

HIMACHAL PRADESH UNIVERSITY,
(NAAC Accredited “A” Grade University),
DEPARTMENT OF PUBLIC ADMINISTRATION,
SHIMLA-171005.



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

Syllabus of Under Graduate (UG) Public Administration as per template of
H. P. University based upon UGC Curriculum &
Credit Framework of NEP-2020

Curriculum and Credit Framework for UG Programme (CCFUG) of NEP 2020

Scheme of the Course Division

1 st semester						
S.No .	Subject Code	Names of subjects	Total Marks	End-Semester Examination	Internal Assessment =30 Marks) (Attendance = 05 Class Test = 15 Assignments and Presentations = 10)	Credits
DSC (Core)						
1	PUBANEP-111	Introduction to Public Administration	100	70	30	4
		DSC-II	100	70	30	4
Minor Course						
2	PUBANEP-111	Introduction to Public Administration	100	70	30	4
Multidisciplinary MDC-1						
S.No.	Subject Code	Names of subjects	Total Marks	End-Semester Examination	Internal Assessment =25 Marks) (Attendance = 05 Class Test = 10 Assignments and Presentations = 10)	Credits
3	PUBANEP-112	Introduction to Constitution of India	75	50	25	3
Skill Enhancement Courses (SEC)						
S.No .	Subject Code	Names of subjects	Total Marks	End-Semester Examination	Internal Assessment =25 Marks) (Attendance = 05 Class Test = 10 Assignments and Presentations = 10)	Credits
5	PUBANEP-113	E-Governance	75	50	25	3
2nd Semester						
S.No.	Subject Code	Names of subjects	Total Marks	End-Semester Examination	Internal Assessment =30 Marks) (Attendance = 05 Class Test = 15 Assignments and Presentations = 10)	Credits
DSC (Core)						
1	PUBANEP-121	Indian Administration	100	70	30	4
Minor Course						
2	PUBANEP-121	Indian Administration	100	70	30	4
Multidisciplinary MDC-2						

S.No.	Subject Code	Names of subjects	Total Marks	End-Semester Examination	Internal Assessment =25 Marks) (Attendance = 05 Class Test = 10 Assignments and Presentations = 10)	Credits
3	PUBANEP-122	Indian Civil Services	75	50	25	3
Skill Enhancement Courses (SEC-2)						
S.No.	Subject Code	Names of subjects	Total Marks	End-Semester Examination	Internal Assessment =25 Marks) (Attendance = 05 Class Test = 10 Assignments and Presentations = 10)	Credits
5	PUBANEP-123	Stress and Time Management	75	50	25	3

Guidelines for CDOE (ICDEOL) students

For CDOE (ICDEOL) students, internal assessment (IA) shall comprise only assignments. The students shall have to submit Tutor Marked Assignments (TMAs) as given in the following table:

Table 1: Number of TMA, Marks & Number of Questions for UG Students of CDOE (ICDEOL)

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

Note: TMA = Tutor Marked Assignment

PUBLIC ADMINISTRATION
B.A : FIRST SEMESTER
COURSE : SEC, COURSE CODE : PUBANEP-113
COURSE NAME : E-Governance

Maximum Marks: 50+25 IA

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

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

Section- I

E-Governance, Concept, Evolution, Scope and Significance, E-Governance and Good Governance, Features and Objectives of E-Governance, Initiatives of E-governance, Digital Divide- Meaning, Definition, Parameters, Types, Causes, Measures to bridge digital divide.

Section- II

National e-Governance Plan 2006 – Meaning, Vision, Mission, Objectives, Institutional framework and components, Artificial Intelligence and Governance: Role of Artificial Intelligence, Challenges of Artificial Intelligence, Features of National Strategy for Artificial Intelligence in India.

Section- III

Genesis of e-Governance in H.P., Department of Digital Technologies and Governance, Society for Promotion of IT and e-Governance, IT Policy of Himachal Pradesh, Challenges of E-Governance in Himachal Pradesh

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

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

Note: The class test in all types of courses must be scheduled once 50% of the syllabus is covered. For Centre for Distance and Online Education (CDOE) students, internal assessment (IA) shall comprise only Tutor Marked Assignment(TMA). The students shall have to submit 1 assignment carrying 25 marks each. 5 questions of 500 words is required to be submitted in Tutor Marked Assignment (TMA).

BOOKS RECOMMENDED

- Sharma, K. (2011). E-governance in India : A case study of Lokmitra in Himachal Pradesh. LAP Lambert Academic Publishing.
- Jain, R. B. (2001). Public administration in India: 21st Century Challenges for Good Governance. Deep and Deep Publications.
- Baghel, C. L., & Kumar, Y. (2006). Good Governance: concepts and approaches. Kanishka Publishers.

SUGGESTED READINGS

- Dhameja Alka (2010) Contemporary Debates in Public Administration, PHI Learning Private Limited, Delhi,
- Bhartwal, C.P. & Kumkum Kishore(2003) Public Administration in India current perspective, A.P. H Publishing Corporation.
- Bhartwal, C.P. (2004) Good Governance in India, Deep & Deep Publication New Delhi.
- Behera, A.K. & Mohapatia, S. K. (2013): Governance in Public Administration & Public Policy, Manglam Publications Delhi.
- Dubhashi, P.R. (2017) Trends in Public Administration, Kaveri Books New Delhi.
- Indian Journal Of Public Administration(2007) special Issue of 2nd Administrative Reform commission, IIPA.
- Ramakant Rao, M.G.(2008) Good Governance Modern global and regional Perspective Kanikshka publishers & Distributors New Delhi.
- Gupta, M.P., Prabhat K, Bhattacharya, J. (2004) Government online, tata Mc. Graw hill Publishing Company Limited, New Delhi.
- Bhaskara Rao, N. (2013) Good Governance Delivering Corruption Free Public Services, Sage Publications.
- Jain, R.B. (2005) Globalization & good governance Pressure for Constructive Reforms. Deep & Deep New Delhi.
- Jain, R.B. (2001) Public Administration in India, 21th Century Challenges for Good governance, Deep & Deep Publications, New Delhi.
- Goel, S.L. (2003) Advanced Public Administration, Deep & Deep Publications Pvt. Ltd., New Delhi.
- Goel, S.L. (2006) Encyclopedia of Disaster Management, Deep & Deep Publications, 2006.
- Goel, S.L. (2007) Right to Information and Good Governance Deep & Deep Publications Private Limited, New Delhi.
- Chaudhary, S.K., Sekharnayak Sudhanshu, Lochanpanigrahy Rajib (ed) (2012) Governance: Issues & Strategies, SSDN publishers & distributors New Delhi, ISBN No. 978-93-81176-21-14.
- Nick Carter, W. (2018) Disaster management-A disaster manager's Handbook, Thrift books.

PUBLIC ADMINISTRATION
B.A : SECOND SEMESTER
COURSE : SEC, COURSE CODE : PUBANEP-123
COURSE NAME: Stress and Time Management

Maximum Marks: 50+25 IA

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

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

Section- I

Stress: Nature and Symptoms, Sources of Stress: Environmental, Social, Physiological and Psychological, Workplace Stress: Major causes, Stress and Health: Effects of Stress on Health..

Section- II

Time Management: Concept, Waste of Time: Distractions at Workplace, Time Wasters and Time Savers, Effects of Poor Time Management on Job Performance.

Section- III

Effective Methods and Techniques to manage stress and Time, Methods: Techniques of Yoga, Meditation, Relaxation Techniques, Self awareness, Stress and Time Management: Issues and Challenges

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

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

Note: The class test in all types of courses must be scheduled once 50% of the syllabus is covered. For Centre for Distance and Online Education (CDOE) students, internal assessment (IA) shall comprise only Tutor Marked Assignment (TMA). The students shall have to submit 1 assignment carrying 25 marks. 5 questions of 500 words is required to be submitted in Tutor Marked Assignment (TMA).

SUGGESTED READINGS:

- Barlow, Rapee, and Perini (2014) 10 Steps to Mastering Stress: A Lifestyle Approach, USA.
- Clayton, M. (2011). Brilliant stress management How to manage stress in any situation, Great Britain Pearson Education.
- Cooper, C. & Palmer, S. (2000) Conquer Your Stress, London Institute of personal development Universities Press.
- Dutta, P.K. (2010) Stress management. Himalaya Publishing House.
- Pestonjee, D.N (1998) Stress and Coping: The Indian Experience. Sage Publication.
- Dikshit, Sudhir (2011). Time Management (Hindi). Manjul Publishing House, Bhopal
- Jha, P.K. (2008). Time Management: The Art of Stress free productivity. Global India Publications.
- Goel, S.L. (2000) Modern Management Techniques, Deep & Deep Publications Pvt. Ltd
- Srinath, D.S. (1975) PERT and CPM: Principles and applications East West Press, New Delhi.
- United Nations : Use of Modern Management Techniques in Public Administration, Developing countries.
- Olpin, M. & Hesson, M. (2015) Stress Management for Life: A Research-Based Experiential Approach. 4th edition. Wadsworth Publishing.
- Rice, P.L. (1992) Stress and Health, 2nd edition, California, Brooks/Cole. Roy, S (2012) Managing stress, Sterling Publication.