

Annexure-H

/1/

M.A. (HONS)-5 Years Integrated (Public Administration)

M.A.(Hons) Public Administration Five Year Integrated Programme with the option to exit B.A.(Hons.) in Public Administration after 3 years.

Syllabi and Courses of Reading For Five Years Integrated Programme in Public Administration

First Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-I-01	Elements of Public Administration-I	80	20	3 hrs.
02	MPA-I-02	Indian Administration-I	80	20	3 hrs
03	MPA-I-03	Personnel Administration-I	80	20	3 hrs.
04	MPA-I-04	Basic Concepts in Sociology	80	20	3 hrs.
05	MPA-I-05	English-I	80	20	3 hrs.

Second Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-II-01	Elements of Public Administration-II	80	20	3 hrs.
02	MPA-II-02	Indian Administration-II	80	20	3 hrs
03	MPA-II-03	Personnel Administration-II	80	20	3 hrs.
04	MPA-II-04	Society, Culture and Social Change	80	20	3 hrs
05	MPA-II-05	English-II	80	20	3 hrs.

/2/

Third Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-III-01	Comparative Public Administration-I	80	20	3 hrs.
02	MPA-III-02	Indian Polity/Constitution	80	20	3 hrs
03	MPA-III-03	Development Administration-I	80	20	3 hrs.
04	MPA-III-04	Methods in Social Research	80	20	3 hrs.

Fourth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IV-01	Comparative Public Administration-II	80	20	3 hrs.
02	MPA-IV-02	Financial Administration	80	20	3 hrs
03	MPA-IV-03	Development Administration-II	80	20	3 hrs.
04	MPA-IV-04	Indian Society	80	20	3 hrs.
05	MPA-IV-05	Environmental Studies w.e.f. 2016-17	75	25 (Practical)	3 hrs

NOTE:

The Scheme of the paper MAP-IV-05 “Environmental Studies” will be as under:

The subject of Environmental Studies will be included as a qualifying paper in M.A.(Hons)-5 years Integrated Course and the students will be required to qualify the same otherwise the final result will not be declared and degree will not be awarded. The Environmental Course of 50 lectures will be conducted in the 4th Semester and examination shall be conducted at the end of the M.A.(Hons)-5 years Integrated Course Sem-IV.

Exam. Pattern : In case of awarding the marks, the question paper will carry 100 marks. Theory : 75 marks, Practical: 25 marks. The structure of the question paper will be:

Part-A: Short Answer Patter : 25 marks
Part-B: Essay Type with inbuilt choice : 50 marks
Part-C: Field Work (Practical) : 25 marks

Instructions for Examiners:

Part-A : Question No.1 is compulsory and will contain ten short-answer type question of 2.5 marks each

covering the entire syllabus.

Part-B: Eight essay type questions (with inbuilt choice) will be set from the entire syllabus and the

candidate will be required to answer any four of them. Each question will be of 12.5 marks.

The examination of the regular students will be conducted by the concerned college/institute. Each student will be required to score minimum 35% marks separately in theory and practical. The marks in this qualifying paper will not be included in determining the percentage of marks obtained for the award of degree. However, these marks will be shown in the detailed marks certificate of the students.

Fifth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-V-01	Social Welfare Administration-I	80	20	3 hrs.
02	MPA-V-02	Social Problems in India	80	20	3 hrs
03	MPA-V-03	Rural Local Administration	80	20	3 hrs.
04	MPA-V-04	Introduction to Computer	60	40(P)	3 hrs.

Sixth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-VI-01	Social Welfare Administration-II	80	20	3 hrs.
02	MPA-VI-02	Social Change and Development	80	20	3 hrs
03	MPA-VI-03	Urban Local Administration	80	20	3 hrs.
04	MPA-VI-04	Environment Protection Administration	80	20	3 hrs.

Seventh Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-VII-01	Administrative Theory	80	20	3 hrs.
02	MPA-VII-02	Administrative Thinker	80	20	3 hrs
03	MPA-VII-03	Human Resource Development-I	80	20	3 hrs.
04	MPA-VII-04	Central Administration	80	20	3 hrs.
05	MPA-VII-05	Labour Welfare Administration- I	80	20	3 hrs.

Eight Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-VIII-01	Organizational Behaviour	80	20	3 hrs.
02	MPA-VIII-02	State Administration	80	20	3 hrs
03	MPA-VIII-03	Human Resource Development-II	80	20	3 hrs.
04	MPA-VIII-04	Administrative Reforms in India	80	20	3 hrs.
05	MPA-VIII-05	Labour Welfare Administration-II	80	20	3 hrs.

Ninth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-01	Administrative Law-I	80	20	3 hrs.
02	MPA-IX-02	Judicial Administration	80	20	3 hrs
03	MPA-IX-03	Research Methodology-I	80	20	3 hrs.
04	MPA-IX-04	Specialization Paper Basic Concepts of Disaster Management	80	20	3 hrs.
05	MPA-IX-05	Specialization Paper Understanding the Natural Disasters	80	20	3 hrs.

Tenth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-X-01	Administrative Law-II	80	20	3 hrs.
02	MPA-X-02	Consumer Protection Administration	80	20	3 hrs
03	MPA-X-03	Research Methodology-II	80	20	3 hrs.
04	MPA-X-04	Specialization Paper Understanding the Man- Made Disaster	80	20	3 hrs.
05	MPA-X-05	Specialization Paper Disaster Response and Preparedness	80	20	3 hrs.

G – Police Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Elements of Police Administration	80	20	3 hrs.
02	MPA-IX-05	Police Personnel Administration	80	20	3 hrs
03	MPA-X-04	Jail Administration in India	80	20	3 hrs.
04	MPA-X-05	Criminal Law and Police Administration	80	20	3 hrs.

H – Human Rights

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Fundamentals of Human Rights	80	20	3 hrs.
02	MPA-IX-05	Human Rights at Global Level	80	20	3 hrs
03	MPA-X-04	Human Rights Education and Training	80	20	3 hrs.
04	MPA-X-05	Human Rights: Judiciary, Media & NGOs	80	20	3 hrs.

Annexure-I

M.A.(Hons) 5 year Integrated Programme in Public Administration

Semester-I

Paper- MPA-I-01 Elements of Public Administration-I (OLD)
(During the Session 2011-12 only)

M.Marks= 100

Theory = 80

Internal Assessment = 20

Time = 3 hrs

Note: Attempt five questions selecting one question from each unit. Question No.9 is compulsory. All questions carry equal marks.

Unit-I

Public Administration: Meaning, Nature and Scope; Evolution of Public Administration: Pre 1950 and Post 1950; Public Administration: Art or Science
Importance of Public Administration in Modern Society.

Unit-II

Public Administration and its Relations with Political Science, Economics, History, Sociology, Psychology, Jurisprudence, Geography etc;
Public Administration and Private Administration: Similarities and Differences.

Unit-III

New Public Administration: Phases of Evolution, Its Features and Contribution to the Discipline;

Unit-IV

Principles of Organisation, Politics- Administration Dichotomy, Scientific Management.

Recommended Books:

M.A.(Hons) 5 year Integrated Programme in Public Administration

Semester-I

Paper- MPA-I-01 Elements of Public Administration-I (New) (w.e.f 2012-13)

M.Marks= 100
Theory = 80
Internal Assessment = 20
Time = 3 hrs

Note: Attempt five questions selecting one question from each unit. Question No.9 is compulsory. All questions carry equal marks.

Unit-I

Public Administration: Meaning, Nature and Scope; Evolution of Public Administration: Pre 1950 and Post 1950; Public Administration: Art or Science
Importance of Public Administration in Modern Society.

Unit-II

Public Administration and its Relations with Political Science, Economics, History, Sociology, Psychology, Geography etc;
Public Administration and Private Administration: Similarities and Differences.

Unit-III

New Public Administration: Its Evolution, Features and Contribution; Classical Theory, Bureaucratic Theory and Critics of Max Weber.

Unit-IV

Control over Public Administration – Executive, Legislative and Judicial; Citizen and Administration; Responsive Administration.

Recommended Books:

1. Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
2. Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
3. Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.
4. Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: College Book Depot, 1998.

5. While, L.D., Introduction to the Study of Public Administration, New York: Maxmillan Company, 1958.
6. Neigro, F.A. & Nigro, G.N. Modern Public Administration, New York: Harper & Row Publishers, 1980.
7. Bhattacharya, M. Public Administration: Structure, Process and Behaviour, Calcutta: The World Press, 1991.
8. Dimock, M.E. Dimock, G.O. Public Administration, Oxford: IBH Publishing Company, 1975.

Semester-I

Paper- MPA-01-02 Indian Administration-I

M.Marks= 100
Theory = 80
Internal Assessment = 20
Time = 3 hrs

Note: Attempt five questions selecting one question from each unit. Question No.9 is compulsory. All questions carry equal marks.

Unit-I

Evolution of Indian Administration: Mughal Period and British Period Influences on Indian Administration; Features of Present Indian Administration.

Unit-II

Ecology of Indian Administration: Social Environment, Political Environment, Economic Environment, Constitutional Environment; Role of Indian Administration in Nation Building.

Unit-III

Political Executive at Union Level:
President of India : Election Procedure, Power & Functions, and Emergency Powers
Prime Minister of India: Powers and Functions and Position
Prime Minister Office: Organisation and Functions.

Unit-IV

Cabinet Secretariat: Organisation and Functions
Cabinet Secretary: Powers/Functions and Role
Central Secretariat : Organisation and Functions
National Development Council : Organisation and Functions

Books Recommended:

Semester-I

Paper- MPA-0I-03 Personnel Administration-I

M.Marks=	100
Theory =	80
Internal Assessment =	20
Time =	3 hrs

Note: Attempt five questions selecting one question from each unit. Question No.9 is compulsory. All questions carry equal marks.

Unit-I

Personnel Administration: Meaning, Nature, Scope and Importance;
Civil Services: Meaning, Features and Functions
Bureaucracy: Meaning, Nature, Characteristics;
Max Weber and Bureaucracy.

Unit-II

Recruitment in India: Meaning, Types, Procedure, Features, Problems and Prospects;
Union Public Service Commission : Organisation & Functions
State Public Service Commission : Organisation & Functions.

Unit-III

Training: Meaning, Objectives, Types, Methods, Problems and Remedies;
Training Process in India: Indian Administrative Services, Indian Police Services.

Unit-IV

Promotion: Meaning, Types, Principles and Methods

Books Recommended:

MA (Hons) 5Years Integrated Course – 1 Semester

Basic Concepts in Sociology

Maximum Marks – 100

Theory – 80

Internal Assessment – 20

Time – 3 hours

Note: Attempt five questions selecting one question from each unit. Question No.9 is compulsory. All questions carry equal marks.

UNIT – I

Nature, Definition & Scope of Sociology: Its Relationship with History, Economics, Political Science, Anthropology and Psychology

UNIT – II

Basic Concepts: Social Structure, Status & Role, Society, Community, Association, Norms and Values: Its Nature and Characteristics

UNIT – III

Social Groups and Processes: Primary Secondary & Reference Group: Its Nature and Types; Integration, Cooperation and Conflict: Its Nature, Definition & Types

UNIT – IV

Social Institutions: Marriage, Family & Kinship, Religion: Its Functions and Characteristics

Readings :

Ahuja, Ram (2001): Indian Social System, New Delhi: Rawat Publication.

Ahuja, Ram (2003): Society in India, New Delhi: Rawat Publication.

Bottomore, T.B. (1972): Sociology: A Guide to Problems and Literature, Bombay: George Allen and Unwin (India).

Fulcher & Scott (2003): Sociology, New York: Oxford University Press.

Giddens, Anthony (2005): Sociology, Polity Press.

Harlambos, M. (1998): Sociology: Themes and Perspective, New Delhi: O.U.P.

Harlambos & Holborn (2000): Sociology, London: Harper-Collins.

Inkeles, Alex (1987): What is Sociology? New Delhi: Prentice-Hall of India.

Johnson, Harry M. (1995): Sociology: A Systematic Introduction, New Delhi: Allied Publishers.

MacIver and Page (1974): Society: An Introductory Analysis, New Delhi: Macmillan & co.

P. Gisbert (2010): Fundamental of Sociology, New Delhi: Orient Blackswan.

(English-I)

**LITERATURE AND LANGUAGE –I
SEMESTER-I**

(Application to all Courses where in English is offered as a Qualifying Subject)

SESSION 2011-12

SCHEME OF EXAMINATION

Maximum Marks – 100

Theory – 80

Internal Assessment – 20

Time – 3 hours

Part –A Poetry

The following poems from The chronicles of Time edited by Asha Kadyan (Oxford University Press)

- a) “Let me Not to the Marriage of True Minds” by William Shakespeare
- b) “Death Be Not Proud” by John Donne
- c) “On His Blindness” by John Milton
- d) “Shadwell” by John Dryden
- e) “Know Then Thyself” by Alenxander Pope
- f) “The Little Black Boy” by William Blake
- g) “Three Years She Grew in Sun and Shower” by William Wordsworth.

Part-B Phonetics and Grammar

- i) Phonetics: Introduction to the Sound System of English: Phonetics Symbols. Organs of Speech, Transcription of Words (Oxford Advance Learners’ Dictionary by Hornby to be followed).
- ii) Grammer:
 - (i) Parts of Speech Types of Sentences, Common Errors, Technical Writing (application writing. Business letter)

Instructions to the paper-setter and the students.

Q.No.1 Explanation with reference to the context. The students will be required to attempt two passages out of the given four from the prescribed book of poems.

- Q.No.2 Two questions (with internal choice) will be asked based on theme, central idea, message and narrative technique of the poem. 8x2=16
- Q.No.3 The question will be based on the Sound System of English Language having internal choice 16
- Q.No.4 The question will be based on grammar. There will be internal choice with 16 Sentences out of 24 to be attempted. 16
- Q.No.5 The question will be based on technical writing. There will be internal Choice. 16

Suggested Reading:

High School Grammar by Wren and Martin

Remedial English Grammar for Foreign Students by F.T. Wood.

Essentials of Communication by D.G. Saxena, Kuntal Tamang (Top Quark)

Semester-II

Paper- MPA-II-01 Elements of Public Administration-II

M.Marks= 100
Theory = 80
Internal Assessment = 20
Time = 3 hrs

Note: Attempt five questions selecting one question from each unit. Question No.9 is compulsory. All questions carry equal marks.

Unit-I

Organisation: Meaning and Bases;
Types of Organisation: Formal and Informal
Principles of Organisation: Hierarchy, Span of Control, Unity of Command

Unit-II

Principles of Organisation: Co-ordination, Centralisation and Decentralisation, Supervision, Delegation etc.
Chief Executive: Meaning, Types and Functions.

Unit-III

Forms of Administrative Organisation: Line, Staff and Auxilliary Agencies: Meaning, Types and Functions;
Departments : Meaning, Types and Bases
Public Corporations: Features, Advantages and Disadvantages

Unit-IV

Independent Regulatory Commission: Features, Functions, Advantages and Disadvantages
Field and Head Quarter Relationships; Boards and Commissions
Delegated Legislation: Meaning, Types, Advantages, Limitations and Safeguards.

Books Recommended:

Semester-II

Paper- MPA-II-02 Indian Administration-II

M.Marks= 100
Theory = 80
Internal Assessment = 20
Time = 3 hrs

Note: Attempt five questions selecting one question from each unit. Question No.9 is compulsory. All questions carry equal marks.

Unit-I

Ministries at Central Level;

Ministry of Home Affairs: Organisation and Functions

Ministry of Finance: Organisation and Functions

Ministry of Defence: Organisation and Functions

Unit-II National Commissions:

Planning Commission: Organisation and Functions

Election Commission : Organisation and Functions

Human Rights Commission : Organisation and Functions

National Women Commission : Organisation and Functions

Unit-III Political Executives at State Level:

Governor : Powers and Functions

Chief Minister: Powers and Functions

State Secretariat: Organisation and Functions

Chief Secretary: Powers and Functions and Role

Unit-IV State Level Departments/Ministries

Home Department: Organisation and Functions

Finance Department : Organisation and Functions

Agriculture Department: Organisation and Functions

Books Recommended:

MA(Hons)-Semester-II

Paper- MPA-II-04 Personnel Administration-II

M.Marks= 100

Theory = 80

Internal Assessment = 20

Time = 3 hrs

Note: Attempt five questions selecting one question from each unit. Question No.9 is compulsory. All questions carry equal marks.

Unit-I

Conduct and Discipline in India: Service Conditions of Civil Services; Conduct Rules of Civil Services; Types and Procedure of Disciplinary Actions for Civil Services.

Unit-II

Morale: Meaning, Determining Factors, Causes of Low Morale and Measures of High Morale; Motivation: Meaning, Types, Factors Affecting, Problems and their Solution.

Unit-III

Machinery for Grievances Redressal:-

Employees Associations: Meaning, Objectives, Functions and Types:

Whitley Councils in India: Objectives, Organisation and Functions

Unit-IV

Public Services and their Importance in Modern Society; Political Rights to Indian Civil Services, Right to Strike and Indian Civil Services; Bureaucracy and Corruption.

Books Recommended:

MA (Hons) 5 Years Integrated Course – 2 Semester
Society, Culture and Social Change

Maximum Marks – 100

Theory – 80

Internal Assessment – 20

Time – 3 hours

Note: Attempt five questions selecting one question from each unit. Question No.9 is compulsory. All questions carry equal marks.

UNIT – I

Society : Tribal, Rural, Urban, Industrial and Post Industrial: Its Nature, Definition & Types

UNIT – II

Culture: Its Nature, Definition & Types: Material and Non-Material Culture;

Socialization: Its Importance Processes and Stages; Social Control: Its Types and Means

UNIT – III

Processes of Social Change: Industrialization, Secularization, Modernization & Globalization: Its Nature & Impact on Society

UNIT – IV

Concepts and Basis of Social Stratification: Caste, Class, Power & Gender

Readings :

Bottomore, T.B. (1972): Sociology: A Guide to Problems and Literature, Bombay: George Allen and Unwin (India).

Beteille, A(1992) : Essays in Comparative Sociology, Delhi: Oxford University Press.

Giddens, Anthony (2005): Sociology, Polity Press.

Harlambos, M. (1998): Sociology: Themes and Perspective, New Delhi: O.U. P.

Harlambos & Holborn (2000): Sociology, London: Harper-Collins.

Inkeles, Alex (1987): What is Sociology? New Delhi: Prentice-Hall of India.

Johnson, Harry M. (1995): *Sociology: A Systematic Introduction*, New Delhi: Allied Publishers.

MacIver and Page (1974): *Society: An Introductory Analysis*, New Delhi: Macmillan & co.

P. Gisbert (2010): *Fundamental of Sociology*, New Delhi: Orient Blackswan.

Singh Y. (1983) : *Modernisation of Indian Tradition*, Jaipur, Rawat Publications.

Sharma K.L.(1986) : *Essays in Social Stratification*, Jaipur, Rawat Publications.

LITERATURE AND LANGUAGE-II Semester-II

(Applicable to all Courses where in English is offered as a
Qualifying Subject)

SEMESTER-II
SESSION 2011-12
SCHEME OF EXAMINATION

M.Marks= 100
Theory = 80
Internal Assessment = 20
Time = 3 hrs

Part-A Short Stories

The following Stories from the Pointed Vision: An Anthology of Short Stories by Usha Bande and Krishan Gopal (Oxford University Press, New Delhi):

- 1 'The Bet' by Anton Chekhov
- 2 'Gift of the Magi' by O Henry
- 3 'The Postmaster' by Rabindranath Tagore
- 4 'Three Questions' by Leo Tolstoy.
- 5 'The Dying Detective' by Arthur Conan Doyle
- 6 'Under the Banyan Tree' by R.K. Narayan

Part-B(i) Grammar and Writing Skills

- a) Synonyms and Antonyms
- b) Prefix – Suffix
- c) Homophones and Homonyms
- d) One word Substitution
- (ii)a) Developing writing skills through theme based paragraphs.
- (iii)b) Technical writing: E-mail writing, Reporting, Resume writing, Re-viewing T.V. Programmes

Instructions to the Paper Setter and the Students

- Q.No.1 Explanation with reference to the context. The student will be required to attempt two passages (with internal choice) from the book of Stories. $8 \times 2 = 16$
- Q.No.2 Two essay type questions (with internal choice) will be asked from the book of stories. $8 \times 2 = 16$
- Q.No.3 This question will be based on grammar, Students will be required to attempt 16 sentences out of the given 24.
- Q.No.4&5 Question No. 4&5 will be based on writing skills and technical writing. $16 \times 2 = 32$

Suggested Reading:

High School Grammar by Wren and Martin

Remedial English Grammar for Foreign Students by F.T. Wood

Essentials of Communication by D.G. Saxena, Tamang Kuntal (Top Quark)

Syllabus passed in PG BOS on 30.11.2011

**M.A.(Hons) Public Administration Five Year Integrated Programme with the
option to exit B.A.(Hons.) in Public Administration after 3 years**

**Syllabi and Courses of Reading For Five Year Integrated Programme in
Public Administration**

Third Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-III-01	Comparative Public Administration-I	80	20	3 hrs.
02	MPA-III-02	Indian Polity/Constitution	80	20	3 hrs
03	MPA-III-03	Development Administration-I	80	20	3 hrs.
04	MPA-III-04	Methods in Social Research	80	20	3 hrs.

Fourth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IV-01	Comparative Public Administration-II	80	20	3 hrs.
02	MPA-IV-02	Financial Administration	80	20	3 hrs
03	MPA-IV-03	Development Administration-II	80	20	3 hrs.
04	MPA-IV-04	Indian Society	80	20	3 hrs.

/27/

**M.A.(Hons) -5 years Integrated
Semester-III**

MPA-III-01

Comparative Public Administration(i)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

Comparative Public Administration: Meaning, nature, scope and significance, Evolution: Pre & Post 2nd World War Phase, CAG phase & SICA phase, Salient features of Administration in Developed & Developing Countries.

Unit-II

Approaches: structural functional approach & Behavioural approach, Ecological approach, Environment of Administration: Social, Political, Economic & Cultural.

Unit-III

Salient features of Administration in UK, USA, France and Japan

Unit-IV

Chief Executive of UK, USA, France and Japan.

Recommended Books:

1. Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
 2. Arora, R.K. and Sharma, Sangeeta, Comparative and Development Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992.
- /28
3. Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Depot, 1994.
 4. Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co. 1904.
 5. Riggs, F.W., The Ecology of Public Administration, Bombay; Asia Publishing House, 1961.
 6. Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Englewood Cliffs, 1966.
 7. Siffin, William, Towards the Comparative Study of Public Administration, Bhooking, Indian University Press, 1957.
 8. Kataria, Surender , Tulnatmak Lok Prashashan, Jaipur: RBSA Publishers 2001.
 9. Rowat, Donald E. ,Public Adm in Developed Democracies, Donald Marcel Dekker, Inc. New York.
 10. Ridley, F.F. , Govt. and Adm.in Western Europe, Martin. Co. Ltd., Oxford.

**M.A.(Hons) -5 years Integrated
Indian Polity/Constitution
Semester-III**

Paper MPA-III-02

M.Marks :100
Theory : 80
Internal Assessment:20
Time : 3.00 hrs

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

- History of Indian Constitution
- Making of the Indian Constitution: Composition of Constituent Assembly, working of Constituent Assembly, Committees of Constituent Assembly, Perception of the Constitution Makers-Ideological Basis.
- Sources of Constitution.

Unit-II

- Features of Indian Constitution, Preamble of Constitution,
- Fundamental Rights: Meaning, Types, Reasons of including in the Constitution, Nature and Feature and Criticism.

Unit-III

- Fundamental Duties: Features, Importance and Evaluation,
Directive Principles of State Policy: Types, Importance, Criticism.
- Difference between Fundamental Rights and Directive Principles of State.

Unit-IV

Constitutional Amendments: Procedure, Types and Criticism.

- Ingredients of the Basic Structure
- Features of 42nd and 44th Constitutional Amendment Acts

Recommended Books :

- M. Laxmikanth, Indian Polity, New Delhi: Tata McGraw Hill, 2010 (Hindi & English)
- D.D. Basu, Introduction to the Constitution of India; New Delhi, Printice Hall of India, 2010 (Hindi & English)
- Subhash Kashyap, Our Constitution, New Delhi: National Book Trust, 2010 (Hindi & English)
- M..V. Paylee, An Introduction to the Constitution, New Delhi: Vikas, 2007
- Subhash C. Kashyap, D.D. Khanna and Gert W. Kueck, Reviewing the Constitution ?, New Delhi: SHIPA, 2000
- Subhash C Kashyap, Indian Constitution: Conflicts and Controversies, New Delhi: Vifasta, 2010
- S.N. Jain, Bhartiya Sanvidhan Aur Rajniti, Jaipur: Rajasthan Hindi Granth Academy, Latest Edition.
- Subhash C. Jain, The Constitution of India: Select Issues & Perceptions, New Delhi: Tazmann, 2000

**M.A.(Hons) -5 years Integrated
Development Administration-(i)
Semester-III**

Paper MPA-III-03

M.Marks :100
Theory : 80
Internal Assessment:20
Time : 3.00 hrs

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

- Concept of Development: Meaning & Definition, Objectives, Dimensions and features.
- Concept of Development Administration: Meaning & Definition, Objectives, Features, Nature, Scope and Problems.
- Pre-requisites of Development Administration. Traditional Vs Development Administration, Importance of Development Administration.

Unit-II

- Aspects of Development Administration : Administration of Development and Development of Administration, Role of Development Administration in Developing Countries.
- Administrative Development : Concept, Objectives and Importance.
- Administrative Capability : Meaning, Importance & Measures to enhance it

Unit-III

- . Economic Development : Concept, Meaning, Objectives and Indicators.
- Political Development: Meaning, Objectives & Indicators.
- Criticism of Political Development.

Unit-IV

- Social Development: Meaning, Objectives and Indicators
- Problems and Strategy of Social Development in India
- Role of Government in Social Development.

Recommended Books:

1. Riggs, F.W., *Frontiers of Development Administration* Durham, Duke University Press, 1970.
2. Palambra, Joseph La, *Bueaucracy and Political Development*, Princeton, N.J. University Press, 1967.
3. Verma, S.P. and Sharma, S.K., *Development Administration*, IIPA, New Delhi.
4. Swerdlow Irwing, *Development Administration: Concept and Problems* Syracuse, Syracuse University Press, 1963.
5. Sapru, R.K. *Development Administration*, New Delhi. Sterling, 1994.
6. Heady, Ferrel, *Public Administration: A Comparative Perspective*, N.J. Prentice Hall, Englewood Cliff, 1996.
7. Waldo, Dwight, *Temporal Dimension of Development Administration*, Durham, Duke University Press, 1970.
8. Pai Panadikar, V.A. *Development Administration in India*, Delhi Macmillan, 1974.
9. Preeta Joshi, Vikash Prashashan, Jaipur: RBSA, 1991

**M.A.(Hons) -5 years Integrated
Semester-III**
MPA-III-04 **Methods in Social Research**

M.Marks: 100
Theory: 80
I.A. :20
Time: 3 hrs.

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Concept of Social Research: Nature, Definition and Steps of Social Research: Objectivity and Subjectivity in Social Research.

UNIT-II

Qualitative Methods: Nature & Characteristics of Observation, Interview, Case Study, Content Analysis and Social Survey – Their Importance in Social Research.

UNIT-III

Quantitative Methods: Nature & Characteristics; Research Design, Sampling and Hypothesis: Their Nature, Types and Importance of Social Research.

UNIT-IV

Use of Statistics & Computer in Social Research: Classification and Tabulation of Data; Measures of Central Tendency, Mean, Mode & Medium; Use of Computer in Data Analysis.

Recommended Books:

Ahuja, Ram (2001): Research Methods, New Delhi: Rawat Publication

Goode, W.J. and P.K. Hatt (1952): Methods in Social Research, New York: McGraw International

Seltiz, Claise et al; (1959): Research Methods in Social Relation, New York: Henry Holt and Co.

Srivastava, Parkash G.N.(1994): Advances Research Methdology, Delhi Radha Publication.

Thakur, Devender (2003): Research Methodology in Social Science, Delhi: Deep and Deep Publication.

Young, P.V. (1988): Scientific Social Survey and Research, New Delhi Prentice Hall.

**M.A.(Hons) -5 years Integrated
Semester- IV**

MPA-IV-01 Comparative Public Administration(ii)

M.Marks: 100
Theory: 80
I.A. :20
Time: 3 hrs.

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

Contribution of F.W. Riggs, Ferrel Heady and Siffin in Comparative Public Administration

Unit-II

Local government of UK, USA, France and Japan.

Unit-III

Accountability: Control Machinery of UK, USA, France and Japan

Unit-IV

Grievance Redressal Machinery of UK, USA, France and Japan
:

Recommended Books:

1. Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
2. Arora, R.K. and Sharma, Sangeeta, Comparative and Development Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992.
3. Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Deport, 1994.
4. Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co. 1904.

5. Riggs, F.W., The Ecology of Public Administration, Bombay; Asia Publishing House, 1961.
6. Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Englewood Cliffs, 1966.
7. Siffin, William, Towards the Comparative Study of Public Administration, Blooking, Indian University Press, 1957.
8. Surender Kataria, Tulnatmak Lok Prashashan, Jaipur: RBSA Publishers 2001.
9. Donald E. Rowat Public Adm in Developed Democracies, Donald Marcel Dekker, Inc. New York.
10. F.F. Ridley, Govt. and Adm.in Western Europe, Martin. Co. Ltd., Oxford.

**M.A.(Hons)-5 years Integrated Course-Public Administration
Semester-IV**

Paper MPA-IV-02

Financial Administration

M.Marks :100

Theory : 80

Internal Assessment:20

Time : 3.00 hrs

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

- Evolution of Financial Administration in India.
- Financial Administration : Meaning, Nature, Scope and Significance
- Emerging Trends in Financial Administration in India

Unit-II

- Budget: Meaning, Definition, Importance and Principles.
- Performance Budget: Meaning, Objectives, Stages and Advantages.
- Zero Base Budget: Meaning, Definition, Process, Advantages and Problems.

Unit-III

- Budget Process: Formulation, Enactment and Execution
- Budget as an Instrument of Socio-Economic Development in India
- Ministry of Finance: Organisation and Functions.

Unit-IV

- Central Finance Commission: Objectives, Organisation and Functions.
- Comptroller and Auditor General in India: Organisation, Functions and Present Position.
- Parliamentary Control over Public Finance: Role of Public Account Committee, Estimates Committee and Public Undertaking Committee.

Books Recommended:

1. Lal, G.S. , Financial Administration India, Delhi HPJ Kapoor, 1969
2. Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973
3. Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.
4. Chaturvedi, T.N. and Handa, K.L., Financial Administration, New Delhi, IIPA, 1992.
5. Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986
6. Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995
7. Radhey Sham, Financial Administration, New Delhi, Durjeet Book Deport, 1992.
8. Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
9. Mookerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Deport, 1980.
10. Singh, Sahib and Singh, Swinder, :Personnel and Financial Administration, Chandigarh, New Academic, 1994.
11. Report of the Ist ARC on Centre State Relations; Delegation of Financial and Administrative Powers.
12. Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
13. Report of the 2nd ARC on Financial Management.
14. S.L. Goel, Public Financial Administration, New Delhi: Deep & Deep, 2002
15. V.P. Verma, Financial Administration, Concept and Issues, New Delhi, Alfa, 2008.

**M.A.(Hons) -5 years Integrated
Development Administration(ii)
Semester-IV**

MPA-IV-03

M.Marks :100
Theory : 80
Internal Assessment:20
Time : 3.00 hrs

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

- Ecology of Development Administration: Social, Political and Cultural System. Problems & Prospects of Bureaucracy in India.
- Role of Bureaucracy in Socio-Economic Development.
- Role of Non Governmental Organization (NGOs) in National Development.

Unit-II

- Development Planning : Meaning, Nature, Importance.
- Development Planning & Process: Formulation, Implementation and Evaluation.
- Planning Machinery: Centre, State and District Level.

Unit-III

- Public Policy: Concept, Meaning, Nature and Scope.
- Public Policy Process: Formulation, Implementation and Evaluation
- Role of Bureaucracy in Policy Formulation and Implementation.

Unit-IV

- Sustainable Development: Concept and Challenges
- People's Participation in Development : Need & Importance
- Environment Degradation: Causes and Strategies to combat Degradation
- Main features of Environment Protection Act, 1986.

Recommended Books:

- 1 Riggs, F.W., Frontiers of Development Administration Durham, Duke University Press, 1970.
- 2 Palambra, Joseph La, Bueaucracy and Political Development, Princeton, N.J. University Press, 1967.
- 3 Verma, S.P. and Sharma, S.K., Development Administration, IIPA, New Delhi.
- 4 Swerdlow Irwing, Development Administration: Concept and Problems Syracuse, Syracuse University Press, 1963.
- 5 Sapru, R.K. Development Administration, New Delhi. Sterling, 1994.
- 6 Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Prentice Hall, Englewood Cliff, 1996.
- 7 Waldo, Dwight, Temporal Dimension of Development Administration, Durham, Duke University Press, 1970.
- 8 Pai Panadikar, V.A. Development Administration in India, Delhi Macmillan, 1974.
- 9 Preeta Joshi, Vikash Prashashan, Jaipur: RBSA, 1991

MA (Hons) -5 Years Integrated Course – 4th Semester

MPA-IV-04

**Indian Society
(Optional-I)**

Maximum Marks – 100
Theory – 80
Internal Assessment – 20
Time – 3 hours

Note: Attempt five questions selecting one question from each unit. Question No.9 is compulsory. All questions carry equal marks

UNIT – I

Evolution of Indian Society: Traditional view of Indian Society; Factors Promoting Unity and Diversity in India; India as Pluralistic Society, Multi-Ethnic; Multi-Religious; Cultural and Lingual

UNIT – II

Indian Social Institutions: Kinship, Family, Marriage; Caste and its Changing Dimensions.

UNIT – III

Processes of Social Change in India: Sanskritization, Westernization, Parochialization and Universalization

UNIT – IV

Social Issues and Problems: Gender Discrimination, Secularism and Religious Minorities, Problems of Dalits, Women and OBC and Affirmative Actions

Recommended Books:

Ahuja, Ram (1997): Society in India: Concept, Theories and Recent Trends, Jaipur: Rawat Publication.

Beteille, Andre (1992): Backward Classes in Contemporary India, New Delhi: OUP.

Dube, S.C.(1991): Indian Society, New Delhi : National Book Trust.

Ghurye, G.S. (1968): Social Tension, Bombay: Popular Prakashan.

Karve, Iravati (1961): Hindu Society: An Interpretation, Pune: Daccan College.

Mandelbaum, D.G. (1970): Society in India, Bombay: Popular Prakashan.

Sharma K.L.(ed.) (1994): Caste and Class, Jaipur, Rawat Publication.

Srinivas, M.N.(1980): India's : Social Structure, New Delhi : Hindustan Publication.

Srinivas, M.N.(1985): Social Change in Modern India, New Delhi : Orient Longman.

India: 2010 Govt. of India, New Delhi, Govt. of India publication division.

M.A.(Hons)-5 Years Integrated Course –Public Administration
5th Semester
Social Welfare Administration-I

MPA-V-01

M.Marks = 100
Theory= 80
I.A. = 20
Time: 3.00 hrs.

Note: Attempt five questions, selecting one question from each Unit. Q.No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT-I

Basic Concepts: Social Welfare, Social Service, Social Work and Social Reforms.

UNIT-II

Distinction between Social Services and Social Welfare Services,
Distinction between Social Work and Social Welfare,
Methods of Social Work.

UNIT-III

Factors Determining Social Welfare Programmes,
Social Welfare Models,
Social Welfare Administration: Meaning, Nature, Scope and Principles.

UNIT-IV

Evolution of Social Welfare in India; Ancient, Medieval and British Period,
Indian Constitution and Social Welfare,
Five Year Plans and Social Welfare in India.

RECOMMENDED BOOKS:

D.R. Sachdeva, Social Welfare in India, Allahabad: Kitab Mahal, 2009
S.L. Goel, Social Welfare in India, New Delhi: Deep & Deep, 1988.
Surender Kataria, Social Welfare in Administration in India, Jaipur:RBSA, 2002
D.P. Chaudhary, Social Welfare Administration, Delhi: Atma Ram & Sons. 1992
D.K. Mishra, Social Administration, Jaipur: College Book Depot, 1990.
T.N. Chaturvedi and S.K. Chandra, Social Administration Development and Change,
New Delhi: IIPA, 1980.

M.A.(Hons)-5 Years Integrated Course –Public Administration
5th Semester
Social Problems in India

MPA-V-02

M.Marks = 100

Theory= 80

I.A. = 20

Time: 3.00 hrs.

Note: Attempt five questions, selecting one question from each Unit. Q.No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT-I

Social Problem: Concepts, Meaning and Importance, Deviance and Social Disorganization.

UNIT-II

Structural Issues: Inequality of Caste, Class and Gender, Problems of Minorities.

UNIT-III

Problem and Issues: Female Foeticide, Dowry, Domestic Violence, Problems of Aged and Divorce.

UNIT-IV

Social Disorganization: Crime and Juvenile Delinquency, Corruption, Drug Addiction, Suicide, Prostitution and AIDS

RECOMMENDED BOOKS:

Ahuja, Ram (2000): Social Problems in India, New Delhi : Rawat Publications

Beteille, Andre (1992) : Backward Classes in Contemporary India, New Delhi :OUP

Beteille, Andre (1974): Social Inequality, New Delhi :OUP

Bereman, G.D. (1979) : Caste and Other Inequalities: Essay in Inequality, Meerut: Folklore Institute.

Dube, Leela (1997) : Women and Kinship, Comparative Perspectives on Gender in South and Southeast Asia, New Delhi: Sage Publication

Desai, Neera & Usha Thakkar (2007): Women in Indian Society, National Book Trust, India.

Gadgil, Madhav and Ramchandra Guha (1996): Ecology and Equality: The use and Abuse of Nature in Contemporary India, New Delhi: OUP

Gill, S.S. (1998): The Pathology of Corruption, New Delhi: Harper Colline Publishers.

Satya Murty, T.V. (1996): Region Religion, Caste, Gender and Culture in Contemporary India, New Delhi: OUP

M.A.(Hons)-5 Years Integrated Course –Public Administration
5th Semester
Rural Local Administration

MPA-V-03

M.Marks = 100

Theory= 80

I.A. = 20

Time: 3.00 hrs.

Note: Attempt five questions, selecting one question from each Unit. Q.No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT-I

Local Government: Meaning, Functions and Significance,
Evolution of Local Self Governments in India: Features of Lord Ripon's Resolution, 1882 ; Features of Royal Commission on Decentralization, Features Government of India Act, 1935, Regarding local Governments

UNIT-II

Community Development Programme and Local Governments, Features of Balwant Rai Mehta Committee, 1957; Features of Ashok Mehta Committee, 1978, Features and Impact of L.M. Singhvi Committee, 1985

UNIT-III

Features of 73rd Amendment Act, 1992;
Organization and Functions of Gram Sabha;
Organization and Functions of Gram Panchayat;
Organization and Functions of Panchayat Samiti.

UNIT-IV

Organization and Functions of Zila Parishad;
Financial Resources of Panchayati Raj Institutions;
Government Control over Panchayati Raj Institution;
Organization and Functions of District Planning Committee.

Rural Local Administration

Recommended Books:

- S.R. Maheshwari, Local Government in India, New Delhi: Origin Longman, 1984.
- S.N. Mishra, New Horizons in Rural Development Administration, New Delhi: Mittal, 1989.
- Sahib Singh and Swinder Singh, Local Government in India, Jalandhar: New Academic Publication, 1992.
- Mohinder Singh, Rural Development in India, Current Perspectives, New Delhi: Intellectual Publication, 1992.
- Vasant Desai, Fundamentals of Rural Development; A Systems Approach, New Delhi: Himalayia Publication, 1991.
- M. Aslam, Panchayati Raj in India, New Delhi: NBT, 2007.

/46/

M.A.(Hons)-5 Years Integrated Course –Public Administration
5th Semester
Introduction to Computer

MPA-V-04

M.Marks = 100

Theory = 60

Practical = 40

Time: 3.00 hrs.

Note: Attempt five questions, selecting one question from each Unit. Q.No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT-I

Evolution of Computer: Ancient Period, Middle Period and Modern Period,
Classification of Digital Computer, Characteristics and Importance

UNIT-II

Memory and Mass Storage Devices: Characteristic of Memory System, Types of Memory, Core Memory, Semi Conductor, Magnetic Tapes and Software

UNIT-III

Computer Networks and their Applications: Types of Computer Networks, Local Area Networking (LAN) Wide Area Networks (WAN), Public and Private Networks,
Application of Computer Networks

UNIT-V

Internet and Its Application: Meaning, Definition and Importance of Internet,
Applications of Internet in India, Pre-requisites for Establishment and Internet. Computer Virus: Meaning, Types and Precautions.

SYLLABUS OF PRACTICAL:

M.S. Office, M.S. Excel

Recommended Books

1. Rajaraman V, Radhakrishanan T, “An Introduction to Digital Computer Design” Prentice-Hall of India Pvt. Ltd., 1988
2. Grauer R.T. & Sugrue P.K., “Micro-computer Applications”, McGraw Hill, 1987
3. Batee T.C., “Digital Computer Fundamentals, 5th Edition, McGraw Hill, 1987
4. Rajaraman V., “Fundamental of Computers”, Prentice Hall, 1995
5. Subramanian N. “Introduction to Computers”, Fundamental of Computer Sciences, Tata McGraw Hill, 1986
6. Singh S, “Fundamental of Computer”, New Delhi: Khanna publications 1998.
7. Nasib Singh Gill, Fundamentals of Computer

SYLLABUS WITH MINOR CHANGING PASSED IN PG BOS ON 27.01.2014
M.A.(Hons)-5 Years Integrated Course - 6th Semester
Social Welfare Administration – II (w.e.f. 2014-2015)

MPA-VI-01

M.Marks = 100

Theory= 80

I.A. = 20

Time: 3.00 hrs.

Note: Attempt five questions, selecting one question from each Unit. Q.No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT-I

Ministry of Social Welfare: Organization & Functions,
Social Welfare Department at State Level.
Social Welfare Administration at District level.

UNIT-II

Role of Voluntary Organization in Social Welfare,
Implementation, Achievement and difficulties in the way of family welfare programmes in India.
Women Welfare Programmes in India.

UNIT-III

Child Welfare Programmes in India,
Youth Welfare Programmes in India,
Aged Welfare Programmes in India.

UNIT-IV

SC and ST Welfare Programmes in India,
OBC Welfare Programmes in India,
Disabled Welfare Programmes in India.

RECOMMENDED BOOKS:

- D.R. Sachdeva, Social Welfare in India, Allahabad: Kitab Mahal, 2009
S.L. Goel, Social Welfare in India, New Delhi: Deep & Deep, 1988.
Surender Kataria, Social Welfare in Administration in India, Jaipur: RSBA, 2002.
D.P. Chaudhary, Social Welfare Administration, Delhi: Atma Ram & Sons, 1992.
D.K. Mishra, Social Administration, Jaipur: College Book Depot, 1990.

M.A.(Hons)-5 Years Integrated Course –Public Administration

6th Semester

Social Change and Development

MPA-VI-02

M.Marks = 100

Theory= 80

I.A. = 20

Time: 3.00 hrs.

Note: Attempt five questions, selecting one question from each Unit. Q.No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT-I

Social Change: Concept, Forms and Factors

UNIT-II

Theories of Social Change: Linear; Cyclical; Fluctuation; Conflict Theories (Marx)

UNIT-III

Social Change in Contemporary India: Trends and Processes of Change – Sanskritisation, Westernisation, Modernisation and Secularisation

UNIT-IV

State and Development in India: Strategies of Government's Development Schemes – Impact of Five Year Plan. Community Development Programme and Panchayati Raj Institutions, Impact of Panchayati Raj on Women Empowerment.

RECOMMENDED BOOKS:

Appadurai, Arjun (1997) , Modernity At Large: Cultural Dimensions of Globalization, New Delhi: OUP

Bernd, Hamns & Pandurang K. Mutagi (1998), Sustainable Development and Future of Cities, Intermediate Technology Publication, UNSECO

Dreze, Jean and Amartya Sen.(1996), India: Economic Development and Social Opportunity New Delhi. OUP

Desai, A.R. (1985), India's Path of Development: A Marxist Approach Bombay: Popular Parkashan (Chapter-2)

/50/

Dube, S.C. (1988), Modernization and Development: The Search for Alternative Paradigm, Vistaar Publication, New Delhi.

Dube, S.C. (2000) , Vikas Ka Samajshastra, Vani Parkashan, New Delhi.

Giddens, Anthony (1990). The Consequences of Modernity, Cambridge: Polity Press

Magdoff, Harry (2002), Imperialism and Globalisation. Cornerstone Publications, Kharagpur.

Myrdal. G. (1966). In Shanin. Theodor (Ed.) Peasant and Peasant Societies, Penguin.

Moor. Wilbert and Robert Cook. (1967). Social Change, New Delhi: Prentice-Hall (India)

N. Long (1977). An Introduction to the Sociology of Rural Development. Tavistock Publications, London.

Sharma. S.L. (1986). Development Socio-Cultural Dimensions Jaipur: Rawat(Chapter-I)

Srinivas, M.N. (1966). Social Change in Modern India Berkley: University of Berkley

S.C. Dube (1998) : Modernization and Development, New Delhi: Vistaar Publishers.

M.A.(Hons)-5 Years Integrated Course –Public Administration

6th Semester

Urban Local Administration

MPA-VI-03

M.Marks = 100

Theory= 80

I.A. = 20

Time: 3.00 hrs.

Note: Attempt five questions, selecting one question from each Unit. Q.No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT-I

Evolutions of Urban Local Bodies in India ,
Features of 74th Amendment Act, 1992 ,
Organization and Functions of Municipal Committee,
Financial Resources of Municipal Committee.

UNIT-II

Organization and Functions of Municipal Council,
Power and functions of the President of Municipal Council,
Financial Resources of Municipal Council,
Financial Difficulties of Municipal Council.

UNIT-III

Features of Haryana Municipal Corporation Act, 1994,
Organization and functions of Municipal Corporation,
Power and functions of Mayor of Municipal Corporation,
Financial Resources of Municipal Corporation.

UNIT-IV

Government Control over Urban Local Bodies ,
Personnel Management of Urban Local Administration,
Role of District Planning Committee in Urban Development.

Urban Local Administration

Recommended Books:

U.B. Singh, Urban Administration in India, New Delhi: Serials, 2004

K.K. Puri, Local Self Governments, Jalandhar: Bharat Prakashan, Latest Edition

PSN Rao, Urban Governance and Management, New Delhi: Kanishka, 2006.

S.R. Maheshwari, Local Self Govt. in India, Agra: Lakshmi Narain, Latest Edition

M.A.(Hons)-5 Years Integrated Course –Public Administration
6th Semester
Environment Protection Administration

MPA-VI-04

M.Marks = 100

Theory= 80

I.A. = 20

Time: 3.00 hrs.

Note: Attempt five questions, selecting one question from each Unit. Q.No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT-I

Environment: Meaning, Definition, Scope and Significance,
Environment Ethics,
Environment Challenges in India.

UNIT-II

Environment Protection: Meaning, Definition and Significance,
Environment policy and administration in India,
Department of Environment, Forest and Wild life.

UNIT-III

Environment Pollution, Meaning, Causes, Effects and Control Mechanism,
Types of Pollution,
Environment Education

UNIT-IV

Environmental issues:
People's Participation in Environment Protection
Role of NGO in Environment Protection,
Environment Management

Recommended Books:

- D.B.N. Murthy, Environmental Awareness and Protection: A Base Book on EVS, New Delhi: Deep and Deep, 2004.
- A.K. Tiwari, Environmental Laws in India, New Delhi: Deep & Deep, 2006.
- DB.N. Murthy, Environmental Planning and Management, New Delhi: Deep & Deep, 2005.
- K. Thakur, Environmental Protection Law and Policy in India, New Delhi: Deep & Deep, 2005.
- P.P. Singh and S. Sharma, Teaching of Environment, New Delhi: Deep & Deep, 2004.

Sem-VII and VIII (Hons)

Five Years Integrated (Hons) Public Administration
M.A.(Hons) Public Administration Five Year Integrated Programme with the
option to exit B.A.(Hons.) in Public Administration after 3 years
Syllabi and Courses of Reading For Five Years Integrated Programme in Public
Administration
 First Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-I-01	Elements of Public Administration-I	80	20	3 hrs.
02	MPA-I-02	Indian Administration-I	80	20	3 hrs
03	MPA-I-03	Personnel Administration-I	80	20	3 hrs.
04	MPA-I-04	Basic Concepts in Sociology	80	20	3 hrs.
05	MPA-I-05	English-I	80	20	3 hrs.

Second Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-II-01	Elements of Public Administration-II	80	20	3 hrs.
02	MPA-II-02	Indian Administration-II	80	20	3 hrs
03	MPA-II-03	Personnel Administration-II	80	20	3 hrs.
04	MPA-II-04	Society, Culture and Social Change	80	20	3 hrs
05	MPA-II-05	English-II	80	20	3 hrs.

Third Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-III-01	Comparative Public Administration-I	80	20	3 hrs.
02	MPA-III-02	Indian Polity/Constitution	80	20	3 hrs
03	MPA-III-03	Development Administration-I	80	20	3 hrs.
04	MPA-III-04	Methods in Social Research	80	20	3 hrs.

Fourth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IV-01	Comparative Public Administration-II	80	20	3 hrs.
02	MPA-IV-02	Financial Administration	80	20	3 hrs
03	MPA-IV-03	Development Administration-II	80	20	3 hrs.
04	MPA-IV-04	Indian Society	80	20	3 hrs.

/3/

Fifth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-V-01	Social Welfare Administration-I	80	20	3 hrs.
02	MPA-V-02	Social Problems in India	80	20	3 hrs

03	MPA-V-03	Rural Local Administration	80	20	3 hrs.
04	MPA-V-04	Introduction to Computer	60	40(P)	3 hrs.

Sixth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-VI-01	Social Welfare Administration-II	80	20	3 hrs.
02	MPA-VI-02	Social Change and Development	80	20	3 hrs
03	MPA-VI-03	Urban Local Administration	80	20	3 hrs.
04	MPA-VI-04	Environment Protection Administration	80	20	3 hrs.

/4/

Seventh Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-VII-01	Administrative Theory	80	20	3 hrs.
02	MPA-VII-02	Administrative Thinker	80	20	3 hrs
03	MPA-VII-03	Human Resource Development-I	80	20	3 hrs.
04	MPA-VII-04	Central Administration	80	20	3 hrs.
05	MPA-VII-05	Labour Welfare Administration- I	80	20	3 hrs.

Eight Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-VIII-01	Organizational Behaviour	80	20	3 hrs.
02	MPA-VIII-02	State Administration	80	20	3 hrs
03	MPA-VIII-03	Human Resource Development-II	80	20	3 hrs.
04	MPA-VIII-04	Administrative Reforms in India	80	20	3 hrs.
05	MPA-VIII-05	Labour Welfare Administration-II	80	20	3 hrs.

/5/

Ninth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-01	Administrative Law-I	80	20	3 hrs.
02	MPA-IX-02	Judicial Administration	80	20	3 hrs
03	MPA-IX-03	Research Methodology-I	80	20	3 hrs.
04	MPA-IX-04	Specialization Paper	80	20	3 hrs.
05	MPA-IX-05	Specialization Paper	80	20	3 hrs.

Tenth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	

01	MPA-X-01	Administrative Law-II	80	20	3 hrs.
02	MPA-X-02	Consumer Protection Administration	80	20	3 hrs
03	MPA-X-03	Research Methodology-II	80	20	3 hrs.
04	MPA-X-04	Specialization Paper	80	20	3 hrs.
05	MPA-X-05	Specialization Paper	80	20	3 hrs.

/6/

Specialization Streams

A- Advanced Public Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Right to Information in India	80	20	3 hrs.
02	MPA-IX-05	Citizen Centred Administration	80	20	3 hrs
03	MPA-X-04	Management Information System	80	20	3 hrs.
04	MPA-X-05	Computer Application in Administration	80	20	3 hrs.

B - Governance and Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Good Governance	80	20	3 hrs.
02	MPA-IX-05	Constitutional Governance	80	20	3 hrs

03	MPA-X-04	E-Governance in India	80	20	3 hrs.
04	MPA-X-05	Ethical Governance in India	80	20	3 hrs.

/7/

C - Social Welfare Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Principles of Social Welfare	80	20	3 hrs.
02	MPA-IX-05	Women Welfare in India	80	20	3 hrs
03	MPA-X-04	Child Welfare in India	80	20	3 hrs.
04	MPA-X-05	SC/ST Welfare in India	80	20	3 hrs.

D – Labour Welfare Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Basic Concepts of Industrial Relations	80	20	3 hrs.
02	MPA-IX-05	Labour Laws in India	80	20	3 hrs
03	MPA-X-04	Wages/Salary Administration	80	20	3 hrs.
04	MPA-X-05	Labour Welfare Policy and Perogrammes	80	20	3 hrs.

/8/

E – Disaster Management and Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Basic Concepts of Disaster Management	80	20	3 hrs.
02	MPA-IX-05	Understanding the Natural Disaster	80	20	3 hrs
03	MPA-X-04	Understanding the Man-made Disaster	80	20	3 hrs.
04	MPA-X-05	Disaster Response and Preparedness	80	20	3 hrs.

F – Banking and Insurance Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Financial Services & Bank Administration	80	20	3 hrs.
02	MPA-IX-05	Banking Laws and Practice in India.	80	20	3 hrs
03	MPA-X-04	General Insurance Management & Administration	80	20	3 hrs.
04	MPA-X-05	Life Insurance Management & Administration	80	20	3 hrs.

/9/

G – Police Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	

01	MPA-IX-04	Elements of Police Administration	80	20	3 hrs.
02	MPA-IX-05	Police Personnel Administration	80	20	3 hrs
03	MPA-X-04	Jail Administration in India	80	20	3 hrs.
04	MPA-X-05	Criminal Law and Police Administration	80	20	3 hrs.

H – Human Rights

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Fundamentals of Human Rights	80	20	3 hrs.
02	MPA-IX-05	Human Rights at Global Level	80	20	3 hrs
03	MPA-X-04	Human Rights Education and Training	80	20	3 hrs.
04	MPA-X-05	Human Rights: Judiciary, Media & NGOs	80	20	3 hrs.

1
M.A.(HONS)-5 YEARS INTEGRATED COURSE
Annexure-A

SEMESTER- VII

PAPER: MPA-VII-01

ADMINISTRATIVE THEORY

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Public Administration: Meaning & Definition; Growth of Public Administration, New Public Administration: Concept, growth, features & Criticism, Public Private Partnership: concept & Growth. New Public Management: Concept, growth, features & Criticism.

UNIT-II

Organisational Models: Open & Closed, Organisational Effectiveness: Concept & determinants, Leadership: Concept, Definition & theories.

UNIT-III

Theories of Administrative- Organisations: Henry Fayol's Contribution to Administrative Theory, Scientific Management Theory, Human Relations Theory

UNIT-IV

Communication: Meaning, Importance, Types & Process, Barriers to Communication, Supervision: meaning, Importance, techniques & Methods of supervision, Administrative-Tribunals: Concept, Merits & demerits, Administrative adjudication: Advantages & limitations.

Recommended Books:

1. Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
2. Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
3. Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.
4. Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: 477BNJ

- 5 Basu, Rumki Public Administration: Concepts & Theories, Sterlin Publisers Pvt. Limited, New Delhi, 1994.**
- 6 Baghel, C.L., Yogendra Kumar, Public Administration: Concept, approaches & Oranisional Structure, Kanishka Publisers, Distributors, New Delhi.**
- 7 Sharma M. Theory of Public Admn., Anmol Publications Pvt. Ltd., New Delhi, 2003.**

**M.A.(HONS)-5 YEARS INTEGRATED COURSE
SEMESTER- VII**

PAPER: MPA-VII-02

Administrative Thinker

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

Kautaliya, Woodrow Wilson, Henri Fayol.

Unit-II

Luther Gullick, Lyndall Urwick, M.P. Follett.

Unit-III

F.W. Taylor, Elton Mayo

Unit-IV

Max Weber, Karl Marx.

Recommended Books:

1. George S. Claudes Jr., The History of Management Thought, New York, Prentice Hall, 1968.
2. R.N. Singh, Management Thought and Thinkers, Delhi, S. Chand, 1977.
3. Umesh Kumar and Sanjay Kumar Singh, Prachin Avm Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
4. Marino Pinto, Management Thinkers, Bombay, Allied Publishers, 1986.
5. G.S. Sudha, History of Management Thought, Jaipur, RBSA, 1991 (Hindi Medium)
6. S.S. Nisha Ali, Eminent Administrative Thinkers, Delhi Associated Publishing House, 1998
7. S.R. Maheshwari, Administrative Thinkers, New Delhi: Macmillan, India Ltd., 2003
8. Ravindra Prasad; V.S. Prasad and Satyanarayan (ed.) Administrative Thinkers, New Delhi, Sterling, 2012.

**M.A.(HONS)-5 YEARS INTEGRATED COURSE
SEMESTER- VII**

PAPER: MPA-VII-03

HUMAN RESOURCE DEVELOPMENT (i)

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Human Resource Development : Evolution of Human Resource Development, Meaning, Nature, Scope, Functions, Principles and Significance of Human Resource Development. Human Resource Development and Personnel Management.

UNIT-II

Human Resource Development Practices: Human Resource Planning, Training and Development, Wage Administration.

UNIT-III

Organisational Conflicts : Meaning, Kinds, Reasons, Procedure and Techniques of Conflict Management.

Grievances Handling Mechanism: Meaning, Causes, Need, Grievance and Factors affecting Grievance Procedure

Discipline, Meaning, Objectives, Nature, Causes, Principles of Maintaining Discipline..

UNIT-IV

Organisational Efficiency: Meaning, Causes of Inefficiency, Human Resource Research, Human Resource Audit.

Recommended Books:

- T.D. Tiwari, Human Resource Development A New Perspective, Shanti Prakashan, Delhi, 2003,
- Deepak Sharma, Human Resource Development, APH publishing Corporation, New Delhi, 2011.
- Sandhir Sharma, Human Resource Development, Maxford Books, New Delhi, 2009
- A.M. Sheik, Human Resource Development And Management, S. Chand & Company Ltd., New Delhi, 2003.
- Bhawdeep and Prem Kumar, Current Trends in Human Resource Development (HRD), Deep & Deep Publicatiocations, New Delhi, 1995.
- T.V. Rao, Future of HRD, Macmillan India Ltd., New Delhi, 2003.
- T.V. Rao, Alternative Approaches and Strategies of Human Resource Development, Rawat li, n Publications, Jaipur, 1988.
- J.P. Malik, Development Organizations for 21st Century, Development Associates, New Delhi, 2000.
- M.P. Srivastava, Human Resource Planning, Manak Publications Pvt. Ltd., New Delhi, 1997.
- H.C. Ganguli, Job Satisfaction Scales for Effective Management, Concept Publishing Company, New Delhi, 1994.
- M.A. Sahaf, Management Accounting Principles and Practice, Vikas Publishing House Pvt. Ltd., New Delhi, 2000.
- G.D. SHARMA, K.K.Sharma and G.C. Surana, Manav Sanshadhan Prabandh, Ramesh Book Depot, Jaipur, 1997.
- S.N. Mittal, Prabhandh Lakhankan, Mahabir Book Deport, Delhi.

- **B.S. moshal, Organisational Theory and Behaviour, New Delhi : Ane Books, 2009.**
- **KumKum mukherjee, Principles of Management and Organisational Behaviour, New Delhi: Tata mcGraw Hills, 2009**
- **S.K. Srivastva and Patiraj Kumari, Organizational Behaviour: A comprehensive Study, New Delhi: Global vision Publishers, 2010.**
- **P. Subba Rao, Management and Organisational Behaviour, New Delhi: Himalaya Publishers, 2012.**
- **C.B.Gupta, Organisational Behaviour, New Delhi, 2012.**
- **R.K. Single, Organisational Behaviour, New Delhi, 2012**
- **Shashi K. Gupta, Organisational Behaviour, New Delhi.**
- **K. Aswathappa, Organisational Behaviour, New Delhi : Himalaya Publishers, 2012.**
- **Niraj Kumar, Organizational Behaviour, Mumbai: Himalya Publishers, 2013.**

**M.A.(HONS)-5 YEARS INTEGRATED COURSE
SEMESTER- VII**

PAPER: MPA-VII-04

CENTRAL ADMINISTRATION

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Indian Federalism: Nature of Indian Administration, Federal and Unitary elements. Reasons of Strong Centre. Centre-State Relations : Legislative, Administrative and Financial.

UNIT-II

Indian Parliament and its working: Functions and Role. Present status of Lok Sabha and Rajya Sabha Parliamentary Standing Committees.

The Union Council of Ministers: Salient features of the Cabinet System , Composition, Powers and functions of the Cabinet. Council of Ministers Vs Cabinet.

UNIT-III

Supreme Court : Organisation and Powers. Judicial Review: Meaning, nature and limitations. Central Administrative Tribunal, Judicial Activism.

UNIT-IV

Generalist and Specialist: Historical Perspective, Difference between Generalists and Specialists. Administration of Public Enterprises: Patterns, Role, Performance and Impact of Liberalisation.

Recommended Books:

- S.R. MAHESHWARI, Evolution of Indian Administration, New Delhi: Orient Longman, (Latest Edition) 1974. (Hindi & English)
- S.R. Maheshwari, Indian Administration, New Delhi: Orient Longman.
- Surender Kataria, Indian Administration, Jaipur, RSBA, 2007.
- B.L. Fadia, Indian Administration, Agra : Sahitya Bhawan, 2007.
- B.B. Misra, The Central Administration of the East Company, London: Manchester Press, 1959.
- R.K. Arora and Rajni Goyal, Indian Public Administration, New Delhi: Wishwa, 1997.
- Hoshier Singh, Indian Administration Allahabad: Kitab Mahal, 1998.
- Anirudh Ray, Some Aspects of Mughal Administration, New Delhi: Kalyani 1984.
- Prasad K. Nayak, S. Sen and G.S. Mansukhani (eds.) Indian Administration, New Delhi: Unique Publishers, 2007.
- Ashok Chand, Indian Administration, London: Allen and Unwin, 1967
- R.P. Khosla, Administrative Structure of the Great Mughals, Delhi: Kanti Publications, 1991.
- J.N. Sarkar, Mughal Administration, Calcutta: M.C. Sarkar, 1935.
- Rumki Basu, Public Administration in India, Delhi: Sterling Publishers Private Limited, 2014..

**M.A.(HONS)-5 YEARS INTEGRATED COURSE
SEMESTER- VII**

PAPER: MPA-VII-05

LABOUR WELFARE ADMINISTRATION-I

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

Labour Welfare- Meaning, Nature and Scope, Principles and Significance, Evolution of Labour Welfare, Theories of Labour Welfare.

Unit-II

Labour Movement in India, Impact of Trade Union Movement on Indian Labour Movement, Problems of Organized and Unorganized Labour in India.

Unit-III

Labour Policy in India, International Labour Organization (ILO), I.L.O. and Labour Welfare in India, Recruitment of Industrial Labour in India.

Unit-IV

Union Ministry of Labour and Employment, Central Chief Labour Commissioner, National Commission on Labour.

Books Recommended:

1. Vaid K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970
2. Singh V.B., Industrial Labour in India: Bombay Asia Publishing House 1967
3. Malhotra., The Law of Industrial Disputes, 1968
4. Sabramaniam C.N., Labour Management Relations in India.
5. Joshi E.K. & Dhyani, S.N., Labour Administration, Department of Adult Education, Jaipur, University of Rajasthan, 1969.
6. India, Report of the Labour Investigation Committee.
7. India, Report of the Commission on Labour, 1969 & 2002.
8. Singh, R.C.P., Labour Welfare Administration, Delhi, Deep and Deep 1989.

9. Sexena, R.C., Labour Problems and Social Welfare, Meerut, Jai Parkash Nath, 1974.
10. T.N. Bhagoliwal, Economics of Industrial Relations and Labour Welfare in India.
11. Mamoria, C.B. , Industrial Relations and Labour Welfare in India, Kitab Mahal, Allahabad, 1975.

**M.A.(HONS)-5 YEARS INTEGRATED COURSE
SEMESTER- VIII**

PAPER: MPA-VIII-01

ORGANIZATIONAL BEHAVIOUR

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Introduction to Organisational Behaviour: Meaning, Nature, Scope, Features, Importance, Foundations and Approaches.

UNIT-II

Factors of Individual Behaviour : Personal, Environmental, Psychological and Organisational Systems & Resources.

Determinants of Group Behaviour : External Conditions, Group Member's Resources.

UNIT-III

Perception : Meaning, Process and Influencing Factors; Perception and Organisational Behaviour.

Attitude : Meaning, Nature, Components, Formation; Attitude and Organisational Behaviour.

UNIT-IV

Organisational Culture: Meaning, Dimensions, Approaches and Changing Context of Organisational Culture.

Organisational Change: Meaning, Types, Importance, Approaches and Role in Organisational Behaviour.

Recommended Books :

- B.S. Moshal, Organisational Theory and Behaviour, New Delhi : Ane Books, 2009.

- KumKum mukherjee, Principles of Management and Organisational Behaviour, New Delhi: Tata mcGraw Hills, 2009
- S.K. Srivastva and Patiraj Kumari, Organizational Behaviour: A Comprehensive Study, New Delhi: Global Vision Publishers, 2010.
- P. Subba Rao, Management and Organisational Behaviour, New Delhi: Himalaya Publishers, 2012.
- C.B.Gupta, Organisational Behaviour, New Delhi, Dhanpat Rai Publishers, 2012.
- R.K. Singla, Organisational Behaviour, New Delhi, V.K. Publication, 2012
- K. Aswathappa, Organisational Behaviour, New Delhi : Himalaya Publishers, 2012.
- Niraj Kumar, Organizational Behaviour, Mumbai: Himalya Publishers, 2013.
- Shashi K. Gupta, Organisational Behaviour, New Delhi, 2013

**M.A.(HONS)-5 YEARS INTEGRATED COURSE
SEMESTER- VIII**

PAPER: MPA-VIII-02

STATE ADMINISTRATION

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

State Legislature and its role, State Council of Ministers: Composition, Functions and Powers. Governor and the Council of Ministers. Coalition Government: features and Impact.

UNIT-II

Haryana Urban Development Authority: Organisation , functions, evaluation.
Administrative Reform Commissions in Haryana.

State Election Commission: Organisation and functions

UNIT-III

District Administration: Divisional: Role and Position. Deputy Commissioner Powers, functions and changing role of Deputy Commissioner after Independence.
Superintendent of Police Powers and functions.

UNIT-IV

District Rural Development Agency: Organisation and functions

.
Haryana Rural Development Authority: Organisation and functions., BDPO (Block Development and Panchayat Officer of Haryana).

Recommended Books:

- S.R. MAHESHWARI, Evolution of Indian Administration, New Delhi: Orient Longman, (Latest Edition) 1974. (Hindi & English)
- S.R. Maheshwari, Indian Administration, New Delhi: Orient Longman.
- Surender Kataria, Indian Administration, Jaipur, RSBA, 2007.
- B.L. Fadia, Indian Administration, Agra : Sahitya Bhawan, 2007.
- B.B. Misra, The Central Administration of the East Company, London: Manchester Press, 1959.
- R.K. Arora and Rajni Goyal, Indian Public Administration, New Delhi: Wishwa, 1997.
- Hoshier Singh, Indian Administration Allahabad: Kitab Mahal, 1998.
- Anirudh Ray, Some Aspects of Mughal Administration, New Delhi: Kalyani 1984.
- Prasad K. Nayak, S. Sen and G.S. Mansukhani (eds.) Indian Administration, New Delhi: Unique Publishers, 2007.
- Ashok Chand, Indian Administration, London: Allen and Unwin, 1967
- R.P. Khosla, Administrative Structure of the Great Mughals, Delhi: Kanti Publications, 1991.
- J.N. Sarkar, Mughal Administration, Calcutta: M.C. Sarkar, 1935.
- Rumki Basu, Public Administration in India, Delhi: Sterling Publishers Private Limited, 2014.
- S.R. Maheshwari, State Governments In India, New Delhi: Macmillan, 2000.
- Ramesh Arora and Geeta Chaturvedi, Bharat Mein Rajya Prashashan, Jaipur, RSBA,2001.
- Harish Chander Sharma, State Administration in India (Hindi) Jaipur: College Book Depot, 2002.

Semester-VIII

MPA-VIII-03

HUMAN RESOURCE DEVELOPMENT (ii)

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

Human Resource Practices: Human Resource Accounting, Career planning and Development, Performance Appraisal.

Unit-II

Employees and Organisation:

Communication, Management Information System, Organisational Development.

Unit-III

Job Analysis Process: Job Analysis, Job Description, Job specification and Job Enrichment,

Unit-IV

Challenges and Trends in HRD, Management by Objectives, Creativity in Management, Modern Trends and Challenges in Human Resource Development, Human Development in Indian Perspective.

Recommended Books:

- T.D. Tiwari: Human Resource Development, A New Perspective . Shanti Prakashan Delhi,2003..
- Deepak Sharma, Human Resource Development, APH publishing Corporation, New Delhi, 2011.
- Sandhir Sharma, Human Resource Development, Maxford Books, New Delhi, 2009
- A.M. Sheik, Human Resource Development And Management, S. Chand & Company Ltd., New Delhi, 2003.
- Bhawdeep and Prem Kumar, Current Trends in Human Resource Development (HRD), Deep & Deep Publicatiocations, New Delhi, 1995.
- T.V. Rao, Future of HRD, Macmillan India Ltd., New Delhi, 2003.
- T.V. Rao, Alternative Approaches and Strategies of Human Resource Development, Rawat li, n Publications, Jaipur, 1988.
- J.P. Malik, Development Organizations for 21st Century, Development Associates, New Delhi, 2000.
- M.P. Srivastava, Human Resource Planning, Manak Publications Pvt. Ltd., New Delhi, 1997.
- H.C. Ganguli, Job Satisfaction Scales for Effective Management, Concept Publishing Company, New Delhi, 1994.
- M.A. Sahaf, Management Accounting Principles and Practice, Vikas Publishing House Pvt. Ltd., New Delhi, 2000.
- G.D. SHARMA, K.K.Sharma and G.C. Surana, Manav Sanshadhan Prabandh, Ramesh Book Depot, Jaipur, 1997.
- S.N. Mittal, Prabhandh Lakhankan, Mahabir Book Deoport, Delhi.

- B.S. moshal, Organisational Theory and Behaviour, New Delhi : Ane Books, 2009.
- KumKum mukherjee, Principles of Management and Organisational Behaviour, New Delhi: Tata mcGraw Hills, 2009
- S.K. Srivastva and Patiraj Kumari, Organizational Behaviour: A comprehensive Study, New Delhi: Global vision Publishers, 2010.
- P. Subba Rao, Management and Organisational Behaviour, New Delhi: Himalaya Publishers, 2012.
- C.B.Gupta, Organisational Behaviour, New Delhi, 2012.
- R.K. Single, Organisational Behaviour, New Delhi, 2012
- Shashi K. Gupta, Organisational Behaviour, New Delhi.
- K. Aswathappa, Organisational Behaviour, New Delhi : Himalaya Publishers, 2012.
- Niraj Kumar, Organizational Behaviour, Mumbai: Himalya Publishers, 2013.

**M.A (Hons)-5 years Integrated Public Administration
Semester-VIII**

MPA-VIII-04

ADMINISTRATIVE REFORMS IN INDIA

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Administrative Reforms ; Meaning, nature, concept, Research Sources and Strategy .
Post Independence Administrative Reforms .

Bureaucracy and continuity of Reform Policy.

UNIT-II

Organisation and Method ; Meaning, Nature, Function, Objectives and Role

Location of O and M Unit, Staffing, O & M, Techniques ; Survey, Inspection, Forms,
Control, file Operations, Organisational Structure of O and M.

UNIT-III

Administrative Reforms Committees; Ist Administrative Reform Commission;
Organisation, function and Recommendations IInd Administrative Reforms
Commission, Organisation, function and Recommendations.

UNIT-IV

Globalisation and Administrative Reforms, Good Governance , Right to
Information,Citizen Charter and Responsive Administration

Recommended Books:

- S.R. Maheshwari, Administrative Reforms in India, New Delhi, McMillan India Ltd., 2002.
- Avasthi and Maheshwari, Public Administration, Agra, Lakshmi Narain Agarwal, 2001.
- B.L. Fadia and Kuldeep Fadia, Public Administration, Agra Sahitya Bhawan Publication, 2000
- M.P. Sharma and B.L. Sadana, Public Administration Theory and Practice, Allahabad, Kitab Mahal , 2006
- Ramesh K. Arora (ed), Administrative Theory, New Delhi, IIPA, 1984.
- S.R. Maheshwari, Theory and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- P.D. Sharma, H.C. Sharma, Theory and Practice of Public Administration, New Delhi, College Book Depot, 1998.
- L.D. White, Introduction to the Study of Public Administration, New York, MacMillan, 1995.

Semester-VIII

MPA-VIII-05

LABOUR WELFARE ADMINISTRATION-II

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

Labour Welfare and Liberalisation, Wage Policy and Wage Regulation Machinery, Workers Education & Training.

Unit-II

Labour Department with Special Reference to Haryana, Labour Welfare Officer, Workers Participation in Management.

Unit-III

Labour Legislation in India: Payment of Minimum Wages Act, 1936; Industrial Disputes Act, 1947.

Unit-IV

Labour Welfare Legislation in India: Employees Provident Fund Act 1952, Maternity Benefits Act 1961, Child Labour (Prohibition and Abolition) Act, 1986.

Books Recommended:

1. Vaid K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970
2. Singh V.B., Industrial Labour in India: Bombay Asia Publishing House 1967
3. Malhotra., The Law of Industrial Disputes, 1968
4. Sabramaniam C.N., Labour Management Relations in India.
5. Joshi E.K. & Dhyani, S.N., Labour Administration, Department of Adult Education, Jaipur, University of Rajasthan, 1969.
6. Report of the Commission on Labour, 1969 & 2002.
7. Singh, R.C.P., Labour Welfare Administration, Delhi, Deep and Deep 1989.
8. Sexena, R.C., Labour Problems and Social Welfare, Meerut, Jai Parkash Nath, 1974.
9. C.B. Mamoria, Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.

10. K. Mariappan, Employment Policy and Labour Welfare in India, New Delhi: New Century Publications, 2011.
11. C.S. Venkata Ratnam, Industrial Relations, New Delhi: Oxford University Press, 2008

**SYLLABUS WITH MINOR CHANGING PASSED IN PG BOS ON
27.01.2014**

**M.A.(Hons)-5 Years Integrated Course - 6th Semester
Social Welfare Administration – II (w.e.f. 2014-2015)**

MPA-VI-01

M.Marks = 100

Theory= 80

I.A. = 20

Time: 3.00 hrs.

Note: Attempt five questions, selecting one question from each Unit. Q.No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT-I

Ministry of Social Welfare: Organization & Functions,
Social Welfare Department at State Level.
Social Welfare Administration at District level.

UNIT-II

Role of Voluntary Organization in Social Welfare,
Implementation, Achievement and difficulties in the way of family welfare programmes
in India.
Women Welfare Programmes in India.

UNIT-III

Child Welfare Programmes in India,
Youth Welfare Programmes in India,
Aged Welfare Programmes in India.

UNIT-IV

SC and ST Welfare Programmes in India,
OBC Welfare Programmes in India,
Disabled Welfare Programmes in India.

RECOMMENDED BOOKS:

D.R. Sachdeva, Social Welfare in India, Allahabad: Kitab Mahal, 2009

S.L. Goel, Social Welfare in India, New Delhi: Deep & Deep, 1988.
Surender Kataria, Social Welfare in Administration in India, Jaipur: RSBA, 2002.
D.P. Chaudhary, Social Welfare Administration, Delhi: Atma Ram & Sons, 1992.
D.K. Mishra, Social Administration, Jaipur: College Book Depot, 1990.

**M.A.(Hons) Public Administration Five Year Integrated Programme with the option to exit B.A.(Hons.)in Public Administration after 3 years
Syllabi and Courses of Reading For Five Years Integrated Programme in Public Administration**

First Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-I-01	Elements of Public Administration-I	80	20	3 hrs.
02	MPA-I-02	Indian Administration-I	80	20	3 hrs
03	MPA-I-03	Personnel Administration-I	80	20	3 hrs.
04	MPA-I-04	Basic Concepts in Sociology	80	20	3 hrs.
05	MPA-I-05	English-I	80	20	3 hrs.

Second Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-II-01	Elements of Public Administration-II	80	20	3 hrs.
02	MPA-II-02	Indian Administration-II	80	20	3 hrs
03	MPA-II-03	Personnel Administration-II	80	20	3 hrs.
04	MPA-II-04	Society, Culture and Social Change	80	20	3 hrs
05	MPA-II-05	English-II	80	20	3 hrs.

Third Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-III-01	Comparative Public Administration-I	80	20	3 hrs.
02	MPA-III-02	Indian Polity/Constitution	80	20	3 hrs
03	MPA-III-03	Development Administration-I	80	20	3 hrs.
04	MPA-III-04	Methods in Social Research	80	20	3 hrs.

Fourth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IV-01	Comparative Public Administration-II	80	20	3 hrs.
02	MPA-IV-02	Financial Administration	80	20	3 hrs
03	MPA-IV-03	Development Administration-II	80	20	3 hrs.
04	MPA-IV-04	Indian Society	80	20	3 hrs.

Fifth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-V-01	Social Welfare Administration-I	80	20	3 hrs.
02	MPA-V-02	Social Problems in India	80	20	3 hrs
03	MPA-V-03	Rural Local Administration	80	20	3 hrs.
04	MPA-V-04	Introduction to Computer	60	40(P)	3 hrs.

Sixth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-VI-01	Social Welfare Administration-II	80	20	3 hrs.
02	MPA-VI-02	Social Change and Development	80	20	3 hrs
03	MPA-VI-03	Urban Local Administration	80	20	3 hrs.
04	MPA-VI-04	Environment Protection Administration	80	20	3 hrs.

Seventh Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-VII-01	Administrative Theory	80	20	3 hrs.
02	MPA-VII-02	Administrative Thinker	80	20	3 hrs
03	MPA-VII-03	Human Resource Development-I	80	20	3 hrs.
04	MPA-VII-04	Central Administration	80	20	3 hrs.
05	MPA-VII-05	Labour Welfare Administration- I	80	20	3 hrs.

Eight Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-VIII-01	Organizational Behaviour	80	20	3 hrs.
02	MPA-VIII-02	State Administration	80	20	3 hrs
03	MPA-VIII-03	Human Resource Development-II	80	20	3 hrs.
04	MPA-VIII-04	Administrative Reforms in India	80	20	3 hrs.
05	MPA-VIII-05	Labour Welfare Administration-II	80	20	3 hrs.

Ninth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-01	Administrative Law-I	80	20	3 hrs.
02	MPA-IX-02	Judicial Administration	80	20	3 hrs
03	MPA-IX-03	Research Methodology-I	80	20	3 hrs.
04	MPA-IX-04	Specialization Paper Basic Concepts of Disaster Management	80	20	3 hrs.
05	MPA-IX-05	Specialization Paper Understanding the Natural Disasters	80	20	3 hrs.

Tenth Semester

Sr.	Paper No.	Nomenclature of the Paper	Max. . Marks	Time
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No.			Theory	I.A.	
01	MPA-X-01	Administrative Law-II	80	20	3 hrs.
02	MPA-X-02	Consumer Protection Administration	80	20	3 hrs
03	MPA-X-03	Research Methodology-II	80	20	3 hrs.
04	MPA-X-04	Specialization Paper Understanding the Man-Made Disaster	80	20	3 hrs.
05	MPA-X-05	Specialization Paper Disaster Response and Preparedness	80	20	3 hrs.

Specialization Streams

A- Advanced Public Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Right to Information in India	80	20	3 hrs.
02	MPA-IX-05	Citizen Centred Administration	80	20	3 hrs
03	MPA-X-04	Management Information System	80	20	3 hrs.
04	MPA-X-05	Computer Application in Administration	80	20	3 hrs.

B - Governance and Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Good Governance	80	20	3 hrs.
02	MPA-IX-05	Constitutional Governance	80	20	3 hrs
03	MPA-X-04	E-Governance in India	80	20	3 hrs.
04	MPA-X-05	Ethical Governance in India	80	20	3 hrs.

C - Social Welfare Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Principles of Social Welfare	80	20	3 hrs.
02	MPA-IX-05	Women Welfare in India	80	20	3 hrs
03	MPA-X-04	Child Welfare in India	80	20	3 hrs.
04	MPA-X-05	SC/ST Welfare in India	80	20	3 hrs.

D – Labour Welfare Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Basic Concepts of Industrial Relations	80	20	3 hrs.
02	MPA-IX-05	Labour Laws in India	80	20	3 hrs
03	MPA-X-04	Wages/Salary Administration	80	20	3 hrs.
04	MPA-X-05	Labour Welfare Policy and Perogrammes	80	20	3 hrs.

E – Disaster Management and Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Basic Concepts of Disaster Management	80	20	3 hrs.
02	MPA-IX-05	Understanding the Natural Disaster	80	20	3 hrs
03	MPA-X-04	Understanding the Man-made Disaster	80	20	3 hrs.
04	MPA-X-05	Disaster Response and Preparedness	80	20	3 hrs.

F – Banking and Insurance Administration

Sr.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	

No.					
01	MPA-IX-04	Financial Services & Bank Administration	80	20	3 hrs.
02	MPA-IX-05	Banking Laws and Practice in India.	80	20	3 hrs
03	MPA-X-04	General Insurance & Management Administration	80	20	3 hrs.
04	MPA-X-05	Life Insurance & Management Administration	80	20	3 hrs.

G – Police Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Elements of Police Administration	80	20	3 hrs.
02	MPA-IX-05	Police Personnel Administration	80	20	3 hrs
03	MPA-X-04	Jail Administration in India	80	20	3 hrs.
04	MPA-X-05	Criminal Law and Police Administration	80	20	3 hrs.

H – Human Rights

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Fundamentals of Human Rights	80	20	3 hrs.
02	MPA-IX-05	Human Rights at Global Level	80	20	3 hrs
03	MPA-X-04	Human Rights Education and Training	80	20	3 hrs.
04	MPA-X-05	Human Rights: Judiciary, Media & NGOs	80	20	3 hrs.

Syllabus Passed in PGBOS on 12.1.2015

M.A.(HONS)-5 YEARS INTEGRATED COURSE

SEMESTER- IX

PAPER: MPA-IX-01

ADMINISTRATIVE LAW-I

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Administrative Law- Meaning, Nature, Scope, Causes of its Growth, Sources of Administrative Law;

Development of Administrative Law in Action.

UNIT-II

Rule of Law: Meaning –Rule of Law under Indian Law.

Separation of Powers: Meaning- Effect and Criticism of Montesquieu's Theory; Doctrine of

Separation of Powers in India

UNIT-III

Delegated Legislation- Meaning, Causes of its Growth, Classification, Advantages and Disadvantages,

Control over Delegated Legislation: Executive, Parliamentary and Judicial, Delegated Legislation in India.

UNIT-IV

Administrative Adjudication: Meaning, Difference with Judicial Process, Reasons for its Growth, Merits and Demerits, Administrative Tribunals: Reasons of Growth, Characteristics and Working.

Books Recommended:

- Basu, D.D.
Hall of India,
Administrative Laws, New Delhi, Prentice
Pvt. Ltd. 1996.
- Joshi, K.C.
Administrative Law, Allahabad, Central
Law Agency, 1988.
- Kesri, U.P.D.
Administrative Law, Allahabad Central Law
Agency, 2010 (8th Edition).
- Cecil Carr
Delegated Legislation, Cambridge
University Press, 1921.
- Kagzi, M.C.J.
Indian Administrative Law, Delhi, 1973.
- Upadhayaya, J.J.R.
Prashasinik Vidhi, Allahabad: Central Law
Publication, 2002 (6th Edition).
- Sathe, S.P.
Administrative Law, New Delhi: Lexis
Nexis, 2004 (7th Edition)
- Kesri, U.P.D.
Prashashnik Vidhi: Allahabad; Central Law
Publication, 2004 (8th Edition).
- Joshi, K.C.
An Introduction to Administrative Law,
Allahabad: Central Law Publication, 2006.
- Upadhayaya, J.J.R.
Administrative Law, Allahabad: Central
Law Publication, 2009 (7th edition).
- Jain, M.P. and S.N. Jain
Principles of Administrative Law, New
Delhi: Lexis Nexis, 2010 (6th edition).
- Joshi, K.C.
Prashashnik Vidhi, Lucknow: Eastern Book
Co., 2012 (2nd edition).

PAPER: MPA-IX-02

SEMESTER- IX

Judicial Administration

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Evolution of Judicial Administration in India: Organization, Types, Jurisdiction.
Procedure of Courts in Ancient, Mughal and British India.

UNIT-II

Present Judicial Administration: Organization, Procedure, Functions and Powers of
Criminal Courts, Civil Courts, High Courts and Supreme Court of India.

UNIT-III

Quasi-Judicial Administration in India: Organization, Procedure, Functions and Powers
of Central Administrative Tribunal, Cooperative Appellate Courts, Family Courts,
Railway Rates Tribunal.

UNIT-IV

Other Fora: Organization and Functions of Consumer Courts, Lok Adalats, Lok Pal and
Lokayuktas and Labour Courts

Recommended Books:

- B.R. Agarwala, Our Judiciary, New Delhi: National Book Trust, 2004.
- Rama M. Jois, Legal and Constitutional History of India, (Vol. 1&2), 1990.
- Birender Nath, Judicial Administration in Ancient India, 1979.
- G.L.Sanghi, Trial and Court Procedure in India, Trial and Court Procedures Work Wide, 1991.
- H. Smith, Administration of Justice: Encyclopedia of Social Science (Vol. 8) 1951.
- S. Venugopal Rao, Criminal Justiced: Problems and Perspectives in India, Delhi: Konark, 1991.
- Government of India, Ministry of Home Affairs, Report of the Committee on Reforms of Criminal Justice System, March 2003.
- Jaytilak Guha Roy, Criminal Justice System and its Administration: Agenda for Reforms, New Delhi: IIPA, Indian Journal of Public Administration Vol. XLV(3), July-Sept. 1999.

M.A.(HONS)-5 YEARS INTEGRATED COURSE
SEMESTER- IX

PAPER: MPA-1X-03

RESEARCH METHODOLOGY-I

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Science: Meaning, Characteristics and Basic Assumptions; Scientific methods: Meaning, Characteristics and Steps of Scientific Methods, Difference between Natural and Social Science, Public Administration as a Science.

UNIT-II

Social Research: Meaning, Nature and Objectives: Types of Social Research: Pure and Applied, Utility of Social Research, Problem of Objectivity in Social Research and the Measures to enhance it in Social research.

UNIT-III

Hypothesis: Meaning, Types, Importance and Sources of Hypothesis, Qualities of a Workable Hypothesis, Difficulties in the Formulation of Hypothesis; Testing of Hypothesis, Research Design, Meaning, Types and its Formulation.

UNIT-IV

Sampling: Meaning, Merits and Demerits, Types of Sampling: Random, Stratified, Purposive, Quota and Multistage; Procedure of Selecting a Representative Sample.

Books Recommended:

Moser C.A. and Kalton

Survey Methods in Social Investigation, London,

- 1947.
- Young P.V. Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979
- Clair Seltiz Research Methods in Social Relations, New York, Rinehart and Winston, 1976.
- John Galtung Theory and Methods of Social Research, New York, Columbia University, 1967.
- Shukla and Trivedi Research Methodology, College Book Depot, Jaipur.
- David Nachmias and Ferrel Nachmias Research Methods in Social Science, New York, St. Murthin :Press, 1981.
- Kothari C.R. Research Methodology, Methods and Techniques , New Delhi, Wiley Eastern Ltd., 1986.
- Kerlinger, F.N. Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.

SEMESTER-IX

MPA-IX-04 (Specialization Paper)	Basic Concepts of Disaster Management
	Maximum Marks : 100
	Theory : 80
	Internal Assessment : 20
	Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT – I

Fundamental of Disasters: Meaning, Causes, Approaches, Classification, Categorization, Typology of Disasters and Impacts.

UNIT- II

Disaster Management Perspective, Anthropology of Disaster Management: An Indian Perspective, Disaster Management Cycle, Genesis and Management of Anthropogenic and Natural Hazards in Service Industry

UNIT-III

Development Perspective of Disaster Management, Disaster Management in Mountainous Regions, Disaster Management in Reverine Regions, Disaster Management in Coastal Regions

UNIT-IV

Role and Functions of Disaster Manager, Incident Command System: A Managerial Tool, Disaster Manager: Skills and Techniques, Changing Complexion of Disaster Management.

Recommended Books:

- Naseem Ahmed, Managing Disasters, New Delhi: Kilo Books, 2003.
- G.K. Ghosh, Disaster Management, New Delhi: APH Publications, 2006
- Prabha C. Sinha, Disaster Relief, Rehabilitation and Emergency Humanitarian Assistance, New Delhi: SBS Publication, 2006.
- S.L. Goel, Encyclopedia of Disaster Management, New Delhi: Deep & Deep, 2006.
- S.L. Goel, Disaster Administration and Management: Text and Case Studies, New Delhi: Deep and Deep, 2007.

MPA-IX-05 (Specialization Paper)

Understanding the Natural Disasters

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All Questions carry equal marks.

UNIT – I

Natural Disaster: Meaning and Nature, Types of Natural Disasters in India, Disaster Profile of India: Regional and Seasonal, Effects of Disasters and Efforts to Mitigate Disasters.

UNIT-II

Floods: Meaning, Nature and Types

Floods: Causes and Impacts

Floods :Forecasting, Warning and Monitoring

Case studies of Floods : Gorakhpur Floods (2000), Tsunami Floods (2004) and Mumbai Floods (2005).

UNIT-III

Earthquakes in India

Earthquake: Occurrence and Measurement

Impact of Earthquake and Risk Mitigation of Earthquake

Case Studies of Earthquake : Lature Earthquake (1993), Bhuj Earthquake (2001) and Tsunami Generated Earthquake (2004)

UNIT-IV

Drought: Types, Causes and Characteristics

Drought: Vulnerability, Impact and Drought Prone Area in India

Drought: Forecasting, Warning and Mitigation.

Drought Case Studies: Gujrat and Rajasthan Drought, 2002.

Recommended Books:

- Purendra Prasad, Famines and Droughts: Survival Strategies, New Delhi & Jaipur: Rawat, 1998.
- Mark Pelling, Natural Disasters and Development in a Globalizing World, London & New York.
- S.L. Goel, Management of Natural Disaster, New Delhi: Deep & Deep, 2010.
- Kadambari Sharma and Avinash Chiranjeev, Engineering for Natural Disaster Management, New Delhi: Jnanada, 2010.
- R.B. Singh, Natural Hazards and Disaster Management: Vulnerability and Mitigation, Jaipur: Rawat, 2006.

M.A.(HONS)-5 YEARS INTEGRATED COURSE
SEMESTER-X

MPA-X-01 Administrative Law-II

Maximum Marks : 100
Theory : 80
Internal Assessment : 20
Time : 3 hours

Note: Attempt five questions, selecting one question from each unit. Question No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT-I

Administrative Tribunal: Constitutional Bases, Establishment, Structure and Functions

Nature Justice: Meaning, Evolution, Principles, Effects of Natural Justice.

UNIT-II

Writ Jurisdiction: Principles of Exercise, Constituency of Writs, Locus-Standi, Violation of Procedural Norms and Legitimate Expectations.

Administrative Discretion: Meaning, Failure to Exercise Discretion, Abuse of Discretion, Administrative Discrimination.

UNIT-III

Judicial Control over Administration: Writs under Article 32 and Article 226: Habeas Corpus, Certiorari, Prohibition, Mandamus and Quo Warranto.

UNIT-IV

Public Interest Litigation: Reasons of Growth, Meaning, Nature, Scope and Social Dimensions.

Judicial Activism: Meaning, Growth of the Concept, Criticism, Judicial Activism in India.

Recommended Books:

- Basu, D.D.
Hall of India,
Administrative Laws, New Delhi, Prentice
Pvt. Ltd. 1996.
- Joshi, K.C.
Administrative Law, Allahabad, Central
Law Agency, 1988.
- Kesri, U.P.D.
Administrative Law, Allahabad Central Law
Agency, 2010 (8th Edition).
- Cecil Carr
Delegated Legislation, Cambridge
University Press, 1921.
- Kagzi, M.C.J.
Upadhayaya, J.J.R.
Indian Administrative Law, Delhi, 1973.
Prashasinik Vidhi, Allahabad: Central Law
Publication, 2002 (6th Edition).
- Sathe, S.P.
Administrative Law, New Delhi: Lexis
Nexis, 2004 (7th Edition)
- Kesri, U.P.D.
Prashashnik Vidhi: Allahabad; Central Law
Publication, 2004 (8th Edition).
- Joshi, K.C.
An Introduction to Administrative Law,
Allahabad: Central Law Publication, 2006.
- Upadhayaya, J.J.R.
Administrative Law, Allahabad: Central
Law Publication, 2009 (7th edition).
- Jain, M.P. and S.N. Jain
Principles of Administrative Law, New
Delhi: Lexis Nexis, 2010 (6th edition).
- Joshi, K.C.
Prashashnik Vidhi, Lucknow: Eastern Book
Co., 2012 (2nd edition).

MPA-X-02 Consumer Protection Administration

Maximum Marks : 100
Theory : 80
Internal Assessment : 20
Time : 3 hours

Note: Attempt five questions, selecting one question from each unit. Question No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT-I

Consumer Movement: Origin and Growth, Features, Issues and Trends of Consumer Movement in India, Consumer Environment and Consumer Rights.

UNIT-II

Evolution of Consumer Protection Laws, Consumer Protection Act 1986: Basic features and Limitations.

UNIT-III

Consumer Act Relating to Standardization of Goods, Weight and Measurement Act, Food and Adulteration Act, Drugs and Cosmetics Act.

UNIT-IV

Consumer Grievance Redressal Mechanism, National and State Commission, District Consumer Grievance Redressal Forum.

Recommended Books:

1. Verma Yoginder S. & Sharma Chander Kant, Consumerism in India, 1994.
2. Arora Ramesh K. & Gulati, Consumer-Oriented Premises and Perspectives, 1996.

3. Seth Mohini & Seetharaman Premvarthy, Consumerism A Growing Concept, 1994
4. I. Satya Sundaram, Consumer Protection in India, 1985.
5. Bangia, Dr. R.K. , Consumer Protection Laws and Procedures, 1996, Allahabad Law Agency.
6. Singh Avtar , Upbhokta Sanrakshan, Sidhant Evam Prakriya, Eastern Book Company, 1995.
7. Chahar S.S. , Consumer Protection Movement in India, New Delhi: Kanishka Publishers, 2007.

M.A.(HONS)-5 YEARS INTEGRATED COURSE
SEMESTER-X

PAPER: MPA-X-03

RESEARCH METHODOLOGY-II

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Data Collection: Sources of Data Collection, Primary and secondary, techniques of Data Collection, Interview, Questionnaire, Schedule and observation.

UNIT-II

Processing of Data: Editing and Coding of Data, Classification of Data, Meaning, Characteristics, types and importance.

UNIT-III

Analysis of Data: Importance of Statistical Methods in the Analysis of Data, Central Tendency, Meaning and importance, Measures of Central tendency- Mean, Median and Mode.

UNIT-IV

Interpretation of Data: Meaning, techniques and Precautions, Role of Computer in Research, Report Writing: Qualities and steps of report writing.

Recommended Books:

- Moser C.A. and Kalton Survey Methods in Social Investigation, London, 1947.
- Young P.V. Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979
- Clair Seltiz Research Methods in Social Relations, New York, Rinehart and Winston, 1976.
- John Galtung Theory and Methods of Social Research, New York, Columbia University, 1967.
- Shukla and Trivedi Research Methodology, College Book Depot, Jaipur.
- David Nachmias and Ferrel Nachmias Research Methods in Social Science, New York, St. Murthin :Press, 1981.
- Kothari C.R. Research Methodology, Methods and Techniques , New Delhi, Wiley Fastern Ltd., 1986.
- Kerlinger, F.N. Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.

SEMESTER-X

MPA-X-04 (Specialization Paper) Understanding the Man-Made Disaster
Maximum Marks : 100
Theory : 80
Internal Assessment : 20
Time : 3 hours

Note: Attempt five questions, selecting one question from each unit. Question No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT – I

Man-Made Disaster: Nature and Concern in Disaster Management.

Types of Man-Made Disasters

Response to Man-Made Disaster

UNIT-II

Nuclear Disaster: Causes, Impact and Management; Chemical Disasters: Causes, Impact and Management

Biological Disasters: Classification of Communicable Diseases, Factors Contributing to Vulnerability

Biological Disaster Preparedness

UNIT-III

Building Fire Disaster: History, Understanding Fire, Types

Building Fire: Safety and Prevention

Coal Fire Disaster: History, Causes and Impact

Forest Fire Disaster: History, Causes and Impact

UNIT-IV

Oil Fire Disaster: History, Causes and Impact

Oil Fire Disaster Preparedness

Deforestation: Causes and Impact

Deforestation Disaster Management

Recommended Books:

- K.K. Singh and A.K. Singh, Natural and Man-made Disasters: Vulnerability, Preparedness and Mitigation, New Delhi: M.D. Publications, 2010.

- Vinod K. Sharma, Disaster Management, New Delhi: Indian Institute of Public Administration, 1994.
- V.K. Seth:, Disaster Management, New Delhi: Essential Books, 2009.
- Amit Kumar, Disaster Management, New Delhi: Sonali Publication, 2009.

M.A.(HONS)-5 YEARS INTEGRATED COURSE
SEMESTER-X

MPA-X-05 (Specialization Paper) Disaster Response and Preparedness

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions, selecting one question from each unit. Question No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT – I

Need of Disaster Response Plan; Role at Central, State and District Level, Block Level, Response Plan, Coordination in Response Plan

UNIT-II

Disaster Response in India, Coordination and Control in Disaster Response, Armed Forces in Disaster Response, Police and Disaster Response

UNIT – III

Disaster Preparedness Measures
Institutional Mechanisms for Disaster Preparedness
Disaster Mitigation: Principles and Approaches.

UNIT-IV

Disaster Preparedness Plan: Concept and Significance
Essentials of Disaster Preparedness Plan
Vulnerable Groups and Preparedness Strategies
Livestock Preparedness in Disasters

Recommended Books:

- A.K. Jain, A Practical Guide to Disaster Management, New Delhi: Pragun, 2008.
- Randeep Das Gupta, Disaster Management and Rehabilitation, New Delhi: Mittal, 2007.
- Damon P. Coppola and Wrin K. Maloney, Communicating Emergency preparedness: Strategies for creating a Disaster Resistant Public, London and New York: CRC Press, 2009.
- Pardeep Sahni, Alka Dhamija and Uma Medury, Disaster Mitigation: Experiences and Reflections, New Delhi: Prentice-Hall of India, 2001.
- K.K. Singh and A.K. Singh, Natural and Man-Made Disasters, Vulnerability, Preparedness and Mitigation, New Delhi: M.D. Publications, 2010.
- Prabha C. Sinha, Disaster Relief, Rehabilitation and Emergency Humanitarian Assistance, New Delhi: SBS Publication, 2006
 - R.B. Singh, Natural Hazards and Disaster Management: Vulnerability and Mitigation, Jaipur: Rawat, 2006.
 - P. Jagdish, Disaster Mitigation and Management: Post Tsunami Perspective, New Delhi: Deep & Deep, 2007.

