Politics: An Introduction to International Relations*, New York: Oxford University Press.

Kaasch, A., Niemann, D., & Martens, K. (Eds.). (2021). *International organizations in global social governance*. Cham, Switzerland: Springer International Publishing.

Kishore C. Dash (2008), "Origin and Evolution of SAARC" In *Regionalism in South Asia: Negotiating Cooperation, Institutional Structures*, New York: Routledge, pp.79-109.

Leinarte, E. (2021). *Functional responsibility of international organizations: The European Union and international economic law*. Cambridge, United Kingdom: Cambridge University Press.

Pease, Kelly-Kate. S. (2019), *International Organisation: Perspectives on Global Governance*, New York: Routledge.

Taylor, P. and Groom, A.J.R. (eds.) (2000) *The United Nations at the millennium*. London: Continuum.

Taylor, Paul (1993), "Regionalism and Globalism" In *International Organization in the Modern World: The Regional and the Global Process*, London: Pinter, pp. 1-46.

Thakur, Ramesh (2006), *The United Nations, Peace and Security: From Collective Security to Responsibility to Protect*, Cambridge University Press.

Weiss, Thomas, G. and Wilkinson, Rorden (eds.) (2018), *International Organizations and Global Governance*, New York: Routledge.

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Course: BCS
Department of Political Science
University of Jammu
Jammu

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 2) (Honours with Research)
(Session May 2026, 2027 & 2028)
Major Course Code: UMJPAT-806
Course Title: Research Methods in Public Administration

Duration of Exam: 3 hrs. **Contact Hours: 60** **Total Marks: 100**
Credits: 4 (3+1) **Mid Sem. Test: 15** **Tutorial: 25 (15+10)** **End Sem. Exam: 60**

Objectives and Learning Outcomes: This course intends to introduce the learners with the basics of Research in Public Administration. This course will enable the students to understand and comprehend the various quantitative and qualitative methods, techniques and tools used in research with special reference to use of research methods in Comparative Public Administration. Apart from that, the students would also be able to understand and to get a command over the tit bits of preparing research designs and use of tools for data collection and compilation.

Unit 1: Basics of Research in Public Administration

- 1.1: Foundations of Research in Public Administration
- 1.2: Understanding Research Process
- 1.3: Selection of Research topic
- 1.4: Writing a Research Design

Unit 2: Quantitative Research Approaches

- 2.1: Fundamental concepts in Quantitative Research
- 2.2: Exploratory Research: The Probing Approach
- 2.3: Descriptive Research: The Survey Approach
- 2.4: Causal Research: The Experimental Approach

Unit 3: Qualitative Methods

- 3.1: Introduction to Qualitative Research methods
- 3.2: Explanatory Approach: Case Study method
- 3.3: Interpretive Approach: Ethnographic method
- 3.4: Critical Approach: Action Research methods

Unit 4: Research methods in Comparative Public Administration

- 4.1: Research methods in Comparative Public Administration
- 4.2: Quantitative and Qualitative methods in Comparative Public Administration
- 4.3: Mix methods research in Comparative Public Administration
- 4.4: Case Study research in Comparative Public Administration



Course Code
Department of Public Administration
University of Jammu
Jammu

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 2) (Honours with Research)
(Session May 2026, 2027 & 2028)
Major Course Code: UMJPAT-806
(Research Methods in Public Administration)

Note for Paper Setting

Mid Semester Test: The Mid Semester Test question paper will consist of eight questions set from the two units. The candidates are required to attempt any five questions. The upper limit for the answer of each question will be 200-250 words and each question carry 3 marks. The time duration for the Mid Semester Test is 1 ½ hours.

Tutorial: The course coordinator will assign one topic from the entire syllabus of the course to each student to write a tutorial comprising from 15-20 pages and present in the class and the course coordinator will evaluate the candidate out of 25 marks: 15 marks for the written expression and 10 marks for presentation of tutorial in the class.

End Semester Examination: The question paper shall consist of two sections. Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be each question will be 650-750 words and each question carries 12 marks. The time duration for the End Semester Examination is 3 hours.

Suggested Readings:

Aleaz, Bonita, and Partha Pratim Basu (eds.), (2019) *Revisiting Qualitative Methods in Social Science Research*, Delhi: Orient Blackswan Private Limited,.

Burnham, Peter, (et.al), (2012.) *Research Methods in Politics*, New York: Palgrave Macmillan,

Johnson, Janet Buttolph, and H. T. Reynolds, *Political Science Research Methods*, US: Sage Publications,

Kellstedt, Paul M., and Guy D. Whitten, (2018) *The Fundamentals of Political Science Research*, Cambridge: CUP,

Kothari, C R and Garg, G (2018) *Research Methodology: Methods and Techniques*. New Age International Publishers: New Delhi

Kumar, Ranjit (2011) *Research Methodology: A Step-by-Step Guide for Beginner*. Sage Publications: London

Lamont, Christopher, (2015) *Research Methods in International Relations*, London: Sage Publications,.

McNabb, David E (2017) *Research Methods in Public Administration and Nonprofit Management (4th Edition)*. Routledge: UK

McNabb, David E., *Research Methods for Political Science*, New Delhi: PHI Learning Private Limited, 2004.

McNeill, Patrick, and Steve Chapman, *Research Methods*, Abingdon: Routledge, 2005.

Miller, G J and Yang, K (Eds.) (2007) *Handbook of Research Methods in Public Administration*. CRC Press: New York

Nachmias, C V and Nachmias, D (2005) *Research Methods in Social Sciences*. Hodder Headline Group: London

Rassel, G. R., Talianferro, J. D., Rassel, S. M., & O'Sullivan, E. (2022). *Practical research methods for nonprofit and public administrators*. Taylor & Francis: Thames, UK

Van Thiel, S. (2021). *Research methods in public administration and public management: An introduction*.

Young, de Tim and Perlman, Bruce J (1984) *Teaching Research Methodology in Public Administration*. *Teaching Political Science*, Vol.11, Issue 2, pp. 63-69

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 2) (Honours with Research)
(Session May 2026, 2027 & 2028)
Minor Course Code: UMIPAT-807

Course Title: Understanding International and Regional Organizations

Duration of Exam: 3 hrs.

Contact Hours: 60

Total Marks: 100

Credits: 4 (3+1)

Mid Sem. Test: 15

Tutorial: 25 (15+10)

End Sem. Exam: 60

Objectives and Learning Outcomes: This course aims to impart knowledge about the significance of International and Regional Organizations for the well-being of Nation-States which are the members of comity of nations. This course is designed to introduce the learners with the functioning of the international and regional organizations and the benefit accrued to the nation-states from their participations in such organizations. It enables the learners to develop understanding about objectives that shaped these organizations and to explore the job opportunities in these organizations.

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1.4: League of Nations: Achievements and Failures

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4.3: Regionalism in South America: Mercosur

4.4: BRICS: Evolution and Objectives

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Coordinator
Department of Political Science
University of Jammu
Jammu

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 2) (Honours with Research)
(Session May 2026, 2027 & 2028)
Minor Course Code: UMIPAT-807 (Understanding International and Regional Organizations)

Note for Paper Setting

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- Charter of the United Nations, URL: <https://www.un.org/en/about-us/un-charter/full-text>
- Choedan, Yeshi (2007), "UN Reform: Chasing the Security Council Dream", *Africa Quarterly*, Vol. 47, No. 1, February-April 2007, pp. 22-29.
- Claude, Inis L. (1964). "International Organization" *International Encyclopedias of Social Sciences*, vol.8:33- 40, London: Macmillan.
- Fawcett, Louise and Hurrell, Andrew (eds.) (1995), *Regionalism in World Politics: Regional Organization and International Order*, Oxford: Oxford University Press.
- Fawn, Rick (2009), "'Regions' and their Study: Wherefrom, What for and where to?", *Review of International Studies*, 35, pp. 5-34
- Gareis, S.B. and Warwick, J. (2005) *The United Nations: an introduction*, Basingstoke: Palgrave, pp. 1-40
- Gillingham, John (2003), "The Rise and Decline of Monnetism" In *European Integration, 1950-2003: Superstate or New Market Economy?* Cambridge: Cambridge University Press, pp.16-33
- Goodrich, Leland M. (1947), "From League of Nations to United Nations", *International Organization*, Vol. 1, No. 1, pp. 3-21.
- Heywood, Andrew (2011), *Global Politics*, New York: Palgrave-McMillan

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Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 2) (Honours with Research)
(Session May 2026, 2027 & 2028) Minor Course Code: UMIPAT-807
(Understanding International and Regional Organizations)

- Hurd, I.(2021). *International organizations: Politics, law, practice*. Cambridge, United Kingdom: Cambridge University Press.
- Hurrell, Andrew (1995), "Explaining the Resurgence of Regionalism in World Politics", *Review of International Studies*, vol.21, no.4, pp.331-58.
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- Kaasch, A., Niemann, D., & Martens, K. (Eds.). (2021). *International organizations in global social governance*. Cham, Switzerland: Springer International Publishing.
- Kishore C. Dash (2008), "Origin and Evolution of SAARC" In *Regionalism in South Asia: Negotiating Cooperation, Institutional Structures*, New York: Routledge, pp.79-109.
- Leinarte, E. (2021). *Functional responsibility of international organizations: The European Union and international economic law*. Cambridge, United Kingdom: Cambridge University Press.
- Pease, Kelly-Kate. S. (2019), *International Organisation: Perspectives on Global Governance*, New York: Routledge.
- Taylor, P. and Groom, A.J.R. (eds.) (2000) *The United Nations at the millennium*. London: Continuum.
- Taylor, Paul (1993), "Regionalism and Globalism" In *International Organization in the Modern World: The Regional and the Global Process*, London: Pinter, pp. 1-46.
- Thakur, Ramesh (2006), *The United Nations, Peace and Security: From Collective Security to Responsibility to Protect*, Cambridge University Press.
- Weiss, Thomas, G. and Wilkinson, Rorden (eds.) (2018), *International Organizations and Global Governance*, New York: Routledge.

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Coordinator (UIC)
Department of Political Science
University of Jammu
Jammu

Public Administration (FYUGP under CBCS as Per NEP-2020)
Semester-VIII (Scheme 2) (Honours with Research)
(Session May 2026, 2027 & 2028)
SEC Course Code: USEPAP-808
Course Title: Research Project/Dissertation

Credits: 12

Maximum Marks: 300

Dissertation: 200 Marks (08 credits)

Presentation + Viva: 100 Marks (04 credits)

Students will carry out the research work with the allotted faculty member (supervisor). The student shall prepare a dissertation based on the synopsis approved by the College Research Committee. Students are required to submit two copies of the dissertation based on the topic assigned to them. It should have certification by the supervisor concerned authenticating that the work has been done by the candidate and it should be submitted to the department before the commencement of end semester examination.

SCHEME OF EXAMINATION/ASSESSMENT:

Evaluation of synopsis shall be done by the College Research Committee. Students have to present their research work via PPT presentation before the College Research Committee. The research proposal or synopsis will be scrutinized by the College Research Committee for the concerned subject. The College Research Committee shall have at least one member from any University of the region.

For evaluation of the dissertation, students have to present their research work via PPT presentation. The viva-voce examination shall be conducted after the PPT presentation is done by the student.

Evaluation Scheme

Total Marks: 300 (by the external examiner)

Distribution of Marks:

Dissertation: 200 Marks

Presentation of PPT and Viva-voce: 100 Marks

***One credit is of one hour duration for fifteen working days (periods) or 23 periods of 40 minutes duration.**

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Course Code
Department of Political Science
University of Jammu
Jammu