



UNIVERSITY OF JAMMU

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

Academic Section

Email: academicsectionju14@gmail.com

NOTIFICATION

(22/Sept./Adp/22)

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 Study in the subject of **Public Administration** of Semesters Ist and IInd for **Four Year Under Graduate Programme** under the **Choice Based Credit System** 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 examination to be held in the years
Public Administration	Semester-I	December 2022, 2023 and 2024
	Semester-II	May 2023, 2024 and 2025

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

DEAN ACADEMIC AFFAIRS

No. F. Acd/II/22/4786-4865

Dated: 13-9-2022

Copy for information and necessary action to:

1. Special Secretary to the Vice-Chancellor, University of Jammu for information of Hon'ble Vice-Chancellor
2. Dean, Faculty of Social Science
3. HOD/Convener, Board of Studies in Political Science/Public Administration
4. Sr. P.A. to the Controller of Examinations
5. All members of the Board of Studies
6. Confidential Assistant to the Controller of Examinations
7. I/C Director, Computer Centre, University of Jammu
8. Deputy Registrar/Asst. Registrar (Conf. /Exams. UG/ Exam Eval Non-Prof/CDC)
9. Incharge, University Website for Uploading of the notification.

Sumit Sharma
Deputy Registrar (Academic)

12/9
11/2/20

University of Jammu
Department of Political Science
Course Scheme of Syllabus
Syllabi of Public Administration at FYUP (General/Honours/Honours with Research)
under CBCS as per the Guidelines of National Education Policy-202)

Semester-1

S. N.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					End Sem. Exam.	Mid Sem. Test	Tutorial	Total
1	Major	UMJPAT-101	Understanding Public Administration	4 (3Th+1T)	60	15	25	100
2	Minor	UMIPAT-102	Introduction to Public Administration	4 (3Th+1T)	60	15	25	100
3	MD/ID	UMDPAT-103	Political and Administrative Structures of India	3	60	15		75
4	SEC	USEPAT-104	E-Governance	2	40	10		50

Semester-II

S. N.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					End Sem. Exam.	Mid Sem. Test	Tutorial	Total
1	Major	UMJPAT-201	Theories of Public Administration	4 (3Th+1T)	60	10	25	100
2	Minor	UMIPAT-202	Conceptualizing Public Administration	4 (3Th+1T)	60	15	25	100
3	MD/ID	UMDPAT-203	International and Regional Organizations	3	60	15		75
4	SEC	USEPAT-204	Citizens and E-Governance	2	40	10		50

Eligibility: A candidate opting Public Administration as a Major subject at FYUP under CBCS must have studied Political Science in the qualifying examination (i. e. 10+2).

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-1

(Examination to be held in December 2022, 2023 & 2024)

Major Course

Course Code: UMJPAT-101

Course Title: Understanding Public Administration

Credits: 4 (3Th+1T)

Time of Exam. 3 Hours

Total Lectures: (Theory 45+Tutorial 30)

Max. Marks: 100

Mid Sem. Test: 15

utorial: 25 (15+10) End Sem. Exam: 60

Objectives and Learning Outcomes: This course is designed to educate about the conceptual and operational aspects of Public Administration that affects the life and carrier of the learners. It educates them about the principles and structures of public administration. It equips the learners with knowledge about the methods and functioning of administrative structures. It enables the learners to grasp that how the public welfare is being shaped by the various administrative structures and processes.

Unit-1 Meaning, Evolution and Approaches

- 1.1 Public Administration: Meaning, Nature and Scope
- 1.2 Evolution of Public Administration as a Discipline
- 1.3 Approaches to the Study of Public Administration
- 1.4 Comparative and Development Public Administration

Unit- II Organization, Theories of Leadership and Motivation

- 2.1 Basic Principles of Organization: Hierarchy, Span of Control, Unity of Command
- 2.2 Centralization and Decentralization, Delegation, Supervision, Line and Staff
- 2.3 Theories of Leadership: Trait, Behavioural and Situational
- 2.4 Theories of Motivation: Maslow and Herzberg

Unit- III Structure of Central Administration

- 3.1 Structure of Organization: Importance, Meaning and Function
- 3.2 Boards and Commissions
- 3.3 Chief Executive: Types and Functions
- 3.4 Civil Secretariat: Meaning, Role and Functions

Unit- IV Contemporary Issues in Public Administration

- 4.1 Impact of Information Technology on Public Administration
- 4.2 Major Issues and Challenges of Public Administration in the Developing World
- 4.3 Impact of Globalization on Public Administration
- 4.4 Restructuring Administrative System for National Integration and Development

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-1 (Major Course)

(Examination to be held in December 2022, 2023 & 2024)

Course Code: UMJPAT-101 Course Title: Understanding Public Administration

Note for Paper Setter

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 students 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

Bhattacharaya, Mohit, *Public Administration*, Calcutta: World Press, 2000.

_____, *Public Administration: Issues and Perspective*, New Delhi: Jawahar Publishers and Distributors, 2012.

Arora, K. Ramesh, *Public Administration: Fresh Perspectives*, Jaipur: Aalekh Publishers, 2004.

Arora, K. Ramesh, *Public Administration: Its Growth and Development*, New Delhi: Rajat Publications, 2016

Avasthi, Amreshwar, and Avasthi, P. Anand, *Public Administration*, Agra: Lakshmi Narain Agrawal, 2014.

Basu, Rumki, *Public Administration: Concepts and Theories*, New Delhi: Sterling Publishers, 1990.

Bhagwan, Vishnoo,(et.al), *Public Administration*, Jalandhar: S. Chand, 2010

Bhambri, C. P., *Public Administration Theory and Practice*, Meerut: Educational Publishers, 2010.

Bhattacharaya, Mohit, *New Horizons of Public Administration*, New Delhi: Jawahar Publishers and Distributors, 2008.

Chakrabarty, Bidyut and Chand, Prakash, *Public Administration: From Government to Governance*, New Delhi: Orient Blackwan, 2017.

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-1 (Major Course)
(Examination to be held in December 2022, 2023 & 2024)
Course Code: UMJPAT-101 Course Title: Understanding Public Administration

Chakrabarty, Bidyut, and Chand Prakash, *Public Administration in a Globalizing World: Theories and Practices*, New Delhi: Sage, 2016.

Denhardt, Janet V, and Denhardt, Robert B, *The New Public Service: Serving, Not Steering*, New Delhi: Routledge, 2015

Fesler, James, W., *Elements of Public Administration*, Worcestershire: Read Books, 2007.

Henry, Nicholas, *Public Administration and Public Affairs*, New York: Taylor and Francis, 2013.

Laxmikanth, M., *Public Administration*, New Delhi: McGraw Hill Education, 2011.

Niskanen Jr., William A., *Bureaucracy and Representative Government*, Chicago: Aldine-Atherton, 2007.

Ostrom, Elinor, *Governing the Commons: The Evolution of Institutions for Collective Action*, Cambridge: Cambridge University Press, 2015.

Raadschelders, Jos C. N., *Public Administration: The Interdisciplinary Study of Government*, New York: Oxford University Press, 2011.

Shafritz, Jay M., and Hyde, Albert C (Eds.), *Classics of Public Administration*, Singapore: Cengage Learning, 2012.

Shafritz, Jay, M., *Introducing Public Administration*, New York: Routledge:, 2017.

Sharma, M., *Theory of Public Administration*, New Delhi: Anmol Publications, 2003.

Menon, Vineetha, *Perspectives on Public Administration*, New Delhi: Wisdom Press, 2017.

Geol, S. I., *Public Administration: Theory and Practice*, New Delhi: Deep and Deep Publications, 2003.

Srinivasrao, Mouneshwara, *Bureaucracy and Development Administration*, Jaipur: Rawat Publications, 2019.

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-1
(Examination to be held in December 2022, 2023 & 2024)

Minor Course

Course Code: UMIPAT-102 **Course Title: Introduction to Public Administration**
Credits: 4 (3Th+1T) **Time of Exam. 3 Hours** **Total Lectures: (Theory 45+Tutorial 30)**
Max. Marks: 100 **Mid Sem. Test: 15** **Tutorial: 25 (15+10)** **End Sem. Exam: 60**

Objectives and Learning Outcomes: This course is designed to educate about the conceptual and operational aspects of Public Administration that affects the life and carrier of the learners. It educates them about the principles and structures of public administration. It equips the learners with knowledge about the methods and functioning of administrative structures. It enables the learners to grasp that how the public welfare is being shaped by the various administrative structures and processes.

Unit-1 Meaning, Evolution and Approaches

- 1.2 Public Administration: Meaning, Nature and Scope
- 1.3 Evolution of Public Administration as a Discipline
- 1.4 Approaches to the Study of Public Administration
- 1.5 Comparative and Development Public Administration

Unit- II Organization, Theories of Leadership and Motivation

- 2.1 Basic Principles of Organization: Hierarchy, Span of Control, Unity of Command
- 2.2 Centralization and Decentralization, Delegation, Supervision, Line and Staff
- 2.3 Theories of Leadership: Trait, Behavioural and Situational
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- 3.1 Structure of Organization: Importance, Meaning and Function
- 3.2 Boards and Commissions
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- 3.4 Civil Secretariat: Meaning, Role and Functions

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- 4.1 Impact of Information Technology on Public Administration
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University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-1 (Minor Course)

(Examination to be held in December 2022, 2023 & 2024)

Course Code: UMIPAT-102

Course Title: Introduction to Public Administration

Note for Paper Setter

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 students 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

Bhattacharaya, Mohit, *Public Administration*, Calcutta: World Press, 2000.

_____, *Public Administration: Issues and Perspective*, New Delhi: Jawahar Publishers and Distributors, 2012.

Arora, K. Ramesh, *Public Administration: Fresh Perspectives*, Jaipur: Aalekh Publishers, 2004.

Arora, K. Ramesh, *Public Administration: Its Growth and Development*, New Delhi: Rajat Publications, 2016

Avasthi, Amreshwar, and Avasthi, P. Anand, *Public Administration*, Agra: Lakshmi Narain Agrawal, 2014.

Basu, Rumki, *Public Administration: Concepts and Theories*, New Delhi: Sterling Publishers, 1990.

Bhagwan, Vishnoo,(et.al), *Public Administration*, Jalandhar: S. Chand, 2010

Bhambri, C. P., *Public Administration Theory and Practice*, Meerut: Educational Publishers, 2010.

Bhattacharaya, Mohit, *New Horizons of Public Administration*, New Delhi: Jawahar Publishers and Distributors, 2008.

Chakrabarty, Bidyut and Chand, Prakash, *Public Administration: From Government to Governance*, New Delhi: Orient Blackwan, 2017.

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-1 (Minor Course)
(Examination to be held in December 2022, 2023 & 2024)
Course Code: UMIPAT-102 Course Title: Introduction to Public Administration

Chakrabarty, Bidyut, and Chand Prakash, *Public Administration in a Globalizing World: Theories and Practices*, New Delhi: Sage, 2016.

Denhardt, Janet V, and Denhardt, Robert B, *The New Public Service: Serving, Not Steering*, New Delhi: Routledge, 2015

Fesler, James, W., *Elements of Public Administration*, Worcestershire: Read Books, 2007.

Henry, Nicholas, *Public Administration and Public Affairs*, New York: Taylor and Francis, 2013.

Laxmikanth, M., *Public Administration*, New Delhi: McGraw Hill Education, 2011.

Niskanen Jr., William A., *Bureaucracy and Representative Government*, Chicago: Aldine-Atherton, 2007.

Ostrom, Elinor, *Governing the Commons: The Evolution of Institutions for Collective Action*, Cambridge: Cambridge University Press, 2015.

Raadschelders, Jos C. N., *Public Administration: The Interdisciplinary Study of Government*, New York: Oxford University Press, 2011.

Shafritz, Jay M., and Hyde, Albert C (Eds.), *Classics of Public Administration*, Singapore: Cengage Learning, 2012.

Shafritz, Jay, M., *Introducing Public Administration*, New York: Routledge:, 2017.

Sharma, M., *Theory of Public Administration*, New Delhi: Anmol Publications, 2003.

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-1

(Examination to be held in December 2022, 2023 & 2024)

Multidisciplinary Course

Course Code: UMDPAT-103

Course Title: Political and Administrative Structures in India

Credits: 3

Time of Exam. 3 Hours

Total Lectures: 45

Max. Marks: 75

Mid Sem. Test: 15

End Sem. Exam: 60

Objectives and Learning Outcomes: This course is designed to educate learners from the disciplines other than Social and Behavioral Sciences about the Political and Administrative structures operating in India. After studying this course, the learners will be able to comprehend the functioning of Indian political and administrative structures which are shaping their lives and destiny. It equips the learners with knowledge about the methods and functioning of political administrative structures.

Unit-I Structures of Centre-State Relations

- 1.1 Nature of Federal System in India
- 1.2 Legislature Relations: Theory and Practice
- 1.3 Administrative & Financial Relations: Provisions, Irritants and Imbalances

Unit-II Structures of Union Government

- 2.1 Mechanism of Cooperation: Inter-State Council and Zonal Councils
- 2.2 Powers and Functions of Parliament
- 2.3 Executive: Powers and Position of President and Prime Minister

Unit-III Nature of Judicial System

- 3.1 Judiciary: Composition and Jurisdiction
- 3.2 State Judiciary: High and Subordinate Courts: Structure and Functions
- 3.3 Judicial Review: Public Interest Litigation and Judicial Activism

Unit-IV Structures of State Government

- 4.1 State Legislature: Composition, Powers and Functions
- 4.2 Nominal Executive: Governor and Lt. Governor
- 4.3 Real Executive: Chief Minister and Council of Ministers

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-1 Multidisciplinary Course
(Examination to be held in December 2022, 2023 & 2024)
Course Code: UMDPAT-103 Course Title: Political and Administrative Structures in India

Note for Paper Setter

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.

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 Reading

Austin Granville, *The Indian Constitution: Cornerstone of a Nation*, 1999.O.U.P
 Aloysius G, *Nationalism Without a Nation in India*, OUP, 1997

Adney Katharine and L. Saez, *Coalition Politics and Hindu Nationalism*, Routledge, 2005
 Brass Paul, *Ethnicity and Nationalism: Theory and Comparison*, Sage, 1991

Brass Paul, *The Politics of India Since Independence*, Cambridge University Press, 1990

Chandra, Bipan, *Nationalism and Colonialism in Modern India Orient*, Longman, 1979

Chandra Bipan, *India After Independence 1947 to 2000*, Penguin

Chatterjee Patha, *State and Politics in India*: OUP, 1999

Chandra Kanchan, *Why Ethnic Parties Succeed: Patronages and Ethnic Head Counts in India*, Cambridge University Press, Cambridge, 2004

De Souza Peter Ronald & E Sridharan, *India's Political Parties*, New Delhi: Sage, 2006

Hasan Zoya, ed., *Politics and the State in India*, New Delhi: Sage Publications, 2000

Hasan Zoya, ed., *Parties and Party Politics in India*, Oxford University Press, New Delhi, 2001

Kaviraj Sudipta, ed., *Politics in India*, OUP, 1997

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-1 Multidisciplinary Course
(Examination to be held in December 2022, 2023 & 2024)
Course Code: UMDPAT-103 Course Title: Political and Administrative Structures in India

Kothari, Rajani, *Politics in India*, Orient Longman, 1979

Kothari, Rajni (ed), *Caste in Indian Politics*, Orient Longman, 1970

Kohli, Atul, *Centralization and Powerlessness: India's Democracy in a Comprehensive Perspective*, in Joe Midgal, Atul Kohli and Vivenne Shue (eds), *State Power and Social Forces*, Cambridge University Press, 1994

Morris Jones, W.H., *Politics Mainly Indian*, New Delhi, Orient Longman, 1979

Oommen, T.K, *State and Society in India Studies in National Building*, Sage, 2000

Sharma S.L & Oommen, T.K (ed.), *National and National Identity in South Asia*, Orient Longman

Satyamurthy, T.V., *State and Nation in the Context of Social Change*, OUP, 1997

Singh, M.P & Chaube, S.K, *Indian Constitution: A Review*, Har Anand, 1997

Singh, M.P & Rekha Saxena, *India at the Polls: Parliamentary Elections in a Federal Phase* Orient Longman, Delhi, 2003

Vijaypur Abdulrahim ed., *Dimensions of Federal Nation Building*, Mani, 1992

Jayal, N ed., *The Oxford Companion to Politics in India*, Oxford University Press, 2016.

Desai, A.R., *Social Background of Indian Nationalism*, Sage Publication, 2016

Pylee, M.V., *Indian Constitution*, S. Chand, New Delhi, 2006

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-1
(Examination to be held in December 2022, 2023 & 2024)
Skill Enhancement Course

Course Code: USEPAT-104

Course Title: E- Governance

Credits: 2

Time of Exam. 2 ½ Hours

Total Lectures: 30

Total Marks: 50

Mid Sem. Test: 10

End Sem. Exam: 40

Objectives and Learning Outcomes: This course is framed to impart skills to the learners on E-Governance which is an emerging phenomenon in the contemporary world. Apart from providing theoretical knowledge and conceptual clarity, this course will also introduce the students about the devices deployed to provide e-governance. It enables the learners to learn about the electronic mode of governance which is being practiced at present.

Unit-I Evolution and Concept of E- Governance

- 1.1 Evolution of E- Governance
- 1.2 Theories and Models of e- Governance
- 1.3 Administrative Reforms and Governance

Unit-II Information Technology and E-Governance

- 2.1 Information and Communication Technology in Governance
- 2.2 Transition from Electronic Government to Digital Government
- 2.3 Data Security and E-Governance

Unit-III Roadmap towards E- Governance

- 3.1 E- Government versus E- Governance
- 3.2 Global Trends in E- Governance
- 3.3 Models of Digital Governance

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.

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-1 Skill Enhancement Course
(Examination to be held in December 2022, 2023 & 2024)

Course Code: USEPAT- 104

Course Title: E- Governance

Suggested Readings

Bhatnagar, S., C, *E-Government: From Vision to Implementation*, New Delhi: Sage, 2004.

Bhatnagar, Subhash, *Unlocking E- Government Potential: Concepts, Cases and Practical Insights*, New Delhi: Sage, 2009.

Bhattacharya, Jaijit, *e- Gov 2.0: Policies, Processes and Technologies*, New Delhi: Tata McGraw, 2011.

Budd, Leslie, and Harris, Lisa, *E- Governance: Managing or Governing?* New York: Routledge, 2009.

Heeks, Richard, *Implementing and Managing e-Government: An International text*, London: Sage, 2006.

Kooiman, J, (Ed.), *Modern Governance: New Government- Society Interactions*, London: Sage, 1993.

Milakovich, E. Michael, *Digital Governance: New Technologies for Improving Public Service and Participation*, New York: Routledge, 2012

Pardhasaradhi, Y, *E-Governance and Indian Society*, New Delhi: Kanishka, 2009.

Prabhu, C.S.R., *E- Governance: Concepts and Case Studies*, New Delhi: PHI Learning, 2012.

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-II

(Examination to be held in May 2023, 2024 & 2025)

Major Course

Course Code: UMJPAT-201

Course Title: Theories of Public Administration

Credits: 4 (3Th+1T) Time of Exam. 3 Hours Total Lectures: (Theory 45+Tutorial 30)

Max. Marks: 100 Mid Sem. Test: 15 Tutorial: 25 (15+10) End Sem. Exam: 60

Objectives and Learning Outcomes: This course aims to impart knowledge about the fundamentals of Public Administration. It intends to introduce the learners with the subject matter of the discipline ranging from substance to methodology. The course is designed to introduce the learners with the administrative machinery of state, the philosophies that shaped it, instrument and bases of its authority and its relations with individuals. It enables the learners to develop understanding about the subject matter of discipline by approaching it through various traditional and modern approaches. It empowers them to learn the evolution of discipline through various phases and stages.

Unit I Basic Administrative Theories

1.1 Public Institutional Theories

1.2 Classical Organizational Theories (Henry Fayol, Luther Gulick and Lyndall Urwick)

1.3 Scientific Management Theory (F.W. Taylor)

1.4 Bureaucratic Theory (Max Weber)

Unit II Behavioural and Human Relations Theories

2.1 Human Relations Theory (Elton Mayo)

2.2 Decision-Making Theory (Herbert Simon)

2.3 Behavioural Theories (Chris Argyris, McGregor and Rensis Likert)

2.4 Socio- Psychological Theories

Unit- III Rational Choice, Public Management & Ecological Theories

3.1 Rational Choice Theory

3.2 Theories of Public Management

3.3 Theories of Bureaucratic Politics (Dwight Waldo and Allison's Paradigm)

3.4 Ecological Theory (Fred W. Riggs)

Unit-IV System, Modern Management and Postmodern Theories

4.1 System Theory (Modern Organization Theory)

4.2 Theory of Modern Management (Peter Drucker)

4.3 Postmodern Theory of Public Administration

4.4 Theories of Governance

Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-II Major Course
(Examination to be held in May 2023, 2024 & 2025)

Course Code: UMJPAT-201

Course Title: Theories of Public Administration

Note for Paper Setter

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 students 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

Chakrabarty, Bidyut, and Chand Prakash, *Public Administration in a Globalizing World:*

Theories and Practices, New Delhi: Sage, 2016.

Frederickson, H. George, and Smith, Kevin, B., *The Public Administration Theory Primer:*

Essentials of Public Policy and Administration, Jaipur: Rawat Publications, 2008.

Golembiewski, Robert, T.,(et.al.), *Public Administration: Readings in Institutions, Processes, Behaviour and Policy*, Chicago: Rand McNally, 1976.

Hooja, Rakesh, and Arora, Ramesh, K., *Administrative Theories: Approaches, Concepts and Thinkers in Public Administration*, Jaipur: Rawat Publications, 2007.

Raadschelders, Jos C. N., *Public Administration: The Interdisciplinary Study of Government*, New York: Oxford University Press, 2011.

Shafritz, Jay M., and Hyde, Albert C (Eds.), *Classics of Public Administration*, Singapore: Cengage Learning, 2012.

Shafritz, Jay, M., *Introducing Public Administration*, New York: Routledge:, 2017.

Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-II Major Course
(Examination to be held in May 2023, 2024 & 2025)

Course Code: UMJPAT-201

Course Title: Theories of Public Administration

Sharma, M. P., and Sadana, B, L., *Public Administration in Theory and Practice*, New Delhi: Kitab Mahal, 2010

Simon, Herbert, A., *Administrative Behaviour: A Study of Decision Making Processes in Administrative Organizations*, New York: Free Press, 1947.

Urwick, L. F., and Gulick, L, (Eds.), *Papers in the Science of Administration*, New York: Columbia University Press, 1937

Waldo, Dwight, *The Study of Public Administration*, Random House, 1955.

Holzer, Marc and Schwester, W. Richard, *Public Administration: An Introduction*, New York: Routledge, 2016.

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-II

(Examination to be held in May 2023, 2024 & 2025)

Minor Course

Course Code: UMIPAT-202 Course Title: Conceptualizing Public Administration

Credits: 4 (3Th+1T) Time of Exam. 3 Hours Total Lectures: 60 (Theory 45+Tutorial 30)

Max. Marks: 100 Mid Sem. Test: 15 Tutorial: 25 (15+10) End Sem. Exam: 60

Objectives and Learning Outcomes: This course aims to impart knowledge about the fundamentals of Public Administration. It intends to introduce the learners with the subject matter of the discipline ranging from substance to methodology. The course is designed to introduce the learners with the administrative machinery of state, the philosophies that shaped it, instrument and bases of its authority and its relations with individuals. It enables the learners to develop understanding about the subject matter of discipline by approaching it through various traditional and modern approaches. It empowers them to learn the evolution of discipline through various phases and stages.

Unit I Basic Administrative Theories

1.1 Public Institutional Theories

1.2 Classical Organizational Theories (Henry Fayol, Luther Gulick and Lyndall Urwick)

1.3 Scientific Management Theory (F.W. Taylor)

1.4 Bureaucratic Theory (Max Weber)

Unit II Behavioural and Human Relations Theories

2.1 Human Relations Theory (Elton Mayo)

2.2 Decision-Making Theory (Herbert Simon)

2.3 Behavioural Theories (Chris Argyris, McGregor and Rensis Likert)

2.4 Socio- Psychological Theories

Unit- III Rational Choice, Public Management & Ecological Theories

3.1 Rational Choice Theory

3.2 Theories of Public Management

3.3 Theories of Bureaucratic Politics (Dwight Waldo and Allison's Paradigm)

3.4 Ecological Theory (Fred W. Riggs)

Unit-IV System, Modern Management and Postmodern Theories

4.1 System Theory (Modern Organization Theory)

4.2 Theory of Modern Management (Peter Drucker)

4.3 Postmodern Theory of Public Administration

4.4 Theories of Governance

Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-II Minor Course
(Examination to be held in May 2023, 2024 & 2025)

Course Code: UMIPAT-201

Course Title: Conceptualizing Public Administration

Note for Paper Setter

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 students 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

Chakrabarty, Bidyut, and Chand Prakash, *Public Administration in a Globalizing World: Theories and Practices*, New Delhi: Sage, 2016.

Frederickson, H. George, and Smith, Kevin, B., *The Public Administration Theory Primer: Essentials of Public Policy and Administration*, Jaipur: Rawat Publications, 2008.

Golembiewski, Robert, T.,(et.al.), *Public Administration: Readings in Institutions, Processes, Behaviour and Policy*, Chicago: Rand McNally, 1976.

Hooja, Rakesh, and Arora, Ramesh, K., *Administrative Theories: Approaches, Concepts and Thinkers in Public Administration*, Jaipur: Rawat Publications, 2007.

Raadschelders, Jos C. N., *Public Administration: The Interdisciplinary Study of Government*, New York: Oxford University Press, 2011.

Shafritz, Jay M., and Hyde, Albert C (Eds.), *Classics of Public Administration*, Singapore: Cengage Learning, 2012.

Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-II Minor Course
(Examination to be held in May 2023, 2024 & 2025)

Course Code: UMIPAT-201 Course Title: Conceptualizing Public Administration

Shafritz, Jay, M., *Introducing Public Administration*, New York: Routledge: 2017.

Sharma, M. P., and Sadana, B, L., *Public Administration in Theory and Practice*, New Delhi: Kitab Mahal, 2010

Simon, Herbert, A., *Administrative Behaviour: A Study of Decision Making Processes in Administrative Organizations*, New York: Free Press, 1947.

Urwick, L. F., and Gulick, L, (Eds.), *Papers in the Science of Administration*, New York: Columbia University Press, 1937

Waldo, Dwight, *The Study of Public Administration*, Random House, 1955

University of Jammu
Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-II

(Examination to be held in May 2023, 2024 & 2025)

Multidisciplinary Course

Course Code: UMDPAT-203

Course Title: International and Regional Organization

Credits: 3

Time of Exam. 3 Hours

Total Lectures: 45

Max. Marks: 75

Mid Sem. Test: 15

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 also to explore the job opportunities in these organizations.

Unit: Internationalism and Regionalism: An Introduction

1.1 Understanding Internationalism

1.2 International Organizations: Concepts & Objectives

1.3 Emergence of International Organizations: Concert of Europe & League of Nations

Unit-II Evolution of International Organizations

2.1 United Nations: Genesis, Principles and Objectives

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

2.3 Secretary General & International Court of Justice: Role and Responsibilities

Unit-III Major Regional Organizations 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)

Unit-IV Regionalism in Asia, Africa and South America

4.1 Regionalism in Asia: SAARC and ASEAN

4.2 Regionalism in Africa: African Union (AU)

4.3 Regionalism in South America: Mercosur

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Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-II Multidisciplinary Course
(Examination to be held in May 2023, 2024 & 2025)

Course Code: UMDPAT-203

Course Title: International and Regional Organization

Note for Paper Setter

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.

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:

Charter of the United Nations, URL: <https://www.un.org/en/about-us/un-charter/full-text>

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

Heywood, Andrew (2011), *Global Politics*, New York: Palgrave-McMillan

Claude, Inis L. (1964). "International Organization" *International Encyclopaedia of Social Sciences*, vol.8:33- 40, London: Macmillan.

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

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

Acharya, Amitav (2012), "Comparative Regionalism: A Field Whose Time Has Come?", *The International Spectator: Italian Journal of International Affairs*, 47(1), pp.3-15.

Fawn, Rick (2009), "'Regions' and their Study: Wherefrom, What for and Whereto?", *Review of International Studies*, 35, pp. 5-34

Fawcett, Louise and Hurrell, Andrew (eds.)(1995), *Regionalism in World Politics: Regional Organization and International Order*, Oxford: Oxford University Press.

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Syllabi of Public Administration at FYUP under CBCS as Per NEP-2020
Semester-II Multidisciplinary Course
(Examination to be held in May 2023, 2024 & 2025)

Course Code: UMDPAT-203 Course Title: International and Regional Organization

Goodrich, Leland M. (1947), From League of Nations to United Nations”, *International Organization*, Vol. 1, No. 1, pp. 3-21.

Gareis, S.B. and Varwick, J. (2005) *The United Nations: an introduction*, Basingstoke: Palgrave, pp. 1-40

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

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

Choedan, Yeshi (2007), UN Reform: Chasing the Security Council Dream”, *Africa Quarterly*, Vol. 47, No. 1, February-April 2007, pp. 22-29.

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

Archer, Clive (2008), *The European Union*, New York: Routledge, pp.1-58.

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

Beeson, Mark (2008), *Institutions of the Asia-Pacific: ASEAN, APEC and Beyond*, New York: Routledge, pp. 17-55.

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

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

University of Jammu
Syllabi of Political Science at FYUP under CBCS as Per NEP-2020
Semester-II

(Examination to be held in May 2023, 2024 & 2025)

Skill Enhancement Course

Course Code: USEPAT-204	Course Title: Citizens and E-Governance in India	
Credits: 2	Time of Exam. 2 ½ Hours	Total Lectures: 30
Total Marks: 50	Mid Sem. Test: 10	End Sem. Exam: 40

Objectives and Learning Outcomes: This course aims to impart skills to the learners on E-Governance which is gradually becoming a common practice. After reading this course, the learners will come to know how the citizens are being benefited and troubled by the technology intensive modes of electronic governance. This course will teach the learners to use the digital devices to benefit from the various services rendered by the state through the mode of electronic governance.

Contents of Course

Unit-I Citizens' and E- Governance

- 1.1 Citizen Participation in E- Governance
- 1.2 Citizen- Centric Digital Governance
- 1.3 Accountability and Equality of Access: Political Responsiveness with Administrative Effectiveness

Unit-II Digital Technologies, E-Governance and Citizens

- 2.1 Digital Governance and Performance Management (Regulation, Performance and Security)
- 2.2 Digital Technologies, Public Services and Citizens
- 2.3 Mass Surveillance and Citizen's Right to Privacy

Unit-III Information Technology, Globalization and E-Governance

- 3.1 Globalization, Information Technology and Public Administration
- 3.2 Digital Governance and Participatory Citizenship: Issues and Challenges
- 3.3 Public-Private Partnership and E-Governance

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.

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Syllabi of Political Science at FYUP under CBCS as Per NEP-2020
Semester-II (Skill Enhancement Course)
(Examination to be held in May 2023, 2024 & 2025)

Course Code: USEPAT-204

Course Title: Citizens and E-Governance in India

Suggested Readings

Bhatnagar, S., C, *E-Government: From Vision to Implementation*, New Delhi: Sage, 2004.

Bhatnagar, Subhash, *Unlocking E- Government Potential: Concepts, Cases and Practical Insights*, New Delhi: Sage, 2009.

Bhattacharya, Jaijit, *e- Gov 2.0: Policies, Processes and Technologies*, New Delhi: Tata McGraw, 2011.

Budd, Leslie, and Harris, Lisa, *E- Governance: Managing or Governing?* New York: Routledge, 2009.

Heeks, Richard, *Implementing and Managing e-Government: An International text*, London: Sage, 2006.

Kooiman, J, (Ed.), *Modern Governance: New Government- Society Interactions*, London: Sage, 1993.

Milakovich, E. Michael, *Digital Governance: New Technologies for Improving Public Service and Participation*, New York: Routledge, 2012

Pardhasaradhi, Y, *E-Governance and Indian Society*, New Delhi: Kanishka, 2009.

Prabhu, C.S.R., *E- Governance: Concepts and Case Studies*, New Delhi: PHI Learning, 2012.