

Post Graduate Curriculum Framework

With effect from the Academic Session 2026–27, the **M.A. in** Public Administration programme in the Universities of Bihar shall be offered in accordance with the UGC Curriculum and Credit Framework for Postgraduate Programmes (PGCF) and the provisions of the National Education Policy (NEP), 2020.

The programme provides flexibility to students to pursue either a Two-Year Master's Degree Programme or a One-Year Master's Degree Programme for candidates who have completed a four-year undergraduate degree with the requisite credits and qualifications as prescribed by UGC.

The curriculum is designed under the Choice Based Credit System (CBCS) and comprises a combination of Core Courses (CCs), Discipline Specific Electives (DSEs), Generic Electives (GEs), Skill Enhancement Courses (SECs), Ability Enhancement Courses (AECs), and Value Added Courses (VACs). The programme seeks to impart advanced theoretical knowledge, computational proficiency, research aptitude, and practical skills in Statistics and its applications. Each academic year shall consist of two semesters. Students shall be required to successfully complete the prescribed combination of Core, Elective (Discipline/Generic/Open), Skill Enhancement, Ability Enhancement, and Value Added Courses in each semester to fulfil the incorporates contemporary developments in Public Administration including Administrative Theory, Administrative credit requirements of the programme.

The curriculum Thinker, Indian Administration, Public Personnel Administration, Development Administration, Financial Administration, Human Resource Management, Social Welfare Administration, Environment Policies and Administration, Administrative Law, Local self Government, Democracy and Development in India etc. The syllabus and reading materials shall be reviewed periodically to ensure alignment with emerging developments in academia, research, industry, and public policy.

Teaching-learning methodologies may include lectures, tutorials, seminars, laboratory sessions, statistical computing exercises, case studies, project work, field-based applications, and research assignments. Practical training shall provide hands-on experience in the use of statistical software packages, data analysis techniques, computational tools, and real-world problem-solving.

Assessment shall be conducted through a combination of continuous evaluation and end-semester examinations, including assignments, presentations, practical examinations, projects, viva-voce examinations, and written tests, as prescribed by the authorities concerned from time to time.

Students shall have the opportunity to choose elective and generic courses in accordance with their academic interests, subject to the availability of courses and institutional regulations, thereby promoting interdisciplinary learning and specialization within the broad domain of Public Administration.

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15/06/2026

Syllabus

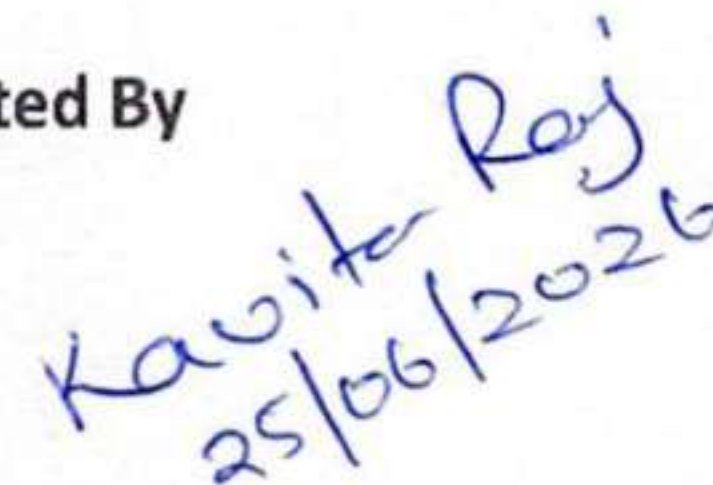
For
Master of Arts
2 Years(Four Semester)
In

Public Administration

Under New Educational Policy, 2020
Effective from Academic session (2026-27)
NIEQF Level 6.5

Submitted By


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COURSE OF STUDIES	
M.A.PUBLIC ADMINISTRATION	
Programme Level	Master of Arts (MA)
Subject / Discipline	Public Administration
Faculty	[Faculty of Social Sciences]
University	Universities of Bihar Established under the BSU AC 1976/PU Act 1976.
Duration	Two Years / Four Semesters
NHEQF Level	Level 6.5
Effective from	2026-27 onwards

A PART A — PROGRAMME OVERVIEW & OBJECTIVES

A.1 Graduate Attributes (GAs)

The programme nurtures the following Graduate Attributes in alignment with the National Higher Education Qualifications Framework (NHEQF) Level 6.5:

GA1. Advanced knowledge of Public Administration, Governance, Public Policy, and related interdisciplinary domains.

GA2. Critical thinking and analytical abilities to examine administrative, developmental, and governance issues.

GA3. Research and inquiry skills for conducting systematic studies and policy analysis.

GA4. Effective communication skills for presenting administrative ideas, policy perspectives, and research findings.

GA5. Leadership, managerial, and decision-making competencies for effective performance in public organizations and institutions.

A.2 Programme Outcomes (POs)

The Programme Educational Objectives describe the career and professional accomplishments that graduates are expected to attain within three to five years of graduation.

PO1: This course prepares learners for UGC-NET/JRF, UPSC, BPSC, and other competitive examinations by developing their subject knowledge and analytical abilities.

PO2: Demonstrate comprehensive knowledge of Public Administration, Indian Administration, and related areas to build a strong foundation for advanced studies and research.

PO3: Analyze issues of administrative accountability, corruption in governance, civil service reforms, and mechanisms for ensuring good governance.

PO4: Evaluate contemporary administrative paradigms, including New Public Management (NPM), New Public Service (NPS), and New Public Governance (NPG).

PO5: Apply administrative theories, approaches, organizational principles, and behavioral concepts to contemporary administrative and governance challenges.

PO6: Assess issues related to public service delivery, Right to Information (RTI), financial reforms, Public-Private Partnerships (PPP), environmental governance, cybercrime, disaster management, and criminalization of politics and administration in India.

PO7: Communicate administrative knowledge and engage effectively in professional careers, public service, academia, research, and development sectors.

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A.3 Programme Specific Outcomes (PSOs)

Upon successful completion of this programme, a student shall demonstrate the following learning outcomes:

PSO1. Apply theories, principles, and approaches of Public Administration to analyze administrative systems and governance processes.

PSO2. Assess public policies, development programmes, and administrative reforms in the context of contemporary governance challenges.

PSO3. Interpret constitutional, legal, financial, personnel, and institutional dimensions of public administration at local, state, national, and global levels.

PSO4. Implement managerial, leadership, and decision-making strategies for effective public service delivery and organizational development.

PSO5. Conduct independent research and policy analysis using appropriate qualitative and quantitative methods to address administrative and developmental issues.

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B PART B — COURSE STRUCTURE (CBCS/NHEQF FRAMEWORK)**B.1 Semester-wise Course Structure**

The following table presents the full four-semester course structure. Column headings: L = Lectures per week; T = Tutorials per week; P = Practicals per week; CC = Core Course; DSE = Discipline Specific Elective; GE/OE= Generic/Open Elective; SEC = Skill Enhancement Course; PROJ = Project/Dissertation.

S.No.	Paper Code	Title of the Course/Paper	L	T	P	Credits	Max. Marks	Type
SEMESTER I								
1		MAPUB-CC101-Administrative Theory	3	1	0	4	100	CC
2		MAPUB-CC102 Administrative Thinkers	3	1	0	4	100	CC
3		MAPUB-CC103 Indian Administration	3	1	0	4	100	CC
4		MAPUB-CC104 Public Personnel Administration	3	1	0	4	100	CC
5	MAPUB-GE105/GE106	Generic Elective I: (One course to be chosen from the basket I)	3	1	0	4	100	GE
6		VAC/AEC/SEC	2	0	0	2	100	VAC/AEC/SEC
		Total — Semester I	17	5	0	22	600	
SEMESTER II								
1		MAPUB-CC201 Development Administration	3	1	0	4	100	CC
2		MAPUB-CC202 Local Self Government (with special reference to Bihar)	3	1	0	4	100	CC
3		MAPUB-CC203 Administrative Law	3	1	0	4	100	CC
4		MAPUB-CC204 Financial Administration	3	1	0	4	100	CC
5	MAPUB-GE205/GE206	Generic Elective II: (One course	3	1	0	4	100	GE

Effective from Academic Session [2026-27] | NHEQF Level 6.5 |

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S.No.	Paper Code	Title of the Course/Paper	L	T	P	Credits	Max. Marks	Type
		to be chosen from the basket II)						
6		VAC/AEC/SEC	2	0	0	2	100	VAC/AEC/SEC
		Total — Semester II	17	5	0	22	600	

Generic Elective (GE)

Particulars	Semester	Course Code	Course Title
Basket I	I	MAPUB-GE105	Human Resource Management
		MAPUB-GE106	Social Welfare Administration
Basket II	II	MAPUB-GE205	Environmental Policies and Administration
		MAPUB-GE206	Democracy and Development in India

C PART C — COURSES OF STUDIES

Instructions to Course Experts: Replicate Part C in full for each paper listed in the Course Structure above. Complete all fields; do not leave sections blank. Use 'Not Applicable' where a field genuinely does not apply.

C.1 Paper Identification

Administrative Theory (MAPUB-CC101)	
Paper Code	MAPUB-CC101
Title of the Paper	Core Course I: Administrative Theory
Programme / Subject	MA— Public Administration
Semester	Semester I
Nature of Course	Core Course (CC)
L – T – P	3 – 1 – 0
Credits	4
Maximum Marks	100 (ESE: 70 + Internal Assessment: 30)
Duration of Examination	3 Hours

C.2 Marks Distribution

Component	Paper I	Practical	IA	Total (ESE+IA/ESE+PRAC)
End Semester Examination	70	—	—	70
Internal Assessment	—		30	30
Maximum Marks	70		30	100
Passing Marks	32	-	13	45 (45%)

Note: Internal Assessment shall be conducted on the basis of attendance, class tests, seminars, assignments, and viva voce as provided in the regulation.

C.3 Course Objectives (COBs)

COB No.	Course Objectives
COB 1	Understand the evolution, nature, scope, and significance of Administrative Theory in the study of Public Administration.
COB 2	Examine the major classical, neo-classical, behavioral, and contemporary approaches to administrative theory.
COB 3	Analyze the principles, structures, processes, and functions of organizations from different theoretical perspectives.
COB 4	Evaluate the contributions and limitations of various administrative theories in explaining administrative behavior and organizational performance.
COB 5	Apply theoretical insights to understand contemporary administrative issues and governance challenges..

C.4 Course Outcomes (COs)

CLO No.	Course Learning Outcome
CLO 1	Develop advanced knowledge and competencies in Public Administration and Governance, enhancing their employability and professional growth.
CLO 2	Develop the analytical, research, and managerial skills required for: a. Professional practice in public administration and governance. b. Higher studies, teaching, and research in Public Administration.
CLO 3	Apply administrative knowledge and problem-solving abilities to address governance and developmental challenges at local, regional, and national levels..
CLO 4	Promote ethical values, accountability, transparency, and public service orientation in administrative practice..

C.5 Syllabus — Unit-wise Breakdown

Administrative Theory (MAPUB-CC101)		
Unit	Content	Suggested Lectures hours
I	Concept, Nature, Scope and significance of Public Administration Evolution of Public Administration and debate on Public and Private Administration New Public Administration & New Public Management	12
II	Approaches to Public Administration :Scientific Management Theory (F.W. Taylor), Administrative Management Theory (Henri Fayol), Principles of Administration (Gulick and Urwick) Bureaucratic Theory (Max Weber), Human Relations Theory, Behavioural Approach, Decision-Making Approach (Herbert A. Simon), Ecological Approach (Fred W. Riggs)	16
III	Principles of Organization: Hierarchy , Unity of Command ,Span of Control, Authority and Responsibility, Delegation, Supervision, Line, Staff and Auxiliary Agencies, Centralization vs Decentralization	14
IV	Ecology of PA, New trends in Public Administration, NPG, NPS, Good Governance	8
V	Challenges of Public Administration in ERA of Globalization, Good practices of Public administration .	12
Total Suggested Lectures		60 (For 4 Credit Course)

C.6 Prescribed Textbooks

1. Avasthi, A. & Maheshwari, S.R. – *Public Administration* – Lakshmi Narain Agarwal Educational Publishers, Agra
2. Sharma, M.P. & Sadana, B.L. – *Public Administration in Theory and Practice* – Kitab Mahal Publishers, New Delhi
3. Mohit Bhattacharya – *New Horizons of Public Administration* – Jawahar Publishers & Distributors, New Delhi

4. Nicholas Henry – *Public Administration and Public Affairs* – Routledge, New York
5. Prasad, Ravindra D., Prasad, V.S. & Satyanarayana, P. – *Administrative Thinkers* – Sterling Publishers Pvt. Ltd., New Delhi
6. Fadia, B.L. & Fadia, Kuldeep – *Public Administration: Administrative Theories and Concepts* – Sahitya Bhawan Publications, Agra
7. Dwight Waldo – *The Study of Public Administration* – Routledge
8. Riggs, F.W. – *Administration in Developing Countries: The Theory of Prismatic Society* – Houghton Mifflin Company

C.7. Reference Books & Readings

1. शर्मा, एम. पी. एवं सदाना, बी. एल. — लोक प्रशासन : सिद्धांत एवं व्यवहार, किताब महल, इलाहाबाद, 2005
2. भट्टाचार्य, मोहित — न्यू होराइजन्स ऑफ पब्लिक एडमिनिस्ट्रेशन, जवाहर पब्लिशर्स एंड डिस्ट्रीब्यूटर्स, नई दिल्ली, 2018
3. माहेश्वरी, एस. आर. — भारतीय प्रशासन (Indian Administration), ओरिएंट ब्लैकस्वान, हैदराबाद, 2001
4. प्रसाद, डी. रविन्द्र; प्रसाद, बी. एस. एवं सत्यनारायण, पी. — *Administrative Thinkers*, स्टर्लिंग पब्लिशर्स, नई दिल्ली, 2010।
5. लक्ष्मीकांत, एम. — *Public Administration*, मैकग्रा हिल एजुकेशन, नई दिल्ली, 2022।
6. अवस्थी, ए. एवं माहेश्वरी, एस. आर. — लोक प्रशासन, लक्ष्मी नारायण अग्रवाल, आगरा, 2017।
7. मस्सी, आई. पी. — *Administrative Law*, ईस्टर्न बुक कम्पनी, लखनऊ,

C.7 Suggested E-Resources / Digital Repositories

- SWAYAM: <https://swayam.gov.in>
- e-PG Pathshala (Public Administration): <https://epgp.inflibnet.ac.in>
- Shodhganga: <https://shodhganga.inflibnet.ac.in>
- Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in>
- National Digital Library of India (NDLI): <https://ndli.iitkgp.ac.in>
- Indian Institute of Public Administration (IIPA): <https://iipa.org.in>
- DARPG: <https://darpg.gov.in> NITI Aayog: <https://www.niti.gov.in>
- PRS Legislative Research: <https://prsindia.org>

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C.1 Paper Identification

Administrative Thinker (MAPUB-CC102)	
Paper Code	MAPUB-CC102
Title of the Paper	Core Course 2: Administrative Thinker
Programme / Subject	[MA - Public Administration
Semester	Semester I
Nature of Course	Core Course (CC)
L – T – P	3 – 1 – 0
Credits	4
Maximum Marks	100 (ESE: 70 + Internal Assessment: 30)
Duration of Examination	3 Hours

C.2 Marks Distribution

Component	Paper I	Practical	IA	Total (ESE+IA/ESE+PRAC)
End Semester Examination	70	—	—	70
Internal Assessment	—	—	30	30
Maximum Marks	70		30	100
Passing Marks	32		13	45 (45%)

Note: Internal Assessment shall be conducted on the basis of attendance, class tests, seminars, assignments, and viva voce as provided in the regulation.

C.3 Course Objectives (COBs)

COB No.	Course Objectives
COB 1	COB1: Understand the major ideas and contributions of classical and contemporary administrative thinkers.
COB 2	Examine the evolution of administrative thought from ancient to modern times.
COB 3	Analyze different theories and approaches of management, organization, and administration developed by prominent scholars.
COB 4	Evaluate the relevance of administrative theories in contemporary public administration and governance.
COB 5	Develop the ability to compare and critically assess the views of various administrative thinkers.

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C.4 Course Outcomes (COs)

CLO No.	Course Learning Outcome
CLO 1	Upon completion, students will be able to recall and describe the foundational concepts of [Subject].
CLO 2	Students will be able to apply theoretical frameworks to analyse real-world problems in [Subject].
CLO 3	Students will be able to critically evaluate contending scholarly positions and methodologies.
CLO 4	Students will be able to synthesise knowledge and produce independent research outputs.

C.5 Syllabus — Unit-wise Breakdown

Administrative Thinker (MAPUB-CC102)		
Unit	Content	Suggested Lectures hours
I	Kautilya, Sun Tzu	12
II	Woodrow Wilson , F.W.Taylor , Luther Gulick, Henri Fayol, Max Weber	12
III	Elton Mayo, F.W.Riggs, Simon, Mary Parker Follett and Chester Barnard.	12
IV	Maslow, Frederick Herzberg	12
V	Rensis Likert, Chris Argyris	12
Total Suggested Lectures		60(For 4 Credit Course)

C.6 Prescribed Textbooks

1. Arthashastra – Kautilya (Translated by L.N. Rangarajan), Penguin Books India, New Delhi.
2. Public Administration – Sharma, M.P. & Sadana, B.L., Kitab Mahal Publishers, New Delhi.
3. Public Administration – Awasthi, A. & Maheshwari, S.R., Lakshmi Narain Agarwal Educational Publishers, Agra.
4. Administrative Thinkers – Prasad, Ravindra D. & Prasad, V.S., Sterling Publishers Pvt. Ltd., New Delhi.
5. Administrative Thinkers – Prasad, D. Ravindra, Prasad, V.S. & Satyanarayana, P., Sterling Publishers Pvt. Ltd., New Delhi.

C.7 Reference Books & Readings

6. Motivation and Personality – Abraham H. Maslow, Harper & Row Publishers, New York.
7. The Human Organization – Rensis Likert, McGraw-Hill Book Company, New York.
8. Personality and Organization – Chris Argyris, Harper & Brothers Publishers, New York.
9. Administration in Developing Countries – Fred W. Riggs, Houghton Mifflin Company, Boston.

C.7 Suggested E-Resources / Digital Repositories

- SWAYAM: <https://swayam.gov.in>
- e-PG Pathshala (Public Administration): <https://epgp.inflibnet.ac.in>
- Shodhganga: <https://shodhganga.inflibnet.ac.in>
- Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in>
- National Digital Library of India (NDLI): <https://ndli.itkqp.ac.in>
- Indian Institute of Public Administration (IIPA): <https://iipa.org.in>
- DARPG: <https://darpg.gov.in> NITI Aayog: <https://www.niti.gov.in>
- PRS Legislative Research: <https://prsindia.org>

C.1 Paper Identification

Indian Administration (MAPUB-CC103)	
Paper Code	MAPUB-CC103
Title of the Paper	Core Course 3: Indian Administration
Programme / Subject	MA— Public Administration
Semester	Semester I
Nature of Course	Core Course (CC)
L – T – P	3 – 1 – 0
Credits	4
Maximum Marks	100 (ESE: 70 + Internal Assessment: 30)
Duration of Examination	3 Hours

C.2 Marks Distribution

Component	Paper I	Practical	IA	Total (ESE+IA/ESE+PRAC)
End Semester Examination	70	—	—	70
Internal Assessment	—	—	30	30
Maximum Marks	70		30	100
Passing Marks	32		13	45 (45%)

Note: Internal Assessment shall be conducted on the basis of attendance, class tests, seminars, assignments, and viva voce as provided in the regulation.

C.3 Course Objectives (COBs)

COB No.	Course Objectives
COB 1	Understand the evolution, philosophical foundations, and constitutional framework of Indian Administration.
COB 2	Examine the structure, functions, and role of political executives at the Union and State levels.
COB 3	Analyze the organization and working of the Central and State Secretariats and key administrative institutions.
COB 4	Assess contemporary challenges and emerging issues affecting Indian Administration.
COB 5	Develop critical understanding of administrative reforms and the impact of technological and social changes on governance

C.4 Course Outcomes (COs)

CLO No.	Course Learning Outcome
CLO 1	Explain the evolution of Indian Administration and its philosophical and constitutional foundations.
CLO 2	Analyze the structure, powers, and functions of political executives at the Union and State levels.
CLO 3	Understand the organization and functioning of the Central Secretariat, Cabinet Secretariat, and Prime Minister's Office (PMO).

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CLO 4	Students will be able to critically evaluate contending scholarly positions and methodologies.
	Examine the structure and role of the State Secretariat and the Chief Secretary in state administration. Evaluate major administrative problems and contemporary issues affecting Indian Administration.

C.5 Syllabus — Unit-wise Breakdown

Indian Administration (MAPUB-CC103)		
Unit	Content	Suggested Lectures hours
I	Evolution of Indian Administration, Philosophical & Constitutional frame work of Government	12
II	Political Executives: Central: President, Prime Minister, and Council of Minister, State : Governor, Chief Minister ,Council of Minister	14
III	Organization Of Central Government-Central secretariat,Cabinet Secretariat PMO	12
IV	Structure of State Government: Chief Secretary, State Secretariat	10
V	Problems of Administration ,Significant issues in Indian administration Impact of COVID-19,AI and Cyber Crime in Indian Administration	14
Total Suggested Lectures		60(For 4 Credit Course)

C.6 Prescribed Textbooks

1. Arora, Ramesh K. & Goyal, Rajni – *Indian Public Administration: Institutions and Issues* – New Age International Publishers, New Delhi
2. Avasthi, A. & Avasthi, Maheshwari – *Indian Administration* – Lakshmi Narain Agarwal Educational Publishers, Agra
3. Maheshwari, S.R. – *Indian Administration* – Orient Blackswan Pvt. Ltd., Hyderabad
4. Basu, D.D. – *Introduction to the Constitution of India* – LexisNexis Butterworths, New Delhi
5. Fadia, B.L. & Fadia, Kuldeep – *Indian Administration* – Sahitya Bhawan Publications, Agra
6. Jain, R.B. – *Public Administration in India: 21st Century Challenges for Good Governance* – Deep & Deep Publications, New Delhi

C.7 Reference Books & Readings

7. Pylee, M.V. – *India's Constitution* – S. Chand Publishing, New Delhi
8. Laxmikanth, M. – *Indian Polity* – McGraw Hill Education, New Delhi
9. Singh, Hoshier – *Indian Administration* – Kitab Mahal Publishers, New Delhi
10. Prasad, Ravindra D. & Satyanarayana, P. – *Administrative Thinkers* – Sterling Publishers Pvt. Ltd., New Delhi
11. Bhatnagar, Subhash – *E-Government: From Vision to Implementation* – SAGE Publications India
12. Bhattacharya, Mohit – *Public Administration: Issues and Perspectives* – Jawahar Publishers & Distributors, New Delhi

C.7 Suggested E-Resources / Digital Repositories

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- SWAYAM: <https://swayam.gov.in>
 - e-PG Pathshala (Public Administration): <https://epgp.inflibnet.ac.in>
 - Shodhganga: <https://shodhganga.inflibnet.ac.in>
 - Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in>
 - National Digital Library of India (NDLI): <https://ndl.iitkgp.ac.in>
 - Indian Institute of Public Administration (IIPA): <https://iipa.org.in>
 - DARPG: <https://darpg.gov.in> NITI Aayog: <https://www.niti.gov.in>
 - PRS Legislative Research: <https://prsindia.org>

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C.1 Paper Identification

Public Personnel Administration (MAPUB-CC104)	
Paper Code	MAPUB-CC104
Title of the Paper	Core Course 4: Public Personnel Administration
Programme / Subject	MA — Public Administration
Semester	Semester I
Nature of Course	Core Course (CC)
L – T – P	3 – 1 – 0
Credits	4
Maximum Marks	100 (ESE: 70 + Internal Assessment: 30)
Duration of Examination	3 Hours

C.2 Marks Distribution

Component	Paper I	Practical	IA	Total (ESE+IA/ESE+PRAC)
End Semester Examination	70	—	—	70
Internal Assessment	—	—	30	30
Maximum Marks	70		30	100
Passing Marks	32		13	45 (45%)

Note: Internal Assessment shall be conducted on the basis of attendance, class tests, seminars, assignments, and viva voce as provided in the regulation.

C.3 Course Objectives (COBs)

COB No.	Course Objectives
COB 1	Understand the concept, nature, scope, evolution, and significance of Public Personnel Administration in modern governance.
COB 2	Examine the principles and processes of human resource management in public organizations, including manpower planning, recruitment, training, promotion, transfer, and disciplinary procedures.
COB 3	Analyze the structure and functioning of civil services in India and selected countries and evaluate the role of public service commissions.
COB 4	Assess employer-employee relations, grievance redressal mechanisms, wage policies, and participatory management practices in public organizations.
COB 5	Critically evaluate contemporary issues and challenges in Public Personnel Administration, including neutrality, commitment, and politicization of administration.

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C.4 Course Outcomes (COs)

CLO No.	Course Learning Outcome
CLO 1	Explain the evolution, meaning, nature, scope, features, and significance of Public Personnel Administration.
CLO 2	Understand the processes of manpower planning, recruitment, training, promotion, transfer, and service conditions in public organizations
CLO 3	Upon successful completion of the course, the students shall demonstrate the ability to Compare the structure and functioning of civil services in India, the United Kingdom, the United States, and France.
CLO 4	Analyze the role and functions of recruitment agencies such as the Union Public Service Commission (UPSC) and Bihar Public Service Commission (BPSC).

C.5 Syllabus — Unit-wise Breakdown

Public Personnel Administration (MAPUB-CC104)		
Unit	Content	Suggested Lectures hours
I	Evolution of Public Personnel Administration, Meaning ,Nature, Scope, Feature and Importance of Public Personnel Administration	14
II	Man power Planning, Recruitment, Training, Promotion, Transfer, Service Condition	12
III	Structure of Civil Services in India,UK,USA and France, UPSC and Bihar Public Service commission	14
IV	Employer-Employee relation , Redressal of Employees Grievances, wage policy and Participatory Management	12
V	Problems of PPA: Neutrality and Commitment , Politicization of Administration	8
Total Suggested Lectures		60 (For 4 Credit Course)

C.6 Prescribed Textbooks

Avasthi, A. & Maheshwari, S.R. – *Public Administration* – Lakshmi Narain Agarwal Educational Publishers, Agra

- Sharma, M.P. & Sadana, B.L. – *Public Administration in Theory and Practice* – Kitab Mahal Publishers, New Delhi
- Nigro, Felix A. & Nigro, Lloyd G. – *Modern Public Administration* – Harper & Row Publishers
- Maheshwari, S.R. – *Public Administration in India* – Orient Blackswan, Hyderabad
- Goel, S.L. – *Personnel Administration and Management* – Deep & Deep Publications, New Delhi
- Jain, R.B. – *Aspects of Personnel Administration and Management* – IIPA Publications, New Delhi

C.7 Reference Books & Readings

- Bhattacharya, Mohit – *Public Administration: Structure, Process and Behaviour* – The World Press Pvt. Ltd., Kolkata
- Prasad, Ravindra D., Prasad, V.S. & Satyanarayana, P. – *Administrative Thinkers* – Sterling Publishers Pvt. Ltd., New Delhi
- Fadia, B.L. & Fadia, Kuldeep – *Public Administration: Administrative Theories and Concepts* – Sahitya Bhawan Publications, Agra

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- Arora, Ramesh K. & Goyal, Rajni – *Indian Public Administration: Institutions and Issues* – New Age International Publishers, New Delhi
- Naidu, S.P. – *Public Administration: Concepts and Theories* – New Age International Publishers
- Pylee, M.V. – *Constitutional Government in India* – S. Chand Publishing, New Delhi

C.7 Suggested E-Resources / Digital Repositories

- SWAYAM: <https://swayam.gov.in>
- e-PG Pathshala (Public Administration): <https://epgp.inflibnet.ac.in>
- Shodhganga: <https://shodhganga.inflibnet.ac.in>
- Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in>
- National Digital Library of India (NDLI): <https://ndl.iitkgp.ac.in>
- Indian Institute of Public Administration (IIPA): <https://iipa.org.in>
- DARPG: <https://darpg.gov.in> NITI Aayog: <https://www.niti.gov.in>
- PRS Legislative Research: <https://prsindia.org>

C.1 Paper Identification

Human Resource Management(HRM) (MAPUB-GE105)	
Paper Code	MAPUB-GE105
Title of the Paper	Generic Elective (Basket I) Human Resource Management(HRM)
Programme / Subject	MA Public Administration
Semester	Semester I
Nature of Course	Generic Elective
L – T – P	3 – 1 – 0
Credits	4
Maximum Marks	100 (ESE: 70 + Internal Assessment: 30)
Duration of Examination	3 Hours

C.2 Marks Distribution

Component	Paper I	Practical	IA	Total (ESE+IA/ESE+PRAC)
End Semester Examination	70	—	—	70
Internal Assessment	—	—	30	30
Maximum Marks	70		30	100
Passing Marks	32		13	45 (45%)

Note: Internal Assessment shall be conducted on the basis of attendance, class tests, seminars, assignments, and viva voce as provided in the regulation.

C.3 Course Objectives (COBs)

COB No.	Course Objectives
COB 1	Understand the concept, nature, features, and significance of Human Resource Management in organizations.
COB 2	Examine the process of Human Resource Planning and analyze the challenges and technological factors affecting HR planning.
COB 3	Develop an understanding of employee training and human resource development practices.
COB 4	Analyze the concept, objectives, and methods of performance appraisal for improving organizational effectiveness.
COB 5	Evaluate industrial relations, grievance settlement mechanisms, and dispute resolution processes in organizations

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C.4 Course Outcomes (COs)

CLO No.	Course Learning Outcome
CLO 1	Explain the concept, nature, features, and importance of Human Resource Management (HRM) in organizations.
CLO 2	Demonstrate the process of Human Resource Planning (HRP), its significance, barriers, and the impact of technology on HR planning.
CLO 3	Analyze various methods and importance of training and development for enhancing human resources.
CLO 4	Examine the causes and consequences of industrial disputes and the mechanisms for grievance redressal.

C.5 Syllabus — Unit-wise Breakdown

Human Resource Management (MAPUB-GE105)		
Unit	Content	Suggested Lectures hours
I	Concept ,Nature, Features and Importance of HRM	12
II	Human Resource Planning :Barriers of HRP, Impact of Technology on HRP	12
III	Developing Human Resource: Recruitment , Training, Promotion, Transfer, Motivation and other Service conditions	14
IV	Performance Appraisal: Concept, Objectives and Methods of Performance Appraisal	14
V	Industrial Disputes, Grievances Settlement Mechanism	8
Total Suggested Lectures		60 (For 4 Credit Course)

C.6 Prescribed Textbooks

1. K. Aswathappa – *Human Resource Management* – McGraw Hill Education, New Delhi
2. C.B. Gupta – *Human Resource Management* – Sultan Chand & Sons, New Delhi
3. P. Subba Rao – *Essentials of Human Resource Management and Industrial Relations* – Himalaya Publishing House, Mumbai
4. Gary Dessler – *Human Resource Management* – Pearson Education
5. V.S.P. Rao – *Human Resource Management: Text and Cases* – Excel Books, New Delhi
6. B.B. Mahapatro – *Human Resource Management* – New Age International Publishers, New Delhi
7. Monappa, Arun & Saiyadain, Mirza S. – *Personnel Management* – Tata McGraw-Hill Publishing Company

C.7 Reference Books & Readings

1. Mamoria, C.B. & Gankar, S.V. – *Personnel Management* – Himalaya Publishing House
2. Flippo, Edwin B. – *Personnel Management* – McGraw Hill Book Company

3. Bhattacharyya, Dipak Kumar – *Human Resource Management* – Oxford University Press, New Delhi
4. सीगुप्ता .बी. – मानव संसाधन प्रबंधन – सुल्तान चंद एंड संस, नई दिल्ली
5. पीत्रिपाठी .सी. – मानव संसाधन प्रबंधन – सुल्तान चंद एंड संस, नई दिल्ली
6. फाडिया . बीएल. – कार्मिक एवं मानव संसाधन प्रबंधन – साहित्य भवन पब्लिकेशन्स, आगरा

C.7 Suggested E-Resources / Digital Repositories

- SWAYAM: <https://swayam.gov.in>
- e-PG Pathshala (Public Administration): <https://epgp.inflibnet.ac.in>
- Shodhganga: <https://shodhganga.inflibnet.ac.in>
- Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in>
- National Digital Library of India (NDLI): <https://ndl.iitkgp.ac.in>
- Indian Institute of Public Administration (IIPA): <https://iipa.org.in>
- DARPG: <https://darpg.gov.in> NITI Aayog: <https://www.niti.gov.in>
- PRS Legislative Research: <https://prsindia.org>

C.1 Paper Identification

Social Welfare Administration (MAPUB-GE106)	
Paper Code	MAPUB-GE106
Title of the Paper	Generic Elective(Basket I) Social Welfare Administration
Programme / Subject	MA Public Administration
Semester	Semester I
Nature of Course	Generic Electives(GE)
L – T – P	3 – 1 – 0
Credits	4
Maximum Marks	100 (ESE: 70 + Internal Assessment: 30)
Duration of Examination	3 Hours

C.2 Marks Distribution

Component	Paper I	Practical	IA	Total (ESE+IA/ESE+PRAC)
End Semester Examination	70	—	—	70
Internal Assessment	—	—	30	30
Maximum Marks	70		30	100
Passing Marks	32		13	45 (45%)

Note: Internal Assessment shall be conducted on the basis of attendance, class tests, seminars, assignments, and viva voce as provided in the regulation.

C.3 Course Objectives (COBs)

COB No.	Course Objectives
COB 1	COB1: Understand the concepts of social welfare, social justice, social transformation, equality, and inclusion in the context of welfare administration.
COB 2	Examine the nature, scope, principles, and significance of Social Welfare Administration in promoting social development and welfare.
COB 3	Analyze the structure and functioning of Social Welfare Administration at the central, state, and local levels.
COB 4	Evaluate welfare policies, programmes, and institutional mechanisms designed for disadvantaged and vulnerable sections of society.
COB 5	Critically assess the challenges and emerging issues in Social Welfare Administration in India and suggest measures for improvement

C.4 Course Outcomes (COs)

CLO No.	Course Learning Outcome
CLO 1	Explain the concept, nature, scope, principles, and significance of Social Welfare Administration (SWA).

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CLO 2	Explain the organizational structure and functions of Social Welfare Administration at the Central Government level.
CLO 3	Evaluate the contribution of Social Welfare Administration in promoting social justice, equity, and welfare of vulnerable groups.
CLO 4	Analyze the major problems and challenges of Social Welfare Administration in India and suggest measures for improvement

C.5 Syllabus — Unit-wise Breakdown

Social welfare Administration (MAPUB-GE102)		
Unit	Content	Suggested Lectures hours
I	Concepts of Social Welfare, Social Justice and Social transformation, the concept of Equality and Inclusion in Social Justice	14
II	Concept, Nature, Scope and Importance of Social Welfare Administration	12
III	Social Welfare Administration at Central, State level and Local level	12
IV	Major Areas of Social Welfare Administration: Welfare Programme for SCs, STs, OBCs, Women and Children, Transgender Persons, Senior Citizens, Persons with Disabilities, Prisoners, and Other Vulnerable Sections of Society	14
V	Problems of Social Welfare Administration, Social Welfare Administration in India.	8
Total Suggested Lectures		60 (For 4 Credit Course)

C.6 Prescribed Textbooks

1. Goel, S.L. & Jain, R.K. – *Social Welfare Administration* – Deep & Deep Publications, New Delhi
2. Sachdeva, D.R. – *Social Welfare Administration in India* – Kitab Mahal Publishers, New Delhi
3. Dubey, S.N. – *Administration of Social Welfare Programmes in India* – Somaiya Publications, Mumbai
4. Chowdhry, Paul – *Social Welfare Administration* – Atma Ram & Sons, New Delhi
5. Bhattacharya, Sanjay – *Social Work Administration and Development* – Rawat Publications, Jaipur
6. Gangrade, K.D. – *Social Welfare and Social Development* – Concept Publishing Company, New Delhi
7. डीसचदेवा .आर. – *भारत में समाज कल्याण प्रशासन* – किताब महल प्रकाशन, नई दिल्ली
8. एसगोयल .एल. – *समाज कल्याण प्रशासन* – दीप एंड दीप पब्लिकेशन्स, नई दिल्ली
9. सुरेन्द्र कटारिया – *सामाजिक प्रशासन एवं समाज कल्याण* – आरपब्लिशर्स .ए.एस.वी., जयपुर

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C.7 Reference Books & Readings

1. Avasthi, A. & Maheshwari, S.R. – *Public Administration* – Lakshmi Narain Agarwal Educational Publishers, Agra
2. Arora, Ramesh K. & Goyal, Rajni – *Indian Public Administration: Institutions and Issues* – New Age International Publishers, New Delhi
3. Mohit Bhattacharya – *Public Administration: Structure, Process and Behaviour* – The World Press Pvt. Ltd., Kolkata

7. P.D. Sharma – *Social Work and Social Welfare Administration* – Mangal Deep Publications, Jaipur

C.7 Suggested E-Resources / Digital Repositories

- SWAYAM: <https://swayam.gov.in>
- e-PG Pathshala (Public Administration): <https://epgp.inflibnet.ac.in>
- Shodhganga: <https://shodhganga.inflibnet.ac.in>
- Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in>
- National Digital Library of India (NDLI): <https://ndi.iitkgp.ac.in>
- Indian Institute of Public Administration (IIPA): <https://iipa.org.in>
- DARPG: <https://darpg.gov.in> NITI Aayog: <https://www.niti.gov.in>
- PRS Legislative Research: <https://prsindia.org>

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SEMESTER II								
1		MAPUB-CC201 Development Administration	3	1	0	4	100	CC
2		MAPUB-CC202 Local Self Governance (with special reference in Bihar)	3	1	0	4	100	CC
3		MAPUB-CC203 Administrative Law	3	1	0	4	100	CC
4		MAPUB-CC204 Financial Administration	3	1	0	4	100	CC
5	MAPUB- GE205/GE206	Generic Elective II: (One course to be chosen from the basket II)	3	1	0	4	100	GE
6		VAC/AEC/SEC	2	0	0	2	100	VAC/AEC/SEC
		Total — Semester II	17	5	0	22	600	

Generic Elective

Particulars	Semester	Course Code	Course Title
Basket I	I	MAPUB-GE105	Human Resource Management
		MAPUB-GE106	Social welfare Administration
Basket II	II	MAPUB-GE205	Environmental Policies Administration
		MAPUB-GE206	Democracy and Development in India

C PART C — COURSES OF STUDIES

Instructions to Course Experts: Replicate Part C in full for each paper listed in the Course Structure above. Complete all fields; do not leave sections blank. Use 'Not Applicable' where a field genuinely does not apply.

C.1 Paper Identification

Development Administration (MAPUB-CC201)	
Paper Code	MAPUB-CC201
Title of the Paper	Core Course I: Development Administration
Programme / Subject	MA— Public Administration
Semester	Semester II
Nature of Course	Core Course (CC)
L – T – P	3 – 1 – 0
Credits	4
Maximum Marks	100 (ESE: 70 + Internal Assessment: 30)
Duration of Examination	3 Hours

C.2 Marks Distribution

Component	Paper I	Practical	IA	Total (ESE+IA/ESE+PRAC)
End Semester Examination	70	—	—	70
Internal Assessment	—	—	30	30
Maximum Marks	70		30	100
Passing Marks	32		13	45 (45%)

Note: Internal Assessment shall be conducted on the basis of attendance, class tests, seminars, assignments, and viva voce as provided in the regulation.

C.3 Course Objectives (COBs)

COB No.	Course Objectives
COB 1	To introduce students to the concept, nature, scope, dimensions,
COB 2	To familiarize students with the institutional framework and planning process of Development Administration in India.
COB 3	To develop an understanding of grassroots development institutions, rural development programmes, and people's participation in development.
COB 4	To examine the role of administrative capability, governance reforms, and development strategies in achieving socio-economic progress
COB 5	To provide knowledge about the role of international development agencies and assistance programmes in promoting sustainable development.

C.4 Course Outcomes (COs)

CLO No.	Course Learning Outcome
CLO 1	Explain the meaning, nature, features, dimensions, and scope of Development Administration and distinguish its role in developed and developing countries
CLO 2	Analyze the institutional framework of Development Administration in India, including the role of NITI Aayog, National Development Council, and Inter-State Council in the planning process
CLO 3	Evaluate grassroots development initiatives through Panchayati Raj Institutions, Community Development Programmes, rural development schemes, and people's participation in governance.
CLO 4	Evaluate the role of international institutions such as the International Monetary Fund, World Bank, and World Trade Organization in development and understand the relationship between development and environmental sustainability

C.5 Syllabus — Unit-wise Breakdown

Development Administration(MPUB-CC201)		
Unit	Content	Suggested Lectures hours
UNIT	COURSE CONTENT	HOURS
I	Concept, Nature, Features , Dimension and Scope of Development Administration , Development Administration in Developed and Developing Countries. Models of Development: Edward W. Weidner's Model. F.W. Riggs Model, Sustainable Development Model	12
II	Institutional framework of Development Administration NITI Aayog, NDC, Inter State Council, CSO. Planning Process in India	12
III	Development at Grassroot level through Panchayti Raj Institution ,Community Development Programme, VB-GRAMG and other Development Programme. People Participation and Role of non-state actor.	12
IV	Challenges and Impact of Liberalization Privatization Globalization (LPG)in Development Administration, Administrative Capability and ARC,	12
V	International Assistance Programme: IMF,IBRD,WTO, UNDP,HDI. Development and Environment	12
	Total Suggested Lectures	60 (For 4 Credit Course)

C.6 Prescribed Textbooks

- Mohit Bhattacharya, New Horizons of Public Administration, New Delhi, Hawahar, 2001.
- David Osborne and Ted Gaebler, Reinventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector, USA, 1992.
- C. Pohit, Managerialism and Public Services, Oxford, 1990 The World Bank, World Development Report, 1997
- A. Gore, From Red Tap to Results, Creating a Govt. that works better and costs Less, The Report of National Performance Review, New York, 1993.
- R.K. Gupta and H.D. Bist, Corruption in India: Origin, Causes and Solutions, New Delhi, Anamica, 2007.
- B.S. Ghuman, Anil Monga and Ramanjit Kaur Johal, Corruption and Quality of Governance: Experiences of Select Commonwealth Countries, Jaipur: Aalekh, 2012.
- Ashok Agarwal and V. Venkata Ramana, Foundations of E-Government, New Delhi: GIFT Publishers, 2008.

C.7 Reference Books & Readings

- G.P. Sahu, Adopting E-Governance, New Delhi: GIFT Publishers, 2008.
- G.P. Sahu, Emerging Technologies in E-Government, New Delhi: GIFT Publishers, 2009.
- C.L. Baghel and Yogendra Kumar, Good Governance: Concept and Approaches, New Delhi: Kanishka, 2006.
- D. Sundar Ram, Woman Empowerment in Political Institutions: An Indian Perspective, New Delhi: Kanishka, 2009.
- Mohan, Prasad & Sharma, B.L. *Development Administration* – Kitab Mahal Publishers, Allahabad.
- Sapru, R.K. *Development Administration* – Sterling Publishers Pvt. Ltd., New Delhi.
- Riggs, Fred W. *Administration in Developing Countries: The Theory of Prismatic Society* – Houghton Mifflin Company.
- United Nations. *Development Administration: Current Approaches and Trends* – United Nations Publications

C.7 Suggested E-Resources / Digital Repositories

- SWAYAM: <https://swayam.gov.in>
- e-PG Pathshala (Public Administration): <https://epgp.inflibnet.ac.in>
- Shodhganga: <https://shodhganga.inflibnet.ac.in>
- Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in>
- National Digital Library of India (NDLI): <https://ndl.iitkgp.ac.in>
- Indian Institute of Public Administration (IIPA): <https://iipa.org.in>
- DARPG: <https://darpg.gov.in> NITI Aayog: <https://www.niti.gov.in>
- PRS Legislative Research: <https://prsindia.org>

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C.1 Paper Identification

Local Self Government (with special reference to Bihar) MAPUB-CC202	
Paper Code	MAPUB-CC202
Title of the Paper	Core Course 2: Local Self Government (with special reference to Bihar)
Programme / Subject	MA— Public Administration
Semester	Semester II
Nature of Course	Core Course (CC)
L – T – P	3 – 1 – 0
Credits	4
Maximum Marks	100 (ESE: 70 + Internal Assessment: 30)
Duration of Examination	3 Hours

C.2 Marks Distribution

Component	Paper I	Practical	IA	Total (ESE+IA/ESE+PRAC)
End Semester Examination	70	—	—	70
Internal Assessment	—	—	30	30
Maximum Marks	70		30	100
Passing Marks	32		13	45 (45%)

Note: Internal Assessment shall be conducted on the basis of attendance, class tests, seminars, assignments, and viva voce as provided in the regulation.

C.3 Course Objectives (COBs)

COB No.	Course Objectives
COB 1	Understand the historical evolution, significance, and constitutional basis of local administration in India.
COB 2	Examine the structure, powers, and functions of rural and urban local self-government institutions.
COB 3	Analyze the role of Panchayati Raj Institutions and Urban Local Bodies in democratic decentralization and local governance.
COB 4	COB4: Evaluate the contribution of local administration to social welfare, participatory governance, and grassroots development.
COB 5	COB5: Assess the financial resources, administrative challenges, and contemporary issues affecting local administration in India

C.4 Course Outcomes (COs)

CLO No.	Course Learning Outcome
CLO 1	CO1: Explain the historical development and Evolution of local Administration in rural and urban India.
CLO 2	Analyze the Constitutional framework of Rural Local Governance under the 73rd Constitutional Amendment, including Gram Sabha, Panchayat Samiti, and Zila Parishad.
CLO 3	Analyze the structure, functions, and significance of Urban Local bodies under the 74th Constitutional Amendment.
CLO 4	Evaluate the role of local Administration in promoting Social Welfare, Participatory Governance, and Grassroots development

C.5 Syllabus — Unit-wise Breakdown

Local Self Government (with special reference to Bihar) MAPUB-CC202		
Unit	Content	Suggested Lectures hours
I	Historical Development of Local Administration : Urban and Rural areas	12
II	Structure and function of local Administration in Rural Areas : 73 rd Constitutional Amendment Gram Sabha, Gram Panchayat, Panchayat Samiti, Zila parishad	12
III	Structure and function of local Administration in Urban Areas: 74 th Constitutional Amendment, Municipal Corporation, Municipalities. State Election Commission, State Finance Commission and District Planning council,	14
IV	Role of Local Administration in Promoting Social Welfare, Participatory Governance.	10
V	Revenue Sources and Financial Resources of the Local Administration Challenges and Problems of Local Administration in India .	12
Total Suggested Lectures		60 (For 4 Credit Course)

C.6 Prescribed Textbooks

1. Awasthi, A. & Maheshwari, S.R. – *Public Administration* – Lakshmi Narain Agarwal Educational Publishers, Agra
2. Maheshwari, S.R. – *Local Government in India* – Lakshmi Narain Agarwal Educational Publishers, Agra
3. Arora, Ramesh K. & Goyal, Rajni – *Indian Public Administration: Institutions and Issues* – New Age International Publishers, New Delhi
4. Fadia, B.L. & Fadia, Kuldeep – *Rural Development and Panchayati Raj* – Sahitya Bhawan Publications, Agra
5. Singh, Katar – *Rural Development: Principles, Policies and Management* – SAGE Publications India Pvt. Ltd., New Delhi

C.7 Reference Books & Readings

1. Mathur, O.P. – *Urban Local Governance in India* – Oxford University Press, New Delhi
2. Bhattacharya, Mohit – *Public Administration: Structure, Process and Behaviour* – The World Press Pvt. Ltd., Kolkata
3. Jha, C.K. – *Indian Administration* – Pearson Education India
4. Laxmikanth, M. – *Indian Polity* – McGraw Hill Education, New Delhi
5. Pylee, M.V. – *Constitutional Government in India* – S. Chand Publishing, New Delhi
6. Mishra, S.N. & Mishra, S.S. – *Decentralized Planning and Panchayati Raj Institutions* – Mittal Publications, New Delhi

C.7 Suggested E-Resources / Digital Repositories

- SWAYAM: <https://swayam.gov.in>
- e-PG Pathshala (Public Administration): <https://epgp.inflibnet.ac.in>
- Shodhganga: <https://shodhganga.inflibnet.ac.in>
- Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in>
- National Digital Library of India (NDLI): <https://ndli.iitkqp.ac.in>
- Indian Institute of Public Administration (IIPA): <https://iipa.org.in>
- DARPG: <https://darpg.gov.in> NITI Aayog: <https://www.niti.gov.in>
- PRS Legislative Research: <https://prsindia.org>

C.1 Paper identification

Administrative Law (MAPUB-CC203)	
Paper Code	MAPUB-CC203
Title of the Paper	Core Course 3: Administrative Law
Programme / Subject	MA— Public Administration
Semester	Semester II
Nature of Course	Core Course (CC)
L – T – P	3 – 1 – 0
Credits	4
Maximum Marks	100 (ESE: 70 + Internal Assessment: 30)
Duration of Examination	3 Hours

C.2 Marks Distribution

Component	Paper I	Practical	IA	Total (ESE+IA/ESE+PRAC)
End Semester Examination	70	—	—	70
Internal Assessment	—	—	30	30
Maximum Marks	70		30	100
Passing Marks	32		13	45 (45%)

Note: Internal Assessment shall be conducted on the basis of attendance, class tests, seminars, assignments, and viva voce as provided in the regulation.

C.3 Course Objectives (COBs)

COB No.	Course Objectives
COB 1	To acquaint students with the concept, evolution, nature, scope, and significance of Administrative Law in modern governance.
COB 2	To acquaint students with the concept, evolution, nature, scope, and significance of Administrative Law in modern governance.
COB 3	To examine the concept, Growth, importance, and functioning of Delegated Legislation and Administrative Tribunals.
COB 4	To familiarize students with the mechanisms of judicial and legislative control over administration, including Judicial Review and Administrative Adjudication.
COB 5	To provide knowledge of Constitutional Remedies and Writs as instruments for protecting citizens against administrative excesses. To analyze the principles of Natural Justice and their role in ensuring fairness, transparency, and accountability in administrative decision-making. To understand the significance of Public Interest Litigation (PIL), Lok Adalat, and the Right to Information (RTI) in promoting administrative justice and good governance.

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C.4 Course Outcomes (COs)

CLO No.	Course Learning Outcome
CLO 1	CO1 :-Develop a comprehensive understanding of legal principles governing public administration.
CLO 2	Critically analyze administrative decisions from legal and constitutional perspectives.
CLO 3	Explain mechanisms for ensuring accountability and control over administrative authorities.
CLO 4	Apply administrative law principles in governance, public policy, and dispute resolution. Promote transparency, citizen participation, and ethical governance through legal instruments such as RTI and PIL

C.5 Syllabus — Unit-wise Breakdown

Administrative Law (MAPUB-CC203)		
Unit	Content	Suggested Lectures hours
I	Evolution ,Concept, Nature and Importance of Administrative Law, Common Law, Rule of Law, Droit Administrative law, Difference between Constitutional Law and Administrative Law.	14
II	Delegated Legislation : Concept, Growth and Importance.	12
III	Administrative Tribunals: Reason for its Growth, Structure and Procedure , Merit and Demerits	12
IV	Judicial Control over Administration, Judicial Review, Administrative Adjudication and Writs.,	14
V	Principles of Natural Justice ,Public Interest Litigation ,Lok Adalat , RTI	8
Total Suggested Lectures		60(For 4 Credit Course)

C.6 Prescribed Textbooks

1. Jain, S.N. (2023). *Principles of Administrative Law* (9th ed.). New Delhi: LexisNexis Butterworths.
2. Massey, I.P. (2024). *Administrative Law* (11th ed.). Lucknow: Eastern Book Company.
3. Takwani, C.K. (2023). *Lectures on Administrative Law* (6th ed.). Lucknow: Eastern Book Company.
4. Basu, Durga Das (2022). *Administrative Law* (8th ed.). Kolkata: Kamal Law House.
5. Bhat, P. Ishwara (2021). *Administrative Law*. New Delhi: Eastern Book Company.
6. Jain, M. P. & Jain, S. N. (2022). *Principles of Administrative Law* (9th ed.). New Delhi: LexisNexis Butterworths.
7. Massey, I. P. (2023). *Administrative Law* (10th ed.). Lucknow: Eastern Book Company.
8. Takwani, C. K. (2022). *Lectures on Administrative Law* (6th ed.). Lucknow: Eastern Book Company.
9. Basu, D. D. (2021). *Administrative Law* (9th ed.). Kolkata: Kamal Law House.
10. Wade, H. W. R. & Forsyth, C. F. (2021). *Administrative Law* (12th ed.). Oxford: Oxford University Press.
11. मैसी, आई. पी. (2023). प्रशासनिक विधि। लखनऊ: ईस्टर्न बुक कम्पनी।
12. जैन, एम. पी. एवं जैन, एस. एन. (2022). प्रशासनिक विधि के सिद्धान्त। नई दिल्ली: लेक्सिसनेक्सिस।

13. तक्वानी, सी. के. (2022). प्रशासनिक विधि। लखनऊ: ईस्टर्न बुक कम्पनी।

C.7 Reference Books & Readings

1. Takwani, C.K. (2023). *Lectures on Administrative Law* (6th ed.). Lucknow: Eastern Book Company.
2. Basu, Durga Das (2022). *Administrative Law* (8th ed.). Kolkata: Kamal Law House.
3. Bhat, P. Ishwara (2021). *Administrative Law*. New Delhi: Eastern Book Company
4. बसु, डी. डी. (2021). प्रशासनिक विधि। कोलकाता: कमल लॉ हाउस।
5. .फाड़िया, बी. एल. (2023). लोक प्रशासना आगरा: साहित्य भवन

C.7 Suggested E-Resources / Digital Repositories

- SWAYAM: <https://swayam.gov.in>
- e-PG Pathshala (Public Administration): <https://epgp.inflibnet.ac.in>
- Shodhganga: <https://shodhganga.inflibnet.ac.in>
- Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in>
- National Digital Library of India (NDLI): <https://ndl.iitkgp.ac.in>
- Indian Institute of Public Administration (IIPA): <https://iipa.org.in>
- DARPG: <https://darpg.gov.in> NITI Aayog: <https://www.niti.gov.in>
- PRS Legislative Research: <https://prsindia.org>

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C.1 Paper Identification

Financial Administration (MAPUB-CC204)	
Paper Code	MAPUB-CC204
Title of the Paper	Core Course 4: Financial Administration
Programme / Subject	MA— Public Administration
Semester	Semester II
Nature of Course	Core Course (CC)
L – T – P	3 – 1 – 0
Credits	4
Maximum Marks	100 (ESE: 70 + Internal Assessment: 30)
Duration of Examination	3 Hours

C.2 Marks Distribution

Component	Paper I	Practical	IA	Total (ESE+IA/ESE+PRAC)
End Semester Examination	70	—	—	70
Internal Assessment	—	—	30	30
Maximum Marks	70		30	100
Passing Marks	32		13	45 (45%)

Note: Internal Assessment shall be conducted on the basis of attendance, class tests, seminars, assignments, and viva voce as provided in the regulation.

C.3 Course Objectives (COBs)

COB No.	Course Objectives
COB 1	To develop an understanding of public budgeting, budgetary principles, and the budget-making process in India.
COB 2	To familiarize students with the institutions and mechanisms of financial control, accountability, and fiscal management.
COB 3	To examine the roles and functions of key financial authorities such as the Ministry of Finance, Comptroller and Auditor General of India, and the Finance Commission.
COB 4	To analyze the processes of public expenditure, revenue administration, taxation, and financial accountability, and mechanisms for ensuring transparency and efficiency in financial administration
COB 5	To evaluate contemporary issues, reforms, and challenges in public financial management and governance.

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25/6/2028

C.4 Course Outcomes (COs)

CLO No.	Course Learning Outcome
CLO 1	Explain the concept, nature, significance, and scope of Financial Administration and its role in the governance and development process in India.
CLO 2	Analyze the principles and processes of budgeting, including Planning Programming Budgeting System (PPBS), Performance Budgeting, Zero-Based Budgeting, Gender Budgeting, and other forms of public budgeting.
CLO 3	Analyze the structure of Union–State financial relations in India and evaluate the roles and functions of the Finance Commission and the NITI Aayog in fiscal federalism.
CLO 4	Evaluate the mechanisms of financial accountability and control. Analyze the taxation system in India

C.5 Syllabus — Unit-wise Breakdown

Financial Administration (MAPUB-CC203)		
Unit	Content	Suggested Lectures hours
I	Concept ,Nature, features and Importance of Financial Administration In India	12
II	Types of Budget : Sound Budget, Performance Budget and Zero-based Budget , Gender Budget. Planning–Programming–Budgeting System (PPBS), Concept and Principles of Budget,	14
III	Union –State Financial Relation, Finance commission and State Finance Commission . NITI Aayog .	12
IV	Control over Public Finances :Parliamentary Control, Audit and Account, Public Accounts Committee ,Estimate Committee and Committee on Public Undertaking ,CAG	14
V	Taxation in India, Role and Function of RBI,	08
	Total Suggested Lectures	60(For 4 Credit Course)

C.6 Prescribed Textbooks

- M.J.K. Thavaraj (2018). *Financial Administration in India*. New Delhi: S. Chand Publishing.
- A. Avasthi & A.P. Avasthi (Latest Edition, 2023). *Indian Administration*. Agra: Lakshmi Narain Agarwal Educational Publishers.
- M. Laxmikanth (2024). *Public Administration*. New Delhi: McGraw Hill Education.
- आर्थिक नीति एवं प्रशासन, अशोक कुमार एवं बिमल प्रसाद सिंह, बिहार हिंदी ग्रन्थ अकादमी, 1996

C.7 Reference Books & Readings

- M.P. Sharma & B.L. Sadana (2022). *Public Administration: Theory and Practice*. Allahabad: Kitab Mahal Publishers.
- Ramesh K. Arora & Rajni Goyal (2021). *Indian Public Administration: Institutions and Issues*. New Delhi: New Age International Publishers.
- H.L. Bhatia (2023). *Public Finance*. New Delhi: Vikas Publishing House.
- Ramesh Singh (2025). *Indian Economy*. New Delhi: McGraw Hill Education

C.7 Suggested E-Resources / Digital Repositories

- SWAYAM: <https://swayam.gov.in>
- e-PG Pathshala (Public Administration): <https://epgp.inflibnet.ac.in>
- Shodhganga: <https://shodhganga.inflibnet.ac.in>
- Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in>
- National Digital Library of India (NDLI): <https://ndl.iitkgp.ac.in>
- Indian Institute of Public Administration (IIPA): <https://iipa.org.in>
- DARPG: <https://darpg.gov.in> NITI Aayog: <https://www.niti.gov.in>
- PRS Legislative Research: <https://prsindia.org>

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C.1 Paper Identification

Environmental Administration (MAPUB-GE205)	
Paper Code	MAPUB-GE205
Title of the Paper	Generic Elective (Basket-II): Environmental Administration
Programme / Subject	MA— Public Administration
Semester	Semester II
Nature of Course	Generic Elective(GE)
L – T – P	3 – 1 – 0
Credits	4
Maximum Marks	100 (ESE: 70 + Internal Assessment: 30)
Duration of Examination	3 Hours

C.2 Marks Distribution

Component	Paper I	Practical	IA	Total (ESE+IA/ESE+PRAC)
End Semester Examination	70	—	—	70
Internal Assessment	—	—	30	30
Maximum Marks	70		30	100
Passing Marks	32		13	45 (45%)

Note: Internal Assessment shall be conducted on the basis of attendance, class tests, seminars, assignments, and viva voce as provided in the regulation.

C.3 Course Objectives (COBs)

COB No.	Course Objectives
COB 1	Understand the concept, nature, scope, features, and significance of Environmental Administration in contemporary governance.
COB 2	Examine environmental policies, planning processes, and international environmental conventions influencing environmental governance.
COB 3	Analyze major environmental problems in India and the legal and institutional mechanisms designed to address them.
COB 4	Assess the structure and functioning of environmental administrative machinery at the state and district levels.
COB 5	Evaluate environmental programmes and initiatives in India and Bihar for sustainable development and environmental protection

C.4 Course Outcomes (COs)

CLO No.	Course Learning Outcome
CLO 1	Explain the concept, nature, features, importance, and scope of Environmental Administration.
CLO 2	Explain the concept, nature, features, importance, and scope of Environmental Administration. Analyze environmental policies, laws, planning processes, and

	governance mechanisms in India.
CLO 3	Evaluate major international environmental conventions and agreements and their significance in global environmental governance.
CLO 4	Identify and assess major environmental problems in India, their causes, consequences, and possible solutions. Examine the structure and functions of environmental administrative machinery at central, state, and district levels

C.5 Syllabus — Unit-wise Breakdown

Environmental Administration (MAPUB-GE205)		
Unit	Content	Suggested Lectures hours
I	Concept, Nature, Feature and Importance of Environmental Administration, Environmental Policies and Planning in India, Environmental Education	12
II	International Environmental Conventions :Stockholm, Ramsar, Montreal Protocol, Kyoto Protocol, Paris Agreement	12
III	Environmental Problems in India: Causes and Remedies, Environmental Law	12
IV	Environmental Control Administrative Machinery : State and District Level	12
V	Environmental Programme in India and Bihar	12
	Total Suggested Lectures	60 (For 4 Credit Course)

C.6 Prescribed Textbooks

1. Bharucha, Erach (2020). *Textbook of Environmental Studies for Undergraduate Courses*. Universities Press, Hyderabad.
2. Singh, Katar & Shishodia, Anil (2016). *Environmental Economics: Theory and Applications*. Sage Publications, New Delhi.
3. Rajagopalan, R. (2019). *Environmental Studies: From Crisis to Cure*. Oxford University Press, New Delhi.
4. शर्मा, आर.सी. – पर्यावरण अध्ययन एवं प्रबंधन, अटलांटिक पब्लिशर्स, नई दिल्ली।
5. यादव, रामदेव – पर्यावरण एवं सतत विकास, राजस्थान हिन्दी ग्रंथ अकादमी, जयपुर।
6. भारत सरकार, पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय की वार्षिक रिपोर्टें एवं नीति दस्तावेज।

C.7 Reference Books & Readings

1. Gupta, K.R. (2018). *Environmental Administration and Management*. Atlantic Publishers & Distributors, New Delhi.
2. Palmer, Joy A. (2015). *Environmental Education in the 21st Century*. Routledge, London.
3. Sharma, P.D. (2021). *Ecology and Environment*. Rastogi Publications, Meerut.
4. Ministry of Environment, Forest and Climate Change (MoEFCC). Government of India Reports and Environmental Policy Documents.
5. अग्रवाल, के.सी. – पर्यावरण एवं पारिस्थितिकी, कृष्णा प्रकाशन, मेरठ।
6. मिश्रा, डी.डी. – पर्यावरण अध्ययन, बिहार हिन्दी ग्रंथ अकादमी, पटना।
7. सिंह, सविन्द्र – पर्यावरण भूगोल, प्रयाग पुस्तक भवन, इलाहाबाद

C.7 Suggested E-Resources / Digital Repositories

- SWAYAM: <https://swayam.gov.in>
- e-PG Pathshala (Public Administration): <https://epgp.inflibnet.ac.in>
- Shodhganga: <https://shodhganga.inflibnet.ac.in>
- Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in>
- National Digital Library of India (NDLI): <https://ndl.iitkgp.ac.in>
- Indian Institute of Public Administration (IIPA): <https://iipa.org.in>
- DARPG: <https://darpg.gov.in> NITI Aayog: <https://www.niti.gov.in>
- PRS Legislative Research: <https://prsindia.org>

C.1 Paper Identification

Democracy and Development in India (MAPUB-GE206)	
Paper Code	MAPUB-GE206
Title of the Paper	Generic Elective(Basket li) : Democracy and Development in India
Programme / Subject	MA— Public Administration
Semester	Semester II
Nature of Course	Generic Elective(GE)
L – T – P	3 – 1 – 0
Credits	4
Maximum Marks	100 (ESE: 70 + Internal Assessment: 30)
Duration of Examination	3 Hours

C.2 Marks Distribution

Component	Paper I	Practical	IA	Total (ESE+IA/ESE+PRAC)
End Semester Examination	70	—	—	70
Internal Assessment	—	—	30	30
Maximum Marks	70		30	100
Passing Marks	32		13	45 (45%)

Note: Internal Assessment shall be conducted on the basis of attendance, class tests, seminars, assignments, and viva voce as provided in the regulation.

C.3 Course Objectives (COBs)

COB No.	Course Objectives
COB 1	Understand the concept, nature, features, and significance of democracy in contemporary society.
COB 2	Examine the legacy of the Indian National Movement and its contribution to development, rights, and democratic participation.
COB 3	Analyze various models and debates concerning development and their implications for democratic governance.
COB 4	Assess the role of political parties, media, civil society, and social movements in shaping public policy and democratic participation.
COB 5	Evaluate the major challenges confronting democracy and development in India, particularly those related to regionalism, religion, caste, and gender.

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C.4 Course Outcomes (COs)

CLO No.	Course Learning Outcome
CLO 1	Explain the concept, nature, features, and importance of democracy in contemporary society.
CLO 2	Analyze the legacy of the Indian National Movement with reference to development, rights, and political participation.
CLO 3	Examine various models and debates on development and their implications for democratic governance.
CLO 4	Critically analyze major challenges to democracy and development, including regionalism, religion, caste, and gender inequalities.

C.5 Syllabus — Unit-wise Breakdown

Democracy and Development in India (MAPUB-GE206)		
Unit	Content	Suggested Lectures hours
I	Concept , Nature, Feature and Importance of Democracy .	12
II	Legacy of National Movement with Reference to Development , Rights and Participation	12
III	Debates on Models of Development	12
IV	Political Parties and Participation: Media and Public Policy,Civil Society and Social Movements	12
V	Challenges of Democracy and Development: Regionalism , Religion ,Caste and Gender	12
Total Suggested Lectures		60(For 4 Credit Course)

C.6 Prescribed Textbooks C.7 Reference Books & Readings

1. Kothari, Rajni – *Politics in India* – Orient Blackswan, New Delhi
2. Jayal, Niraja Gopal – *Democracy and the State: Welfare, Secularism and Development in Contemporary India* – Oxford University Press, New Delhi
3. Chandra, Bipan et al. – *India Since Independence* – Penguin Random House India, New Delhi
4. Chandra, Bipan – *India's Struggle for Independence* – Penguin Random House India, New Delhi
5. Kaviraj, Sudipta – *Politics in India* – Oxford University Press, New Delhi
6. Kohli, Atul – *Democracy and Discontent: India's Growing Crisis of Governability* – Cambridge University Press
7. Bhargava, Rajeev & Acharya, Ashok (Eds.) – *Political Theory: An Introduction* – Pearson Education India
8. जयाल, निरजा गोपाल. (हिन्दी संस्करण, 2018). भारत में लोकतंत्र। नई दिल्ली: ऑक्सफोर्ड यूनिवर्सिटी प्रेस।
9. चन्द्र, बिपन. (2016). स्वतंत्रता के बाद का भारत। नई दिल्ली: पेंगुइन बुक्स।

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25/09/2020
Laurh
24/6/2020

C.7 Reference Books & Readings

1. Heywood, Andrew – *Politics* – Palgrave Macmillan
2. Jenkins, Rob – *Democratic Politics and Economic Reform in India* – Cambridge University Press
3. Yadav, Yogendra & Palshikar, Suhas (Eds.) – *Party Competition in Indian States* – Oxford University Press
4. Mohanty, Manoranjan (Ed.) – *Class, Caste and Gender: Readings in Indian Government and Politics* – Sage Publications India
5. भार्गव, राजीव एवं आचार्य, अशोक. (2017). राजनीतिक सिद्धान्त : एक परिचय। नई दिल्ली: पियर्सन।
6. फाड़िया, बी. एल. (2023). भारतीय शासन एवं राजनीति। आगरा: साहित्य भवन।
7. शर्मा, एम. पी. एवं सदाना, बी. एल. (2021). लोक प्रशासन : सिद्धान्त एवं व्यवहार। इलाहाबाद: किताब महल।

C.7 Suggested E-Resources / Digital Repositories

- SWAYAM: <https://swayam.gov.in>
- e-PG Pathshala (Public Administration): <https://epgp.inflibnet.ac.in>
- Shodhganga: <https://shodhganga.inflibnet.ac.in>
- Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in>
- National Digital Library of India (NDLI): <https://ndl.iitkgp.ac.in>
- Indian Institute of Public Administration (IIPA): <https://iipa.org.in>
- DARPG: <https://darpg.gov.in> NITI Aayog: <https://www.niti.gov.in>
- PRS Legislative Research: <https://prsindia.org>

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 Pansh
 25/6/2020

C.8 Assessment Pattern & Question Paper Design

The End-Semester shall be conducted as per the following question paper design:

- Section A: Short Answer Questions (10 × 2 marks = 20 marks) — Covering all units (mandatory)
- Section B: Medium Answer Questions (4 × 5 marks = 20 marks) — Attempt any 4 out of 6
- Section C: Long Answer / Essay Questions (3 × 10 marks = 30 marks) — Attempt 3 out of 5.

Internal Assessment (20 marks) breakdown:

- Written Test(s): 20 marks
- Seminar / Assignment / Project: 05 marks
- Attendance & Class Participation: 05 marks

Note: Generic/Open Elective-I (Course Code) and II (Course Code) courses in Semester- I and Generic/Open Elective-III (Course Code) and IV (Course Code) courses in Semester- II of 2 Year Postgraduate Programme may be offered by an institution based on student demand, academic interest, and the availability of qualified faculty members. These courses shall be open to students of the concerned discipline as well as students from other disciplines, with the objective of promoting multidisciplinary and interdisciplinary learning in accordance with the principles of the National Education Policy (NEP), 2020.

For fulfilment of the programme requirements, a student shall be required to successfully complete any one of the Generic Elective courses offered during the semester. The institution may decide to offer either or both of the Generic Elective courses, subject to academic feasibility, availability of faculty expertise, and student enrolment.

D

PART D — GENERAL REGULATIONS & PROVISIONS

D.1 Attendance & Eligibility

- A student must have a minimum of 75% attendance in each paper to be eligible to appear in the Semester / Annual Examination.
- Condonation of attendance deficiency shall be governed by the Regulation..
- A student detained due to shortage of attendance may appear to the examinations of same semester in the next academic session subject to payment of prescribed fees.

D.2 Examination & Promotion Rules

- A student is required to clear at least 60% (4 out of 6) papers of a particular Semester before being promoted to the succeeding Semester.
- Back / Ex-Student candidates shall be governed by the rules in force at the time of their original admission unless otherwise specifically notified.
- A candidate who fails in one or more papers shall be required to appear only in the failed paper(s) (Carry Forward System) in subsequent examinations of the same Semester.
- A candidate is required to clear all his papers within a maximum of Five Years of duration to qualify for the degree.

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Rajesh
25/6/2026

D.3 Grading System (CBCS)

Letter Grade	Grade Point	Performance Description	Remarks
O	10	Outstanding	Pass
A+	9	Excellent	Pass
A	8	Very Good	Pass
B+	7	Good	Pass
B	6	Above Average	Pass
C	5	Average	Pass
P	4	Pass	Pass
F	0	Fail	Fail
Ab/M	0	Absent/Malpractice	Fail / Reappear

E**PART E — ABBREVIATIONS & AUTHENTICATION****E.1 List of Abbreviations**

Abbr.	Expansion	Abbr.	Expansion
CC	Core Course	DSE	Discipline Specific Elective
GE	Generic Elective	OE	Open Elective
AEC	Ability Enhancement Course	VAC	Value Added Course
SEC	Skill Enhancement Course	IKS	Indian Knowledge System
L	Lecture (hours per week)	T	Tutorial (hours per week)
P	Practical (hours per week)	IA	Internal Assessment
CCA	Continuous & Comprehensive Assess.	CLO	Course Learning Outcome
PLO	Programme Learning Outcome	GA	Graduate Attribute
NHEQF	National HE Qualifications Framework	PROJ	Project / Dissertation

E.2 Authentication

Subject Expert

Prof. Rakesh Ranjan

Head

P.G. Department of Public Administration
Patna University

Date: 15/06/2026

Subject Expert

Dr. Kavita Raj

Assistant Professor & Head

P.G. Department of Public Administration
A.N. College, Patliputra University

Date: 15/06/2026