B.A. (THREE YEAR DEGREE PROGRAM)
SEMESTER-VI
SUBJECT- PUBLIC ADMINISTRATION

Code of the Course	**PAD7103T**
Title of the Course	**Health Administration**
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	6 credits
Type of the course	Discipline Specific Elective Course (DSE) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	High Level
Co-requisites	
Objectives of the course	To impart knowledge of health administration, machinery associated with health administration; central, state as well as district level.
Learning outcomes	➢ An understanding of the theoretical issues related to healthcare policies ➢ An understanding about various governmental programs and ➢ institutions/organizations at national and international levels ➢ Acquaintance with the challenges faced by Public Health Administration
UNIT-I	Basic concept, meaning, nature, scope and principles of Health Administration. Evolution of Health Administration as a Discipline. (18h)
UNIT -II	Machinery at the Central Level: A Critical study of the composition, powers and functions of Ministry of Health and Family Welfare, Directorate General of Health and Family Welfare—their inter-relationship. (18h)

UNIT-III	Planning for medical. Health and Family Welfare Services in India-A critical study of various five year plans and their achievements. Health education and health statistics. (18h)
UNIT-IV	Composition, powers and functions of State Departments and Directorates of Health and Family Welfare. Major health programmes. (18h)
UNIT-V	Powers of District Medical Health and Family Welfare Officers—District Hospitals/Dispensaries and Family Welfare Centres. PHC and Sub -Centres. (18h)
Text Books	➢ Goel, S.L. : Health Care Administration—Levels and Aspects, New Delhi, Sterling Publishers, 1980. ➢ Goel, S.L. : Health Care Administration : Ecology, Principles and Modem Trends, New Delhi, Sterling Publishers Pvt. Ltd., 1980. ➢ Goel, S.L. : Public Health Administration, New Delhi, Sterling Publishers Pvt. Ltd., 1984. ➢ Goel S.L., Hospital Administration and Management, Deep and Deep Publishing, New Delhi, 2007.
Reference Books	➢ Ramesh Waram, G.: Medical and Health Administration in Rural India, New Delhi, Ashish Publishing House, 1989. ➢ The Central Health Education, Health Today, Director General of Health Services, New Delhi, 1971.
Suggested E-resources	https://nhsrcindia.org/ph-administration

B.A. (THREE YEAR DEGREE PROGRAM)

SEMESTER-VI

SUBJECT- PUBLIC ADMINISTRATION

Code of the Course	**PAD7104T**
Title of the Course	**Educational Administration**
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	6 credits
Type of the course	Discipline Specific Elective Course (DSE) in Public Administration
Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	High Level
Co-requisites	
Objectives of the course	To orient students about educational administration, its nature and scope. Administrative innovations and problems pertaining to educational administration along with reports of various committees and commissions.
Learning outcomes	➢ Developing an understanding about the different concepts and models education and educational Administration ➢ Familiarity with the National Policy on Education, Sarva Shiksha Abhiyan and institutions and agencies involved in promoting education in India
UNIT-I	Concept of Educational Administration—Nature and scope of Educational Administration, Place of Education in Indian Constitutional System, its rationale and administrative implications. (18h)
UNIT -II	Administrative system of Education in India. Geographical,

	Historical, Political, Economic and Social Factors influencing Indian Educational Administration. Role of ministry of HRD , UGC and NUEPA. (18h)
UNIT-III	Administrative problems of Education in India with special reference to their structural functionalism, financial and personnel management. School education; College Education, Technical Education; Universities, autonomous colleges. (18h)
UNIT-IV	Administrative Innovations for Educational Development, Non Formal Education; Open School and Open Universities. Role of private sector. (18h)
UNIT-V	Reports of Commission on Education; Kothari Commission. Education Policy 1698 and1986. Ram Murti Commission 1990. Rashtriya Uchchtar Shiksha Abhiyan (RUSA). (18h)
Text Books	➢ Morphat, R.L., John and Peller : Educational Administration. ➢ Mort, P.R.: Principles of School Administration. ➢ Seers, J.B.: The Nature of the Administrative process. ➢ Campbell, Renald, F. Ruessel and I. Gregg : Administrative Behaviour in Education. ➢ Bhatnagar and Verma: Educational Administration. ➢ Mathur, S.S. : Educational Administration. ➢ Ovard, Glen, F; Education Administration. ➢ Ovard, Glen F. : Administration of changing Secondary School.
Reference Books	➢ Campbell, T. : The Social Sciences Views School Administration.

	➤ Friffithss Dansel : E. Administrative Theory.
	➤ Halpin Andrew, W. (ed.) : Administrative Theory in Education.
	➤ Griffith Daniel F. : Research in Educational Administration.
	➤ Griffiths, Daniel (ed.) : Behavoural Science and Educational Administration.
	➤ Lulla, S.P.: Research in Educational Administration.
	➤ Mukherji, S.M. : Secondary school Administration.
	➤ Mukherji, S.M. : Administration of Education Planning and Finance.
	➤ Haplin, Andrew, W.: Theory and Research in Administration.
	➤ Chandrakant, L.S. : Educational Administration—What it Means.
	➤ Simon, Hebert, A. : Administrative Behaviour
Suggested E-resources	https://onlinecourses.swayam2.ac.in/cec20_ed07/

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-VI	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	**PAD7105T**
Title of the Course	**Local Governance**
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	6 credits
Type of the course	Discipline Specific Elective Course (DSE) in Public Administration

Delivery type of the Course	90 (75+15). 75 lectures for content delivery and 15 tutorials.
Prerequisites	High Level
Co-requisites	None
Objectives of the course	To impart knowledge about historical context and present scenario of local governance, theory and practice of democratic decentralization in India
Learning outcomes	➤ Students will be able to discuss the concept and utility of democratic decentralization in India. ➤ Students will be able to describe structural and functional aspects of Urban and Rural local bodies.

	SYLLABUS
UNIT-I	Meaning, Nature and significance of Local Governments in Modern state, Evolution of Local Government during the Ancient, Medieval and Modern India. (18h)
UNIT -II	Composition, functions, powers and role of various kinds of local bodies : Municipal Corporation, Municipal Council, Nagar Panchayat, Contonment Board and Single Purpose Agencies. (18h)
UNIT-III	Theory and practice of Democratic Decentralization in India. Panchayati Raj Institution; Zila Parishad, Panchayat Samiti, Village Panchayat, Gram Sabha-their composition, powers and functions. (18h)
UNIT-IV	Problem of Autonomy and Accountability of Local Bodies, Mechanism of control over local Bodies at state level, The Role of Directorate of Local Bodies, Panchayati Raj and Development Department. Financial Administration of local Bodies of India, Strengthening of Local Resources in view of Local Finance Commission recommendation. (18h)
UNIT-V	Personnel Administration of Rural and Urban Local bodies; Recruitment, Classification, Promotion, Training and Service condition of Local officials. (18h)
Text Books	➤ R.L. Khanna: Municipal Government and Administration in India ➤ S.R. Maheshwari : Local Government in India. ➤ K.K. Puri & G.S. Barara: Local Government in India

	➤ Rajeshwar Dayal: Panchayati Raj in India.
	➤ G. Ram Reddy : Panchayati Raj in India.
	➤ M.V. Mathur : Panchayati Raj in Rajasthan
	➤ Narayan &
Reference Books	➤ M.V. Paylee: Indian Constitution (also in Hindi)
	➤ A.R.C. : Report on State Administration
	➤ Govt. of Rajasthan: Report of the Administrative Reforms Committee
	S.R. Maheshwari : Indian Administration
Suggested E-resources	E-pgpathashala modules:-
	www.inflibnet.ac.in
	www.ignou.ac.in
	www.sawayam.gov.in
	https://darpg.gov.in/sites/default/files/local_governance6.pdf
	https://www.undp.org/publications/users-guide-measuring-local-governance-0

B.A. (THREE YEAR DEGREE PROGRAM)	
SEMESTER-VI	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	**SEA7374T**
Title of the Course	**E-Governance**
Qualification Level of the Course	NHEQF Level 5.5
Credit of the course	2 credits
Type of the course	Skill Enhancement Course (SEC) in Public Administration
Delivery type of the Course	30. 30 lectures for content delivery.
Prerequisites	High Level
Co-requisites	None

Objectives of the course	To acquaint students with E-governance and its scope in government and administration, various initiatives take by governments at various levels and policies related to E-Governance
Learning outcomes	➢ Gaining theoretical understanding about the concept, theory and models of egovernance ➢ Learning practical application of e-governance in different walks of life ➢ Awareness of various e-governance initiatives undertaken to deliver Public services to the stakeholders ➢ Developing necessary skills to use and operate e-governance or digital service delivery

SYLLABUS

UNIT-I	E-governance— Meaning, Nature and scope. Applications of IT in Government—its influence on the performance of Public organizations. Initial and experimental projects on e. governance in India. Digital governance and movement in India. (6h)
UNIT -II	Implementing strategies for e-governance initiatives—Scope and limits, Role of Public Servants under e-government initiatives—Skills required and training of Public Servants. National e.gov. plan. M-governance. (6h)
UNIT-III	IT and Policy Analysis—Meaning and significance, methods and techniques, cyber laws—IT Act , 2000 and its impact on other laws. Role of e-governance in Administration. Reforms in Bureaucratic culture. (6h)
UNIT-IV	Citizen and e-governance : Citizen participation in governmental process—its influence on democratization and decentralized decision making in Public Organizations . (6h)
UNIT-V	Computer practical work on e. governance in Computer Laboratory. Applications of e.governance in Local Self Government. Mobile governance apps by the government agencies. (6h)

Text Books	➢ Bedi, Kiran et al , government @ Net : New Governance Opportunities for India, Sage, New Delhi, 2001. ➢ Pitt, D.C. and Smith, B.C. : The Computer Revolution in Public Administration, Wheatsheaf Book, UK, 1984. ➢ Heeks, R.B. (ed.): Reinventing Government in the Information Age, Routledge, London, 2001. ➢ IIPA: Information Technology and Indian Administration, July-Sept., 2000, IIPA, New Delhi. ➢ Prabhu CSR, E- Governance, PHI, New Delhi, 2005. ➢ Pardhasaradhi,Y. (et.al) E-Governance and Indian Society: An Impact of Study, Kanishka, New Delhi. 2009. ➢
Reference Books	➢ Satyanarayana, J, E-Government: The Science of the possible, PHI Learning Pvt Ltd, New Delhi.2004 ➢ United nations E- Government Survey-2016, UNPAN, United Nations. ➢ Alexi Pavlichev and G. David Garson, Digital Government: Principles and Best Practices, Idea Group Publishing, Hershey, 2004. ➢ Ibrahim Kushchu, Mobile Government: An Emerging Direction in E. Government, IGI Publishing, Hershey, 2007. ➢ Douglas Holmes, e Gov- e Business Strategies for Government, Nicholas Brealey Publishing, London, 2001. ➢ Manish K Chaubey, Cyber crimes and Legal Awareness, Regal Publishing , New Delhi, 2013.
Suggested E-resources	E-pgpathashala modules: -www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in https://www.meity.gov.in/divisions/national-e-governance-plan

	https://documents1.worldbank.org/curated/en/317081468164642250/pdf/320450egovhandbook01public12002111114.pdf

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