



PATNA UNIVERSITY
पटना विश्वविद्यालय

NAAC Accredited B+ Grade

Letter No. Acad/2251

Dated: 10-02-26

To

1. The Dean, Faculty of Social Science, Patna University
2. The Head, Department of Public Administration, Patna University
3. The Controller of Examinations, Patna University

Subject:- Regarding approval of the amended syllabus under semester system of P.G. Diploma in Public Administration and Local Government, a regular programme received vide the letter No.DPA-202 dated 13/10/2025 of the Head, Department of Public administration, Patna University.

Sir/Madam,

I am directed to inform you that the Academic Council vide its meeting dated 08/01/2026 (Agenda AC.26.1.8) has approved the amended syllabus under semester system of P.G. Diploma in Public Administration and Local Government, a regular programme received vide the letter No.DPA-202 dated 13/10/2025 of the Head, Department of Public administration, Patna University. .

Enclosure:- Amended syllabus under semester system of P.G. Diploma in Public Administration and Local Government, a regular programme.

Shalini
10-2-2026
Registrar

Patna University, Patna

Memo No. Acad/2251 (A)

Dated: 10-02-26

Copy along with its enclosure forwarded to the In charge, I. T. Cell, Patna University for uploading on the University website.

Shalini
10-2-2026
Registrar

Patna University, Patna

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DEPARTMENT OF PUBLIC ADMINISTRATION

(Formerly Institute of Public Administration)
PATNA UNIVERSITY, PATNA-800 005

NO. DPA-202

Date: 13.10.2025



To

The Hon'ble Vice Chancellor
Patna University, Patna

Sub: - Seeking approval of the amended syllabus of P.G. Diploma in Public Administration and Local Government under Semester System.

Through: Dean, Faculty of Social Sciences,
Patna University, Patna

Ref: Memo No./Acad/218/AKS/1433 dated 24.09.2025

Respected Sir,

With reference to the above cited, this is to humbly put before your kindself that with the consent of the working Departmental Council of the Department of Public Administration, Patna University, Patna, the syllabus of the P.G. Diploma in Public Administration and Local Government has been amended in consonance with the course structure approved within the Revised Ordinance and Regulations for the one-year P.G. Diploma in Public Administration and Local Government (under semester system).

We hereby place this amended syllabus for your goodself's kind consideration and request for its approval.

Thanking you with warm regards.

Enclosures: As above

Sincerely yours,

Lavesh 13/10/2025
Head

Department of Public Administration

Patna University, Patna

Head

Department of Public Administration
Patna University, Patna-800005

Address: Department of Public Administration, Darbhanga House, Raja Block, Patna University, Patna-800 005

Forwarded
Baudhaya Singh
13/10/2025
Dean, Faculty of Social Sciences
Patna University, Patna

Mr. Jitendra
S.O. (Acad)
Dated 13/10/2025

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SYLLABUS

FOR

POST GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION AND LOCAL GOVERNMENT

DEPARTMENT OF PUBLIC ADMINISTRATION

FACULTY OF SOCIAL SCIENCES

PATNA UNIVERSITY, PATNA

DEPARTMENT OF PUBLIC ADMINISTRATION

PATNA UNIVERSITY, PATNA

241

POST GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION AND LOCAL GOVERNMENT
DEPARTMENT OF PUBLIC ADMINISTRATION
FACULTY OF SOCIAL SCIENCE
PATNA UNIVERSITY, PATNA

Semester	Course/Paper Code	Name of Course/Paper	Marks	Marks of CIA	Marks of ESE	Passing Criterion	Qualifying Criterion
SEMESTER - I	PALGCC - 1	INDIAN ADMINISTRATION	100	30	70	45% in CIA 45% in ESE	Marks decide on Class/ CGPA
	PALGCC - 2	PUBLIC ADMINISTRATION	100	30	70	45% in CIA 45% in ESE	Marks decide on Class/ CGPA
	PALGCC - 3	COMPARATIVE LOCAL SELF-GOVERNMENT	100	30	70	45% in CIA 45% in ESE	Marks decide on Class/ CGPA
	PALGCC - 4	FINANCIAL ADMINISTRATION	100	30	70	45% in CIA 45% in ESE	Marks decide on Class/ CGPA
SEMESTER - II	PALGCC - 5	ADMINISTRATIVE THEORY	100	30	70	45% in CIA 45% in ESE	Marks decide on Class/ CGPA
	PALGCC - 6	PERSONNEL ADMINISTRATION	100	30	70	45% in CIA 45% in ESE	Marks decide on Class/ CGPA
	PALGCC - 7	STATE AND LOCAL SELF-GOVERNMENT IN INDIA	100	30	70	45% in CIA 45% in ESE	Marks decide on Class/ CGPA
	PALGCC - 8	RESEARCH METHODOLOGY	100	30	70	45% in CIA 45% in ESE	Marks decide on Class/ CGPA

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Anil Kumar Singh
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Programme Outcomes (POs)

The PG Diploma in Public Administration and Local Government (PGDPALG) programme is designed to enable the students to:

- PO1:** Develop conceptual clarity of major theories, principles, and practices of Public Administration and Local Government.
- PO2:** Think critically and study administrative structures, policies, and practices at different levels.
- PO3:** Learn the values of accountability, transparency, equality, and social justice in administration.
- PO4:** Use research methods, data collection tools, and report writing in the study of administration.
- PO5:** Build skills and competence for careers in public services, local governance bodies, NGOs, and research fields.

Programme Specific Outcomes (PSOs)

After the completion of the PGDPALG programme, students will attain the ability to:

- PSO1:** Gain detailed knowledge of administrative theories, personnel management, financial administration, and research methods.
- PSO2:** Understand the structure, finance, and working of rural and urban local bodies in India and compare them with systems in the UK, USA, and France.
- PSO3:** Develop leadership, problem-solving, and decision-making abilities for effective democratic governance.
- PSO4:** Assess the role of state, district, and local institutions in governance, development, and public service delivery.
- PSO5:** Develop critical thinking on key issues of public policy and administration.

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Paper I: Indian Administration

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Course Objectives:

This course aims to provide a comprehensive understanding of the constitutional framework of Indian Administration and the functioning of its major political and administrative institutions. It seeks to develop their knowledge of federal relations, parliamentary democracy and the role of the Supreme Court in ensuring constitutional governance. The course also intends to create awareness of the challenges of governance and national integration in a diverse society like India.

Course Outcomes:

After successful completion of the course, students will be able to:

- CO1: Demonstrate a clear understanding of the salient features of the Indian Constitution and their significance in shaping the administrative system.
- CO2: Analyse the structure, powers, and functions of the President, Prime Minister, Cabinet Secretariat, and PMO in the working of Indian administration.
- CO3: Examine the nature of Indian federalism and discuss the dynamics of Union-State relations in legislative, administrative, and financial domains.
- CO4: Apply constitutional and administrative knowledge to interpret contemporary issues in Indian polity and governance.

PAPER I: INDIAN ADMINISTRATION

S. No.	Topic	Teaching Hrs.	Weightage %
1	Features of Indian Constitution; Fundamental Rights, Fundamental Duties; Directive Principles of State Policy; Constitutional Amendments	10	33.3
2	President, Prime Minister, Cabinet Secretary, Prime Minister's Office; Parliamentary Democracy	10	33.3
3	Federalism and Union-State Relations – Legislative, Administrative and Financial; Powers, Functions and Role of Supreme Court; National Integration	10	33.3

Books Recommended:

1. Bhartiya Prashashan
2. Bhartiya Lok Prashashan
3. Indian Administration
4. Contemporary Issues in Indian Administration
5. Indian Administration
6. Indian Public Administration
7. The Constitution of India

Surendra Kataria
Shalini Wadhwa
S.R. Maheshwari
R.B. Jain
Hoshiar Singh
R.K. Arora & Rajni Goel
J.C. Johari

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Paper II: Public Administration:

Course Objectives:

This course aims to establish a comprehensive understanding of Public Administration by examining its conceptual foundations and historical evolution. It also aims to develop an understanding of the differences between public and private administration and familiarise learners with key principles of organisation. The course also intends to acquaint students with modern approaches such as New Public Administration and New Public Management.

Course Outcomes:

After successful completion of the course, learners will be able to:

CO1: Analyse the fundamental concepts, scope, and evolution of public administration as a discipline.

CO2: Differentiate between public and private administration, including their distinctions and convergences.

CO3: Evaluate modern paradigms like NPA and NPM and assess their relevance in contemporary governance.

PAPER II: PUBLIC ADMINISTRATION

S. No.	Topic	Teaching Hrs.	Weightage %
1	Meaning, Nature, Significance of Public Administration, Evolution of Public Administration as an Independent Discipline	10	33.3
2	Public & Private Administration: Differences and Confluences; Principles of Organisation: Hierarchy, Unity of Command, Coordination	10	33.3
3	New Public Administration: NPA-I, II and NPA-III New Public Management	10	33.3

Books Recommended:

1. Public Administration and Public Affairs
2. Public Administration
3. Modern Organisations
4. An Introduction to Public Administration
5. Modern Public Administration
6. Public Administration
7. Public Administration/Lok Prashasan
8. Lok Prashasn ke Siddhant
9. New Horizons of Public Administration

Nicholas Henry
Rumki Basu
Amitai Etzioni
Haroon A. Khan
Felix A. Nigro
Manoj Dixit et al.
Awasthi & Maheshwari
S.S. Chahar
Mohit Bhattacharya

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Paper III: Comparative Local Self-Government

Course Objectives:

This course provides a comprehensive understanding of local self-government in comparative perspective. It examines historical development, structure, functions, and financial resources of local governments in the UK, USA, France, and India. It also focuses on urban governance in cities like London, New York, and Paris and explores control mechanisms over local governments, enabling students to appreciate comparative patterns and practices in local administration.

Course Outcomes:

After the completion of the programme, students will be able to:

- CO1: Analyse the historical development and evolution of local self-government in the UK, USA, France, and India.
- CO2: Compare and contrast the organizational structures, functions, and revenue sources of local governments in these countries.
- CO3: Evaluate urban governance in major cities and understand the mechanisms of control over local governments in comparative perspective.

PAPER III: COMPARATIVE LOCAL SELF-GOVERNMENT

S. No.	Topic	Teaching Hrs.	Weightage %
1	Historical Background of Local Government: UK, USA, France and India	10	33.3
2	Structure and Functions of Local Government: UK, USA, France; Resources of Revenue of Local Self Government	10	33.3
3	Government of Cities: London, New York, Paris; Control over Local Government: UK, USA, France	10	33.3

Books Recommended:

1. Understanding Local Self-Government	C.P. Barthwal
2. Local Government in India, England, France & USA	Dr Pankaj Kumar
3. Gramin Vikas: Siddhant, Netiyan evam Prabandh	Katar Singh
4. Local Government	William Blake Obgers
5. Local Government in the United States	Herman B. James

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Amil Kumar Singh
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Paper IV: Financial Administration

Course Objectives:

This course provides a systematic understanding of financial administration by analysing the principles of public finance, the budgetary process in India, and parliamentary oversight. It also examines financial administration in promoting social justice, social security, and welfare measures, and the role of institutions such as NITI Aayog in developmental and environmental governance.

Course Outcomes:

- CO1: Analyse the fundamental concepts and principles of financial administration and public finance.
- CO2: Understand and critically evaluate the budgetary process in India, including preparation, enactment, execution, and parliamentary control.
- CO3: Analyse the role of financial administration in promoting social justice, welfare measures, and developmental policies, including the functions of NITI Aayog.

PAPER IV: FINANCIAL ADMINISTRATION

S. No.	Topic	Teaching Hrs.	Weightage %
1	Meaning and Significance of Financial Administration Public Finance: Nature and Principles, Principles of Sound Budget; Types of Budgets	10	33.3
2	Budgetary Process in India – Preparation, Enactment and Execution, Parliamentary Control over Financial Administration	10	33.3
3	Social Justice and Social Administration, Social Security and Welfare Measures – Child, Youth and Women, Environment and Development, NITI Aayog	10	33.3

Book Recommended:

1. Public Financial Administration	S.L. Goel
2. Financial Administration in India	G.S. Lall
3. Financial Administration of India	M.J.K. Thavaraj
4. Public Finance in Theory and Practice	S.K. Singh
5. Financial Administration in India	S.K. Mahajan & Anupama Puri Mahajan
6. Public Finance	B.P. Tyagi
7. Vitt Prashasan	P.N. Gautam

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Paper V: Administrative Theory

Course Objectives:

This course provides a comprehensive understanding of the key theoretical foundations of administration. It familiarises learners with classical approaches such as Scientific Management and Bureaucratic Theory, examines human-centric perspectives like Human Relations and Behavioural Theories, and introduces contemporary frameworks such as Systems Theory and the Prismatic-Sala Model, enabling students to analyse administrative structures in varied organizational and socio-political contexts.

Course Outcomes:

After completing this course, students will be able to:

- CO1: Analyse the core principles, contributions, and limitations of classical theories and their impact on modern organizations.
- CO2: Differentiate classical from human relations and behavioural approaches, critiquing their underlying assumptions about motivation and organizational dynamics.
- CO3: Analyse Human Relations and Behavioural Theories and their relevance to organizational behaviour.
- CO4: Understand and apply Systems Theory and the Prismatic-Sala Model to examine administrative processes in different contexts.

PAPER V: ADMINISTRATIVE THEORY

S. No.	Topic	Teaching Hrs.	Weightage %
1	Scientific Management Theory, Bureaucratic Theory	10	33.3
2	Human Relations Theory and Behavioural Theory	10	33.3
3	System Theory, Prismatic SALA Model of F.W. Riggs	10	33.3

Books Recommended:

1. Approaches, Concepts and Thinkers in Public Administration	Rakesh Hooja & Ramesh K.S. Hooja
2. Administrative Theories and Management Thought	R. K. Sapru
3. Administrative Thinkers	Prasad & Prasad
4. Administrative Theory	S.R. Maheshwari
5. Public Administration: Administrative Theories and Concepts	B.L. Fadia & Kuldeep Fadia
6. Administrative Theory	Pradeep Sahani et al.
7. Prashasnik Siddhant	Avasthi & Avasthi
8. Lok Prashasan (Siddhant Evam Vyavhar)	Ashok Kumar Sharma

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Supal Ray

Umesh Kumar
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Anil Kumar Singh
04/10/23

Paper VI: Personnel Administration

Course Objectives:

This course provides a systematic understanding of Personnel Administration, including its nature, scope, and roles within the Indian administrative system. It examines civil services classification, recruitment, promotion, and training processes, and explores challenges and reforms in personnel administration in light of the Second Administrative Reforms Commission, enabling students to critically analyse human resource management in public administration.

Course Outcomes:

After the completion of this course, students will be able to:

- CO1: Explain the nature, scope, and roles of Personnel Administration and the classification of civil services in India.
- CO2: Understand and critically evaluate recruitment processes, including direct and indirect recruitment, as well as promotion policies based on seniority and merit.
- CO3: Analyse the training of civil servants and assess the problems and reforms in Personnel Administration, particularly in the context of the 2nd ARC recommendations.

PAPER VI: PERSONNEL ADMINISTRATION

S. No.	Topic	Teaching Hrs.	Weightage %
1	Nature, Scope and Roles of Personnel Administration; Classification of Civil Services in India.	10	33.3
2	Recruitment: Direct and Indirect Recruitment; Union Public Service Commission; Promotion: Seniority Vs Merit-Based Promotion	10	33.3
3	Training of Civil Servants in India; Problems of Personnel Administration with Special Reference to 2 nd ARC	10	33.3

Books Recommended:

1. Personnel Administration	Surendra Kataria V.M. Sinha
2. Personnel Administration: Concepts and Comparative Perspective	
3. Public Personnel Administration	O Glen Stahl S.L. Goel S.A. Palekar
4. Public Personnel Administration: Theory and Practice	
5. Public Personnel Administration	

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Paper VII: State and Local Administration

Course Objectives:

The primary objectives of this course are to provide students with a systematic understanding of state and local administration in India. It focuses on the roles and functions of the Governor, Chief Minister, State Council of Ministers, Chief Secretary, Secretariat, and Directorates, examines the evolving role of the District Magistrate/Collector, and analyzes the structure, functions, and financial and personnel administration of rural and urban local self-government, including mechanisms of state control.

Course Outcomes:

After the completion of the course, learners will be able to:

- CO1: Explain the roles, powers, and functions of the Governor, Chief Minister, State Council of Ministers, Chief Secretary, Secretariat, and Directorates.
- CO2: Understand the structure, functions, financial, and personnel management of rural and urban local self-government in India.
- CO3: Analyse the changing role and responsibilities of the District Magistrate in contemporary administration.
- CO4: Evaluate the mechanisms of state control over local self-government and their impact on local governance.

PAPER VII: STATE AND LOCAL SELF-GOVERNMENT IN INDIA

S. No.	Topic	Teaching Hrs.	Weightage %
1	Governor, Chief Minister and State Council of Ministers; Chief Secretary, Secretariat and Directorate	10	33.3
2	Changing Role of District Magistrate/Collector; Structure and Functions: Rural Self-Government, Urban Self-Government	10	33.3
3	Financial and Personnel Administration of Local Self-Government; State Control over Local Self-Government	10	33.3

Books Recommended:

1. State Administration in India: Emerging Issues and Challenges U.B. Singh
2. Indian Administration R.C. Arora et al.
3. Local Self Government: Including Panchayat Administration Rakesh Kumar Singh & Souvik Dhar
4. Local Self Government: Including Panchayati Raj S.R. Myneni
5. Bharat Mein Sthaniya Shasan S.R. Maheshwari
6. Bharatiya Prashasan Awasthi & Awasthi
7. Bhartiya Prashashan P.D. Sharma and B.M. Sharma

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Virendra Kumar
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Subhash
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Anil Kumar Singh
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Paper VIII: Research Methodology:

Course Objectives:

This course equips students with fundamental competencies in social research by exploring its basic principles, data sources, and collection techniques. It seeks to familiarize learners with various sources of data, both primary and secondary, and develop skills in essential techniques of data collection, including observation, questionnaires, schedules, and interviews. The course also introduces students to sampling methods, procedures, and report writing, enabling them to design, conduct, and present empirical research systematically.

Course Outcomes:

After the completion of the course, learners will be able to:

- CO1: Explain the concepts, scope, and significance of social research and survey, and identify primary and secondary sources of data.
- CO2: Develop skills in various data collection techniques such as observation, questionnaires, schedules, and interviews.
- CO3: Understand sampling methods, procedures, and preparation, and be able to write structured research reports based on collected data.

PAPER VIII: RESEARCH METHODOLOGY

S.No.	Topic	Teaching Hrs.		Weightage %
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1	Social Research and Survey: Meaning, Nature, Scope; Sources of Data: Primary and Secondary Sources	06	0	20
2	Techniques of Data Collection: Observation, Questionnaire, Schedule, Interview	07	10	40
3	Sampling: Meaning, Kinds, Procedure, Preparation; Report Writing	07	10	40

Books Recommended:

1. Methods in Social Research
2. Research Design: Qualitative, Quantitative and Mixed Methods Approaches
3. Scientific Social Surveys and Research
4. Research Methodology: Methods and Techniques
5. Research Methodology
6. Samajik Sarvekshan evam Anusandhan
7. Research Methodology (in Hindi)

Goode & Hatt
John W. Creswell

P.V. Young
C.R. Kothari
Ranjit Kumar
Ram Ahuja
Lakshmi Narain Koli

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