

**HIMACHAL PRADESH UNIVERSITY**  
(NAAC Accredited "A" Grade University)  
**DEPARTMENT OF PUBLIC ADMINISTRATION**  
SHIMLA-171005.




**Certificate Course**  
**in**  
**Public Policy and Governance**  
**by**  
**Department of Public Administration**

**w.e.f session 2024-2025**

**Syllabus of Certificate Course in Public Policy and Governance**

**Approved in**

**PG BOS meeting held on : 06.05.2024.**

  
CHIEF MAN  
Dept. of Public Adm.  
H.P.U., SHIMLA-P

**Department of Public Administration**  
**Syllabus of Certificate course in Public Policy and Governance**  
**w.e.f : Academic session: 2024-25.**  
**Approved in PG Board of Studies held on : 06<sup>th</sup> May, 2024**

**ADD-ON COURSE**

In order to fulfil the mandate of providing holistic education to the students Department of Public Administration & CDOE (ICDEOL) is offering add- on course of Certificate Course in Public Policy and Governance from the academic session 2024-2025.

**Name of the Course: Public Policy and Governance**

**A : Type of Course**

Name of the Course	Duration	Number of Courses	Total Teaching Hours
Certificate Course in Public Policy and Governance	6 Months (I- Semester)	2	60(2X30=60)

- A Course shall be run only if there are at least 10 students opting for it.
- **Students Intake** - Total intake 25  
Subsidized seats-20( Seats will be filled as per 120 point roster of H.P. University Handbook )  
(02 Supernumerary Seats reserved for Single Girl Child)  
(03 Seats reserved for (10% of total seats) Economically Weaker Section)
- Certificate Course shall be offered by the H.P. University twice in an academic session.

**B : Number of Credit**

- Number of Credits for Certificate course will be of 4 credits in total. Two courses will be there .Each course shall carry 2credits amounting to 30 teaching hours (Teaching Only) in a Semester.

**C: Eligibility**

- Graduation. Students pursuing Master's Degree can also simultaneously opt for the certificate course.

**D : Procedure for Registration and Admission**

- Admission to the certificate course shall be made twice a year, in the months of June /July and February/March. The admission shall be made based on merit of graduation.

**E : Internal Assessment**

- **Internal Assessment (15 Marks)**
- **(Attendance = 05 Marks)**
- **Class Test, Assignments and Presentations = 10 Marks**
- A minimum attendance of 75% in each paper, in each semester shall be mandatory failing which the student will not be permitted to write the end semester examination. The rules for the relaxation in the requirement shall be in accordance with the University Ordinance

**Guidelines for CDOE (ICDEOL) students**

- (i) To pass a course, the candidate shall have to secure at least 40% marks separately, in internal assessment and end semester examination.  
For CDOE (ICDEOL) students, internal assessment (IA) shall comprise only assignments. The students shall have to submit Tutor Marked Assignments (TMAs) as given in the following table:

  
 DEPARTMENT OF PUBLIC ADMIN.  
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**Table 1: Number of TMA, Marks & Number of Questions for Students of CDOE (ICDEOL)**

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

**Note:** TMA = Tutor Marked Assignment

**F : Teaching Pattern**

- Classes for the courses may also be conducted in a Blended Mode (Both Online and Offline as decided by the Department).
- These courses may also be conducted during weekends / vacation period.

**G : Fee Structure**

The fee for the course shall be tentatively Rs. 5,000/- (Rupees Five Thousand) per student for certificate course.

**H : Syllabus Overview**

**Course Duration:** 6 Months

**Total Teaching Hours:** 60

**Total Credits:** 4

**Marks Scheme:** Total Marks-50 (End Semester Examination 35, Internal Assessment 15) of POGO-111  
Total Marks-50 (End Semester Examination 35, Internal Assessment 15) of POGO-112

**The Internal Assessment shall comprise the following:**

- a) Attendance : 05 Marks    **B.** Class Test/Assignments/Presentations etc: 10 Marks

**G : Note**

- Certificate course will be of 06 months.
- Maximum duration for completion of certificate course will be 01 year

  
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 Upto Admin.  
 POGO-111/112



**PUBLIC POLICY AND GOVERNANCE**  
**COURSE CODE: POGO-111**  
**COURSE NAME: FOUNDATIONS OF PUBLIC POLICY**

**Timing: 1.5 Hours**

**Maximum Marks: 35**

**Course Objectives:** This paper comprehensively introduces the concept and significance of Public Policy and Policy Process. At the end of the course the student will understand the policy science, significance and different stages of the public policy process in terms of the theoretical formulation as well as the working of this process with special reference to the India. Thus the student will develop a critical understanding of the policy process as well as the capacity to undertake policy analysis in areas of Public Policy.

**Learning Outcomes:** This paper will help students to understand comprehensively the concepts and significance of public policy and the public policy process. At the end of the course the students will understand the significance and different stages of public policy process in terms of theoretical formulations as well as the working of this process. It will be helpful in promoting people participation in policy making.

**SECTION-I**

Definition of Public Policy, Nature & Concept of Public Policy, Types of Public Policy.

Approaches to Public Policy: Process Approach, Logical Positivist Approach, Phenomenological approach, Participatory & Normative approach.

Models of Policy making: Incremental Model, Institutional Model.

Systems Theoretic Model, Rational Model. Optimal Normative Model, Elite Theoretic Model, Game Theoretic Model.

**SECTION II**


Policy Formulation, Steps in policy formulation, Key stakeholders in policy making.

Policy Implementation: Role of government agencies and NGOs in Policy implementation,

Policy Evaluation: Evaluating agencies in Policy evaluation. Evaluation Effectiveness & Impact. Challenges of Policy Making process.

**Essential Readings:**

1. H.B. Gartz (eds.), Structural Adjustment, Public Policy and Bureaucracy in Developing Societies, New Delhi, Har Anand Publications, 1994.
2. H.A. Aaron, T.E. Mann & Taylor (ed.), Values and Public Policy, Washington D.C., Braking Institution, 1994.
3. J.E. Anderson, Public Policy Making, Boston, Haughton, Mifflin, 1990.
4. L.N. Gerston Public Policy Making: Process and Principles, London, M. E. Sharpe, 1997.
5. Pradeep Sahni, Public Policy Conceptual Dimensions, New Delhi, Kitab Mahal, 1987.
6. Pradeep Saxena, Public Policy Administration, Jaipur, RBSA Publications, 2005.
7. R.K. Sapru, Public Policy: Formulation, Supplementation and Evaluation, New Delhi, Sterling 1984.
8. Ramesh Kumar Tiwari, Aasha Kapur Mehta, Public Policy and Administration: Formulation, Implementation and Evaluation, Gyan Publishing House, 2012
9. Kusum Azad, Gender, Education and Policy Issues in Himachal Pradesh, Kanishka Publishers, 2021.

  
 DEPARTMENT  
 OF PUBLIC ADMINISTRATION  
 H. U. GUWAHATI

**Suggested Readings:**

1. Ali, Farzmand (ed): Global Encyclopaedia of Public Administration, Public Policy and Governance. Berlin: Springer. 2018.
2. D.D. Basu: Constitution of India (New Delhi: Prentice hall of India, latest edition).
3. Henry, N: Public Administration and Public Affairs (11thed.) New Jersey: Prentice Hall. 2009
4. Ishwar Dayal and K. Mathur: Dynamics of Formulation of Policy in Government of India (Delhi: latest ed.).
5. James E. Anderson: Public Policy Making (New York, Praeger, latest ed.).
6. K.D. Madan et. al.: Policy making in Government Publication (New Delhi: latest ed.).
7. N. Larry, Gerston: Public Policy Making: Process and Principles. (3rd Edition) U.K. Routledge. 2010

**Paper Pattern for End-Semester Examination** : There will be 3 Parts (A, B, C) and the Examiner shall set 5 question from both the Sections (I, II ) in total.

- Part A will have 2 questions from Section I of the syllabus of 10 Marks each and students shall have to attempt any one.
- Part B will have 2 questions from Section II of the syllabus of 10 Marks each and students shall have to attempt any one.
- Part C will have 7 questions from both the Section (I and II) of the syllabus and students shall have to attempt any 5 questions each question will carry 3 Marks.

**Note:** The class test in all types of courses must be scheduled once 50% of the syllabus is covered. To pass a course, the candidate shall have to secure at least 40% marks separately, in internal and end semester examination.

: **Internal Assessment for Department Students**

- **Internal Assessment (15 Marks)**
- **(Attendance = 05 Marks)**
- **Class Test, Assignments and Presentations = 10 Marks**
- A minimum attendance of 75% in each paper, in each semester shall be mandatory failing which the student will not be permitted to write the end semester examination. The rules for the relaxation in the requirement shall be in accordance with the University Ordinance

**Note for CDOE(ICDEOL):** For Centre for Distance and Online Education (CDOE) students, internal assessment (IA) shall comprise only Tutor Marked Assignment (TMA). The students shall have to submit 1 assignment carrying 15 marks. 3 questions of 500 words is required to be submitted in Tutor Marked Assignment (TMA).

  
**CHAIRMAN**  
 Centre for Distance and Online Education  
 University of U. S. S. S. L. A. B.



**PUBLIC POLICY AND GOVERNANCE**  
**COURSE CODE: POGO-112**  
**COURSE NAME: PRINCIPLES OF GOVERNANCE**

**Timing: 1.5 Hours**

**Maximum Marks: 35**

**Course Objectives:**

The aim of the paper is to acquaint the students with the basic concept of governance and its applicability in government. The course also discusses the importance of governance in present times. Thus the students will come to know about governance process and how public institutions conduct public affairs and manages public resources.

**Learning Outcomes:**

The course will equip the students with a deep understanding of various concepts of governance and will make students aware of issues pertaining to governance. Students will develop an understanding of public governance and will be prepared to apply these principles in their future careers to promote transparency and accountability.

**SECTION-I**

Definition and Concept. Need and significance of Governance  
 Models of governance: Authoritative, Participatory, and Transparent.  
 Measuring Governance: Accountability, Transparency & Responsibility.

**SECTION-II**

Good Governance: Conceptual analysis, features of Good Governance, Stakeholders of good Governance, Principles of good Governance.  
 Good Governance in the Indian context, Initiatives of Good Governance in India  
 Governance effects on Policies: Issues and constraints, Impact of Good Governance on policy outcomes

**Essential Readings:**

1. Bidyut Chakrabarty, The Governance Discourse: A Reader (Hardcover), Oxford University Press, 2008.
2. M.R. Biju, Good Governance and Administrative Practices, N.Delhi, Mittal Publications, 2007
3. Mamta Mokta, S.S. Chauhan, Sanjeev K. Mahajan, Simmi Agnihotri, Challenges in Governance, Anamika Publishers and Distributors, New Delhi, 2011.
4. H. Mander and M Asif, Good Governance, Books for Change, Bangalore, 2004.
5. T.N. Chaturvedi (ed.), (Towards Good Governance), IIPA, New Delhi, 1999.
6. Diana Woodhouse, In Pursuit of Good Administration, Ministers, Civil Servants and Judges, Clarendon Press, Oxford, 1997

**Suggested Readings:**

1. P.R. Dubhashi: Policy and Performance (New Delhi: Sage Publications, latest ed.).
2. R.K. Sapru: Public Policy: Formulation, Implementation and Evaluation (New Delhi: Sterling, latest ed.).
3. R.V. Vaidyanathan, Ayyar: Public Policy Making in India. New Delhi: Pearson, 2009.
4. S. Nagel, Stuart: Public Policy: Goals, Means and Methods (New York: Martin Press, latest ed.).
5. Deborah Stone: Policy paradigm, RobRenbeck, 2008.
6. Thomas R. Dye: Understanding Public Policy, Pearson, 1972.
7. Thomas A. Bikland: An Introduction to Policy Process, sage, 2009.
8. Stuart Nagel: Hand Book of Public Policy (Ed. ) Sage, 2001.

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**Internal Assessment for Department**

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