

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 Session 2011-12

No. of Seats: 60

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	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.

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 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 Programme	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 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.

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.

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

Semester-I

Paper- MPA-I-01 Elements of Public 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

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: Its Features and Contribution to the Discipline;
Ist Minnbrook Conference and Public Administration
IInd Minnbrook Conference and Public Administration
IIIrd Minnbrook Conference and Public Administration

Unit-IV

Principles of Public Administration, Politics Administration Dichotomy, Scientific Management.

Recommended Books:

Semester-I

Paper- MPA-0I-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 and 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**

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

SESSION 2011-12

SCHEME OF EXAMINATION

Max. Marks	100
Theory	80
Internal Assessment	20
Time	: 3.00 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 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

- 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) **Grammar:**
 - (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. 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 Executive 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:

Semester-II

Paper- MPA-II-03 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) 5Years 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

Max. Marks	100
Theory	80
Internal Assessment	20
Time	: 3.00 Hours

Part-A Short Stories

The following Stories from The Pointed Vision : An Anthology of Short Stories By Usha Bande and Krirhan 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) Grammer 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.

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 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)