Public administration is a system through which the government carries out its business of ruling and controlling effectively. This system has been created in order to maintain a civil society and to cater to the needs of the public. Any selected/unelected public employee who deals directly with the general public can be said to be a public administrator. They are responsible for a wide range of functions like managing budget, developing policy and legislation, implementing policies, analyzing data to determine and solve public needs, ensuring security, etc. Maintaining public administration is the first and foremost responsibility of any government. The aim of educating people in public administration is to train them in democratic values such as equality, justice, security, effectiveness, and order. It also prepares such human resources who can critically analyze and review public policies of the government. These public administrators are enabled to bear the responsibility of determining the policies and programmes of the government like planning, organizing, directing, coordinating, and controlling of government operations. Because of the specific training in public administration, execution, and direction, it has become a distinct profession with immense opportunities.

The programme specific outcomes of M.A. (Hons) Public Administration Five Year Integrated Programme are as under:

**PSO-1.** Discuss about the basics elements of public administration and its relations with comparative perspectives, developmental aspects, constitutional status and financial management of Indian administration.

**PSO-2.** Deliberate the fundamental aspects of sociology, interrelationship of society, culture, change, development and social research.

**PSO-3.** Encourage students for participation in social welfare activities like environment protection, consumer protection, labour welfare etc.

**PSO-4.** Maintain the literary aspect specifically English language basics.

**PSO-5.** Explain the basic concept of disaster management, natural and man-made disasters, preparedness and disaster response.

**PSO-6.** Examine the practices of development administration, rural and urban local administration, social and labour welfare administration, human rights, police administration, banking and insurance administration administrative law and judicial administration etc.

**PSO-7.** Development in the research aptitude and a habit of seeing things differently angle. Students would be able to participate in social awareness activities such as workshops/conferences, NGOs, awareness campaigns etc.

**PSO-8.** Enhance leadership qualities such as problem solving, effective communication, public dealing, decision making, critical thinking and managing multiple tasks.
# M.A. (Hons) Public Administration Five Year Integrated Programme

## First Semester

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Course Code</th>
<th>Nomenclature of the Paper</th>
<th>Maximum Marks</th>
<th>Theory</th>
<th>I.A.</th>
<th>Time</th>
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<tbody>
<tr>
<td>01</td>
<td>MPA-501-01</td>
<td>Elements of Public Administration-I</td>
<td>80</td>
<td>20</td>
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<td>02</td>
<td>MPA-501-02</td>
<td>Basics of Indian Administration-I</td>
<td>80</td>
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<tr>
<td>03</td>
<td>MPA-501-03</td>
<td>Personnel Administration-I</td>
<td>80</td>
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<td>04</td>
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<td>Literature and Language-I</td>
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## Second Semester

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<td>Literature and Language -II</td>
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## Third Semester

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<td>80</td>
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<tr>
<td>03</td>
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<td>80</td>
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<td>Principles of Political Science-I</td>
<td>80</td>
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## Fourth Semester

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<td>Consumer Protection Administration</td>
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<td>80</td>
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<tr>
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<td>Environment Studies</td>
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### Fifth Semester

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<td>01</td>
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<td>Labour Welfare Administration-I</td>
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<td>02</td>
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<td>80</td>
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<tr>
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<td>01</td>
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<td>International Organization-II</td>
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<tr>
<td>01</td>
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<td>Public Administration: Theoretical Perspective-I</td>
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<td>Administrative System in India-I</td>
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<td>03</td>
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<td>Public Administration: Comparative Perspective-I</td>
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<td>Administrative Thinkers-I</td>
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<td>Economic Administration-I</td>
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<td>Economic Administration-II</td>
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<td></td>
<td>Theory</td>
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<tr>
<td>01</td>
<td>MPA-509-01</td>
<td>Development Administration-I</td>
<td>80</td>
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<td>02</td>
<td>MPA-509-02</td>
<td>Human Resource Development-I</td>
<td>80</td>
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<td>Research Methods-I</td>
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<td>MPA-509-04</td>
<td>Public Policy-I</td>
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<tr>
<td>05</td>
<td>MPA-509-05</td>
<td>Social Welfare Administration-I</td>
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### Tenth Semester

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<td>Social Welfare Administration-II</td>
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</table>
M.A. (Hons.) 5 years Integrated Programme in Public Administration

Semester-I

Elements of Public Administration-I

Paper- MPA-501-1

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

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

Course Outcomes

CO-1. To understand the emergence of public administration as discipline and activity.

CO-2. To make understanding among the students about the relation of public administration with other subjects.

CO-3. Student became well versed with the theories of Public Administration.

CO-4. Students got knowledge about the means of ensuring accountability in the administrative system.

Unit-I

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
Scientific Management Theory; Classical Theory; Bureaucratic Theory.

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

Suggested Books:

• Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
Semester-I
Basics of Indian Administration-I

Paper- MPA-501-2

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

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

Course Outcomes
CO-1. Students would be able to get knowledge about administration in Kautilya, Mughal and British Period.

CO-2. Students acquired knowledge about the administration in Socio-economic & political environment.

CO-3. To became aware about the operation working of Political Executive at Union level.

CO-4. To aware about the Secretariat at Central Level.

Unit-I
Evolution of Indian Administration
Kautilya Period Administration: Features of Financial and Judicial Administration;
Mughal Period Administration: Features of Judicial and Revenue Administration;
British Period Administration: Features of Financial Administration and Judicial 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 Impact of Emergency Powers; Prime Minister of India: Powers, Functions and Position; Prime Minister Office: Organisation and Functions.

Unit-IV
Cabinet Secretariat: Organisation and Functions;
Lok Sabha Secretariat: Organisation and Functions;
Central Secretariat: Organisation and Functions;
Rajya Sabha Secretariat: Organisation and Functions.

Suggested Books:
• Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
• Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
• Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
• Chaubey, P.K., Urban Local Lodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.
• Mehta, Vinod, Reforming Administration in India, New Delhi, Har-Anand, 2000.
• Ministry of Personnel Public Grievances and Pension, Annual Reports on Administration, Govt. of India.
• Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.
Semester-I
Personnel Administration-I

Paper- MPA-501-3

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

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

Course Outcomes
CO-1. Helps in knowing the basics about personnel administration and bureaucracy.
CO-2. Helps in knowing what is the process and types of recruitment.
CO-3. Helps in knowing the impact of training in human resource development.
CO-4. Helps in knowing the impact of promotion in human resource development.

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, Purpose and Advantages of Promotion, Promotion Procedure.

Suggested Books:
Semester-I
Indian Constitution

Paper- MPA-501-4

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

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

Course Outcomes

CO-1. Describe about source, features, preamble, fundamental rights and directive principles incorporated in the Indian Constitution.

CO-2. Explain union executive as well as state executive of India.

CO-3. Discuss about union and state legislature of India and amendment process in Indian constitution.

CO-4. Provide details regarding Indian Judicial system.

UNIT-I
Indian Constitution – Sources and Features, Preamble, Fundamental Rights, Fundamental Duties and Directive Principles of State Policy.

UNIT-II
Union and State Executive – President, Prime Minister, Council of Ministers; State Executive – Governor, Chief Minister and Council of Ministers.

UNIT-III
Union and State Legislature – Parliament-Composition and Functions; Speaker of Lok Sabha, Amendment Process; State Legislature-Vidhan Sabha; Panchayati Raj.

UNIT-IV
Judiciary – Supreme Court, High Courts, Judicial Review.

Suggested Books

- Sharma, Brij Kishore, Bharat Ka Savindhan: Ek Prichaya, PHI Learning Publisher, New Delhi, 2017.
- Jain & Tripathi, Rajneeti Vigyan, Agrohi Publication, Delhi, 2016.
- Singh, Birkeshvar Prasad, Bhartiya Rajneeti Vyavastha, Gyanda Prakashan, New Delhi, 2016
- Salil, Anil Kumar, Bharat Ka Sanvidhan, Prabhat Publication, New Delhi, 2011.
R. Kothari, Politics in India, New Delhi, Orient Longman, 1970.
Semester-I
(English-I)
LITERATURE AND LANGUAGE –I

Paper- MPA-501-5

M. Marks= 100
Theory = 80
Internal Assessment = 20

Course Outcomes: - After studying this paper, students would be able to:
CO.1 Develop a flair for reading fiction for pleasure
CO.2 Develop competence for reading short fiction from an academic perspective
CO.3 Understand literature in its cultural context
CO.4 Develop basics of the mechanics of technical writing
CO.5 Enhancement of skills of composition.

Time = 3 hrs

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 Alexander 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

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. 8x2=16

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.

Suggested Books:

- 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
Elements of Public Administration-II

Paper- MPA-502-1

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

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

Course Outcomes
CO-1. Organization is the base of an administrative system, so the students secured enough knowledge to understand the operational working of an organizational structure.

CO-2. To aware about the role of principles of organisation in administrative system.

CO-3. To become aware about the method of organisation and government business.

CO-4. To make understanding about operating system of line agency, working pattern between field and headquarters and subordinate legislation.

Unit-I
Organisation: Meaning and Bases;
Types of Organisation: Formal and Informal;

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

Unit-III
Organisation & Method (O&M): Meaning, Function, Techniques, Advantages and Disadvantages; Public Sector Undertaking; Field Establishment.

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.

Suggested Books:
• Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
Semester-II
Basic of Indian Administration-II

Paper- MPA-502-2

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

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

Course Outcomes

CO-1. Student acquired knowledge about the operation working of various Ministries at the Central level.

CO-2. Students got knowledge about the operational working of Commissions engaged in Central level governance process.

CO-3. To aware about the law & order administration as well as administrative reforms in this regard.

CO-4. To describe the information technology, ethics and corruption issues in administration.

Unit-I
Ministries at Central Level: Ministry of Human Resource Development: Organisation and Functions; Ministry of Foreign Affairs: Organisation and Functions; Ministry of Rural Development: Organisation and Functions.

Unit-II

Unit-III
Law and Order Administration: Evolution of Indian Police Administration; Organisation and Function of Central Police Organisation; Organisation and Functions of State Police Administration; 2nd Administrative Reforms and Police Reforms.

Unit-IV
Problems of Administration in Coalition Regime; Impact of Information Technology on Administration; Ethics and Values in Public Services: Problem of Corruption.

Suggested Books:
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
• Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
• Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
• Polinaidu, S., Public Administration, New Delhi, Galgotia, 2010.
• Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition (Hindi Medium).
• Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
• Aziz Abdul (eds.). Decentralised Governance in Asian Countries, New Delhi, Sage, 1996.
• Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.
• Bhambhri C.P., Public Administration in India, New Delhi, Vikas, 1976.
Semester-II
Personnel Administration-II

Paper- MPA-502-3

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

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

Course Outcomes

CO-1. To aware about the conduct rule, service condition and disciplinary action for public servant.

CO-2. To educate about the factor affecting to morale & motivation as well as problem and solution in this regard.

CO-3. To impart knowledge about grievance redressal mechanism.

CO-4. To aware about Indian Civil Servants’ rights.

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, Types, Objectives and Functions; Whitley Councils in India: Objectives, Organisation and Functions.

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

Suggested Books:

Semester-II
Indian Politics

Paper- MPA-502-4

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

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

Course Outcomes
CO-1. To impart knowledge about the relation among centre and states in federal system and new trends in India in this regard.

CO-2. To aware about the election system.

CO-3. To make understanding among pupils about the necessary condition to become national as well as regional political parties in India.

CO-4. To aware about the impact of social system on Indian polity.

Unit-I
Federalism and its Working with reference to Centre-State Relations, Demand for State Autonomy; Emerging Trends in Indian Federalism.

Unit-II

Unit-III
Party System in India: National and Regional Political Parties.

Unit-IV
Role of Caste, Religion, Language, Regionalism in India and Politics of Reservation.

Suggested Books:
- Fadia, B.L. and Fadia, Kuldeep, Indian Government & Politics, Sahitya Bhawan, New Delhi, 2017.
- Laxmikant, M., Indian Polity, Mcgraw Hill Education, New Delhi, 2016 (5th edition)
• Chaudhary, Bashuki Nath and Singh, Yuvraj, Bhartiya Shashan Aur Rajneeti, Orient Blackswan Pvt. Ltd., New Delhi, 2011.
• Singh, Birkeshvar Prasad, Bhartiya Rajneeti Vyavastha, Gyanda Prakashan (PND), New Delhi, 2003.
• R. Kothari, Politics in India, New Delhi, Orient Longman, 1970.
LITERATURE AND LANGUAGE-II  
Semester-II  

Paper- MPA-502-5  

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

Course Outcomes: - After studding this paper, students would be able to:  
CO.1 Develop a flair for reading poetry for enjoyment  
CO.2 Develop competence for critical appreciation of poetry  
CO.3 Ability to relate poetry to its literacy and cultural context  
CO.4 Enhanced English pronunciation skill  
CO.5 Enhanced writing skills  

Part-A Short Stories  
The following Stories from the Pointed Vision: An Authology 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-viewring 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. 8x2=16  
Q.No.2 Two essay type questions (with internal choice) will be asked from the book of stories. 8x2=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. 16x2=32  

Suggested Books:
High School Grammer by Wren and Martin
Remedial English Grammer for Foreign Students by F.T. Wood
Essentials of Communication by D.G. Saxena, Tamang Kuntal (Top Quark)
Semester-III
ORGANIZATIONAL BEHAVIOUR-I

Paper- MPA-503-1

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

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

Course Outcomes: - After Completing this course the Students would be able to:

CO-1. Acquaint with the conceptual framework of Organizational Behaviour foundations and approaches.

CO-2. Explain the factors of Individual and group behavior.

CO-3. Discuss the impact of perception and attitude on Organizational Behaviour.

CO-4. Describe the impact of Organizational Culture and change Organizational Behaviour.

UNIT-I
Introduction to Organizational Behaviour: Meaning, Features, Process, Relevance and Factors Affecting; Organizational Effectiveness: Meaning, Characteristic, Approaches and Factors Affecting.

UNIT-II
Individual Behaviour: Meaning, Assumptions, Factors Affecting; Group Behaviour: Meaning, Types, Characteristics and Importance.

UNIT-III
Perception: Meaning, Process, Categories and Influencing Factors; Perception in Organizational Behaviour; Attitude: Meaning, Components, Sources of Formation, and Importance of Attitude in Organizational Behaviour.

UNIT-IV
Organizational Culture: Meaning, Dimensions, Approaches and Changing Context of Organizational Culture; Organizational Change: Meaning, Types, Importance, Approaches and Role in Organizational Behaviour.

Suggested Books:
• Shashi K. Gupta, Organizational Behaviour, New Delhi, 2013.
• Khana, Sushama, Understanding Organization Behaviour, Oxford University Press, New Delhi, 2011.
Semester-III
Local Government-I

Paper- MPA-503-2

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

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

Course Outcomes
CO-1. Student acquired knowledge about the evolution of local self-governments in India.

CO-2. Students got knowledge about the post-independence developments for strengthening grassroots governance institutions.

CO-3. Students get awareness about the features of 73rd Constitutional Amendment Act and working of gram sabha, gram panchayats and panchayats samiti.

CO-4. Students would be able to describe about the working of zila parishad, District Planning Committee, financial resources and government control over Panchayati Raj Institutions.

UNIT-I

UNIT-II

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.

Suggested Books:
- Vikendriykar Sthniya Shasan, Gully Baba, IGNOU Notes, 2018.
• Sunder Ram, Grassroots Planning and Local Governance in India, Kanishka Publisher & Distributors, New Delhi, 2010.
• Ramesh Arora and Gita Chaturvedi, Bharat Me Rajya Prashasan, RBSA Publisher, Jaipur, 2005.
• Ashok Sharma, Bharat Me Sthaniya Prashasan, RBSA Publisher, Jaipur, 2004.
• S.N. Mishra, New Horizons in Rural Development Administration, New Delhi: Mittal, 1989.
Semester-III
Disaster Management-I

Paper- MPA-503-3

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

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

Course Outcomes

CO-1. The students have acquired an understanding about fundamentals of disasters and its various aspects.

CO-2. They also get knowledge regarding the Disaster Management in Mountainous Regions, Disaster Management in Reverine Regions, and Disaster Management in Coastal Regions.

CO-3. The students get awareness how to overcome natural disaster.

CO-4. The students are got to know about the different Man-Made disaster.

UNIT-I
Fundamental of Disasters: Meaning, Causes, Approaches, Classification and Impact of Disasters; Disaster Management: Meaning, Approaches and Disaster Management Cycle.

UNIT-II
Development Perspective of Disaster Management; Disaster Management in Mountains Regions, Riverine Regions and Coastal Regions.

UNIT-III

UNIT-IV
Man Made Disaster: Meaning and Nature; and Types of Man-Made Disasters: Nuclear Disasters, Biological Disasters, Building Fire, Coal Fire, Forest Fire, Oil Fire, and Deforestation.

Suggested Books:
- P.G. Dhar Chakravati, Bharat me Stat Vikas va Aapda Jokhim Prabhandan, Yojana, New Delhi, 2017.
• Ranjan Trivadi avam Utam Kumar Singh, Bhukam avam Jwalamukhi Visphot, Gynda Perkashan, New Delhi, 2016.
• Priy Ranjan Trivadi and Utam Kumar Singh, Krishi Aashreet Aapda Prabhandan, Gynda Perkashan, New Delhi, 2016.
• Priy Ranjan Trivadi and Utam Kumar Singh, Vayu avam Jal Aashreet Aapdaye, Gynda Perkashan, New Delhi, 2016.
• Priy Ranjan Trivadi and Utam Kumar Singh, Aapda Prabhandan Prichaya, Gynda Perkashan, New Delhi, 2016.
• Vinod K. Sharma, Disaster Management, Brechsville, Ohio, Medtech Publication, 2013.
• Satnam Singh, Prakritik Aapda: Bhukamp, New Delhi, 2013.
• K.N. Shastri, Disaster Management in India, Gurgaon, Neha Publishers and Distributors, 2011.
Semester-III
Principles of Political Science-I

Paper- MPA-503-4

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

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

Course Outcomes
CO-1. The students came to know about the relation of Political Science with other Social Sciences.
CO-2. The students get knowledge regarding the different theories of the origin of the state.
CO-3. The students get to know about the Nature of state like Liberal state, Marxian state.
CO-4. The students get knowledge of types and theories of sovereignty.

UNIT-I
Political Science: Definition, Meaning, Nature and Scope; Relation of Political Science with other Social Sciences.

UNIT-II
State: Definition, Elements, Relations with the other organizations. Theories of the Origin of the State.

UNIT-III

UNIT-IV
Sovereignty: Definition, Attributes and Types. Theories of Sovereignty: Monistic and Pluralistic.

Suggested Books:
• Theory and Practice of Diplomacy: Dr. Harish Chander Sharma, College Book Depot, Jaipur, New Delhi.
• The game of Diplomacy- Richard Sharp, Published in Great Britain by Arthur Barker Ltd. London, 1928.
Course Outcomes

CO-1. Students would be able to gain knowledge about the consumer movements in India and abroad.

CO-2. Discuss about the Consumer Grievance Redressal Machinery at National, State and District Level.

CO-3. Describe the different Acts of consumer protection

CO-4. The students get to know about the Trade policies, Commissions and Ministry of Consumer affairs.

Unit-I

Unit-II
Consumer Grievance Redressal Machinery at National, State and District Level: Composition, Powers & Functions.

Unit-III

Unit-IV

Suggested Readings:
Semester-IV
Local Government-II

Paper- MPA-504-2

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

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

Course Outcomes
CO-1. Student acquired knowledge about the evolution of local self-governments in India.

CO-2. Students got knowledge about the grassroots governance institution in urban area.

CO-3. Students get awareness about the features of 73rd Constitutional Amendment Act and working of gram sabha, gram panchayats and panchayats samiti.

CO-4. Students would be able to describe about the working of zila parishad, District Planning Committee, financial resources and government control over Panchayati Raj Institutions.

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

UNIT-III

UNIT-IV
Government Control over Urban Local Bodies; Personnel Management of Urban Local Administration; Role of District Planning Committee in Urban Development.

Suggested Books:
- Vikendriyakaran tha Sthniya Shasan, Gully Baba, IGNOU Notes, 2018.
• Sunder Ram, Grassroots Planning and Local Governance in India, Kanishka Publisher & Distributors, New Delhi, 2010.
• Ramesh Arora and Gita Chaturvedi, Bharat Me Rajya Prashasan, RBSA Publisher, Jaipur, 2005.
• Ashok Sharma, Bharat Me Sthaniya Prashasan, RBSA Publisher, Jaipur, 2004.
Semester-IV
Disaster Management-II

Paper- MPA-504-3

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

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

Course Outcomes

CO-1. Describe the Disaster Preparedness Measures, Institutional Mechanisms, Disaster Mitigation.

CO-2. Students acquired knowledge about the mechanism of disaster preparedness and Principles of Disaster mitigation.

CO-3 Discus disaster response plans from central to grass root level.

CO-4. Explain the role of armed and police forces in disaster response.

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

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

UNIT – III
Need of Disaster Response Plan; Role of Central, State, District and Block Level Administration in Response Plan, Coordination in Response Plan.

UNIT-IV
Disaster Response in India: Coordination and Control in Disaster Response; Armed Forces in Disaster Response, Police and Disaster Response.

Suggested Books:
- Priy Ranjan Trivadi and Utam Kumar Singh, Tatiya Peryawan Avam Aapda Pershman, Gyanda Perkashan, New Delhi, 2016.
• Priy Ranjan Trivadi and Utam Kumar Singh, Jav Prodhyogiki Avam Aapda Perbandhan, Gynda Perkashan, New Delhi, 2016.
• Priy Ranjan Trivadi and Utam Kumar Singh, Kshati Mulyankan Avam Aapda Prabandhan, Gynda Perkashan, New Delhi, 2016.
• Pranay Kumar Parida and Samita Rawat, Aapda Perbandhan Me Sarkari Aur Gar Sarkari Sangathano Ki Bhumika Ka Aalochnatmak Prikshan, Waldi Focus, Delhi, 2014.
• Randeep Das Gupta, Disaster Management and Rehabilitation, New Delhi: Mittal, 2007.
• R.B. Singh, Natural Hazards and Disaster Management: Vulnerability and Mitigation, Jaipur: Rawat, 2006.
Semester-IV
Principles of Political Science-II

Paper- MPA-504-4

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

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

Course Outcomes
CO-1. The students get to know about concept and theories of rights.

CO-2. The students come to know about concept and theories of liberty and equality.

CO-3. The students get to know about theories regarding social change.

CO-4. The students get aware about the RTI and its application in consumer protection.

UNIT – I

UNIT – II
Concept and Theories of Liberty and Equality. Relationship between Liberty and Equality.

UNIT – III
Concepts of Social Change: Concept and Theories and Development.

UNIT – IV
RTI and Consumer Protection and Welfare.

Suggested Books:
• The Dynamics of Diplomacy, Jean Robert Leguey- Feilleux, Published by (VIVA) Vinod Vasishtha for viva Books Private Ldt., 4732/23 Ansari Road, New Delhi110002, Printed by Anand Sons, Delhi-100092, First Edition-2010.
• Theory and Practice of Diplomacy: Dr. Harish Chander Sharma, College Book Depot, Jaipur, New Delhi.
Semester-IV
Environment Studies

Paper- MPA-504-5

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

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

Course Outcomes
CO-1. Explain the meaning, significance, challenges and ethics of environment.

CO-2. Analyze the scope, significance and policy provisions of environment protection.

CO-3. Evaluate the types, Causes, Effects and Control Mechanism of environment pollution.

CO-4. Examine the environment issues and role of NGOs, people participation in environment protection.

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:
Semester-V
Labour Welfare Administration-I

Paper-MPA-505-1

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

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

Course Outcomes

CO-1. Help in knowing the existing theories of labour welfare and how these theories are effective in modern world.

CO-2. Help in knowing the problems of organised and unorganised labour and how it can be solved.

CO-3. Help in knowing that what and which types of policies are made and which organisations have been established at national and international level for labour welfare.

CO-4. Help in knowing the role of Ministry of Labour & employment and central chief labour commissioner in labour welfare.

Unit-I

Unit-II
Labour Movement in India, Origin and Causes, Trade Unionism: History of Trade Union Movement in India and Problems of Trade Unionism, Problems of Organized and Unorganized Labour in India

Unit-III

Unit-IV

Suggested Readings:
2. Singh, V.B., Industrial Labour in India, Bombay, Asia Publishing House, 1967
7. Bhagoliwal T.N., Economics of Industrial Relations and Labour Welfare in India.
Semester-V  
Fundamentals of Governance-I  

Paper-MPA-505-2  
M. Marks = 100  
Theory = 80  
Internal Assessment = 20  
Time = 3 hrs  

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

Course Outcomes  
CO-1. To know about the basic structure of governance.  
CO-2. To understand about the branches of governance.  
CO-3. To provide knowledge about the fourth branch of governance.  
CO-4. To provide knowledge about third tier of government in governance.  

UNIT-I  
Governance: Forms, Indicators, Models, Dimensions, Contextual use, Ethics, Issues & Challenges.  

UNIT-II  
Role of Legislature in Governance; Role of Political Executives in Governance; Role of Bureaucracy in Governance; Role of Judiciary in Governance.  

UNIT-III  
Role of NGOs in Governance; Role of Stakeholders in Governance; Role of Media in Governance; Role of Specialised Agencies in Governance.  

UNIT-IV  
Role of Information and Communication Technology in Governance; Role of Panchayat Raj Institution in Governance; Role of Urban Local Bodies in Governance; Role of Financial Institution in Governance.  

Suggested Books:  

45
Semester-V
Western Political Thought -I

Paper- MPA-505-3

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

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

Course Outcomes
CO-1. Provide knowledge about the philosophy of Plato.

CO-2. To make them understand about the philosophy of Aristotle.

CO-3. Imparting knowledge about the thoughts of Augustine & Aquinas.


UNIT-I
Plato: Views on Justice, Education, Communism, Philosopher King, Ideal State.

UNIT-II
Aristotle: As the first political scientist or father of Political Science, Views on State, Slavery, Family, Property, Citizenship, Classification of Government, Ideal State, Revolution.

UNIT-III
St. Augustine, St. Thomas Aquinas.

UNIT-IV
Thomas Hobbes, Locke, Rousseau.

Suggested Books:
- Pukhraj Jain, Western Political Philosophy, Sahitaya Bhavan Publication, Delhi, 2015.
- B.N. Ray, Western Political Thought, Kaveri Books, Delhi, 2012.
• Sefali Jha, Western Political Thought: From Plato to Marx, Pearson Education, India, 2009.
• Brian R. Nelson, Western Political Thought, Person, Delhi, 2004.
• J. Mcleeland, A History of Western Political Thoughts, New Delhi, Routledge Publisher, 1998.
• O.P. Bakshi, Politics and Prejudice, Notes on Aristotle’s Political Theory, University of Delhi, 1975.
• J.C. Hall, Rousseau, Introduction to His Political Philosophy, Macmillan, 1971.
• Sir E. Barker, Greek Political Theory: Plato and his Predecessors, New Delhi, B.I. Publications, 1964.
Semester-V
International Organization-I

Paper-MPA-505-4

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

Note: Attempt five questions by selecting one question from each unit. Question No. 9 is compulsory.

Course Outcomes:
CO-1. The students get to know about the evolution and growth of international organisation.

CO-2. To get aware about the organizational structure & function of League of Nations.

CO-3. To impart knowledge about the structure and function of U.N.O.
CO-4. Appreciate the role and functions of UNESCO, UNICEF, ILO and WHO.

UNIT-I

UNIT-II
League of Nations, Structure, Objectives, Functions and Causes of Failure.

UNIT-III

UNIT-IV

Suggested Books:
- Jain & Tripathi, Rajneeti Vigyan, Aagrohi Publication, Delhi, 2016.
- Panth, Pushpesh, 21st Shatabdi Me Antrarashtriya Sambandh, Mcgraw Hill Education, New Delhi, 2014.
Semester-V
Basics of Computer

Paper-MPA-505-5

M. Marks = 100
Theory = 60
Practical = 40
Time = 3 hrs

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

Course Outcomes

CO-1. Students would be able to describe the evolutionary period wise steps of computer technology.

CO-2. Students would be familiar with the memory and mass storage devices of computer.

CO-3. Students would discuss about computer networks and their application.

CO-4. Students would be able to describe about internet applications in the different fields of daily life.

UNIT-I

UNIT-II
Memory and Mass Storage Devices: Characteristic of Memory System, Types of Memory, Care 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-IV
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 FOR PRACTICAL: M.S. Office, M.S. Excel.

Suggested Books:
• Nasib Singh Gill, Fundamentals of Computer.
Semester-VI
Labour Welfare Administration -II

Paper- MPA-506-1

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

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

Course Outcomes
CO-1. Impart the knowledge to students about wage policy.

CO-2. Help in knowing the role of Labour Welfare Department at state level.
CO-3. Improve the knowledge of student about different Labour Welfare Acts and its provision.

UNIT-I
Labour Welfare and Liberalization, Wage Policy and Wage Regulation Machinery, Workers Education & Training.

UNIT-II
Haryana Labour Department: Organisation and Functions; Labour Welfare Officer: Functions & Responsibility; Workers Participation in Management: Concept and Importance, Forms of Worker’s Participation in Management.

UNIT-III
The Factories Act 1948; Payment of Minimum Wages Act 1936; Industrial Dispute Act 1947.

UNIT-IV

Suggested Books:
Singh V.B., Industrial Labour in India, Bombay Asia Publishing House 1967.
Sabramaniam C.N., Labour Management Relations in India.
India, Report of the Labour Investigation Committee.
Semester-VI
Fundamentals of Governance -II

Paper-MPA-506-2

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

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

Course Outcomes
CO-1. To know about the basics of good governance.

CO-2. To understand about the details about e-governance.

CO-3. To provide knowledge about the different components of good governance.

CO-4. To provide knowledge about issues in good governance.

UNIT-I

UNIT-II

UNIT-III
Components of Good Governance: Right to information and Good Governance; Public service delivery and Good Governance; People’s Participation and Good Governance; Public policy and Good Governance.

UNIT-IV
Issues of Good Governance: New Public Management and Good Governance; Administrative Reforms and Good Governance; Economic Reforms and Good Governance; Electoral Reforms and Good Governance.

Suggested Books:
- United Nations, Responsive and Accountable Public Governance, Department of Economic and Social Affairs; World Public Sector Report, 2015.
• Uttam Kumar Singh, Akshya Kumar Nayak and Avinash Chiranjeev, E – Governance, New Delhi: Jnanada, 2011.
• Vasu Deva, E – Governance in India – A Reality, New Delhi: Commonwealth, 2005.
Semester-VI
Western Political Thought-II

Paper-mpa-506-3

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

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

CO-1. To know about the thoughts Machiavelli & Mill.

CO-2. To understand about the philosophy of Bentham & Hegel.

CO-3. To impart knowledge about the contribution of Lenin & Green in political thought.

CO-4. To make them understand the philosophy of Karl Marx.

UNIT-I: Machiavelli, J.S. Mill.

UNIT-II: Jeremy Bentham, G.W. Hegel.

UNIT-III: Vladimir Lenin, T.H. Green

UNIT-IV: Karl Marx: Dialectical Materialism, Theory of Class Struggle, Theory of Materialistic Interpretation of History, Theory of Surplus Value, Views on State and Bureaucracy.

Suggested Books:

- Pukhray Jain, Western Political Philosophy, Sahitya Bhavan Publication, Delhi, 2015.
- B.N. Ray, Western Political Thought, Kaveri Books, Delhi, 2012.
- Brian R. Nelson, Western Political Thought, Person, Delhi, 2004.


• Avineri, *The Social and Political Thought of Karl Marx*, New Delhi, S. Chand and co., 1979.

• V.I. Lenin, *State and Revolution*, Progress Publisher, Moscow, 1972.


Semester-VI
International Organization-II

Paper-MPA-506-4

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

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

Course Outcome
CO-1. To know about the structure and function of regional organisation.

CO-2. To make them understand about the social justice and human rights in international scenario.

CO-3. To impart knowledge about the working of United Nation.

CO-4. To gain knowledge about administrative reforms and democratization of United Nation.

UNIT-I
Regional Organizations: European Community, SAARC, ASEAN.

UNIT-II
UN and Social Justice: Human Rights; Decolonization.

UNIT-III

UNIT-IV
UN and the Third World; Reforms and Democratization of U.N. System, India’s claim for Permanent Membership of the Security Council.

Suggested Books:
- Prashad, Mudrik, Antrarashtriya Sambanth, Arjun Publication House, Delhi, 2013.
Semester-VII
Public Administration: Theoretical Perspective-I

Paper-MPA-507-1

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

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

Course Outcomes
CO-1. Now the students are capable to understand the administrative system of any country and they are in a position to understand the latest developments in the discipline.

CO-2. Organization is the base of an administrative system, so the students secured enough knowledge to understand the operational working of an organizational structure.

CO-3. Students got the ability to identify the nature of agency operating in a system whether line, staff or auxiliary and the relationship between field and headquarters.

CO-4. They got knowledge about the means of ensuring accountability in the administrative system.

UNIT-I

UNIT-II
Organization-Meaning and Bases; Types-Formal and Informal; Principles of Organization, Hierarchy, Span of Control, Unity of Command, Coordination, Delegation, Centralization and Decentralization.

UNIT-III
Structure of Organization-Chief Executive-Types, Functions and Role; Line, Staff and Auxiliary Agencies; Department, Public Corporation, Board and Commission; Headquarter and Field Relationship.

UNIT-IV
Concept of Accountability and Responsibility: Control over Public Administration: Legislative, Executive and Judicial; Delegated Legislation; Administrative Adjudication.

Suggested Books:
- Polinaidu, S.P., Public Administration, New Delhi, Galgotia, 2010.
- Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
• Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition (Hindi Medium).
Semester-VII
Administrative System in India-I

Paper-MPA-507-2

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

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

Course Outcomes
CO-1. Students got knowledge about the evolution of Indian administration.

CO-2. Students acquired knowledge about the operation working of Chief Executive and various ministries in India.

CO-3. They became aware about the role of civil services in India as well as the Generalists Vs Specialist Controversy.

UNIT-I
Evolution of Indian Administration: Ancient Administration, Mughal Administration and British Administration, Features of Indian Administration, Role of Indian Administration in Socio-Economic and Political Development.

UNIT-II
Chief Executive: Powers, Position and Role of President and Prime Minister in India Administration, Prime Minister Office (PMO), Organisation and Functions of Cabinet Secretariat and Central Secretariat.

UNIT-III
Organization and Functions of Ministries of Home Affairs, Finance, Defence and Personnel, Public Grievance and Pension at the Central Level.

UNIT-IV
Civil Services: Role of Civil Services in Indian Administration, Administrative Reforms in India since Independence, All India and Central Services, Generalists Vs Specialist Controversy.

Suggested Books:
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
• Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
• Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
• Chaubey, P.K., Urban Local Lodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.
• Mehta, Vinod, Reforming Administration in India, New Delhi, Har-Anand, 2000.
• Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.
• Ministry of Personnel Public Grievances and Pension, Annual Reports on Administration, Govt. of India.
Semester-VII  
Public Administration: Comparative Perspective-I  
Paper-MPA-507-3

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

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

Course Outcomes
CO-1. It helps in developing the global perspective of the students by gaining knowledge about various administrative systems.

CO-2. It aids the student in understanding the environmental forces and their impact on the administrative system.

CO-3. It is helpful in understanding the operational working of the chief executives in parliamentary, presidential, quasi-parliamentary and quasi-presidential and collegial systems.

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  

UNIT-III  
Salient features of Administration in UK, USA, France, and Japan.

UNIT-IV  
Chief Executive of UK, USA, France, and Japan.

Suggested Books:
- Gupta, Bhuvanesh, Comparative Public Administration, Wisdom Press, New Delhi, 2014.
- Dahiya, Sewa Singh & Ravindra, Comparative Public Administration, Sterling Publications, Pvt Ltd., New Delhi, 2012.
- Siffin, William, Towards the Comparative Study of Public Administration, Blooming, Indian University Press, 1957.
- Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co., 1904.
- Rowat, Donald E., Public Adm in Developed Democracies, Donald Marcel Dekker, Inc. New York.
- Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
Semester-VII
Administrative Thinkers-I

Paper-MPA-507-4

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

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

Course Outcomes

CO-1. Helps in knowing the impact of Kautilya’s administrative thought in the modern world

CO-2. Helps in knowing the ethical values which can contribute in reducing corruption from administration

CO-3. Helps in knowing the history of administrative reforms and which reforms have great impact in administration.

CO-4. Helps in knowing that which type of thought, thinkers have and what they have contributed in Public Administration.

UNIT-I
Kautilya, Mahatma Gandhi, Swami Vivekananda.

UNIT-II
B.R. Ambedkar, Jawaharlal Nehru, Paul H. Appleby.

UNIT-III
Woodrow Wilson, L.D. White, Gulick and Urwick.

UNIT-IV

Suggested Books:

- Prasad, Ravindra; V.S. Prasad, P. Satyanarayan, Y. Pardhasaradhi (ed.), Administrative Thinkers, New Delhi, Sterling, 2011. (Hindi & English) 3rd Edition.
• Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 (Reprint of 2004 Edition)
• Theory, Narender Kumar, Theory, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)
• Kumar, Umesh and Sanjay Kumar Singh, Prachin Avm Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
Semester-VII
Economic Administration - I

Paper-MPA-507-5

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

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

Course Outcomes: After Completing this course the Students would be able to:


CO-4. Examine the role of Finance Commission and Reserve Bank of India in Monetary and Fiscal Policies of India.

UNIT-I

UNIT-II

UNIT-III
Organization and Functions: Ministry of Finance, Estimates Committee, Public Accounts Committee and Committee on Public Sector Undertakings, Budget as a tool of Financial Control & Socio-Economic Development.

UNIT-IV

Suggested Books:
Chand, Prem, Control of Public Expenditure in India, Allied Publishers, New Delhi, 2010.
Mathur, Kuldeep (ed.), Development Policy and Administration, Sage, New Delhi, 1996.
Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995.
Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.
Semester-VIII
Public Administration: Theoretical Perspective-II

Paper-MPA-508-1

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

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

Course Outcomes
CO-1. Student became well versed with the theories of Public Administration.

CO-2. They got knowledge about the Organizational Behaviour in an administrative system.

CO-3. They came to know about the role of Grievances Redressal Agencies and other initiatives taken towards citizen centric administration.

CO-4. They got awareness about the Emerging Trends in Public Administration

UNIT-I
Theories of Public Administration: Classical and Neo Classical, Scientific Management and Bureaucratic Theory.

UNIT-II
Organizational Behaviour: Motivation, Supervision, Leadership and Communication.

UNIT-III
Administrative Corruption, Grievance Redressal Institutions, Ombudsman, Lokpal & Lokayukta, Ethics & Integrity in Administration.

UNIT-IV

Suggested Books:
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Polinaidu, S., Public Administration, New Delhi, Galgotia, 2010.
- Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
Semester-VIII
Administrative System in India-II

Paper-MPA-508-2

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

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

Course Outcomes

CO-1. Student acquired knowledge about the operation working of Chief Executive and various departments at the state level.

CO-2. Students got knowledge about the operational working of important Commissions in Haryana state.

CO-3. They became aware about the operational working of Administration at Divisional and District level.

CO-4. They got knowledge about the operational working of District Planning Committee 73rd & 74th Constitutional Amendment Act.

UNIT-I
Political Executives at State Level: Governor & Chief Minister, State Secretariat: Organization & Functions, Role of Chief Secretary in State Administration.

UNIT-II
Organization and Functions of Home Department, Finance Department, Agriculture Department, Food and Supply Department in Haryana

UNIT-III

UNIT-IV
Organization and Functions of Divisional Commissioner, Deputy Commissioner, District Police Administration, District Rural Development Agency (DRDA) and District Planning Committee, Salient features of 73rd & 74th Constitutional Amendment Act.

Suggested Books:

- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
• Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
• Chakravarty, Bidyut & Mohit Bhattacharya, Administrative Change and Innovation, New Delhi, OUP, 2005.
• Aziz Abdul (eds.). Decentralised Governance in Asian Countries, New Delhi, Sage, 1996.
• Bhabhri C.P., Public Administration in India, New Delhi, Vikas, 1976.
Semester-VIII
Public Administration: Comparative Perspective-II

Paper-MPA-508-3

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

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

Course Outcomes

CO-1. Students become aware about the contribution of the leading scholars in the field of Comparative Public Administration.

CO-2. It helps the students in gaining knowledge about the operational working of local governments in parliamentary, presidential, dual and plural executive systems.

CO-3. Students became aware about the accountability mechanism of administrative systems in various developed countries.

CO-4. It further helps the students in learning how the complaints of the citizens in these developed countries are handled.

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 in UK, USA, France, and Japan.

UNIT-IV
Grievances Redressal Machinery in UK, USA, France, and Japan.

Suggested Books:

- Gupta, Bhuvanesh, Comparative Public Administration, Wisdom Press, New Delhi, 2014.
- Dahiya, Sewa Singh & Ravindra, Comparative Public Administration, Sterling Publications, Pvt Ltd., New Delhi, 2012.
- Arora, R.K. and Sangeeta Sharma, Comparative and Development

- Siffin, William, Towards the Comparative Study of Public Administration, Blooming, Indian University Press, 1957.
- Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Miffin Co, 1904.
- Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
- Rowat, Donald E., Public Adm in Developed Democracies, Donald Marcel Dekker, Inc. New York.
Course Outcomes
CO-1. Help in knowing that how behavioural aspects of human affect the output of the organization.

CO-2. Help in knowing the different factors which can motivate the person to work efficiently.

CO-3. Help in knowing that how the management techniques can be used to increase the performance of the administration.

CO-4. Impart the knowledge of student about Policy formulation and Implementation.

UNIT-I
Elton Mayo, C.I. Barnard, Herbert Simon.

UNIT-II
Abraham Maslow, Doughlas Mcgregor, Fredrick Herzberg.

UNIT-III
Chris Argyris, Rensis Likert, Peter Drucker.

UNIT-IV
Max Weber, Yehezkal Dror, Dwight Waldo, Paul H Appleby.

Suggested Books:
- Prasad, Ravindra; V.S. Prasad and Satyanarayan (ed.), Administrative Thinkers, New Delhi, Sterling, 2010. (Hindi & English)
• Thory, Narender Kumar, Theory, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)
• Nisha Ali, S.S., Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998
• Maheshwari, S.R., Administrative Thinkers, New Delhi: Macmillan, India Ltd., 1998
• Kumar, Umesh and Sanjay Kumar Singh, Prachin Avm Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
Semester-VIII
Economic Administration-II

Paper-MPA-508-5

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

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

Course Outcomes: - After Completing this course the Students would be able to:

CO-1. Acquaint with the role of Monetary, Fiscal and Disinvestment Policy.

CO-2. Explain the Parliamentary control over Finance, Delegation of Financial Powers in relation to Centre and States.

CO-3. Familiar with Modified Accounting System and Performance Audit as well as the basics of Accounting and Auditing System

CO-4. Describe the organization and Function of Central Board of Direct Taxes and Central Board of Excise and Custom. The student also explains about the features of different committees and Commission of Tax Reforms

Unit-I
Monetary Policy in India: Meaning, Objectives, types and Instruments; Fiscal Policy in India: Meaning, Objectives, Techniques and Limitations; Disinvestment Policy in India: Meaning, Objectives, Importance and features.

Unit-II

Unit-III

Unit-IV
Tax Administration: Evolution, Meaning Importance, Principles and Types of Taxation, functions of Central Board of Direct Taxes and Central Board of Excise and Custom, Goods and Services Tax: Meaning, features and Mechanism.

Suggested Books:

• Chand, Prem, Control of Public Expenditure in India, Allied Publishers, New Delhi, 2010.
• Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
• Mathur, Kuldeep (ed.), Development Policy and Administration, Sage, New Delhi, 1996.
• Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995.
• Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
• Radhey Sham, Financial Administration, New Delhi, Surjeet Book Deport, 1992.
• Mukerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Deport, 1980.
• Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
• Lal, G.S., Financial Administration in India, Delhi HPJ Kapoor, 1969.
• Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.
Semester-IX
Development Administration-I

Paper-MPA-509-1

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

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

Course Outcomes: - After studying this paper, students would be able to:


CO-2. Familiar with the improving arrangements of administrative capability and ecology of Development

CO-3. Describe the role of Bureaucracy in Development Policy Process.

CO-4. Generate awareness about the Development Programme GOI like MNREGA, NRHM, NRLM, JNNURM etc.

CO-5. Point out the importance socio-economic background of bureaucracy in management of Development Activities.

UNIT-I

Unit-II

Unit-III
Influence of socio-economic background on Development Administration, Representative Bureaucracy, Neutral Vs Committed Bureaucracy, Role of Bureaucracy with special reference to Policy Making & Implementation.

Unit-IV
Suggested Books:

- Kundu, Rajesh, Development Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women’s University, 2015.
- Bhattacharya, Mohit, Development Administration, Kolkata, World Press, 1997.
- Chatterjee, S.K., Development Administration, New Delhi: Surjeet, 1990.
- Verma, S.P. and Sharma, S.K., Development Administration, IIPA, New Delhi.
Semester-IX
Human Resource Development-I

Paper-MPA-509-2

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

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

Course Outcomes
CO-1. Helps in knowing what is the types and process of recruitment.

CO-2. Helps in knowing the impact of promotion and training in human resource development

CO-3. Helps in knowing the different employee-employer relations like conduct rules, disciplinary actions.

CO-4. Helps in knowing the various issues of human resource development and how they affect to any organisation.

CO-5. Helps to students to know about morale and motivation methods.

UNIT-I

Unit-II
Human Resource Planning, Recruitment, Promotion, Training and Development.

Unit-III
Service Conditions & Conduct Rules, Disciplinary Actions, Employees Association, Whitleyism in India.

Unit-IV

Suggested Books:


Semester-IX  
Research Methods-I

Paper- MPA-509-3  
M. Marks = 100  
Theory = 80  
Internal Assessment = 20  
Time = 3 hrs

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

Course Outcomes
CO-1. Students gained knowledge about the use of scientific method in social research.

CO-2. Students became capable to select the appropriate problem by testing it on various criteria.

CO-3. The students got capability to frame fruitful hypotheses.

CO-4. They got the expertise prepare a research design on any topic of their own choice.

CO-5. They became aware to adopt sampling and how to ensure objectivity in their research.

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

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 for Selecting a Representative Sample.

Suggested Books:
• Panneerselvam, R., Research Methodology (2nd ed.) PHI Learning Private Ltd, Delhi 2014.
• Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
• Tripathi, PC. & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
• Ahuja, Ram, Research Methods, Rawat Publications, New Delhi, 2002 (Hindi & English).
• Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979.
• Shukla and Trivedi (Hindi), Research Methodology, College Books Depot, Jaipur.
Course Outcomes

CO-1. The students came to know about the importance of policy science in terms of modern governance.

CO-2. The students came to know about the nature, scope and significance of public policy.


CO-4. Students came to know the role of state, non-state actors in policy making and problems faced in the process of policy implementation.

UNIT – I

UNIT – II
Public Policy: Meaning, Nature & Scope; Types of Public Policy; Significance of Public Policy & its Distinction with other related concepts; Impact of Globalisation on Public Policy.

UNIT – III
Policy Making Process; Role of Official Policy Makers: Executive, Legislative, Judiciary and Bureaucracy.

UNIT – IV

Suggested Books:
- Devika Paul, Public Policy Formulation and Implementation in India, Devika Publications, Delhi, 1995.
Semester-IX
Social Welfare Administration-I

Paper-MPA-509-5

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

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

Course Outcomes: After completing this course the students would be able to:

CO-1. To make them understand about the basic concepts of social welfare like social service, social work, social security etc.

CO-2. Discuss the Role of Social Welfare in the Country during different time period.

CO-3. Explain the Role of Social Welfare Administration in resolving various Social problems.

CO-4. To impart knowledge about the relationship of Public administration and social welfare administration.

CO-4. To know about the nature, scope, principles and problems of social welfare administration.

UNIT – I

UNIT – II

UNIT – III
Relationship of Public Administration and Social Welfare Administration; Distinction between Social Services and Social Welfare Services; Distinction between Social Work and Social Welfare; and Methods of Social Work.

UNIT – IV

Suggested Books:
- Drej, Jya and Chobe, Kamal Nayan, Bhartiya Nitiyo Ka Samajik Paksh, Vani Perkashan, New Delhi, 2017.
• Yogi, Praveen. Social Justice and Empowerment, Delhi: Kalpag Publications, 2000
• Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.
• Relevant Acts of Parliament and Reports of Commission, Committee & Study Teams.
Semester-X
Development Administration-II

Paper-MPA-510-1

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

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

Course Outcomes
CO-1. Explain about the fundamentals of Development Public Policy and role of bureaucracy in technical examination of Policy.

CO-2. To know about the process of Policy formulation, implementation and evaluation.

CO-3. Examine the role of NGOs and PRIs in Development project Formulation, Implementation and evaluation Process.

CO-4. Evaluate the Problems and prospects of Sustainable Development, Environment protection and conservation of natural resources.

UNIT-I
Development Policy – Concept, meaning, nature and scope. Formulation & Implementation of Public Policy, Models of Public Policy, Relationship of Bureaucrats & Politicians in Policy making process.

UNIT-II

Unit-III
People’s participation in Development Administration, Role of NGOs in Development Administration Programmes & Projects Formulation and Implementation, Role of Panchayati Raj Institutions in Development.

Unit-IV

Suggested Books:
- Kundu, Rajesh, Development Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women’s University, 2015.
• Bhattacharya, Mohit, Development Administration, Kolkata, World Press, 1997.
• Joshi, Preeta, Vikash Prashashan, Jaipur: RBSA, 1991
• Verma, S.P. and Sharma, S.K., Development Administration, IIPA, New Delhi.
Semester-X
Human Resource Development-II

Paper-MPA-510-2

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

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

Course Outcomes
CO-1. Help in knowing the way of identifying and measuring the data about human resource and how it can be used in decision making.

CO-2. Help in knowing the value of information while making policies.

CO-3. Help in knowing the difference between the Job description, Job specification and Job enrichment.

CO-4. Help in knowing that what are modern trends and challenges in human resource development and how they affect to any organisation.

UNIT-I

Unit-II
Management Information System, Organizational Development, Organizational Behaviour, Interpersonal Communication.

Unit-III
Job Analysis, Job Description, Job specification and Job Enrichment.

Unit-IV

Suggested Books:
Semester-X  
Research Methods-II  

Paper-MPA-510-3  

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

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

Course Outcomes  

CO-1. The students came to know the use of data collection techniques.  

CO-2. They got the knowledge about the processing of data.  

CO-3. They acquired knowledge about the analysis of data by doing the practical use of statistical methods.  

CO-4. They came to know the practical application of the SPSS while doing research.  

UNIT-I  
Data Collection: Sources of Data Collection: Primary and Secondary, Techniques of Data Collection, Interview, Questionnaire, Schedule and Observation  

UNIT-II  

UNIT-III  

UNIT-IV  
Role of SPSS in Social Sciences Research, Interpretation of Data: Meaning, techniques and precautions, Role of Computer in Research; Report writing: Qualities and Steps of report-writing.  

Suggested Books:  

- Panneerselvam, R., Research Methodology (2nd Ed.) PHI Learning Private Ltd, Delhi, 2014.
- Tripathi, PC & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
- Ahuja, Ram, Research Methods, Rawat Publications, New Delhi, 2002. (Hindi & English).
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979
- Shukla and Trivedi (Hindi)., Research Methodology, College Book Depot, Jaipur.
Semester-IX  
Public Policy-II

Paper-MPA-510-4

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

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

Course Outcomes
CO-1. The students came to know about the importance and process of policy implementation and role of NGO in policy implementation.

CO-2. Students came to know the importance and process of policy evaluation as well as agencies involved in policy evaluation.

CO-3. Students came to know the importance, issues and method of policy analysis.

CO-4. Describe about the policies analysis

Unit-1  
Policy Implementation: Meaning & Importance; Policy Implementation Process; Role of Governmental & Non-Governmental Agencies for Policy Implementation; Problems of Effective Policy Implementation.

Unit-2  

Unit-3  

Unit-4  
Environment Policy: Water Pollution & Disposal of Wastage; Health Care Policy; Urban Development & Housing Policy; Right to Education.

Suggested Books:
- Devika Paul, Public Policy Formulation and Implementation in India, Devika Publications, Delhi, 1995.
Semester-X
Social Welfare Administration-II

Paper- MPA-510-5

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

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

Course Outcomes: After completing this course the students would be able to:

CO-1. Appreciate the working of Social Welfare Ministry and Department.

CO-2. Gain from various families Welfare programmes available to the public.

CO-3. To share knowledge about the problem & prospects in welfare programmes.

CO-4. Appreciate the role and functions of SC, ST and OBC welfare programmes.

UNIT-I
Ministry of Social Welfare: Organisation & Functions; Social Welfare Department at State and District Level.

Unit-II

Unit-III

Unit-IV
SC and ST Welfare Programmes in India, Composition and Function of SC, ST Commission; OBC Welfare Programmes in India, Composition and Function of OBC Commission; Disabled Welfare Programmes in India: Problems and Prospects.

Suggested Books:
- Drej, Jya and Chobe, Kamal Nayan, Bhartiya Nitiyo Ka Samajik Paksh, Vani Perkashan, New Delhi, 2017.
Pandey, Balkeshwar, Samaj Karya (Siddhant and Padatiya), Rawat Publications, Jaipur, 2013.
Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.