

Scheme of M.A. Public Administration under CBCS

Sr. No.	Semester	No. of Core Paper with credit	No. of Elective Paper with Credit	No. of Open Elective with Credit	Total Papers with Credit
1	M.A. 1 st Sem.	4 Core Papers (4x4) = 16 Credit	02 papers from papers 5 th to 12 th mentioned in the scheme(2x4) = 8 Credit	01 papers (1x4) = 4 Credit	7 papers (7x4) = 28 Credit.
2	M.A. 2 nd Sem.	4 Core Papers (4x4) = 16 Credit	02 papers from papers 5 th to 12 th mentioned in the scheme(2x4) = 8 Credit	01 papers (1x4) = 4 Credit	7 papers (7x4) = 28 Credit.
3	M.A. 3 rd Sem.	4 Core Papers (4x4) = 16 Credit	02 papers from papers 5 th to 12 th mentioned in the scheme(2x4) = 8 Credit	01 papers (1x4) = 4 Credit	7 papers (7x4) = 28 Credit.
4	M.A. 4 th Sem.	3 Core Papers (3x4) = 12 Credit	02 papers from papers 4 th to 15 th mentioned in the scheme(2x4) = 8 Credit	-----	5 papers (5x4) = 20 Credit
Total	M.A all Sem	15 Core Papers (15x4)= 60 Credit	8 papers (8x4) = 32 Credit	03 papers (3x4)= 12 credit	26 papers (26x4) = 104 Credit

4/17.5.17

Public Administration
Department of Public Administration, Sirsa
Chaudhary Devi Lal University,

**DEPARTMENT OF PUBLIC ADMINISTRATION
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
M.A. (PUBLIC ADMINISTRATION)
(2-YEAR COURSE)**

Annexure I

Scheme of Examination and Syllabus

(As per Choice Based Credit System w.e.f. the academic year 2017-2018 in phased manner)

The entire degree/programme of M.A. (Public Administration) will be of Two years consisting of Four semesters.

The scheme of Examination and Syllabus is as under:-

M.A. 1st SEMESTER (Total Credits:- 28)

Core Course(s)										
Course Code	Nomenclature		Hrs./ Credit per Week	Marks			Exam. Hrs.	Credits		
				Int. Assess./ Evaluation	End Term Exam.	Total				
PUB-2-1-1	Administrative Theory-I	core	4	30	70	100	3Hrs.	4		
PUB-2-1-2	Public Personnel Administration	core	4	30	70	100	3Hrs.	4		
PUB-2-1-3	Administrative Thinkers-I	core	4	30	70	100	3Hrs.	4		
PUB-2-1-4	Basic Premises of Indian Constitution	core	4	30	70	100	3Hrs.	4		
PUB-2-1-5	Development Administration	Elective Choose any two of them	8	30	70	100	3Hrs.	4		
PUB-2-1-6	Disaster Management			30	70	100	3Hrs.	4		
PUB-2-1-7	Labour Welfare Administration									
PUB-2-1-8	Public Policy Analysis									
PUB-2-1-9	Health and Hospital Administration									
PUB-2-1-10	Comparative Public Administration									
PUB-2-1-11	Environmental Policy and Administration									
PUB-2-1-12	Political Theory									
Open Elective Course (For the students of other departments)										
Course Code	Course Title				Hrs./Credit per Week	Marks			Exam. Hrs.	Credits
		Int. Assess./ Evaluation	End Term Exam.			Total				
PUB-OB-01	Citizen Centric Administration	Open (E)	4	30	70	100	3Hrs.	4		

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M.A. 2nd SEMESTER (Total Credits:- 28)

Core Course(s)								
Course Code	Nomenclature		Hrs./Credit per Week	Marks			Exam. Hrs.	Credits
				Int. Assess./ Evaluation	End Term Exam.	Total		
PUB-2-2-1	Administrative Theory-II	core	4	30	70	100	3Hrs.	4
PUB-2-2-2	Research Methods in Public Administration	core	4	30	70	100	3Hrs.	4
PUB-2-2-3	Administrative Thinkers-II	core	4	30	70	100	3Hrs.	4
PUB-2-2-4	Indian Constitution	core	4	30	70	100	3Hrs.	4
PUB-2-2-5	Social Welfare Administration	Elective	8	30	70	100	3Hrs.	4
PUB-2-2-6	Techniques of Administrative Improvement and Project Management			30	70	100	3Hrs.	4
PUB-2-2-7	Political and Administration	Choose any two of them						
PUB-2-2-8	State Administration							
PUB-2-2-9	E. Governance							
PUB2-2-10	Educational Administration in India							
PUB-2-2-11	Administrative Law							
PUB-2-2-12	State Society & Public Administration							
Open Elective Course (For the students of other departments)								
Course Code	Course Title		Hrs./Credit per Week	Marks			Exam. Hrs.	Credits
				Int. Assess./ Evaluation	End Term Exam.	Total		
PUB-OE-02	Elements of Public Administration	Open (E)	4	30	70	100	3Hrs.	4

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* Core Course(s)								
Course Code	Nomenclature		Hrs./ Credit per Week	Marks			Exam. Hrs.	Credits
				Int. Assess./ Evaluation	End Term Exam.	Total		
PUB-2-3-1	Indian Administration-I	core	4	30	70	100	3Hrs.	4
PUB-2-3-2	Methods of Data Analysis in Public Administration	core	4	30	70	100	3Hrs.	4
PUB-2-3--3	Democracy & Development	core	4	30	70	100	3Hrs.	4
PUB-2-3-4	Good Governance	core	4	30	70	100	3Hrs.	4
PUB-2-3-5	Rural Local Administration	Elective	8	30	70	100	3Hrs.	4
PUB-2-2-6	Consumer Protection and Welfare			30	70	100	3Hrs.	4
PUB-2-3-7	Public International Law	Choose any two of them						
PUB-2-3-8	Project Work/Field Study							
PUB-2-3-9	Urban Local Govt. in India and U.K.							
PUB-2-3-10	Administration of Public Enterprises							
PUB-2-3-11	Public System Management							
PUB-2-3-12	Transparency in Administration							
Open Elective Course (For the students of other departments)								
Course Code	Course Title		Hrs./Credit per Week	Marks			Exam. Hrs.	Credits
				Int.Assess./ Evaluation	End Term Exam.	Total		
PUB-OE-03	Right to Information	Open (E)	4	30	70	100	3Hrs.	4

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M.A. 4th SEMESTER (Total Credits:- 20)

Core Course(s)								
Course Code	Nomenclature		Hrs./ Credit per Week	Marks			Exam. Hrs.	Credits
				Int. Assess./ Evaluation	End Term Exam.	Total		
PUB-2-4-1	Indian Administration-II	core	4	30	70	100	3Hrs.	4
PUB-2-4-2	Economic Policy and Administration	core	4	30	70	100	3Hrs.	4
PUB-2-4-3	Financial Administration	core	4	30	70	100	3Hrs.	4
PUB-2-4-4	Computer Application in Public Administration	Elective Choose any two of them	8	30	70	100	3Hrs.	4
PUB-2-4-5	Corporate Governance			30	70	100	3Hrs.	4
PUB-2-4-6	Women Empowerment							
PUB-2-4-7	Administration of Public Relations							
PUB-2-4-8	Urban Local Govt. in France and USA							
PUB-2-4-9	Human Resource Management							
PUB-2-4-10	NGOs Management and Working							
PUB-2-4-11	Decentralization and Local Governance							
PUB-2-4-12	Rural Industrialization							
PUB-2-4-13	Public Office Organization and Management							
PUB-2-4-14	Administration of Environment and Human Ecology							
PUB-2-4-15	Psychology and Administration							

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Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Meaning, Nature, Scope and Significance of Public Administration. Public and Private Administration. Ecology of Administration: Social, Economic, Cultural, Political and Legal.

Unit-II: Evolution of Public Administration as an Independent Discipline. New Public Administration and New Public Management Perspective.

Unit-III: Scientific Management Theory, Bureaucratic Theory and Human Relations Theory.

Unit-IV: Principles of Organization: Hierarchy, Span of Control, Unity of Command, Centralization and Decentralization, Supervision and Coordination.

Recommended References:

1. A.R. Tyagi, **Public Administration-Principles and Practices**, Atma Ram & Sons (6th Ed.) Delhi, 1992.
2. Avasthi and Maheshwari, **Public Administration**, Laxmi Narain Aggarwal, Agra, 1988.
3. C.P. Bhambhari (ed.), **Public Administration-Theory and Practice**, Jaiparkash Nath Publishers, Meerut, 1992.
4. D.R. Sachdeva and Meena Sogani, **Public Administration: Concept and Application**, Associated Publishing House, New Delhi, 1989.
5. Howard E Mccurdy, **Public Administration: System**, Community's Publishing Company, Sydney, 1977.
6. J.D. Straussman, **Public Administration**, Holt, Rinehart and Winslow, New York, 1985.
7. Mohit Bhattacharya, **Public Administration**, World Press (2nd Ed.) Calcutta, 1991.
8. M.P. Sharma and B.L. Sadana, **Public Administration in Theory and Practice**, Kitab Mahal, Allahabad, 1988.
9. Nicholas J. Henry, **Public Admn. And Public Affairs**, (3rd ed.) Prentice Hall, Englewood Cliffs, New Jersey, 1975.
10. S.L. Goel, **Public Administration: Theory & Practice**, Deep & Deep Publications, New Delhi, 2003.

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Paper (): Public Personnel Administration (PUB-2-1-2)

Total credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Public Personnel Administration: Concept, Nature, Scope and Significance. Bureaucracy: Meaning, Concept, Types, Recent Trends and its role in Modern Society. Public Services and their importance in modern society.

Unit-II: Personnel System in India with reference to Recruitment, Classification, Training, Promotion and UPSC.

Unit-III: Salary Administration, Service Conditions and Conduct Rules, Disciplinary Actions and Removal and Appeals, Retirement Benefits and Central Administrative Tribunals.

Unit-IV: Whitleyism in UK and Joint Consultative Machinery in India. Political Rights and Rights to Strike of Civil Servants in India, Admn. Culture and its significance.

H-2-1

Recommended References:

1. Administrative Reforms Commissions, Reports on Personnel Administration, 1969 and 2007.
2. Anne Stevens, The Government and Politics of France, London: Macmillan, 1992.
3. C.M. Jain, Public Personnel Administration, College Book Depot, Jaipur, 2003.
4. David E. Kalinger, Public Personnel Management, IPMA, Prentice Hall Inc. / Englewood Cliffs, New Jersey, 1986.
5. D.N. Balcher, Wage and Salary Administration, (2nd Ed.), Prentice Hall inc. / Englewood Cliffs, New Jersey, 1962.
6. Edwin, B. Flippo, Principles of Personnel Management, (4th ed.), McGraw Hill, Katakushia, 1976.
7. G.P. Pilonia and Hoshier Singh, Administration and Social Change, Printwell Publishers, Tilak Nagar, Jaipur 1985.
8. Government of India, Reports of Pay Commissions, New Delhi.
9. Maurice W. Cuning, Theory and Practice of Personnel Management, London, Heinenam, 1968.
10. O. Glenn Stanl, Public Personnel Administration, (7th Ed.), Oxford IBH Publication, New Delhi, 1977.
11. P. Ghosh, Personnel Administration, , Sudha Publication, New Delhi 1975.
12. S.L. Goel, Public Personnel Administration, Deep & Deep Publishers, New Delhi, 2010.
13. S.R. Maheshwari, The Higher Civil Services in France, Allied Publishers, New Delhi, 1990.
14. V.M. Sinha, Personnel Administration (English & Hindi) RBSA Swai Man Singh Highway, Jaipur, 1985.

Max.Marks : 100
End Term Exam : 70
Internal Assessment/Evaluation : 30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Kautilya: Views expressed in Arathshastra with special reference to Theory of State, Principles of Public Administration, Machinery of Government and Personnel Administration; Critical appraisal and relevance of his ideas in modern age.

Thomas Woodrow Wilson: Contribution to administrative thought with regard to Administrative Science, Politics-Administration Dichotomy, Comparative methods and critical evaluation of his ideas to promote the discipline.

Unit-II: Fredrick Winslow Taylor: Concept, development and principles of Scientific Management. Functional Foremanship, Mental Revolution, utility of Scientific Management in modern context and criticism.

Henri Fayol: Activities, Elements and Principles of Administration, comparison with F.W. Taylor and critical evaluation.

Unit-III: Luther Gullick and Lyndall Urwick: Functions of Administration-POSDCORB, Theory of Departmentalisation, Human Factor in Public Administration and a critical estimate.

Mary Parker Follet: Views on Conflict, Integration, Depersonalising orders, Coordination, Leadership and critical assessment.

Unit-IV: George Elton Mayo: Early experiments, Hawthorne Study's findings and Emergence of Human Relation Theory.

Peter F. Drunker: Management by Objectives, Knowledge Society, Communication and Criticism.

Recommended References:

1. Amitai Ezioni, **Modern Organisations**, Prentice Hall of India, New Delhi, 1964.
2. Bertram M. Gross, **The Managing of Organisations**, (Vol. I) The Free Press, New York, 1964.
3. Claudes, S. George Jr., **The History of Management Thought**, Prentice Hall, New York, 1968.
4. D.S. Pugh and D.J. Hickson, **Writers on Organisations**, (4th Ed.) England: Penguin Book, 1989.
5. D.S. Pugh (ed.), **Organisation Theory: Selected Reading**, Penguin Books, England, 1990.
6. David Silverman, **The Theory of Organisation**, Heinemann, London, 1970.
7. D.R. Prasad, V.S. Prasad & P. Satya Narayana (Ed.), **Administrative Thinkers**, Sterling Publishers, New Delhi, 1991.
8. Dwight Waldo, **The Administrative State**, (2nd Ed.) The Ronald Press Company, New York 1972.
9. **International Journal of Public Administration**, Special Issue on Mary Parker Follet, Volume 30, 2007.
10. L.A. Allen, **Management and Organisation**, McGraw-Hill Book Company, New York, 1958.
11. Marino Pinto, **Management Thinkers**, Allied Publishers, Bombay, 1986.
12. Peter, M. Blau, **Bureaucracy in Modern Society**, Random House, New York, 1962.
13. Satya Deva, "Theory of Administration", in **Administrative Management**, July-Sept., 1983.
14. Swinder Singh, **Uchera Lok Prakashan**, Punjabi University Press, Patiala, 1993.
15. Shum Sun Nisa Ali, **Eminent Administrative Thinkers**, Associated Publishing House, New Delhi, 1998.
16. S.R. Maheshwari, **Administrative Thinkers**, Macmillian India Ltd., New Delhi, 1998.

Paper (): Basic Premises of Indian Constitution (PUB-2-1-4)

Total credit = 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Making of the Constitution, salient features of constitution, Preamble, Fundamental Rights, Directive Principles of State Policy, Fundamental Duties.

Unit-II: Distinctive features of Indian Federation, Legislative, Administrative and Financial Relations between the Union and the States, Trends in Centre-State Relations, State Government- Governor, Chief Minister and Council of Ministers.

Unit-III: Centre Government- President, Vice President, Prime Minister, Central Council of Ministers, Cabinet Committees, Function of Cabinet Committees, Emergency Provisions.

Unit-IV: Features of Parliamentary Government, Features of Presidential Government, Merits and Demerits of Parliamentary System, Reasons for adopting Parliamentary system, Distinction between Indian and British Models, Electoral Reforms Since 1996.

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Books Recommended:

Avasthi and Avasthi (2002), Indian Administration, Laxmi Narain, Aggarwal, Agra.

Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi.

Fadia and Fadia, (2012), Indian Administration, Sahitya Bhavan Publication, Agra.

Granville Austin (1999), The Indian Constitution- Corner Stone of a Nation, OUP, New Delhi.

Maheswari, S.R. (2001), Indian Administration, Orient Blackswan, Hyderabad.

Pylee, M.V. (2009), An Introduction to the Constitution of India, Vikas, New Delhi.

Ramesh K. Arora and Rajni Goyal (2002), Indian Public Administration, Vishwa Parkashan, New Delhi.

Sathe, S.P. (2002), Judicial Activism in India, , Oxford University Press, New Delhi.

Subash C. Kashyap (1989), Indian Polity: Retrospect and Prospect, , National Public House, Allahabad.

Subash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies, Vitasta.

The Constitution of India, Government of India, 2009, New Delhi.

Tummala K. Krishna (1996), Public Administration in India, Allied Publications, New Delhi.

Paper (): Development Administration (PUB-2-1-5)

Total Credit = 04

Max.Marks : 100

End Term Exam : 70

Internal Assessment/Evaluation : 30

Time: 3 Hrs. (For End Term Exam)

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Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Development: Concept, Meaning, Origin. Development and its Dimensions. Development and Modernization. Problems and Prospects of Development. Approaches of Development. Sustainable Development.

Unit-II: Development Administration: Concept, Nature, Scope, Features and Significance. Objectives of Development Administration. Development Administration and Non-Development Administration Dichotomy. Ecology of Development Administration. Administrative Development: Concept, Need, Problems and Sources.

Unit-III: Bureaucracy and Development Administration; Citizens and Development Administration. NGOs and Development Administration, Role of Admn. Culture in Development Admn.

Unit-IV: Development Administration- Interaction among Bureaucrats, Politicians, Technocrats, Planning- Projects and Plan Formulation, Plan Implementation and Evaluation.

Books Recommended:

1. C.N. Bhalerao (ed.): Administration, Politics and Development in India, Lal Pani Publishing House, Bombay, 1972.
2. Cherry Oertzel, Maure Goldschmidh and Donald Rotchild, Government and Politics in Kenya, Nairobi, 1970.
3. Fred W. Riggs (Ed.), Frontiers of Development Administration, Durham: N.C. Duke, University Press, 1970.
4. Gabriel Almond and G.B. Well: Comparative Politics: A Developmental Approach, Oxford & IBH Pub. Co. New Delhi, 1976.
5. Irwing, Swndlow (Ed.): Development Administration: Concepts and Problems, Syracuse, NY Syracuse University Press, 1963.
6. Joseph, La Palombara (Ed.): Bureaucracy and Political Development, Princeton: NJ Princeton University Press, 1963.
7. Preeta Joshi: Vikas Prakashan, Jaipur, RBSA, Swai Man Singh, Highway, Chaura Rasta (2nd ed.) 1991.
8. Roy Macridis and B. Brown, Comparative Politics, (4th ed.) Honwood, Dorsey Press, 1972.
9. UNO, Development Administration: Current Approaches and trends in Public Administration for National Development, New York, 1975.
10. S.L. Goel, Development Administration, Deep and Deep, New Delhi, 2014.
11. Kataria Surender, Administration Culture in India, Malik & Sons, Jaipur.

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

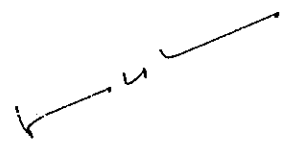
Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Concept Meaning and Classification of Disasters. Methodology to cope with Disaster in India, Disaster Management Cycle, Disaster Management-Recent Trends, Impact of Natural Disaster on Environment and Development.

Unit-II: Disaster Mitigation: Basic Principles and Elements of Disaster Mitigation, Flood Mitigation Practices in India, Action Plan for Earthquake.

Unit III: Rehabilitation and Reconstruction, Strategies for Effective Disaster Management. Skill Training-search, Rescue and Evacuation, Distribution of Relief Material, Emergency, Damage Assessment, Temporary Shelters and Warehousing Stock Piling.

Unit IV: Disaster Awareness, Role of Disaster Managers, Role of NGOs, Community, Training of Disaster Managers, Use of Formal Education System, Emerging Issues and Lessons for Future.



Recommended References:

1. David Alexander, **Natural Disaster**, UCL Press, London, 1993.
2. Gopal Bhargana, **Environmental Challenges and Ecological Disaster**, Global Prospective, Mittal Publisers., New Delhi, 1992.
3. Jack D. Kartez, **Crisis Response Planning: Forward a Contingent Analysis**, Journal of The American Planning Association 50 (1), Winter, 1984.
4. Kathakali Bagchi S., **Drought Prone India: Problems and Prospects**, Agricale, New Delhi, 1991.
5. Melvin A. Benarde, **Race Against Famine**, Orient Longmans, Bombay, 1972.
6. V.K. Sharma, **Disaster Management**, New United Process, New Delhi, 1995.
7. V.V. Borkar, **Impact of Drought on Rural Life**, Popular Prakashan, New Delhi, 1975.
8. W. Nick Carter, **Disaster Management: A Disaster Handbook**, Asian Development Bank Manila, 1995.

Paper (): Labour Welfare Administration (PUB-2-1-7)

total credit = 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Meaning, Nature, Scope and Principles of Labour Welfare and Labour Administration. Theories of Labour Welfare, Labour Policy in India. Five Year Plans and Labour Welfare in India. Ministry of Labour-Organisation and Functions. National Commission on Labour.

Unit-II: Organisation and working of state labour Department and Directorate of labour. Dispute Settlement Machinery at District, Factory and Plant Levels. Labour Welfare Officer – His Powers, Functions, Status and Role. Trade Unions- Brief History, Organisation and Role. Workers Participation in Management.

Unit-III: Labour Legislation in India with special reference to the study of main provisions of the following Legislations and their administrative problems. Factories Act, 1948; Industrial Disputes Act, 1947; Trade Unions Act, 1926; Minimum Wages Act, 1948.

Unit-IV: Main provisions and administrative problems of Payment of Wages Act, 1936; Employees State Insurance Act, 1948; Employees Provident Fund Act, 1952; Equal Remuneration Act, 1976; Workmen's Compensation Act, 1923.

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Recommended References:

1. A.N. Vaid, **Labour Welfare in India**, Sri Ram Centre for Industrial Relations, New Delhi, 1970.
2. C.B. Memoria and S. Memoria, **Dynamics of Industrial Relations in India**, Himalaya Publishing House, Bombay, 1987.
3. D.C. Sharma and S.C. Sharma, **Personnel Management and Industrial Relations**, SJ Publishers, Meerut, 1988.
4. Deepak Bhatnagar, **Labour Welfare and Social Security Legislation in India**, Deep & Deep, New Delhi, 1985.
5. **Factories Act, 1948, Industrial Disputes 1947; Trade Unions Act, 1926; Minimum wages Act, 1948; Workmen's Compensation Act 1923.**
6. G.K. Sharma, **Labour Movement in India**, Sterling Publishers, New Delhi, 1972.
7. K.M. Subramaniam, **Labour Management Relations in India**, Asia Pub. House, Bombay, 1967.
8. M.L. Monga, **Industrial Relations and Labour Laws in India**, Deep & Deep, New Delhi, 1984.
9. Malhotra, **The Law of Industrial Disputes**, NM Tripathi, Bombay, 1968.
10. N.V. Moorthy, **Principles of Labour Welfare**, Gupta brothers, Visakhapatnam, A.P., 1968.
11. R.C. Saxena, **Labour Problems and Social Welfare**, K. Nath and Co., Meerut, 1988.
12. S.N. Mishra, **Labour and Industrial Laws**, Allahabad law Agency, New Delhi, 1976.
13. S. Malik, **Industrial Law**; Eastern Book Company, Delhi, 1983.

Paper (): Public Policy Analysis (PUB-2-1-8)

Total credit = 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

- Unit-I:** Public Policy: Meaning, Nature, Scope, Difference between Policy and Rule, Basis of policy Formulation, Importance and Constraints.
- Unit-II:** Policy-Making approach, policy analysis, policy impact and evaluation and approach of policy evaluation, policy intervention: case study (land reform, anti poverty programme, industrial policy, panchayati raj).
- Unit-III** Policy formulation: Concept, Role of Bureaucracy, Legislature and Judiciary in Policy Formulation. Policy Making and Role of Media, interest Groups and Political Parties in Policy Making, Planning Commission, National Development council (NDC): Composition and Functions.
- Unit-IV:** Policy Implementation: Meaning, Role of Non-Governmental Agencies in Policy Implementation. Relationship between legislature and judiciary in Policy Implementation, interaction between government and NGO, Problems in implementation

Recommended References:

1. Arnold J. Heidenheimer, **Hugh Helco and Carolyn Teich Adams**, Comparative Public Policy: The Politics of Social Change in Europe and America, St. Martin's Press, New York, 1975.
2. E. Jacob Charles, **Policy and Bureaucracy**, P. Van Nostrand Co. 1976.
3. E. Lindblom Charles, **The Policy Making Process**, Englewood Cliffs, MJ Prentice Hall Incorporation, 1968.
4. James F. Anderson, **Public Policy Making**, New York: Preager; 1979.
5. Jones, Charles: **An Introduction to the Study of Public Administration Policy**, Brooks Cole Publishing Co., Monterey, California (3rd ed.) 1986.
6. Larry N. Gerston, **Making Public Policy**, Glenview, III Scott, Forsman USA, 1983.
7. Pardeep Sahni, **Public Policy: Conceptual Dimensions**, Kitab Mahal, Allahabad, 1987.
8. Paul H. Appleby, **Policy and Administration**, The University of Albara Press, 1949.

Paper (): Health and Hospital Administration (PUB-2-1-9)

Total Credit = 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

- Unit-I:** Basic Concept: Meaning, Nature, Scope and Principles of Health Administration. Evolution of Health Administration as a Discipline. National Rural Health Mission (NRHM).
- Unit-II:** Machinery at the Central Level: a critical study of the composition, powers and functions of Ministry of Health and Family Welfare, Directorate General of Health & Family Welfare – their inter-relationship. The composition, powers and functions of Indian Medical Council and Indian Council for Medical Research.
- Unit-III:** Machinery at the State Level : Composition, Powers and Functions of State Departments and Directorates of Health and Family Welfare – the problems of their inter-relationships. Composition, Powers and Functions of State Medical Councils. Composition, Function and role of State Hospitals. Machinery at the District Level: Powers of C.M.O.
- Unit-IV:** Machinery for Health & Family Welfare at the Local Levels- Problems of Administration and Management of Municipal Hospitals and Primary Health Centers with special reference to the need for evolving a machinery-Medical, Health and Family Welfare norms of the grassroots level. Personnel System for Medical, Health and Family Welfare Administration.

Recommended References:

1. A. Cart Wright, **Human Relations and Hospital** (Latest ed.).
2. Brown and Fraling, **The Doctor-Patient Relationship** (Latest Edition).
3. C.A. Robinson: **Hospital Administration** (Latest Edition).
4. G. Broker, **Health in Independent India** (Latest Edition).
5. G. Ramesh Waram, **Medical and Health Administration in Rural India**, Ashish Publishing House, 1989.
6. M.T. Mac Eachiru, **Hospital Organisation and Management** (Latest Edition)
7. N.V. Ram Raghu, **Health Administration and Policy Development**, Hyderabad: Ramkrishna Printers and Publishers, 1971.
8. S.L. Goel, **Health Care Administration - Ecology Principles and Modern Trends**, New Delhi: Sterling Publishers, 1980.
9. S.L. Goel, **Health Care Administration**, New Delhi: Sterling Publishers, 1984.
10. S.L. Goel, **Health Care Administration-Levels and Aspects**. New Delhi, 1971.
11. The Central Health Education, **Health Today**, Director-General of Health Services, New Delhi, 1971.

Paper (): Comparative Public Administration (PUB-2-1-10)

Total credit: 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Comparative Public Administration (CPA): Concept, Nature, Scope and Significance. Approaches and Methods to the study of CPA: Institutional, Behaviour, Structural – Functional, Ecological and System approach.

Unit-II: Weber's Typology of Authority. Salient Features of Administrative System of UK, USA and France with special Reference to Ideal type of Bureaucratic Model.

Unit-III: Riggs' Typology of Developing Societies with Particular Reference to the Prismatic Society and Sala Model. Administration of Development and Administrative Development; Problems and Prospects.

Unit-IV: A Study of Salient Features and Control Mechanism of Administrative System of UK, U.S.A. and France.

Recommended References:

1. F. Heady and Stokes, **Papers in Comparative Public Administration**, Institute of Public Administration, University of Michigan USA, 1962.
2. F.W. Riggs, **Administration in Developing Countries - The Theory of Prismatic Society**, Houghton Mifflin Co. Boston 1964.
3. Lucian W. Pye., **Aspects of Political Development**, Amerind, Publishing Company Ltd., New Delhi, 1966.
4. National Productivity Council, **Personnel Management in Japan, USA and Britain**, New Delhi, NPC 1963.
5. RJS Baker, **Administrative Theory and Public Administration**, London Hutchinson & Co. Ltd. 1972.
6. U.K. Royal, **Commission in the Civil Service** (2 Vols), 1953-55.
7. W. Robson (ed.), **Civil Service in England and France** Hogarth, 1956.
8. W.J. Siffin, **Towards the Comparative Study of Public Administration**, Indiana University Press, Bloomington Indian, 1959.

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Environment: Meaning, Component, Eco-System, Ecology and Biosphere. Environmental Problems—Causes and Factors of Environmental pollution. Environmental policy in India. Constitutional Provisions relating to Environmental Protection.

Unit-II: Environment Laws and planning in India. Air Quality Management, Pollution Control, Pollution and Eco-System. Environmental control, Administrative Machinery at the National, State and District levels.

Unit-III: Environment Programmes of the Government of India. Environmental Effect and Climatic Change, Challenges to Environment: Various Factors—Urbanization, Industrialization etc.

Unit-IV: Judicial Activism and Environmental Protection. Citizens and Environment. People's participation in Conservation. NGOs' role in Environmental Protection. Environment Education: Role of Information Technology in Environment.

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Recommended References:

1. Hoshiar Singh (Ed.), **Environment Policy and Administration**, Printwell Publishers, Jaipur, 1992.
2. H.N. Tiwari, **Environmental Law**, Allahabad Agency, Faridabad, 2001.
3. **Report of the Committee for Recommending Legislative Measures and Administrative Machinery for Environment Protection**, Department of Science and Technology, 1980.
4. UNESCO, "**Environmental Management**", Indian Environmental Society, 1981.
5. UNESCO: "**Environmental Education in Asia and the Pacific**" Bulletin of the UNESCO, Regional Office for Education in Asia and the Pacific 1981.
6. V.N. Srivastava & B.P. Rai, **Environmental and Ecology**, Vasundra Publications, Gorakhpur 1998.

Paper 5 (E): Political Theory (PUB-2-1-12)

Total credit: 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Politics and Political Theory. Major Traditions of Political Theory. Approaches to the Study of Political Theory: Behavioral, Structural-Functional, System and Marxist Approach.

Unit-II: Concepts, Origin and Theories of State, Classifications and Elements of State Basic Concepts; Powers and Authority; Liberty and Equality, Rights and Duties: Consensus and Legitimacy.

Unit-III: Political Culture, Political Delegation, Political Socialisation and Revolution. Contemporary Political Theory: Political Development, Modernization, Nation Building and Its Problems.

Unit-IV: Political Ideologies: Pluralism, Liberalism, Individualism, Idealism, Syndicalism, Guild Socialism. Totalitarianism and Socialism, Marxism and Democracy.

Recommended References:

1. Andres Lacker, **Political Theory: Philosophy, Ideology and Sciences**, New York 1961.
2. C. James, Charlesworth (ed.) **Contemporary Political Analysis**, New York, 1967.
3. C.L. Waper, **Political Thought**, London, 1973.
4. David Easton, **The Political System, II Varieties of Political Theories**, Englewood Cliffs, Prentice Hall 1966.
5. Gester, Jones and Lancastar, **Masters Political Thought Vols. I, II and III**, London, George Haprer, 1959.
6. Lucian N. Pye, **Aspects of Political Development**, New Delhi: Amerind Publishing Co. 1966.
7. P. Chatterjee, **The State of Political Theory**, Calcutta: K.P. Bagchi and Co. 1978.
8. Robert Jahi, **Modern Political Analysis**, New Delhi 1967.
9. S.P. Verma, **Modern Political Theory-A Critical Survey**, Delhi: Vikas, 1975.

Citizen Centric Administration (PUB-OE-01)

Total credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

- Unit-I Citizen Centric Administration - Concept, Meaning and Significance; Good Governance - Features, Pre conditions and Barriers; E- Governance and citizen centric Administration, Citizens' Perception About District Administration in Haryana
- Unit-II Citizens' Participation in Administration- Need and Mechanisms; Citizens Charters - Principles and Evaluation of the effectiveness of Citizens Charters in University, Administration of Haryana; Uses and Benefits of RTI Act 2005 and Right to Service Act, 2014.
- Unit-III Computerized Grievance Redressal Mechanism- Process and Effectiveness of C.M. Windows Grievance and Redressal System, Duties of District Public Grievance Officer and May I help you Desk as a Single Window system.
- Unit- IV Core Principles for making Governance Citizen Centric, 2nd ARC Seven Step Model for Citizen Centricity; Organization and function of District Development and Monitoring Committee, District Public Relations and Grievance Committee.

References:

- S.S. Chahar, Ombudsman (LokPal): World & Indian Scenario, Abhijit Pub., New Delhi, 2016.
- Nisha Sharma, E-Governance, APH Pub., New Delhi, 2014.
- Sunil Gupta and Kamal Kumar Singh, NBT, New Delhi, 2014.
- S.L. Goel, Good Governance, Deep and Deep Pub., New Delhi, 2010.
- Citizen Centric Administration: The Heart of Governance, Twelfth Report, Second ARC, Feb. 2009, Govt. of India, New Delhi.
- Mirium Lips, The Digital Citizen: New Directions for Citizen-Centric Government and Democracy, I.B. Tauris, 2013.
- Ganesh Chander Deke, Role of E-Governance in Citizen Centric E-Governance, 2013.
- Pranab Kumar Das, Decentralization, Governance and Development: An Indian Perspective, Orient Balckswan Private Ltd. New Delhi, 2017.
- Shivani Singh, Governance: Issues and Challeges, Sage Publication, 2015.
- Kuldeep Mathur, From Government to Governance, NBT, New Delhi, 2015.
- Mark Bevir, Governance: A very short Introduction, Oxford University Press, 2012

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Structure of Organization: Chief Executive – Role and Functions. Line, Staff and Auxiliary Agencies.

Unit-II: Administrative Behavior: Decision Making, Leadership, Communication and Motivation.

Unit-III: Transparency in Administration with special reference to Right to Information Act, 2005. Citizens and Administration.

Unit-IV: Administrative Law: Importance of Administrative Law, Delegated Legislation-Meaning, Types, Advantages, Limitations, Safeguards.

Recommended References:

1. A.R. Tyagi, **Public Administration-Principles and Practices**, Atma Ram & Sons (6th Ed.) Delhi, 1992.
2. Avasthi and Maheshwari, **Public Administration**, Laxmi Narain Aggarwal, Agra, 1988.
3. C.P. Bhambhari (Ed.), **Public Administration-Theory and Practice**, Jaiparkash Nath Publishers, Meerut, 1992.
4. D.R. Sachdeva and Meena Sogani, **Public Administration: Concept and Application**, Associated Publishing House, New Delhi, 1989.
5. Howard E Mccurdy, **Public Administration: System**, Community's Publishing Company, Sydney, 1977.
6. J.D. Straussman, **Public Administration**, Holt, Rinehart and Winslow, New York, 1985.
7. Mohit Bhattacharya, **Public Administration**, World Press (2nd Ed.) Calcutta, 1991.
8. M.P. Sharma and B.L. Sadana, **Public Administration in Theory and Practice**, Kitab Mahal, Allahabad, 1988.
9. Nicholas J. Henry, **Public Admn. And Public Affairs**, (3rd ed.) Prentice Hall, Englewood Cliffs, New Jersey, 1975.
10. S.L. Goel, **Public Administration: Theory & Practice**, Deep & Deep Publications, New Delhi, 2003.

Max.Marks : 100

End Term Exam : 70

Internal Assessment/Evaluation : 30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internalevaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Research: Meaning, Characteristics, Types, Significance and Research process. Social Research: Meaning, nature and types. Scientific Method: Features and stages/steps.

Unit-II: Research Problem: Selection, Definition and Statement of the Problem, criteria and techniques involved in Defining the problem and evaluation of the problem. The Hypothesis: Meaning, Significance, Sources, Features, types and Limitations and Criteria of a Good Hypothesis.

Unit-III: Review of the Related Literature: Purpose, exploring the Sources of relevant literature in libraries, Research Periodicals, Theses, Dissertations, Newspapers, Government Reports and Internet. Organising and Analysing the reviewed literature.

Research Design: Meaning, Need, features and types of Research Design: Exploratory, Descriptive and Experimental.

Unit-IV: Data Collection-Primary Data and Secondary Data, Tools and Techniques of Data Collection: Questionnaire, Interview, Interview Schedule and Observation. Criteria to Select appropriate tools for Data Collection.

Recommended References:

1. B.M., Jain; **Research Methodology**, Research Publications (Hindi), Jaipur, 1995.
2. C.R. Kothari; **Research Methodology: Methods & Techniques** (2nd Ed.), Wishwa Prakaskah, New Delhi, (Reprint), 2002.
3. C.J., Pearsons; **Thesis & Project Work, A Guide to Research & Thesis Writing**, Allen & Unwin, London, 1973.
4. Devendra Thakur, **Research Methodology in Social Sciences**, Deep & Deep Publication, New Delhi, 2003.
5. Goode & Hatte; **Methods of Social Research**, McGraw Hill Book Company, New Delhi, 1987.
6. Jonathan Anderson; Berry, H. Durston, Millicent Poole, **Thesis & Assignment Writing**, Wiley Eastern Limited, New Delhi, 1977.
7. John Best, **Research in Education**, Prentice Hall of India, New Delhi, 1978.
8. P.V., Young; **Scientific Social Survey & Research**, Prentice Hall of India, New Delhi, 1979.
9. R.N., Trivedi and O.P. Shukla; **Research Methodology**, Research Publication (Hindi), Jaipur, 2002.
10. S.R., Bajpai; **Methods of Social Survey & Research** (Hindi & English), Kitab Mahal, Kanpur, 1995.

Paper (.): Administrative Thinkers-II (PUB-2-2-3)

Total Credit: 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Max Weber: Origin of Bureaucracy, Types of Authority/Legitimation/ Domination, Characteristics and Ideal Model of Bureaucracy, mechanisms to limit the powers of Bureaucracy, criticism of Bureaucratic model.
Herbert A. Simon: Criticism of Classical Theory, Decision-making Theory. Rationality, Types of decisions, Organizational influence, Bounded Rationality, Criterion of Efficiency and Criticism.

Unit-II: Abraham Maslow: Need Hierarchy Theory of Motivation, Self-actualized need and critical evaluation.
Douglas Mc Gregor: Theory 'X' and 'Y' of motivation and its implications for Line-Staff relationship and Criticism.

Unit-III: Chris Argyris: Strategies for Organizational Change, T-Group or Sensitivity Training and Criticism.
Fredrick Herzberg: Two-Factor Theory, Characteristics of Hygiene and Motivation Seekers, Job-enrichment and Critical evaluation.

Unit-IV: Fred W. Riggs: Ecological and Structural Functional Approaches, Ideal Models, Features of Prismatic and Sala Models, Bazaar-Canteen model, Change and Development Dimensions of Societies and Critical appraisal.
Karl Marx: Influence of Hegel, the origin, aims and implications of Bureaucracy, Bureaucracy in Transitional State, Theory of Dialectic Materialism, Class Struggle and Alienation and relevance of Karl Marx.

Recommended References:

1. Amitai Ezioni, **Modern Organizations**, New Delhi: Prentice Hall of India, Pvt. Ltd., 1964.
2. Bertram M. Gross, **The Managing of Organizations**, (Vol. I) New York: The Free Press, 1964.
3. Claudes, S. George Jr., **The History of Management Thought**, New York: Prentice Hall, 1968.
4. D.S. Pugh and D.J. Hickson, **Writers on Organizations**, (4th Ed.) England: Penguin Book, 1989.
5. D.S. Pugh (Ed.), **Organization Theory: Selected Reading**, England: Penguin Books, 1990.
6. David Silverman, **The Theory of Organization**, London: Heinemann, 1970.
7. D.R. Prasad, V.S. Prasad & P. Satya Narayana (Ed.), **Administrative Thinkers**, New Delhi: Sterling Publishers, 1991.
8. Dwight Waldo, **The Administrative State**, (2nd Ed.) New York: The Ronald Press Company, 1972.
9. L.A. Allen, **Management and Organization**, New York: McGraw-Hill Book Company, 1958.
10. Marino Pinto, **Management Thinkers**, Bombay: Allied Publishers, 1986.
11. Peter, M. Blau, **Bureaucracy in Modern Society**, New York: Random House, 1962.
12. Satya Deva, "Theory of Administration", in **Administrative Management** July-Sept. 1983.
13. Swinder Singh, **Uchera Lok Prakashan**, Patiala: Punjabi University Press, 1993 (Pbi).
14. Shum Sun Nisa Ali, **Eminent Administrative Thinkers**, New Delhi: Associated Publishing House, 1998.
15. S.R. Maheshwari, **Administrative Thinkers**, New Delhi: Macmillan India Ltd. 1998.
16. Special Issue on **Mary Parker Follet**, International Journal of Public Administration, Volume 30, 2007.

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internalevaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Federal Features of the Constitution, Unitary Feature of the Constitution, Critical evaluation of the Constitution, Basic Structure of the Constitution, Amendment procedure of the Constitution.

Unit-II: Right to Information Act, Composition, Powers and Functions of State Information Commission, Composition, Powers and Functions of Central Information Commission, Redressal of Citizen Grievances, LokPal and Lokayuktas

Unit-III: Election Commission- Composition, Powers and functions, Union Public Service Commission- Composition, Independence and Functions, National Human Rights Commission- Composition, Functions, Role and Performance of the Commission, Central Vigilance Commission- Composition, Functions and Jurisdiction.

Unit-IV: Supreme Court- Organization, Appointment and Removal of Judges, Independence, Jurisdiction and Powers of Supreme Court, High Court- Organization, Appointment and Removal of Judges, Independence, Jurisdiction and Powers of High Court,

Books Recommended:

Avasthi and Avasthi (2002), Indian Administration, Laxmi Narain, Aggarwal, Agra.

Basu, D.D. (2000), Introduction to the Constitution of India, Wadhwa and Company, New Delhi.

Fadia and Fadia, (2012), Indian Administration, Sahitya Bhavan Publication, Agra.

Granville Austin (1999), The Indian Constitution- Corner Stone of a Nation, OUP, New Delhi.

Maheswari, S.R. (2001), Indian Administration, Orient Blackswan, Hyderabad.

Pylee, M.V. (2009), An Introduction to the Constitution of India, Vikas, New Delhi.

Ramesh K. Arora and Rajni Goyal (2002), Indian Public Administration, Vishwa Parkashan, New Delhi.

Sathe, S.P. (2002), Judicial Activism in India, , Oxford University Press, New Delhi.

Subash C. Kashyap (1989), Indian Polity: Retrospect and Prospect, , National Public House, Allahabad.

Subash C. Kashyap (2010), Indian Constitution: Conflicts and Controversies, Vitasta.

The Constitution of India, Government of India, 2009, New Delhi.

Tummala K. Krishna (1996), Public Administration in India, Allied Publications, New Delhi.

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Concepts of Social Welfare, Social Justice and Social Change. Meaning, Nature, Scope and Principles of Social Administration. Social Policy- A Study of Relevant Constitutional Articles.

Unit-II: Organisation and Functions: Ministry of Social Justice and Empowerment. Ministry of Women and Child Development at Central Level, Central Social Welfare Board- Its Composition, Functions and Status.

Unit-III: Organisation at the State Level (Haryana) -- Directorates of Social Justice and Empowerment, Composition and Functions of State Social Welfare Advisory Board. Personnel Policies in Field of Social Administration.

Unit-IV: National Commissions for SCs, STs and Women--Programmes for the Development of SCs, STs and Women. Role of Non-Governmental Organisations (NGO's) in Socio-Economic Development.

15

Recommended References:

1. C.P. Barthwal (ed.) **Social Justice in India**, Bharat Book Centre, 17, Ashok Marg, Lucknow, 1998.
2. Davis C. March, **An Introduction to Social Administration**, Rutledge and Kegal Paul, London, 1965.
3. D. Paul Chaudhary, **Social Welfare Administration**, New Delhi, Atma Ram & Sons, 1979.
4. D.K. Mishra, **Social Administration (Hindi)**, Jaipur: College Book Depot, Tripolia Bazar, 1990.
5. D.P. Chaudhary, **Social Welfare Administration**, Atma Ram & Sons, Delhi 1992.
6. D.R. Sachdeva, **Social Welfare Administration (English and Hindi)**, Kitab Mahal, Allahabad, 2004.
7. Mohinder Singh (Ed.), **Social Policy and Administration in India**, M.D. Publishers, New Delhi, 1996.
8. P.D. Kulkarni, **Centre Social Welfare Board**, New Delhi: Asia Publishing House, 1961.
9. RajKumar Siwach, **Voluntary Organization and Social Welfare**, Shankar Publications, New Delhi, 2004.
10. S.L. Goel and R.K. Jain, **Social Welfare Administration**, Vol. 1, New Delhi: Deep & Deep, 1988.
11. Surendera Kataria, **Social Administration (Hindi)**, RBSA Publishers, SMS High Way, Jaipur, 2002.
12. T.N. Chaturvedi and S.K. Chandra **Social Administration Development and Change**, New Delhi IIPA 1980
13. V. Jaganadhan, **Social Welfare Organisation**, New Delhi, IIPA 1966.

Paper (): Techniques of Administrative Improvement and Project management

(PUB-2-2-6)

total credit: 04

Max.Marks : 100

End Term Exam : 70

Internal Assessment/Evaluation : 30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internalevaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Management of Change, Innovation in Management. Introduction to Techniques of Administrative Improvement Introduction to Project Management.

Unit-II: Quality Circles; Total Quality Management; ABC, VED, SDE and FSN Analysis; Management by Objectives; Work Study in Administration.

Unit-III: Paper Work Simplification; Method Study; Work Management; Standardisation and Work Norms; Work Measurement in the Government of India; Organisation Analysis and Development of Organisational Structure.

Unit-IV: Project Formulation and Appraisal: Project Planning through Network Analysis (PERT/CPM), Integrated Cost Planning and Budgeting, Monitoring; Monitoring Information; Reporting System and Evaluation.

Recommended References:

1. Chris Argyris, **International Management**, Mc Graw Hill, 1976.
2. Ernest Dale and L.C. Michelon, **Modern Management Techniques**, Penguin Books, 1974.
3. Gerald E. Caiden, **Administrative Reform**, the Penguin Press, London, 1970.
4. International Labour Office, **Introduction to Work Study**, Geneva, 1958.
8. Joseph, I Moder and Cecil, R. Phillips, **Project Management with CPM and PERT**, Reinhold, New York, 1964.
9. Keith Davis, **Human Behaviour at work**, (4th ed.) Mc. Graw Hill, New York, 1972.
10. L. Joseph Massie, **Essentials of Management**, Prentice Hall, Englewood, N.J., Cliffs, 1964.
11. Merrill, H.F. (ed.) **Classics and Management**, American Management Association, New York, 1960.
12. S.L. Goel, **Modernizing Administrative Management**, Arun Publishing House, Chandigarh.
13. Mileward, G.E. (ed.), **Organisation and Methods**, Macmillan, London, 1959.
14. U.N., **Inter Regional Seminar on Administration of Management Improvement Services**, Vol. I, Copenhagen, Denmark, 1970.
15. Warren G. Bennis, **Organization Development: Its nature, origins and Prospects**, Reading Mass, Addison-Wesley Publishing Co., 1969.

Note-1: The evaluation of students consists of both internal and external evaluation. Internalevaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Approaches to the study of Political System – Structural and System Approach Importance of Comparative Analysis. Political Parties, Pressure Groups and Political System. Concept of Political Development, Political system of Developing Countries.

Unit-II: The Concept of Administrative System, Relationship between Administrative and Political Systems. Models of Administrative System with special reference to the Contribution of F.W. Riggs. Politics- Administration Dichotomy. Contribution of Woodrow Wilson and Frank J. Goodnow.

Unit-III: Bureaucracy – Weberian Interpretation – Concept of Administrative State. Bureaucracy and Political Ideology, Marxist Interpretation of Bureaucracy.

Unit-IV: Political Development: Bureaucracy, Political Parties and Pressure Groups. Bureaucracy and Social Change. The concept of Administrative Change. Relationship between Permanent Executive and Political Executive.

Recommended References:

1. Almond and Coleman (eds.), **The Politics of Developing Areas**, Princeton University Press, 1960.
2. Anthony Downs, **An Economic Theory of Democracy**, Harper, New York, 1957.
3. Brecht Political Theory, **The Foundations of twentieth Century Political Thought** (Princeton: Princeton University Press, (1959)
4. David Easton, **The Political System**, Knopf, New York, 1953.
5. Gordon Tullock, **The Politics of Bureaucracy**, D.C., Public Affairs Press, Washington, 1965.
6. J. Frank Goodnow, **Politics and Admn.** , Macmillan,, New York, 1900.
7. J.R. Siwach, **Dynamics of Indian Government and Politics**, Sterling Pub. Pvt. Ltd., New Delhi, 1985.
8. J.C. Johri, **Comparative Politics**, (2nd Edition) Sterling Publishers, New Delhi, 1976.
9. W. Lucian Pyc, **Aspects of Political Development**, Amerind Pub. Co., New Delhi, 1966.
10. M.N. Roy, **Parties, Politics and Powers**, Calcutta, 1960.
11. S. Kothari and Ramashary, **Relations between Politicians and Administrators**, Indian Institute of Public Administration, New Delhi, 1969.

Paper (): State Administration (PUB-2-2-8)

Total credit: 04

Max. Marks: 80

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: State Administration: Governor, Chief Minister and Council of Ministers: Chief Secretary and his Vital role in the State Administration. Centre- State relationship: Administrative Dimensions.

Unit-II: Divisional Commissioner: District Administration; Role of Deputy Commissioner in District Administration. The District Development Officer. Administration and Politics. Grassroots Popular Participation in administration.

Unit-III: State Planning Machinery - Board and Department. District Planning Committee. Planning; Exercise, Programme Implementation. State Public Service Commission.

Unit-IV: Urban Management; Problems of growing cities. Municipal and Rural local bodies. State Finance Commission

Recommended References:

1. Administrative Reforms Commission, Report on State Administration, 1961.
2. Avasthi and Avasthi, Public Administration in India, Lakshmi Narian Aggarwal, Agra, 2001.
3. A. Avasthi, Central Administration, Tata McGraw Hill, Publishers Co., New Delhi, 1988.
4. C.P. Bhambri, Public Administration in India, Vikas, Delhi, 1973.
5. Harish Chander Sharma, State Administration in India (Hindi), College Book Depot, Jaipur, 2002.
6. S.R. Maheshwari, State Government in India, Macmillian, New Delhi, 2000.
7. G.P. Pilonia and Hoshiar Singh, Administration & Social Changes, Printwell Publishers, Jaipur, 1985.
8. Hoshiar Singh and D.P. Singh, Indian Administration: Current Issues and Problems, Aalekh publishers, Jaipur, 1990.
9. Hoshiar Singh and Mohinder Singh, Public Administration in India: Theory & Practice, Sterling Publishers, New Delhi, 1990.
10. Pramata Sharan, Public Administration, Meenakshi Publications, Meerut, 1978.
11. R.B. Jain, Contemporary Issues in Indian Administration, Vishal Publishers, Delhi, 1976.
12. S.R. Maheshwari, Indian Administration, Orient Longman, Delhi, 1989.

Paper (): E-Governance (PUB-2-2-9)

Total credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

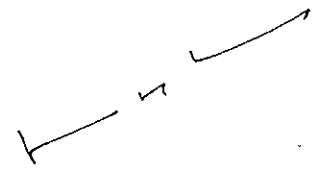
Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit - I: E-governance: Concept, significance and features of traditional Public Administration to e-governance, Role of E-governance in Administration, Internet, E-mail, World Wide Web (WWW) Local Area Network (LAN). Wide Area Network (WAN).

Unit-II: Necessary components of ICT(Information and communication technology) implementation in administration, role of ICT in administration, technology needed for ICT implementation, role of ICT in planning, decision & service distribution, suggestion for effective ICT implementation, step taken for ICT development in administration,

Unit-III: Citizens and Government Interface: ICT and self governance, importance of ICT in rural development, E-Panchayat, use of E-Governance in public & citizen service delivery, use of ICT in rural development, agriculture, women empowerment, Education and Training(E-Learning), E-Commerce, Literacy Mission, Distance Education, , Railway Services; Police-FIR, Posts and Telecommunications, RTI-2005, suggestion for ICT implementation in rural development

Unit-IV: Issues and Challenges to E-governance: Security, Privacy Rules, Digital Divide, Infrastructural Facilities, Connectivity, Resources, Project Justification in terms of costs-benefits and risks, Trained manpower, attitude and commitment of bureaucrats, suggestions



Recommended References:

1. C.S.R. Prabhu, **E-Governance: Concepts and Case Study**, Prentice Hall of India, New Delhi (2004).
2. G. David Garson (ed.), **information Technology and Computer Applications in Public Administration: Issues and Trends**, Idea Enron Publishing, Heresey, USA, 1998.
3. J. Satyanarayana, **E-Government**, Prentice Hall of India, New Delhi (2004).
4. Kiran Bedi, *et al.*, **Govt.@net: New Governance Opportunities**, Sage Publications, 2002.
3. M.P. Sharma, **Towards E- governance Management Challenges**, Tata Mcgraw Hills Publications, New Delhi, 2000.
4. Panneervel P., **E-Governance: A change Management Tool**, Rawat Publications, Jaipur, New Delhi, 1998.
5. Subhash Bhatnagar, **E-Government**, Sage Publication, New Delhi, 2001.
6. www.mit.gov.in – Ministry of Information Technology, GOI.
7. www.iimrindia.org-ICFAI University, IT case study.
8. www.iimahd.ernet.in – Centre for E-Governance.
9. www.permin.nic.in/orpg- Ministry of Personnel, Public Grievances, Pensions and Administrative Reforms, GOI.
10. www.darpg.nic.in – Department of Administration Reforms, GOI.
11. www.egovdatabase.gov.in.-National Database on E-Governance projects.

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Basic Concept: Meaning, Nature, Scope and principles of Educational Administration. Evolution of Educational Administration as an independent discipline, Educational Policy in India with special reference to study of Constitutional provisions.

Unit-II: Machinery for Educational Administration at the Central Level. University Grants Commission; Council for Scientific and Industrial Research and Indian Council of Social Sciences Research, AICTE, NCTE, NCERT, SCERT;

Unit-III: Machinery for Educational Administration at the State level. A critical examination of the composition, powers and functions of the State Departments and Directorates of Education and their inter-relationships; A critical study of the composition of state Universities with special reference to the question of university autonomy and state control.

Unit-IV: Machinery for Educational Administration at the District Level: Personnel System for Educational Administration. Educational administration and local self government institutions. Reforms in Educational Administration- A detailed study of the organizational and procedural reforms and reforms in the examination system.

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Recommended References:

1. Atma Ram & K.D. Sharma; **National Policy on Education**,: Vikas Publishing House New Delhi, 1995.
2. J.C. Aggarwal; **Educational Administration: School Organization and Supervision**, Arya Book Depot, New Delhi, 1967.
3. Jaganath Mohanty; **Educational Administration: Supervision and Finance**, Takshila Cuttack, 1991.
4. M. Singh, (ed.), **Some Problems of Higher Education in India**, Amar Prakashan, Delhi, 1991.
5. M. Sulochana; **Financial Management of Higher Education in India**, Chugh, Allahabad, 1991.
6. P. D. Shukla, **New Education Policy in India**, Sterling Publishers, New Delhi, 1988.
7. S. Nath, **Education: Style and Strategies**, Mayur Prakashan, Bhubneswar, 1984.
8. S.L. Goel and Aruna Goel; **Educational Policy and Administration**, Deep & Deep, New Delhi, 1995.

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internalevaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Administrative Law – Its Nature, Meaning and Scope: The Analytical and Policy Approach to its Study. Causes for its Growth and criticism; Assessment of its role. Some basic Constitutional concepts in relation to Administrative Law: Rule of Law (U.K.), Doctrine of Separation of Powers, Principles of Checks and Balances, and Principles of Natural Justice.

Unit-II: Doctrine of Ultra-Vires. Relations between Constitutional Law and Administrative Law. Concept and Courts of Administrative Law (Droit Administrative) in France including Courts of Conflicts. Legislature -Executive Relations.

Unit-III: Delegated Legislation – Its Meaning, Nature, Causes for its Growth, Forms and Classification. Constitutionality of Delegated Legislation, Control over Delegated Legislation, Legislative Procedural Safeguards, Parliamentary Control and Judicial Control over Delegated Legislation.

Unit-IV: Judicial Functions of Administration: Administrative Adjudication and Tribunals, Judicial Control over Administrative Authorities and Tribunals. Review of Administrative Acts and Redressal of Grievances- Judicial Control and Parliamentary Control, The Ombudsman – The Lokpal and Lok Ayuktas.

Handwritten signature and date: 12/11/2019

Recommended References:

1. A.P. Hassumani, **Some Problems of Administrative Law in India**, 1964.
2. B. Ganguly, **Administrative Legislation in Modern India**, 1968.
3. Griffith and Street, **Principles of Administrative Law** (4th Ed.), 1967.
4. H. W.R. Wad, **Administrative Law** (5th Ed.) 1982.
5. M.A. Fazal, **Judicial Control of Administrative Action in India and Pakistan**, Oxford Clarendon Press, 1969.
6. M.C. Jain Kagzi, **Indian Administrative Law** (2nd Ed.) 1969.
7. M.P. Jain and S.N. Sain, **Principles of Administrative Law**, 1971.
8. S.P. Sathe, **Administrative Law in India**, 1970.

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internalevaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Nature of the State, Relationship among State, Society and Public Administration. Changing Role of the State: Issues and Challenges, Liberal and Marxist Perspectives of the State.

Unit-II: Gandhi an Perspective, Interface between Citizens and Administration, Democratic Peoples' Struggles: Changing Norms of Social Equity, Participation and Autonomy.

Unit-III: Social Participation: Issues of Gender, Weaker Sections and Environment, Changing Nature of Indian State, Role of Bureaucracy in Policy Formulation, Implementation and Analysis.

Unit-IV: Impact of Globalization on Administration: Challenges to Traditional Bureaucratic Paradigm, Emerging Concepts: New Public Management, Good Governance, Governmental Institutions: Towards Reforms, Growing Role of Civil Society Organizations.

Recommended References:

1. A. Gore, **From Red tape to Results: Creating a Government that works better costs less**, Government Printing Press, Washington, DC, 1993.
2. Alka Dhameja (ed.) **Contemporary Debates in Public Administration**, Prentice Hall of India, New Delhi, 2003.
3. C. Charles worth (ed.) **Theory and Practice of Public Administration**, AAPSS, Philadelphia, 1968.
4. **Indian Journal of Public Administration**, Special Issue, Vol. XLIII, No. 3, 2003.
5. J.A. Hall, et al, **The State: Its Nature, Development and Prospects**, Polity Press, Cambridge, 1990.
6. John Pierre (ed.) **Bureaucracy in Modern State: An Introduction to Comparative Public Administration**, Edward Elagar, England, 1995.
7. Mohit Bhattacharya, **Restructuring Public Administration: Essays in Rehabilitation**, Jawahar Publishing co., New Delhi, 1999.
8. Neera Chandhoke, **State and Civil Society, Explorations in Political Theory**, Sage, New Delhi, 1995.
9. Ramesh K. Arora, **Public Administration: Fresh Perspectives**, Aalekh, Jaipur, 2004.
10. Rosenbloom David H, *et al*, **Public Administration: Understanding Management, Politics and Law in the Public Sector**, Mc Graw Hill, New York, 2005.

Elements of Public Administration (PUB-OE-02)

Total Credit: 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internalevaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

- Unit-I** Public Administration: Meaning, Evolution, Nature, Scope, Significance and its relationship with Political Science, Economics and Law; Public and Private Administration.
- Unit-II** Organization: Meaning and its Bases. Principles of Organization: Hierarchy, Span of Control, Co- ordination, Supervision, Communication, Decentralization.
- Unit-III** Forms of Organization: Formal and Informal, Department, Board, Corporation and Commission and Independent Regulatory Commission.
- Unit-VI** Chief Executive: Meaning, Types and Role. Line, Staff and Auxiliary Agencies. Public Relations: Concept, Means and Significance. Public Grievances Redressal System: Concept, Mechanism, need & utility.

Books:

- A.R. Tyagi, **Public Administration-Principles and Practices**, Atma Ram & Sons (6th Ed.) Delhi, 1992.
- Avasthi and Maheshwari, **Public Administration**, Laxmi Narain Aggarwal, Agra, 1988.
- C.P. Bhambhari; (Ed.) **Public Administration-Theory and Practice**, Jaiparkash Nath Publishers, Meerut, 1992.
- D.R. Prasad, V.S. Prasad & P. Satya Narayana (Ed.), **Administrative Thinkers**, Sterling Publishers Pvt. Ltd., New Delhi, 2011.
- D.R. Sachdeva and Meena Sogani; **Public Administration: Concept and Application**, Associated Publishing House, New Delhi, 1989.
- Likert, **New Patterns of Management**, Tata McGraw Hill, New York, 1961.
- M.P. Pinto, **Management Thinkers**, Allied Pub. Ltd. , New Delhi, 1989.
- M.P. Sharma and B.L. Sadana, **Public Administration in Theory and Practice**, Kitab Mahal, Allahabad, 2003.
- Mohit Bhattacharya; **Public Administration**, World Press (2nd Ed.) Calcutta, 1991.
- Nicholas J. Henry, **Public Admn. And Public Affairs**, (3rd ed.) Prentice Hall, Englewood Cliffs, New Jersey, 1975.
- Nisa Ali, **Administrative Thinkers**, Associated Pub., New Delhi, 1998.
- R.A. Sharma, **Organisational Theory and Behaviour**, Tata McGraw Hill Pul, New Delhi, 1985.
- S.L. Goel, **Public Administration: Theory & Practice**, Deep & Deep Publications, New Delhi, 2003.
- S.R. Maheshwari, **Administrative Thinkers**, Macmillan, New Delhi, 1998.
- Pardeep Sahni and Etakula Vayunandan, **Administrative Theory**, PHI, New Delhi, 2010
- R.K. Sapru, **Administrative Theories and Management thought**, PHI, New Delhi, 2011

4.5.17

Paper : Indian Administration-I (PUB-2-3-1)

Total credit: 04

Max.Marks : 100

End Term Exam : 70

Internal Assessment/Evaluation : 30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Evolution of Indian Administration: Ancient, Mughal period and British Influences on Indian Administration; Features of Indian Administration, Federation and Parliamentary Democracy.

Unit-II: Political Executive at the Union Level : President, Prime Minister; and Council of Ministers. The Cabinet Secretariat and Central Secretariat. Administrative organisation and Functions of Ministry of Home, Defense and External Affairs.

Unit-III: Administration of Law and order at Centre, State and District Levels. Board and Commissions: Finance Commission. Centre-State Relations-Legislative, Administrative, Financial and Planning.

Unit-IV: Public Services: All India Services; Central and State services- Classification, Recruitment, Training and Promotion. Service Rules and Political Rights of Civil Servants. Central Personnel Agency; Union Public Service Commission.

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Recommended References:

1. Administrative Reforms Commission, **Report on State Administration**, 1966-70.
2. Avasthi, **Central Administration**, Tata McGraw Hill, Publishers Co., New Delhi, 1988.
3. Avasthi and Avasthi, **Public Administration in India**, Lakshmi Narian Aggarwal, Agra, 2001.
4. C.P. Bhambri, **Public Administration in India**, Vikas, Delhi, 1973.
5. G.P. Pilonia and Hoshiar Singh, **Administration & Social Changes**, Printwell Publishers, Jaipur, 1985.
6. Hoshiar Singh and Mohinder Singh, **Public Administration in India: Theory & Practice**, Sterling Publishers Reprint, New Delhi, 1990.
7. Hoshiar Singh and D.P. Singh, **Indian Administration: Current Issues and Problems**, Aalekh publishers, Jaipur, 1990.
8. Harish Chander Sharma, **State Administration in India (Hindi)**, College Book Depot, Jaipur, 2002.
9. Pramatama Sharan; **Public Administration**, Meenakshi Publications, Meerut, 1978.
10. R.B. Jain, **Contemporary Issues in Indian Administration**, Vishal Publishers, Delhi, 1976.
11. S.R. Maheshwari, **Indian Administration**, Orient Longman, Delhi, 1989.
12. V. Bhaskara Rao and B. Venkateshwarlu (ed.) **Parliamentary Democracy in India: Trends and Issues**, Mittal Pub., New Delhi, 1987.

Paper : Methods of Data Analysis in Public Administration (PUB-2-3-2)

total credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

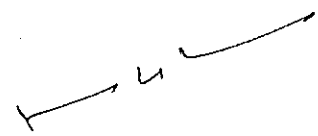
Unit-I: The Processing and Analysis of Data- Editing: Meaning and objectives, features and problems Classification: meaning, objectives, features, types and methods. Coding; meaning and Objectives. Tabulation: meaning, objectives, merits, types and limitations.

Unit-II: The Data Analysis and Presentation: Diagrams; types of Diagrams, General Rules for Constructing Diagrams, limitations and choice. Graphs: Techniques of Constructing Graphs, types and limitations of Graphs. Measures of Central Tendency: Use, merits and Calculation of Mean, Median and Mode.

Unit-III: Interpretation of Data and Thesis/Dissertation/ Report Writing: Need of interpretation and techniques of interpretation, Documentation Citation and style of Thesis/Dissertation writing: Footnotes, References, Appendices, Bibliography and Rules for Citation of Dissertation/Theses.

Research Report: Outline/Layout of Research Report, Steps, and Criteria used for writing the Report.

Unit-IV: Using Internet Services and SPSS in Research: Internet Services: Search Engines, online Journals and texts, Statistical Reference Sites, Data Sources and e-mail. Using SPSS for Data Analysis Contents: Starting, exiting creating data file, Univariate Analysis, Bivariate Analysis and Multivariate Analysis and Tests of Significance. Research Project Assignments: Preparation, Stages, Submission and evaluation of Research Project.



Recommended References:

1. G. Allen and G. Skinner, **Handbook for Research Students in Social Sciences**, Felmer Press, London, 1991.
2. G.E., Seboyar, **Manual for Report and Thesis writing**, F.S. Crofts and Co., New York, 1929.
3. Howard, S. Becker, **Writing for Social Scientists: How to Start and Finish your Thesis, Book or Article**, University of Chicago Press, Chicago, 1986.
4. J. Bery Anderson, *et al*, **Thesis and Assignment writing**, Wiley Eastern Limited, New Delhi, 1971.
5. Joseph, Gibaldi, **MLA Handbook for writers of Research papers**, 6th Edition, Affiliated-East-West Press, New Delhi, 2004.
6. John, W Best, and James V. Kahn, **Research in Education**, Prentice Hall of India, New Delhi, 1992.
7. N.H., Nie, *et al*, **Statistical Package for the Social Sciences**, Mc Graw Hill, New York, 1979.
8. P.N. Mukherji, **Methodology in Social Research: Dilemmas and Perspectives**, Sage Publications, New Delhi, 2008.
9. R.F. Ellen (Ed.) **Ethnographic Research: A Guide to General Conduct**, Academic Press, London, 1984.

AT

52

Paper : Democracy and Development (PUB-2-3-3)

Total Credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit -I: Meaning, Nature, Types and Significance of Democracy, Essentials of Democracy, Approaches to Democracy- Classical, Elite and Marxian Theories.

Unit -II: Theories of Representations-Territorial and Professional basis. Methods of Minority Representation-Proportional Representation (Single Transferable Vote System and list system) Second Ballet System, Multi Vote System etc. Elections and Electorate System. Political Parties, Pressure Groups, Public Opinion, Political Participation.

Unit -III: Meaning, Nature and Dimensions of Development, Approaches to Development, Role of the State in Development and Challenges in 3rd world countries, Sustainable Development and its importance.

Unit -IV: Development Administration, Imperatives and Perspectives, Role of Local Self Government (PRIs and Municipal Bodies) in context of Development-Policy Formulation and Execution at local level, People Participation in Development, Relation between Democracy and Development in context of 3rd world.

Recommended References:

1. A.H. Birch, **Concepts and Theories of Modern Democracy**, Routledge, London and New York, 1993.
2. Anthony Avblaster, **Democracy Milton Keynes**, Open University Press, 1987.
3. A. Almond, Gabriel and S. James Coleman (eds.), **The Politics of Developing Areas** Princeton: Princeton University, 1960.
4. Bansal, Prem Latha, **Administrative Development in India**, Sterling, New Delhi, 1974.
5. Bhattacharya, Mohit, **Development Administration**, World Press, Kolkata, 1997.
6. Braibanti, Ralph (ed.), **Political and Administrative Development**, Durham, Duke University Press, 1969.
7. C.P. Barthwal, (ed.), **Public Administration in India: Retrospects and Process**, New Delhi, Ashish, 1993.
8. C.P. Bhambri, **The Indian State: Fifty Years Delhi**, Shipra, 1997.
9. I Budge, and D. Mackie, (eds.) **Developing Democracy**, Sage, London, 1994.
10. LaPalombara, Joseph (ed.), **Bureaucracy and Political Development**, Princeton, Princeton University Press, 1963.
11. Mathur, Kuldeep (ed.), **Development Policy and Administration**, Sage, New Delhi, 1996).
12. N.D. Arora and S.S. Awasthy, **Political Theory**, Har-Anand Publication, New Delhi, 1999.
13. O.P. Dwivedi, **Development Administration: From Underdevelopment to Sustainable Development**, Macmillan Press, London, 1994.
14. T.N. Chaturvedi, **Politics, Bureaucracy and Development**, New Delhi, Uppal, 1998.

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Good-Governance: Meaning, Nature and Importance, characteristics and its components.

Unit-II: World Bank Conceptualization of Good-Governance, Origin of concept, World Bank Aspect of Good-Governance, Challenges of Good-Governance.

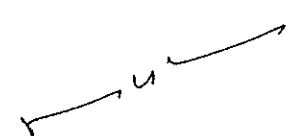
Unit-III: Training for Good-Governance, People-Participation in development, Administrative Ethics, Values and Accountability, Factors affecting integrity in administration and Measures to control Corruption.

Unit-IV: Human Right: Meaning, Types (civil, political, economic, social and cultural rights), Mechanism for Human Right Protection.

Recommended References:

1. A.S. Altekar, **State and Government in Ancient India**, Motilal Banarsidass, Delhi, 1966.
2. D. Held, **Political Theory and the Modern State**, Cambridge, Polity Press, 1989.
3. F. Cunningham, **Theories of Democracy-A Critical Introduction**, London and New York, Rutledge, 2002.
4. G. Catlin, **A History of Political Philosophies**, George Allen and Unwin, London, 1950.
5. L.P. Baradat, **Political Ideologies: Their Origins and Impact**, Englewood Cliffs NJ, Prentice Hall, 1989.
6. M. Albgrow and E. King (eds.), **The Global age**, Cambridge, Polity, 1996.
7. R. Cohen and P. Kennedy. **Global Sociology**, London, St. Martin Press, 1999.
8. R.N. Beri, **The History of Political Thought. A Short Introduction**, London, 1977.
9. R. Iyer, **The Moral and Political Thought of Mahatma Gandhi**, OUP, 1973.
10. Sir E. Barker, **The Political thought of Plato and Aristotle**, Dover Publications, New York, 1959.

7



Paper : Rural Local Administration (PUB-2-3-5)

Total Credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Meaning, Concept and Scope of Rural Local Administration, Growth of Rural Administrative Institutions in India. Impact of Balwant Rai and Ashok Mehta Committees Reports on Rural Development. Panchayati Raj in India: Organisation and Working of Gram Panchayat, Panchayat Samiti and Zila Parishad.

Unit-II: Panchayati Raj Administration and Administrative Machinery for Rural Development at National, State, District and Block Levels. Official-Non-official Relationship Rural Leadership, People's Participation. Role of Political Parties in Panchayati Raj, 73rd Constitutional Amendment Act.

Unit-III: Policy and Programmes for Rural Development: Mahatma Gandhi National Rural Employment Guarantee Scheme, National Rural Health Mission (NRHM), National Rural Livelihood Mission (NRLM)

Unit-IV: Rural Industrialization, Role of District Industry Centre. Cooperative and Rural Development. Role of Cooperatives, Cooperative Principles. Forms of Cooperatives.

4

Recommended References:

1. A.S. Malik, **Concept and Strategy of Rural Industrial Development**, M.D. Publications, New Delhi, 1995.
2. B.S. Khanna, **Rural Development in India**, Deep and Deep Publications, New Delhi, 1992.
3. Bhatnagar, **Rural Development in India**, Light and Life Publishers, New Delhi, 1978.
4. Hoshiar Singh, **Administration of Rural Development in India**, Sterling Publishers, New Delhi, 1995.
5. Hoshiar Singh, **Rural Development in India**, Printwell Publishers, Jaipur, 1985.
6. **Journal of Rural Development**, National Institute of Rural Development, Hyderabad.
7. **Kurukshetra**, A Journal of Rural Development, Government of India.
8. Mohinder Singh, **Rural Development in India- Current Perspective**, Intellectual Publishing House, New Delhi, 1992.
9. S.N. Mishra, **New Horizons in Rural Development Administration**, Mittal Publication, New Delhi, 1989.
10. S.R. Maheshwari, **Local Government in India**, Origin Longman, New Delhi, 1984.
11. S.R. Maheshwari, **Rural Development in India: A Public Policy Approach**, Sage Publications, New Delhi, 1985.
12. Rajbir Singh, **Rural Development Administration**, Anmol Publication, New Delhi, 2004.
13. Sahib Singh and Swinder Singh, **Local Government in India**, New Academic Publishing Co. Jalandhar, 1992.
14. Vasant Desai, **Fundamentals of Rural Development: A Systems Approach**, Himalaya Publishing House, New Delhi, 1991.

Paper : Consumer Protection and Welfare (PUB-2-3-6)

Total credit: 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Consumer Movement in India: Origin, Growth, Features, Issues and Trends. Consumer Environment. Consumer Rights.

Unit-II: Evolution of Consumer Protection Laws, Consumer Protection Act, 1986. Basic Features and Limitations. Amendments to Consumer Protection Act, 1986.

Unit-III: Legislative Framework for Protecting the Consumer. Acts relating to Standardization of Goods-Weights and Measures Act, Drugs and Cosmetics Act. Grievances Redressal Alternative, Role of NGOs in Grievances Redressal.

Unit-IV: Public Interest Litigation, National and State Commission, District Consumer Dispute Redressal Forum.

Recommended References:

1. Avtar Singh, Upbhokta Sanrakshan, Sithant abm Parkria, Estran Book Company.
2. Mohini Sethi, Premavathy Seetharaman, Consumerism A Growing Concept, 1994.
3. R.K. Dangia, Consumer Protection Laws and Procedures, Allahabad Law Agency, 1996.
4. Ramesh K. Arora, Anuja Gulati, Consumer-Oriented Premises and Perspectives, 1996.
5. Satya Sundaram, Consumer Protection in India, 1985.
6. Yoginder S. Verma and Chandrakant Sharma, Consumerism in India, 1994.

Paper: Public International Law (PUB-2-3-7)

Total Credit: 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: International Law; its Definition, Nature, Scope, Sources and Basis. Is International Law a True Law, Relationship between Municipal Law and International Law. International Law: Reorganization of States and Governments.

Unit-II: State Jurisdiction: Territorial Jurisdiction of State over Land, Sea and Air. Limitations and Immunities from State Jurisdiction, Modes of Acquiring and Losing States territory.

Unit-III: Extradition: Meaning and Essentials of Extradition, Principles of Non-extradition of Political Criminals, Asylum and Human Rights and Human Rights and Self-Determinations. Diplomatic Envoys: Classification and Gradation, Immunities of Diplomatic Envoys Vienna Convention.

Unit-IV: Treaties- Character and Functions of Treaties, Ratification, Enforcement and Termination of Treaties, Effect of War on Treaties and Interpretation of Treaties. Settlement of State Disputes: Amicable Settlement of State Disputes. Laws of Land Warfare, Sea-Warfare and Air Warfare.

Recommended References:

1. Brouenlie, **Principles of Public International Law**, Universal Book Traders, New Delhi, 2004.
2. C.G. Fenwich, **International Law**, Bombay: Vakils, 1971.
3. H. Lauterpaught, **Oppenheim's International Law: 4 Treaties, 2 Vols.**, London 1955 Eighth ed.
4. H.O. Aggarwal, **International Law and Alumn Rights**, Central Law Publication, Allahabad, 2005.
5. J.G. Starke, **An Introduction to International Law**, London: Butterworths, 1972.
6. Lan Brownlie, **Principles of Public International Law**, Clarendon Press, Oxford, 1973.
7. P.K. Das, **International Law Documents**, Universal Book Traders, New Delhi, 2004.
8. R.P. Anand, **New States International Law**, Vikas, Delhi, 1972.

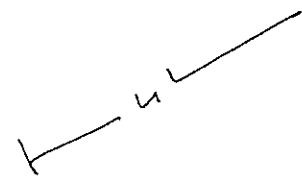
Paper : Project Work/Field Study (PUB-2-3-8)

Total Credit : 04

Max. Marks: 80

Viva Voce Marks: 20

The aim of this Project Work/Field Study is to acquaint the students with the basic methodology for undertaking research and project work in Public Administration. The students are required to write a Dissertation on any topic within the field of Public Administration. The Dissertation should be an independent examination of an issue in which the candidates have an interest. The Dissertation should be submitted to the Department. Thereafter, it will be sent to the examiner for evaluation. On receipt of the report by the examiner, the candidates will have to appear before Viva-Voce conducted by the Department.



Paper: Urban Local Government in India and U.K. (PUB-2-3-9) Total Credit: 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Meaning, Scope and Significance of Urban Local Government. Urbanization: challenges and remedies. Features of Urban Local Government in India and UK.

Unit-II: Structure, Organization and Functions of Urban Local Government in India and UK,

Unit-III: State-Local relations in India: Problems and Suggestion. Central-Local relations in Britain. 74th (Constitutional) Amendment Act, 1992: Features and Criticism.

Unit-IV: Municipal Personnel Administration-Variety Types, Recruitment, Training and Personnel Problems. Municipal Leadership. Role of Political Parties. People's Participation. Municipal Finance in India: Problems and Remedies.

Recommended References:

1. C.P. Berthwal, **Understanding Local Self Government**, Bihar Book Centre, Lucknow 1997.
2. David Wilson & Chris Game *et al*, **Local Government in the United Kingdom**, Macmillan, London, 1994.
3. Hoshiar Singh, **Local Government in India, Britain, France and USA**, Kitab Mahal, Allahabad, 1997.
4. J.A. Chandler, **Local Government Today**, (2nd ed), Manchester University Press, Manchester, 1996.
5. John Greenwood and David Wilson, **Public Administration in Britain**, George Allen and Unwin, Boston, Sydney, 1984.
6. Mary and Anna Stevens, **Local Government in France**, La Documentation franchise, Paris, 2001.
7. Pardeep Sachdeva, **Urban Local Government and Administration in India**, Kitab Mahal, New Delhi, 2000.
8. Pradeep Sachdeva, **Reform of French Local Government: the Decentralized Process**, I. J.P.A., April-June, IIPA, New Delhi, 1989.
9. R.L. Khanna, **Local Government in Foreign Countries**, Mohindra Capital Publishers, Chandigarh, 1976..
10. Sahib Singh and Swinder Singh, **Local Government in India**, New Academic Publishing Co., Jalandhar, 1991.
11. Tony Bryne, **Local Government in Britain**, Penguin Press (5th ed.), London, 1990.

Paper : Administration of Public Enterprises (PUB-2-3-10)

total credit: 04

Max.Marks : 100

End Term Exam : 70

Internal Assessment/Evaluation : 30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Concept of Public Enterprises-Mixed Economy: Features, merits and demerits; Reasons for the growth of Public Sector in Developing Countries, Role of Public Sector in Economic Development of India; Changing perspective of Public Sector in India.

Unit-II: Growth and Major Forms of Public Enterprises, Department, Company and Corporation. The idea of Sectoral Corporations, Composition and Problems of Governing Boards, Joint Management Councils.

Unit-III: Human Resource Development in Public Enterprises; Recruitment, Training and Promotion; Salary and Allowances; Trade Unions; Role of Bureau of Public Enterprises.

Unit-IV: Parliamentary and Executive Control over Public Enterprises in India; Performance and problems of Public Enterprises in India. Controversy with regard to the Privatization of Public Enterprises; Pricing Policy of Public Enterprises; Disinvestments of Public Enterprises in India.

Recommended References:

1. ARC Study Team, **Report on Public Sector Undertakings (1967)**.
2. A.H. Hanson, **Public Enterprises and Economic Development**, Routledge and Kegan, London, 1972.
3. C. Tandon, **Management of Public Enterprises in India** Allahabad, Chaitanya Publishing House, 1987.
4. M.N. Maliyaya, **Public Enterprises in India: Their Control and Accountability**, ICSSR, New Delhi, 1973.
5. Narain Laxmi., **Principles and Practice of Public Enterprises Management**, S. Chand and Company, New Delhi, 1985.
6. Prahalad Basu Kumar, **Public Enterprises: Policy, Performance and Professionalism**, Allied Publishers, New Delhi, 1982.
7. V.V. Ramanadham **Public Enterprises and the Developing World**, Groom Helm, London, 1984.

Paper : Public Systems Management (PUB-2-3-11)

Total Credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Public Systems Management: Concept, Nature, Scope and Characteristics, Distinctiveness of Public Systems Management. Public Systems Management: Constitutional Context, Political Context, Socio-economic Context.

Unit-II: New Technologies and Public Systems Management: Concept of Governance: An Introduction. Governance: Role of Bureaucracy and Political Executive, Legislature and the Judiciary, Inter-Governmental Relations in the Process of Governance.

Unit-III: Management: Financial Management, Materials/Logistics Management, Strategic Management, Key Management Tools, Management Information System, Networking and Inter-institutional Coordination in Governance.

Unit-IV: Work Measurement: Selective Market Techniques, Future Designing Techniques, Accountability, Responsiveness in Public System Management, Transparency and Right to Information Act, 2005., Reforms and Change Management.

Recommended References:

1. Alka Dhameja, **Contemporary Debates in Public Administration**, Prentice Hall of India, New Delhi, 2003.
2. Amit Bhaduri and Deepak Nayar, **The Intelligent Person's Guide to Liberalism**, Penguin Books, New Delhi, 1996.
3. Austin, Granville, **The Indian Constitution: Cornerstone of a Nation**, Oxford University Press, New Delhi, 2001.
4. B. Guy, Peters, **The Politics of Bureaucracy**, Routledge, New York, 2007.
5. Battery, Richard, *et al*, **The Changing Role of Government: the Reforms of Public Services in Developing Countries**, Macmillan, England, 2004.
6. Bowman C and D. Asch, **Strategic Management**, Macmillan, Basing stone, 1987.
7. G. Davis, **Management Information Systems: Conceptual Foundation, Structure and Development**, Mc Graw Hill, New York, 1974.
8. Hughes, Owen E. **Public Management and Administration: An Introduction**, Martins Press INC, New York, 1994.
9. K. Ramesh Arora (Ed.) **Management in Government: Concerns and Priorities**, Aalekh, Jaipur, 2001.
10. M.V. Pylee, **India's Constitution**, S. Chand & Co., New Delhi, 2007.
11. Osborne, Stephen P (Ed.) **Public Management: Critical Perspectives**, Rutledge, London, 2002.
12. **Report of National Commission to Review the working to Construction**, New Delhi, 2002.
13. S. L. Goel and Shalini Rajneesh, **Management Techniques: Principles and Practices**, Deep and Deep, New Delhi, 2002.
14. Subhas C. Kashyap, **The Citizen and Judicial Reforms under Indian Polity**, Universal Law Publishing, New Delhi, 2003.

Paper:- Transparency in Administration (PUB-2-3-12)

Total credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Transparency: Meaning and Concept. Integrity in Administration. People's Participation in Administration Citizen's Charter.

Unit-II: Agencies to Combat Corruption: Lokpal, Lokayukta, Central Bureau of Investigation (CBI), Central Vigilance Commission (CVC), State Vigilance Bureau, Transparency International.

Unit-III: Right to Information Act-2005; Background, Objects, Features, Exceptions, Penalties and Third Party Provisions.

Unit-IV: State Information Commission and Central Information Commission: Composition, Powers, Functions and Critical Evaluation. Administrative Reforms Commission at Central and State level. Role of NGOs and Civil Society Organization.

Recommended References:

1. C.P. Barthwal, **Good Governance in India**, Deep and Deep Publication, Delhi, 2003.
2. J.N., Sharma, **Power Politics and Corruption: A Gandhian Solution**, Deep & Deep Publications, 2004.
3. J. Satyanarayana, **E-Government**, Printec Hall of India, New Delhi, 2004.
4. P.F. Drucker, **Beyond the Information Revolution**, Atlantic Monthly, Volume 284, No-4, October 1999.
5. **World Bank Report**, 1999.

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Right to Information (PUB-OE-03)

total credit: 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

- Unit-I Right to Information: Need, relevance and significance; Historical Growth of Right to Information Act in India: Initiatives, Campaigns, Movements, Conferences and decisions. Official Secrecy Act, 1923
- Unit- II Right to information Act, 2005: Purpose and Aims, Features and Significance. Implementation Issues: Designing Application for seeking information; Procedure and Fees and time bound limitation, Duties of the Public Information Officer, Obligation of Public Authorities, Disposal of Application, Exemption from disclosure of information, Grounds for rejection. Severability, Third Party Information.
- Unit-III Grounds of Appeal Against the decision of Public Information Officer; Duties of the First Appellate Authority. Grounds of Appeal Against the Decision of the First Appellate Authority. State Information Commission: Appointment, Removal, Powers and Functions; Grounds of Complaint and Appeals.
- Unit-IV Major obstacles and Issues in Implementation: Weakness in the working of the offices of State Public Information Officer, First Appellate Authority and State Information Commission. Exemption Disclosure controversy. Suggestions for improvement.

References:

- Lok Prashasan, Special Issue, Suchna Ke Adhikar Ki Sarthakta, Vol. 8, No. 2, July-Dec. 2016.
- Right to Information Act, 2005, HIPA, Gurgaon, 2010.
- S.S. Chahar, Right to Information: World & Indian Scenario, Abhijit Pub., New Delhi, 2014.
- Rajkumar Siwach, Soochna ka Adhikar Adhiniyom 2005 our Pardarshi Shasantanter,, Central Law Publication, Allahabad, 2010.
- Abhey Singh Yadav, Right to Information Act, 2005: An Analysis, Central Law Publicatioin, Allahabad, 2008.
- Second Administrative Reforms Commission, First Report, June 2006, New Delhi.
- The Indian Journal of Public Administration (special issue) on Right to Information: Present Status and Issues, July-Sept. 2009, vol. LV, No. 3.
- Brucker Herbert, Freedom of Information, New York, Macmillian, 1949.
- S.L. Goel, Right to Information and Good Governance, Deep & Deep Publication Pvt. Ltd., 2007
- Madan Mohan, Right to Information Act, 2005, Roles and Responsibilities of the Public Information Officers and Public Authorities.
- M.Phil. Dissertation, APPPA, IIPA, New Delhi.
- Deepti Priya, People's knowledge, People's Power: Campaign for citizen Right to information, EPW, 31 (2&3) 13-20, January, 1996.
- Prashasnika, (Special Issues) on Right to Information, Vol. XXXVI, No. 1-2, January-December 2009, HCM-RIPA, Jaipur.

Paper Indian Administration-II (PUB-2-4-1)

Total Credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: State Administration: Governor, Chief Minister and Council of Ministers. State Secretariat and Chief Secretary. District Administration: District Collector: Powers, Functions and his changing role in the District.

Unit-II: District Rural Development Agency and special Development Programmes. Administration for welfare of SCs and STs. Accountability of Public Administration: Parliamentary, Executive and Judicial control over administration.

Unit-III: Issue areas in Indian Administration:-
(i) Political & Permanent Executives.
(ii) Generalist & specialist in Administration.
(iii) Integrity in Administration.
(iv) Administrative Reforms intention with special reform to 2nd ARC and 6th Pay Commission.

Unit-IV: (i) Lokpal & Lok Ayuktas.
(ii) Consumer Protection.
(iii) Good Governance.
(iv) Right to Information Act, 2005.

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Recommended References:

1. Avasthi: **Central Administration**, Tata McGraw Hill, Publishers Co. Pvt. Ltd. New Delhi, 1988.
2. C.P. Bhambri, **Public Administration in India**, Vikas, Delhi, 1973.
3. G.P. Pilonia & Hoshiar Singh, **Administration & Social Changes**, Printwell Publishers, Jaipur, 1985.
4. Hoshiar Singh & D.P. Singh, **Indian Administration, Current Issues and Problems**, Aalekh publishers, Jaipur, 1990.
5. Hoshiar Singh & Mohinder Singh, **Public Administration in INDIA: Theory & Practice**, Sterling Publishers Reprint, New Delhi, 1990.
6. Pramata Sharan, **Public Administration**, Meenakshi Publications, Meerut, 1978.
7. R.B. Jain, **Contemporary Issues in Indian Administration**, Vishal Publishers, Delhi, 1976.
8. S.R. Maheshwari, **Indian Administration**, Orient Longman, Delhi, 1989.
9. V. Bhaskara Rao and B. Venkateshwarlu (ed.) **Parliamentary Democracy in INDIA: Trends and Issues**, Mittal Pub., New Delhi, 1987.

Paper : Economic Policy & Administration (PUB-2-4-2)

Total credit: 04

Max.Marks : 100

End Term Exam : 70

Internal Assessment/Evaluation : 30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Meaning, Features and Objective of Economic Policy, Instruments of Economic Policy, Components of Economic Policy, Meaning of Developing Economy, Characteristics of Developing Countries , Role of Government in Economic Development.

Unit-II: Meaning, Features and Objectives of Economic Planning, Need and Importance of Planning in India, Evolution of Economic Planning in India, Planning Machinery in India- NITI Aayog, Impact of Planning on Economic Development of State, Achievements and Failures of Five Year Plans in India, Industrial Policies before Independence, Industrial Policy of 1948, Industrial Policy of 1956, New Economic Policy 1991.

Unit-III: Meaning and Characteristics of Public Enterprises, Utility and Demerits of Public Enterprises, Objectives of Public Enterprises in India, Rationale and Role of Public Enterprises in India, Departmental form of Organization- Features, Merits and Demerits., Public Corporation- Features, Advantages, Disadvantages, Government Company- Features, Advantages, Disadvantages

Unit-IV: Need of Control over Public Enterprises, Various agencies of control on Public Enterprises, Parliamentary Control on Public Enterprises, Parliamentary Committee on Public Undertakings, Ministerial Control on Public undertakings, Audit Control on public undertakings, Problems of Public Enterprises in India.

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Recommended references

1. A. Ghosh, **Indian Economy—Its Nature and Problems**, The World Press Pvt. Ltd., Calcutta, 1986.
2. A.H. Hansen: **Public Enterprises and Economic Development**, Roulledge and Kegan, London, 1972.
3. A.N. Aggarwal, **Indian Economy**, Wiley Eastern Ltd., Delhi, 1987.
4. B.L. Mathur, **Economic Policy and Administration** (Hindi), RBSA Publishers, SMS Highway, Jaipur, 1990.
5. Dutt and Sundharam, **Indian Economy**, S. Chand & Co., Delhi, 2006.
6. Hoshiar Singh & Mohinder Singh, **Public Administration in India: Theory and Practice**, Sterling Publishers, New Delhi, 1990.
7. Kamta Prasad, **Planning in Market; Economy: A study of the French Planning system**, IIPA, New Delhi, 1984.
8. Laxmi Narain, **Principles and Practice of Public Enterprises Management**, S. Chand & Co., New Delhi, 1988.
9. Mohinder Singh (Ed.) : **Some Aspects of Public Enterprises in India - A Plea for reforms** , Uppal Publishing House, New Delhi, 1993.
10. Prahlad Kumar Basu, **Public Enterprises Policy, Performance and Professionalism**, Allied, New Delhi, 1982.
11. R.P. Mishra, **District Planning**, Concept Publishing Company, New Delhi, 1986.
12. S.C. Kuchhal, **The Industrial Economy of India**, Chaitanya Publishing House, Agra, 1987.
13. Saul Estrin and P. Holmes, **French Planning in Theory and Practice**, George Allen and Unwin, London, 1983.
14. V.V. Ramanadhan (Ed.), **Public Enterprises and the Developing World**, Groom Helm, London, 1984.

Paper : Financial Administration (PUB-2-4-3)

Total credit : 04

Max.Marks : 100

End Term Exam : 70

Internal Assessment/Evaluation : 30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Financial Administration: Meaning, Nature, Scope and significance Budget: Concept and Features. Budgetary Process: Formulation, Enactment and Execution.

Unit-II: Centre-State Financial Relations in India: Finance Commission: Composition and Function. Accounting and Audit System in India: Role of Comptroller & Auditor-General (CAG) of India.

Unit-III: Budgeting: Performance Budgeting, Zero Based Budgeting. Working Capital: Meaning, Component, Importance and factors affecting the Working Capital requirement.

Unit-IV: Financial Control Agencies: Parliamentary Financial Control, Public Accounts Committee, Estimates Committee, Committee on Public Undertaking, Parliamentary Standing Committees. Finance Ministry: Organisation and Working. Reserve Bank of India: Organisation and Functions.

H. S. S.

Recommended References:

1. Andley, Sundharam, **Public Finance**, Rattan Prakashan Mandir, Agra, 1979.
2. B.P. Tyagi, **Public Finance**, Jai Prakash Nath, Meerut, 1997.
3. G.S. Lal, **Financial Administration in India**, HPJ Kapoor, New Delhi, 1987.
4. M.Y. Khan and P.K. Jain, **Finance Management**, Tata McGraw Hill, New Delhi, 1982.
5. Manjusha Sharma & O.P. Bohra, (Hindi) **Bhartiya Lok Vitta Prakashan**, Ravi Books, Delhi 2005.
6. MJK Thavaraj, **Financial Administration in India**, Sultan Chand & Sons, Delhi, 1996
7. R.N. Srivastava, **Management of Financial Institutions**, Himalaya Publishing House, Bombay, 1988.
8. Ruddar Dutt & K.P. Sundharam, **Indian Economy**, S. Chand & Co., New Delhi, 1997.
9. S.L. Goel, **Public Financial Administration**, Deep & Deep Publications, New Delhi, 2004.

Paper : Computer Applications in Public Administration (PUB-2-4-4)

Total Credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Meaning, Nature, Need, Role, Evolution of Management Information System, Components of MIS with special emphasis in Reporting System, Data Organization, Concept of Data Base. Data and Data Processing Operation, Data Base vs. Information System. Role of Computer Technology in Development and Maintenance of MIS.

Unit-II: Introduction to Computers: A General Model of Computer System: Brief description of Various Components; Input/Output Devices; Types of Auxiliary Storage, Data Storage on different types of Media, Classification of Software, Problems Solving on Computers; Steps in Problem Solving on Computers.

Unit-III: Introduction to Operating System: Functions of an Operating System; Types of Operating System. Introduction to MS-windows. Introduction to Word Processing, Word Processing Concepts; General Characteristics of Word Processing Packages; VISTA.

Unit-IV: Introduction to Spread Sheet: Data Organization Concepts; Using MS-Excel. Data Organization Concepts, Graphs & Charts, Various Types of Functions like Statistical, Mathematical & Financial Function etc. Creating Spread-Sheets on the basis of Simple Formulas, Computer Application in Public Administration.

Recommended References:

1. Gear, C. Williams, **Computer Organization and Programming with an Emphasis on Personal Computer (IV Ed.)**, New York, McGraw Hill, 1986.
2. Murdic, Ross, **Management Information System**, Prentice Hall of India, Latest Edition.
3. P.K. Sinha, **Foundations of Computing**, BPB.
4. P.K. Sinha, **Computer Fundamentals**, BPB, 3rd Ed.
5. R.K. Taxali, **PC Software Made Simple**, Tata McGraw Hill.
6. Saxena & Steyer, **Basic Principles of Data Processing**.
7. S.K. Bajendra, **Computer Today**, Galgotia Publishers

Paper : Corporate Governance (PUB-2-4-5)

Total credit: 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Corporate Governance- An overview: Issues in Corporate Governance-Definition of Corporate Governance-Difference between Corporate Governance and Corporate Management-Theories of Corporate Governance-Evolution of Corporate Governance.

Unit-II: Corporate Governance- Board Structures and Styles: Types of Board of Directors- Types of Board Structures: The All Executive Board, The Majority Board, The Majority Outside Board, The Two-Tier Supervisory Board, The Advisory Board-Issues in designing a Board-Styles of Functioning of Board, Country Club Board and Professional Board.

Unit-III: Corporate Governance- Roles and Responsibility of Board of Directors: The Role of Board of Directors-Responsibility of Directors-Duties of Directors-Role of Chairman- The Functions of Chairman- Role of CEO-The Functions of CEO-Functions of the Board-Committees of the Board: Audit Committee, Remuneration Committee, Nomination Committee.

Unit-IV: Corporate Governance-Codes and Laws: Self-Regulatory Codes-Committees on Corporate Governance: Cadbury Committee Report, Kumaramangalam Birla Report. CII Report, OECD Committee.

Recommended References:

1. Blair, M. Margaret, **Wealth Creation and Wealth Sharing: A Colloquium on Corporate Governance and Investments in Human Capital**, The Brookings Institutions, 1996.
2. Cadbury, Adrian, **The Company Chairman**, Cambridge: Director Books, 1990.
3. Carver, John, **Boards That Make A Difference: A new design for Leadership in Nonprofit and Public Organizations**, San Francisco, California: Jossey-Bass Publishers, 1990.
4. Dunn, Betty Jane, **Significant Issues Facing Directors and corporate responsibility: Shareholders vs. Stakeholders**, Directorship, Greenwich, CT, 1997.
5. Gerard, Ronald, **Corporate Governance and Restructuring: Lessons from Transition Economies**, World Bank Conference on Development Economics, 2000.
6. Jonathan, Charkham, **Keeping Good Company: A Study of Corporate Governance in Five Countries**, Clarendon Press, 1994.
7. K. Gopal, **Emerging Trends in Corporate Governance**, The Management Accountant, June 1998.
8. Kumar Mangalam, **Birla Committee Report** by SEBI, May 1999.
9. **The Cadbury Committee: Financial Aspects of Corporate Governance**, Dec., 1992.

Paper : Women Empowerment (PUB-2-4-6)

total credit: 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

- Unit-I:** Empowerment: Concept, Meaning and Rationale. Women Empowerment: Meaning and Concept. Empowerment Strategies: Political, Administrative, Social, Cultural and Economic.
- Unit-II:** Women Empowerment; A Historical Perspective. Constitutional Provisions pertaining to Women Empowerment, Women Reservation.
- Unit-III:** Administrative Machinery for Women Empowerment at Central, State and Local levels. Programmes and Schemes for Women Empowerment. Domestic Violence Act, 2005.
- Unit-IV:** Role of NGOs and Civil Society Organizations in Women Empowerment, Sakshar Mahila Samooh (SMS) .

14

Recommended References:

1. Bharati Ray, **Women of India**, Sage Publications, 2005.
2. **Building Women's Capacities**, Sage Publications, 2001.
3. Daniel, W., Crowell, **The Sewa Movement and Rural Development**, Sage Publication, 2006.
4. Geetanjali Misra & Radhika Chandiramani, **Sexuality, Gender and Rights**, Sage Publications, 2005.
5. Goel, Aruna, **Organisation and Structure of Women Development and Empowerment**, Deep & Deep Publications, New Delhi, 2004.
6. **Handbook of Gender and Women's Studies**, Sage Publications, 2006.
7. Malavika Karlekar and Leela Kasturi, **Indian Journal of Gender Studies**, Sage Publications, 2003.
8. Marthaalter Chen, **Widows in India**, Sage Publications, 1998.
9. Navnita Chadha Behera, **Gender, Conflict and Migration**, Sage Publications, 2006.
10. Neera Burra, Joy Deshmukh-Ranadive and Ranjani K Murthy, **Micro-Credit, Poverty and Empowerment**, Sage Publications, 2005.
11. Rinki Bhattacharya, **JANANI-Mothers, Daughters, Motherhood**, Sage Publications, 2006.
12. Rinki Bhattacharya, **Behind Closed Doors**, Sage Publications, 2004.
13. Sharmila Rege, **Sociology of Gender**, University of Pune, Sage Publications, 2003.
14. Rinki Bhattacharya, **Behind Closed Doors**, Sage Publications, 2004.
15. Savitri Goonesekere, **Violence, Law and Women's Rights in South Asia**, Sage Publications,, 2004.
16. Sakuntala Narasimhan, **Empowering Women**, Sage Publications, 1999.
17. Sangeetha Purushothaman, **The Empowerment of Women in India**, Sage Publications, 1998.

Paper : Administration of Public Relations (PUB-2-4-7)

total credit: 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

- Unit-I:** Public Relations, Nature, Scope and Principles of Public relations; Meaning, Nature, Scope and Principles Public Relations vis-à-vis Public Opinion, Publicity, Propaganda, Advertisement, Lobbying Liaison, Mass Communication and Public Contact.
- Unit-II:** Evolution and Development of Public Relations in India and abroad. Significance of Public Relations Administration. Role of Public Relations in Administration, Public Relation: Its Importance in Economic Development.
- Unit-III:** The Organization of Public Relations at the Union Government Level : Ministry of Information and Broadcasting: Working, Organization, State level organization for Public Relation: Directorate of Information and Public Relations: Working and Organization. Public Relations at District level: Working and Organization.
- Unit-IV:** Various Methods and Techniques of Public Relations and Mass Communication, Electronic Media, T.V. (Doordarshan), Radio (A.I.R.) and Print Media. Government and Public Relations, Challenges of Public Relations Problems, New perspective of Public Relations.

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Recommended References:

1. K. R. Balan, **Corporate Public Relations**, Sterling Publishers, New Delhi, 1992.
2. K.R. Balan, **Applied Public Relations & Communication**, Sultan Chand & Sons, New Delhi, 2000.
3. K.R. Balan, **Corporate Public Relations & Communication**, Sterling Publishers, New Delhi, 1992.
4. Philip Lesley, **Handbook of Public Relations & Communication**, Jaico Publication, New Delhi, 1991.
5. Robert W Bly, **Targeted Public Relations**, Heny Hold & Co. New York, 1993.
6. Simon, Raymond, **Publicity and Public Relations**.
7. Steinberg, Charless, S., **The Mass Communicators Public Relations Public Opinion and Mass Media**.
8. Sushil Bahl, **Making P R Work**, Wheeler Publishing, New Delhi, 1994.
9. Sahai, Baldeo, **Public Relations: A Scientific Approach**.
10. Vijay Kulshresth, **Jansmpark, Parcharabm vgyan**.

Paper : Urban Local Government in USA and France. (PUB-2-4-8)

Total Credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Meaning, Scope and Significance of Urban Local Government. Historical evolution of urban local Government in USA and France. Features of Urban Local Government in USA and France.

Unit-II: Structure, Organization and Functions of Urban Local Government in USA and France: Region, Department and Communc in France and Counties, Towns and Special Districts in USA including Mayor Council Government and Council Manager Government.

Unit-III: State-Local relations in USA. Central Local relations in France. Local Government Reforms in France and USA particularly Decentralization reforms in France.

Unit-IV: Municipal Finance in USA and France: Sources, Problems and Remedies.

Recommended References:

1. C.P. Berthwal, **Understanding Local Self Government**, Bharat Book Centre, Lucknow 1997.
2. Hoshiar Singh, **Local Government in India, Britain, France and USA**, Kitab Mahal, Allahabad, 1997.
3. Mary and Anna Stevens, **Local Government in France**, La Documentation franchise, Paris, 2001.
4. Pradeep Sachdeva, **Reform of French Local Government: The Decartelized Process**, I. J.P.A., April-June, IIPA, New Delhi, 1989.
5. R.L. Khanna, **Local Government in Foreign Countries**, Mohindra Capital Publishers, Chandigarh, 1976.
6. S.R. Maheshwari, **Higher Civil Services in France**, Ahmed Prakashan, New Delhi, 1991.
7. Vincent Ostrom and Others, **Local Government in the United States**, San Francisco, ICS Press, California, 1988.
8. Vincet Wright, **The Government and Politics of France**, (2nd edition), Macmillan Press, London, 1996.

Paper : Human Resource Management (PUB-2-4-9)

Total credit: 24

Max.Marks : 100

End Term Exam : 70

Internal Assessment/Evaluation : 30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Human Resource Management: Meaning, Nature, Scope and Significance.
Human Resource Planning and Strategy, Job Analysis and Job Design.

Unit-II: Recruitment, Promotion, Performance Appraisal, Rewards and Incentive Management, Employee Benefits.

Unit-III: Training and Development, Management Development, Employee Capacity Building Strategies, Total Quality Management and Employee Health and Safety.

Unit-IV: Human Resource Management and Industrial Relations, Discipline and Grievances, Human Resource Audit, Managing Change at the Work Place, Stress Management.

Recommended References:

1. Anuradha Sharma and Aradhana Khandekar, **Strategic Human Resource Management**, Sage Publication, New Delhi, 2006.
2. B.S. Batra, **Human Resource Development**, Deep & Deep Publications, New Delhi, 2003.
4. Evan M Burman, James S Bowman, Jonathan P West and Montgomery R Van Wart, **Human Resource Management in Public Service**, Sage Publications, New Delhi, 2005.
5. G.S. Batra and R.C. Gupta, **Human Resource Management**, Deep & Deep Publications, New Delhi, 2001.
6. P.P.Arya and B.B. Tandon, **Human Resource Development**, Deep & Deep Publications, New Delhi, 2004.
7. T V Rao, **Human Resource Development**, Sage Publication, New Delhi, 1996.
8. V.P. Michael, **Human Resources Management and Human Relations**, Himalaya Publishing House, New Delhi, 2001.

Paper: NGOs Management and Working (PUB-2-4-10)

Total credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

- Unit-I:** Conceptual Understanding: Voluntarism, Charity, Philanthropy and Voluntary Action. Voluntary Organisations: Meaning, Types, Roles, Functions, Features, Advantages over Governmental Organisations. History of Voluntary Organisations in India: Government Policy on Voluntary Action during Five Year Plans.
- Unit-II:** Role of Governmental Organisations in Promotion of Voluntary Initiatives: Planning Commission; Central Social Welfare Board; State Social Welfare Advisory Board; CAPART (Council for Advancement of Peoples Action & Rural Technology; Union Ministry of Social Justice and Empowerment.
- Unit-III:** Personnel Management for VOs: Recruitment, Salary, Training, Promotion. Partnership and Networking of VOs with Beneficiaries, Donors, Business Houses, Media, Government.
- Unit-IV:** Funding Patterns and Sources: Internal, External, Fees and Voluntary Contribution by Community; Grants-in-aid: Objectives, Types, Principles, Conditions, Procedures. Some issues: Accountability, Capacity Building and Responsiveness of NGOs.

7

Recommended References:

1. Barry Dym and Harry Hutson, **Leadership in Nonprofit Organisation**, Sage Publications India, 2005.
2. **Citizen's Report on Governance and Development 2007**, Sage, 2007.
3. Femida Handy, Meenaz Kassam, Suzanne Feeney, Bhagyashree Ranade, **Grass-Roots NGOs by Women for Women**, Sage, 2006.
4. Goel, S.L., Kumar R., **Administration and Management of NGOs: Text and Case Studies**, Deep & Deep Publications, 2004.
5. Mary H Kaldor, Marlies Glasius, **Global Civil Society**, Sage, 2007.
6. Michael Norton and Murray Culshaw, **Getting Started in Fundraising**, Sage, 2000.
7. N Jayaram, **On Civil Society** Sage, 2005.
8. Patricia W Murphy and James V Cunningham, **Organizing for Community Controlled Development**, Sage Publications, 2003.
9. Rajesh Tandon and Ranjita Mohanty, **Does Civil Society Matter,?** Sage Publications India, 2003.
10. Rajeev Bhargava, Helmut Reifeld, **Civil Society, Public Sphere and Citizenship**, sage, 2005.
11. Rajkumar Siwach, **NGOs and Social Welfare**, Shankar Publisers, New Delhi, 2004.
12. S.L. Goel, R. Kumar, **Administration and Management of NGOs**, Deep & Deep Publications, New Delhi, 2005.
13. T K Oommen, **Nation, Civil Society and Social Movements**, Sage Publications India, 2004..

Paper : Decentralization and Local Governance (PUB-2-4-11)

Total Credit: 04

Max.Marks : 100

End Term Exam :70

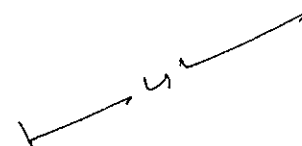
Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

- Unit-I:** Concept, Meaning, Evolution, Nature, Scope and Significance of Democratic Decentralisation.
- Unit-II:** Contextual Dimensions of Democratic Decentralisation- Political, Constitutional and Administrative. Social, Economic and Geographical. Capacity Building of Grassroots Functionaries. Sustainable Development.
- Unit-III:** Partnership among Different levels of Government- Local Authorities and Special Purpose Agencies. Partnership of Local Government with Non-State Agencies/Actors. Impact of Decentralised Development.
- Unit-IV:** Evolution of Local Governance (Before 73rd and 74th Amendments). Features of 73rd and 74th Constitutional Amendments. Organisational Structure of Rural and Urban Local Bodies.



Recommended References:

1. B.S. Khanna, **Rural Development in India**, Deep and Deep Publications, New Delhi, 1992.
2. Bhatnagar, **Rural Development in India**, Light and Life Publishers, New Delhi, 1978.
3. Hoshier Singh, **Administration of Rural Development in India**, Sterling Publishers, New Delhi, 1995.
4. M.P. Dubey and Munni Padalia, (Eds.), **Democratic decentralization and Panchayati Raj in India**, Anamika Publishers, New Delhi, 2002.
5. Rajneesh, Shalini, **Rural Development through, Democratic Decentralisation**, Deep & Deep Publication, New Delhi, 2002.
6. S.N. Mishra and Sweta Mishra- **Decentralised Governance, Macro and Micro Perspective**, Shipra Publication, Delhi, 2002.
7. S.S. Malik, **New Panchayati Raj in Haryana**, Aalekh Publication, Jaipur, 2004.
8. Surat Singh, **Decentralized Rural Governance-Mythor Reality-**, Deep and Deep Publication, 2004.
9. S.N. Mishra, **New Horizons in Rural Development Administration**, Mittal Publication, New Delhi, 1989.
10. S.R. Maheshwari, **Local Government in India**, Origin Longman, New Delhi, 1984.
11. Sahib Singh and Swinder Singh, **Local Government in India**, New Academic Publishing Co. Jalandhar, 1992.

Paper : Rural Industrialization (PUB-2-4-12)

Total Credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: Rural-Urban Organizational and Industrial patterns, Decentralized Industries: Small and Medium Scale Industries: Choice of Rural, Agro based industries, Issues in the size and location of Industries, Appropriate technology and issues in the transfer of technology.

Unit-II: Rural Labour Employment and Rural Industries, Policy and Development of Cottage Industries, Organization and Administration of KVIC: Promotional measures- Subsidies, Incentives and financial input.

Unit-III: Issues in Product Development, Pricing, Quality Marketing and Supporting Organizations, Role of Co-operatives, Financial institutions: Central State and Local Governments.

Unit-IV: Socio-economic impacts of Rural Industrialization, Sectoral System Approach to Rural Industrialization, Problems and Prospects of Rural Industrialization District Industry Centers: Compositions, Functions , Problems and Suggestion .

Recommended References:

1. Dasgupta, S, **Diffusion of Agricultural Innovation in Village India**, John Wiley New York, 1989.
3. Desai, Vasant. **Rural Development**, Himalaya, Bombay, 1988.
4. Dholakia, R.H. and Iyenger **Planning for Rural Development: Issues and Case Studies**, Himalaya, Bombay, 1988.
5. Hanumantha Rao CH **Technology Change and Distribution of Gains in Indian Agriculture**, Macmillan, Delhi, 1975.
6. Papola, T.S., **Rural industrialization**, Himalaya, Bombay, 1982.
7. Rajbir Singh, **Rural Development Administration**, Annual Publication New Delhi 2004.
8. S.S. Acharya, and N.L. Agarwal, **Agricultural Marketing in India**, Oxford & IBH, New Delhi, 1987.
9. Thakur S.Y., **Rural Industrialization in India: Strategy and approach**, Sterling New Delhi, 1986.

Paper : Public Office Organization & Management (PUB-2-4-13)

Total Credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit -I: Development in Organisation- Ideas, Major Landmarks. Scientific management-F.W. Taylor. Organisation Theories, Impact of Technology on Organization-New Challenges. Information Technology.

Unit -II: Management Techniques-Work and Method Study, its Development. Basic Steps in Works Study- Select, Record, Examine, Develop, Instal and Maintain. Time and Motion Study- the process of Measurement. Statistical Techniques: Collection of Data, Classification, Tables Preparation, Graph, Forms Design, Record Management. Computer inaction.

Unit -III: Office Management Layout, General Principles of Office Organization. Section, Co-ordination between the Office Equipment. Mcchnisation. Automation, Organisation Reception. Office Etiquettes and Behaviour. Elementary Office Procedure. Rules of Business. Handing of Dak, Diary Maintenance. Indexing, Referencing. Flagging Papers.

Unit -IV: Advance Office Procedure. Noting with Preccedent, Examination of Rules, Draft Preparation, Handling of Confidential Papers. Handling of Parliamentary Legislation Questions. Dealing with Petitions from Public. Public Concerns Dealing with Contact. Public Relations. Field Study-Practical Visit of Office-Technique Observation: Report Writing.

Recommended References:

1. C.T.I. Barnard, **Organisation and Management** Harvard Cambridge, Mass.
2. G.C. Close Wiley, **Work Improvement**, N.Y.C.
3. G. Nadler, **Work Simplification**, Washington University, Louis.
4. H.O. Dovey, **Hand Book of Organizations and Methods Techniques**, I.I.A.S. Brusses.
5. J.A.A., **Work Simplification Method**.
6. R.M. Brobes, M.A. Willey: **Work Method Manual**.
7. Mills and Standing Ford, **Office Organisation and Method**.
8. Mail and Standing ford, **Office Administration**.
9. N.K. Panda, **Work Study in Administration**.
10. Neuner and Haney, **Office Management: Principles and Practices**.
11. **Work Simplification Public -Administration Service**, Chicago, Illinois.

Paper : Administration of Environment and Human Ecology (PUB-2-4-14)

total credit: 04

Max.Marks : 100

End Term Exam :70

Internal Assessment/Evaluation :30

Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

Note-2: For end term examination, the examiner is required to set nine questions in all. The first question will be compulsory consisting of short-answer questions (2 marks each) covering the entire syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each unit. The student shall be required to attempt five questions in all selecting one question from each unit including the compulsory question. All questions carry equal marks.

Unit-I: The meaning, nature, scope and principles of Environment of Administration. Concept of eco-system and Human Ecology. Provisions of the constitution relating to the Environment in India. Fundamental Duties and the Directive Principles of State Policy and Environment Administration in India.

Unit-II: The structure and functioning of the Ministry of Environment and Department of Environment and Forest and the Pollution control board with special reference to Haryana. Study of important central and State laws pertaining to Environment Administration. Legal and Administrative implications of different pollution control laws with special reference to Environment Act, 1986.

Unit-III: The Role of Rural and Urban Local Self Governing institutions in the field of Environment Administration. The challenges of growing organization in India and the role of Administration.

Unit-IV: Pollution of Air, Water, Food and Noise: Causes and the Preventive measures to check it. Droughts and flood in Haryana and their impact on environment and Social Forestry.

Recommended References:

1. Edmunds and Lety, **Environment Administration.**
2. G.S. Nathawat and others (ed.), **Human Ecology an Indian Perspective.**
3. Jagdish Chander Panday, **Smaj aur Paryabaran.**
4. James John Guy, **How We Are Governed**, Harcourt Brace, Canada, 1995.
5. J. Villian, **The Nature of Chemical Hazard, Their Accidental Potential and Consequences.**
6. Krishna Sharma & Harnek Singh, **Environment Growth and Development Programmes in North India.**
7. M.P. Singh & Ghosh, Bhopal Gas Tragedy, **Model Simulations of the Dispemon Scenario.**
8. M.V. Pylee, **Constitutional Government in India.**

total credit: 04

Max.Marks : 100
End Term Exam :70
Internal Assessment/Evaluation :30
Time: 3 Hrs. (For End Term Exam)

Note-1: The evaluation of students consists of both internal and external evaluation. Internal evaluation includes mid-term examination (20 Marks) covering two units of the syllabus, an assignment (05marks) and class attendance (05 Marks). The external evaluation includes end-term examination of 70 marks covering the whole syllabus.

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Unit-I: Learning: Types of learning. Learning theories. Operant and Classical conditioning. Instrumental conditioning type (appetitive and aversive conditioning). Cognitive learning. Transfer of learning. Perceptual learning. Learning and Motivation. Laws of learning. Factors influencing learning. Discrimination learning. Probability learning. Programmed learning.

Unit-II: Emotions and Stress: Characteristics of emotional behavior. Expressions of emotions (emotional reactions). Physiological correlates of Emotions. Role of nervous system and endocrine glands in emotions. Theories of Emotions: James Lange, Cannon Bard and Schachter, Stress-Stressors (causes of stress)-conflict, change, lack of control, unpredictability. Coping with stress.

Unit-III: Intelligence and Aptitude: Nature of intelligence. Theories of intelligence. Measurement of creativity. Constancy of I.Q. Aptitude: Measurement of aptitudes, the concept of Social Intelligence, Types of Intelligence and Aptitude tests.

Unit-IV: Motivation: Concept of need, drive, arousal and incentive. Factors affecting Motivation, Characteristics of Motivated behavior. Classification of motives Extrinsic versus Intrinsic motivation. Theories to motivation: Psycho-Analytic Theory, Drive Theory, Need Hierarchy Theory, Vector Valence Theory. Concept of level of aspiration. Measurement of motivation. The apathetic and the alienated individual Incentives.

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Recommended References:

1. Cart and Zoxder, **Group Dynamics-Reward and Theory**, Evanston, Illinois, USA.
2. F.A. Flintman, **Studies in personnel and Industrial Psychology**.
3. Herzberg, Mausher and Syunderman: **The Motivation and Work**, Wiley, New York,.
4. Hopposk R., **Job Satisfaction**, Harper, New York.
5. Kanh & Building, **Power and Conflict in Organisation**.
6. L. Caser, **Function of Social Conflict**.
7. Lippil & Wesley, **The dynamics of Planned change**, New York Harcourt Brauce.
8. M. Hjaire, **Modern Organisation Theory**, Wiley, New York.
9. M. Shuef, **The Psychology of Social Norms**, Wiley, New York.
10. M.L. Dalton, **Men who Manage**, Wiley, New York).
11. Presthus, **The Organisation Society**.
12. R. Stangner, **Psychology of Industrial Conflict**, Wiley, New York.
13. R.M. Stagdil, **Industrial behaviour and Group Achievement**, Oxford University Press, New York.
14. Sarniff, **Personality Dynamics and Development**, Wiley, New York