

Passed in PG BOS held on 14.6.2010 and sent to academic branch with CD

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SCHEME OF EXAMINATION

M.A. (Previous) Public Administration
w.e.f. the Session 2010 – 2011

The Course will consist of four semester. In each semester, there would be Five papers with Four Units. Total marks for the course would be 2000 (500 marks per semester)

Semester-I (Public Administration)

Paper	Name of Paper	Theory	Internal Assessment	Total Marks	Time
P-1	Administrative Theory-(i)	80	20	100	3 hrs.
P-II	Administrative Thought-(i)	80	20	100	3 hrs.
P-III	Indian Administration-(i)	80	20	100	3 hrs.
P-IV	Comparative Public Administration-(i)	80	20	100	3 hrs.
P-V	Opt.i)Labour Welfare Admn(i)	80	20	100	3 hrs.
	Opt. ii) Consumer Protection Admn.	80	20	100	3 hrs

Semester-II (Public Administration)

Paper	Name of Paper	Theory	Internal Assessment	Total Marks	Time
P-VI	Administrative Theory-(ii)	80	20	100	3 hrs.
P-VII	Administrative Thought-(ii)	80	20	100	3 hrs.
P-VIII	State Administration.	80	20	100	3 hrs.
P-IX	Comparative Public Administration-(ii)	80	20	100	3 hrs.
P- X	Opt.i)Labour Welfare Admn(ii)	80	20	100	3 hrs.
	Opt. ii) Administrative Law	80	20	100	3 hrs

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

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Scheme of Examination of M.A.(Final) Public Administration
SCHEME OF EXAMINATION

M.A. (Final) Public Administration
w.e.f. the Session 2011-2012

Semester-III (Public Administration)

Paper	Name of Paper	Theory	Internal Assessment	Total Marks	Time
P-XI	Development Administration (i)	80	20	100	3 hrs.
P-XII	Human Resource Development (i)	80	20	100	3 hrs.
P-XIII	Social Welfare Administration(i)	80	20	100	3 hrs.
P-XIV	Research Methodology)i)	80	20	100	3 hrs.
P-XV	Opt.i)Financial Admn(i)	80	20	100	3 hrs.
	Opt. ii) Management of Public Enterprises	80	20	100	3 hrs

Semester-IV (Public Administration)

Paper	Name of Paper	Theory	Internal Assessment	Total Marks	Time
P-XVI	Development Administration (ii)	80	20	100	3 hrs.
P-XVII	Human Resource Development (ii)	80	20	100	3 hrs.
P-XVIII	Social Welfare Administration(ii)	80	20	100	3 hrs.
P-XIX	Research Methodology(ii)	80	20	100	3 hrs.
P-XX	Opt.i)Financial Admn(ii)	80	20	100	3 hrs.
	Opt. ii) Environment Administration	80	20	100	3 hrs

Note:

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

Annexure-F

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M.A.(P) Sem-I

Paper-I

Administrative Theory (i)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

Concept of Public Administration-Meaning, Nature, Scope and Significance: Public and Private Administration; Public Administration Science or an Art: Evolution of Public Administration; New Public Administration, New Public Management.

Unit-II

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

Unit-III

Structure of Organization-Chief Executive-Types, Functions and Qualities; Line, Staff and Auxiliary Agencies; Department, Public Corporation and Commission.

Unit-IV

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

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Books Recommended:

1. L.D. White, Introduction to the study of Public Administration, New York, Macmillan, 1995.

2. S.R. Maheshwari, Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
3. Peter Self, Administrative Theories and Politics, London, George Allen and Urwin, 1969
4. Robert T. Golembiewski, Public Administration As a Developing Discipline, New York, Marceel Dekker, Inc, 1977.
5. M..P. Sgharma and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006 (English & Hindi Medium)
6. Frank Marini (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
7. F.M. Marx (ed.) Elements of Public Administration, New Delhi, Prentice Hall of India, 1964.
8. Om Srivastav, Public Administration and Management-The Growing Horizons, Mumbai (Vol.II), 1991.
9. Ramesh K. Arora (ed.), Administrative Theory, New Delhi, IIPA, 1984
10. Felix Nigro and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
11. Robert Presthus, Public Administration, New York, The Ronald Press, 1975.
12. S.L. Goel, Advanced Public Administration, Delhi, Deept & Deept, 2003.
13. Hoshiar Singh and Pradeep Sachdeva, Principles of Public Administration, Allahabad, Kitab Mahal, 2005, (Hindi Medium)
14. K.K. Puari and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000 (Hindi Medium)
15. Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition (Hindi Medium)
16. Surender Kataria, Public Administration Jaipur, Malik & Company, Latest edition(Hindi Medium)
17. A.R. Tyagi, Public Administration (Principles and Practice) Delhi, Atma Ram and Sons, 2001.
18. B.L. Fadia and Kuldeep Fadia, Publish Administration, Agra, Sahitya Bhawan Publication, 2000
19. Rumk Basu, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.

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M.A.(P) Sem-I

P-II Administrative Thought-I
2010-2011

M.Marks: 100
Theory: 80
I.A. :20

Time: 3 hrs.

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

Unit-I

Kautaliya, Woodrow Wilson, Henri Fayol.

Unit-II

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

Unit-III

F.W. Taylor, Elton Mayo

Unit-IV

Max Weber, Karl Marx.

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Books Recommended:

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

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M.A. (P) Sem-I

P-III

Indian Administration

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

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, Control over Administration; Parliamentary and Judicial, Administrative Reforms in India since Independence.

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Books Recommended

1. S.R. Maheshwari, Evolution of Indian Administration, New Delhi: Orient Longman, 1974.
2. S.R. Maheshwari, Indian Administration, New Delhi: Orient Longman.
3. R.K. Arora and Rajni Goyal, Indian Public Administration, New Delhi: Wishwa, 1997..
4. B.B. Misra, The Central Administration of East India Company, London: Manchester Press, 1959..
5. J.N. Sarkar, Mughal Administration, Calcutta: M.C. Sarkar, 1935.
6. Anirudh Ray, Some Aspects of Mughal Administration, New Delhi: Kalyani 1984.
7. R.P. Khosla, Administrative Structure of the Great Mughals, Delhi: Kanti Publications, 1991.
8. Prasad K. Nayak, S. Sen and G.S. Mansukhani (Eds.), Indian Administration, New Delhi: Unique Publishers, 2007
9. B.L. Fadia, Indian Administration, Agra: Sahitya Bhawan, 2007.
10. Ashok Chand, Indian Administration, London: Allen and Unwin, 1967.
11. Hoshiar Singh, Indian Administration Allahabad: Kitab Mahal, 1998.
12. Surender Kataria, Indian Administration, Jaipur: RSBA, 2007

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M.A.(P)) Sem-I

P-IV

Comparative Public Administration(i)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

Chief Executive of UK, USA, France, Japan & Switzerland

Books Recommended:

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

M.A. (P) Sem-I

P-V (opt.i) Labour Welfare Administration (i)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Books Recommended:

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

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

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Books Recommended:

1. Verma Yoginder S. & Sharma Chander Kant, Consumerism in India, 1994.
2. Arora Ramesh K. & Gulati, Consumer-Oriented Premises and Perspectives, 1996.
3. Seth Mohini & Seetharaman Premvarthy, Consumerism A Growing Concept 1994
4. I. Satya Sundaram, Consumer Protection in India, 1985.
5. Bangia, Dr. R.K. , Consumer Protection Laws and Procedures, 1996, Allahabad Law Agency.

6. Singh Avtar , Upbhokta Sanrakshan, Sidhant Evam Prakriya, Eastern Book Company, 1995.
7. Chahar S.S. , Consumer Protection Movement in India, New Delhi: Kanishka Publishers, 2007.

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M.A. (P) Sem-II

P-VI Administrative Theory-(ii)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

Theories of Public Administration: Classical and Neo Classical, Scientific Management, Human Relations and Bureaucratic.

Unit-II

Organizational Behaviour: Morale and Motivation, Supervision, Leadership and Communication.

Unit-III

Administrative Corruption, Ethics in Administration, Ombudsman.

Unit-IV

Organizational Reforms : O & M, M B O
Organizational Effectiveness, Organizational Improvement.

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Books Recommended:

1. L.D. White, Introduction to the study of Public Administration, New York, Macmillan, 1995.
2. S.R. Maheshwari, Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
3. Peter Self, Administrative Theories and Politics, London, George Allen and Urwin, 1969
4. Robert T. Golembiewski, Public Administration As a Developing Discipline, New York, Marceel Dekker, Inc, 1977.
5. M..P. Sgharma and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006 (English & Hindi Medium)
6. Frank Marini (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
7. F.M. Marx (ed.) Elements of Public Administration, New Delhi, Prentice Hall of India, 1964.
8. Om Srivastav, Public Administration and Management-The Growing Horizons, Mumbai (Vol.II), 1991.
9. Ramesh K. Arora (ed.), Administrative Theory, New Delhi, IIPA, 1984
10. Felix Nigro and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
11. Robert Presthus, Public Administration, New York, The Ronald Press, 1975.
12. S.L. Goel, Advanced Public Administration, Delhi, Deept & Deept, 2003.

13. Hoshiar Singh and Pradeep Sachdeva, Principles of Public Administration, Allahabad, Kitab Mahal, 2005, (Hindi Medium)
14. K.K. Puari and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000 (Hindi Medium)
15. Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition (Hindi Medium)
16. Surender Kataria, Public Administration Jaipur, Malik & Company, Latest edition(Hindi Medium)
17. A.R. Tyagi, Public Administration (Principles and Practice) Delhi, Atma Ram and Sons, 2001.
18. B.L. Fadia and Kuldeep Fadia, Publish Administration, Agra, Sahitya Bhawan Publication, 2000.
19. Rumk Basu, Public Administration: Concept and Theories, New Delhi, Sterling Publisher, 1990.
20. S.S. Chahar, Lok Prashashan Ke Sidhant, Panchkula: Haryana Sahitya Academy, 2008.

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M.A. (P) Sem-II

P-VII Administrative Thought-(ii)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

C.I. Barnard, Herbert Simon

Unit-II

Abraham Maslow, Doughlas Mcgregor, Fredrick Herzberg.

Unit-III

Chris Argyris, Rensis Likert

Unit-II

Peter Drucker, Yehezkal Dror

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Books Recommended:

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

M.A. (P) Sem-II

P- VIII State Administration

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

State Political Executives : Role of Governor, Chief Minister, Organization and Functions of State Secretariat and 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

Organisation and Functions of State Finance Commission, HUDA, Lokayukta, ARC in Haryana.

Unit-IV

Organization and Functions of Divisional Commissioner, Deputy Commissioner, District Police Administration, District Rural Development Agency (DRDA) and District Planning Committee.

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Books Recommended:

1. S.R. Maheshwari, State Governments in India, New Delhi: Macmillan, 2000.
2. A.P. Padhi, State Administration in India, Delhi: Uppal, 1998.
3. Ashok Sharma, Bharat Mein Prashashnik Sansthan, Jaipur: RSBA, 2003.
4. Ramesh Arora and Geeta Chaturvedi, Bharat Mein Rajya Prashashan, Jaipur, RSBA, 2001
5. Harish Chander Sharma, State Administration in India (Hindi) Haipur: College Book Depot, 2002.

M.A. (P) Sem-II

Paper: IX

Comparative Public Administration (ii)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

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

Unit-II

Local government of UK, USA, France, Japan & Switerland.

Unit-III

Accountability: Control Machinery of UK, USA, France, Japan & Switzerland.

Unit-IV

Grievance Redressal Machinery of UK, USA, France, Japan & Switzerland

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Books Recommended:

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

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M.A. (P) Sem-II

P- X (Opt. i) Labour Welfare Administration(ii)

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

Note: Attempt five questions, selecting one question from each unit. Question

No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

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Books Recommended:

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

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M.A. (P) Sem- II

P- X (Opt.ii) Administrative Law

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

Administrative Law- Meaning, Nature, Scope and Characteristics, Reasons for its growth, Sources of Administrative Law. Relations between Constitutional Law and Administrative Law.

Unit-II

Rule of Law-Meaning, Nature & Scope, Dicey's Thesis on Rule of Law, its Criticism, Ultra-Virus Meaning & Types, Substantive and Procedural Effects of Ultra vires. Courts of Administrative Law (Droit Administration) in France.

Unit-III

Delegated Legislation- Meaning, Types, Causes of its Growth, Advantages and Disadvantages, Safeguards, Parliamentary & Judicial Control over Delegated Legislation.

Unit-IV

Administrative Adjudication- Meaning, Causes for its Growth, Differences between Judicial Process and Administrative Adjudication, Administrative Tribunals- Meaning, Features and Composition, Merits and Demerits of Administrative Tribunals, Organisation and Functions of Haryana Administrative Tribunal for Disciplinary Proceedings.

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Books Recommended:

1. Basu, D.D., Administrative Law, New Delhi, Prentice Hall of India, Pvt. Ltd. 1986.
2. Jain, M.P. Jain S.N., Principles of Administrative Law, Bombay N.M. Tripathi 1979.
3. Joshi, K.C. Administrative Law, Allahabad, Central Law Agency (1988)
4. Kesri, U.P.D., Administrative Law, Allahabad, Central Law Agency(1988)
5. Cecil Carr, Delegated Legislation, Cambridge, Cambridge University Press 1921.
6. Kagzi, M.C.J., Indian Administrative Law, Delhi, 1973.

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M.A. (Final) Sem-III

P- XI

Development Administration (i)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

Development: Meaning, Nature, Dimensions & Approaches, Development Administration: Concept, nature, scope & significance, Prerequisites of Development Administration, Difference between Development Administration and Traditional Administration.

Unit-II

Evolution of Development Administration, Models of Development Administration, Role of Development in Developing Societies, Difference between Development of Administration and Administration of Development, Administrative Development: Concept & Objectives and its relations with Administrative reforms and change.

Unit-III

Administration Capability: Meaning, nature and importance, Institutional and Organisational arrangement for improving Administration capability. Ecology of Development Administration in future: Interaction with political, social, cultural and economic system.

Unit-IV

Influence of socio-economic background on Development Administration, Representative Bureaucracy, Neutral Vs Committed Bureaucracy, Role of Bureaucracy with special reference to policy making & Implementation.

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Books Recommended:

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

M.A. (Final) Sem- III

P-XII Human Resource Development (i)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

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

Unit-II

Human Resource Development Practices: Human Resource Planning, Recruitment, Promotion, Training and Development.

Unit-III

Employee-Employer Relations: Conduct Rules, Disciplinary Actions Employees Association, Whitleyism in India.

Unit-IV

Issues in Human Resource Development: Employees Morale, Motivation, Right to Strike & Political Rights of Civil Servants.

Books Recommended:

T.D. Tiwari: Human Resource Development, A New Perspective . Shanti Prakashan Rohtak.

Human Resource Management Practice, Concept and cases Shanti Prakashan, Rohtak.

Biswanath Gosh : Personnel Management, World Press Pvt. Ltd., Calcutta 1976.

M.N. Rudrabasavaraj – Dynamic Personnel Administration, Himalaya Publishing House Delhi, 1991.

Bhawdeep Singh and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.

Arun Manappa and Mirza. S. Saiyadain, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi-1979.

O. Glenn Stahl, Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.

Bishwajeet Pattanayak Human Resource Management, Prentice Hall of India, Pvt. Ltd., Mew Delhi, 2001.

C.S. Venkata Ratnam, B.K. Srivastva., Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993

V.M. Sinha : Personnel Administration

P-XIII Social Welfare Administration (i)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

Evolution of Social Welfare in India: Ancient Period, Medieval Period, The British Period and Independent India. Provisions of Social Welfare in Indian Constitution.

Unit-II

Concept of Welfare State: Meaning, Characteristics, Objectives and Functions. Efforts made by the Govt. of India for the establishment of Welfare State. Concept of Social Welfare Administration: Meaning, Scope, Significance and Principles.

Unit-III

Social Welfare Policies and Programmes for Aged, Disabled, Youths and Drug Addicts at Central and State Levels.

Unit-IV

Composition and Functions of National Commission for Women, National Commission for Scheduled Castes and Scheduled Tribes, National Commission for Backward Classes, and National Commission for Minorities.

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Books Recommended:

1. Friedlander Walter- A , Introduction to Social Welfare (New Apte, Robert Z. Delhi Prentice Hall 1932

2. Madan, G.R. Indian Social Problems Vol. II: Social Work (New Delhi) Allied Publishers Ltd), 1995.
3. Robson, William A., Welfare State and Welfare Society : Illusion and Reality (London: Allen and Unwin), 1976
4. Sankhdher, M.M., Welfafre State(New Delhi: Deept & Deept) 1985
5. Gangrade, K.D., Social Legislation in India (Delhi: Concept Publishing House) Vol. 1, 1978.
6. Fand, J. Bulsara & Verma, Perspective in Social Welfare in India (New Delhi: S. Chand & Co.) 1985.
7. Chowdhary, D. Paul, Social Welfare Administration (Delhi :Atma Ram and Sons) 1979.
8. Sachdeva, D.R., Social Welfare Administration (Allahabad: Kitab Mahal), Latest Edition.
9. Roy, Kalpana, Women and Child Development (New Delhi: Common Wealth Publishers), 2000.
10. Yogi, Praveen, Social Justice and Empowerment (Delhi: Kalpag Publications)2000
11. Encyclopaedia of Social Welfare in India (New Delhi: Ministry of Information and Broadcasting Vols. 4) 1987.
12. Encyclopaedia of Social Change (New Delhi: Anmol Publishers, Vol, 45)1996.
13. Relevant Acts of Parliament and Reports of Commission Committee & Study Teams.
14. Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.

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M.A. (Final) Sem-III

P- XIV

Research Methodology (i)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

Science: Meaning, Characteristics and basic assumptions; Scientific methods: Meaning, Characteristics and steps of scientific methods; Difference between natural and social science; Public Administration as a science.

Unit-II

Social Research: Meaning, nature and objectives; Types of social research: Pure and applied, Utility of social research; Problem of objectivity in social research and the measures to enhance it in social research.

Unit-III

Hypothesis: Meaning, types importance and sources of hypothesis; Qualities of a workable hypothesis; Difficulties in the formulation of hypothesis; Testing of hypothesis; Research Design: Meaning, types and its formulation.

Unit-IV

Sampling : Meaning, merits and demerits, Types of sampling: Random, Stratified purposive, Quota and multi stage; Procedure for selecting a representative sample.

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Books Recommended :

1. Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
2. Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979
3. Clair Seltiz., Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
4. John, Galtung., Theory and Methods of Social Research, New York, Columbia University, 1967.
5. Shukla and Trivedi (Hindi)., Research Methodology, College Books Depot, Jaipur
6. David Nachmias and Ferrel Nachmias., Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
7. Kothari C.R., Research Methodology: Methods and Techniques, New Delhi, Wiley Eastern Ltd., 1986.
8. Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston 1973.

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M.A. (Final) Sem-III

P-XV(Opt-i)

Financial Administration-(i)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

Financial Administration: Evolution, Meaning, Nature, Scope and its Significance; Financial Administration in the Era of Liberalization, Privatization and Globalization.

Unit-II

Budget : Evolution, Meaning and its Principles.

Types of Budget : Line Item Budget, Performance Budget, Zero Base Budget.

Unit-III

Process of Budget: Formulation, Enactment and Execution Organisation and Functions of : Ministry of Finance, Estimates Committee, Public Accounts Committee and Committee on Public Sector Undertakings.

Unit-IV

Organization and Functions of Finance Commission, Planning Commission, Comptroller and Auditor General of India, Problems and Prospects of Financial Administration in India.

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Books Recommended:

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

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M.A. (Final) Sem-III

P-XV(Opt.ii) Management of Public Enterprises

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

Concept of Public Sector-its role in Economic Development. Historical growth of Public Sector in India. Public Enterprises-Meaning, Importance and rationale.

Unit-II

Forms of Public Enterprises: Departmental Undertaking, Public Corporations and Joint Stock Company.

Management of Public Enterprises: Types of Managing Boards, Composition and Function of Managing Boards, Department of Public Enterprises.

Unit-III

Personnel Management in Public Enterprises: Recruitment, Training and Labour Welfare in Public Enterprises.

Unit-IV

Accountability and Control over Public Enterprises: Administrative or Ministerial Control, Parliamentary Control; Methods to Safeguard Autonomy of Public Enterprises.

Books Recommended:

1. Hanson, A.H., Public Enterprises and Economic Development, London Routledge and Kegan, 1972.
2. Ramanandham, V.V., Public Enterprises and the Developing World London, Groom Helm, 1984.
3. Narain Laxmi., Principles and Practice of Public Enterprises Management, New Delhi, S. Chand and Company.
4. Tandon, S.C., Management of Public Enterprises in India, Allahabad, Chaitanya Publishing House, 1987.
5. Basu Prahalad Kumar, Public Enterprises : Policy, Performance and Professionalism, New Delhi, Allied Publishers, 1982.
6. Maliyaya, M.N. Public Enterprises in India: Their Control and Accountability, New Delhi, ICSSR, 1973.
7. ARC Study Team, Report on Public Sector Undertakings (1967)
8. Appleby, Paul, Report on Public Sector Undertakings in India, 1953.

M.A. (Final) Sem-IV

Paper-XVI Development Administration(ii)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

Development Public 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

Development Planning: Meaning, nature & Types, Importance of Planning in Development Administration. Planning Process-Formulation, Implementation & Evaluation Process. Planning Machinery at Central, State & District Level.

Unit-III

People's participation in Development Administration, Role of NGOs in Development Administration Programmes & Projects Formulation and Implementation, Methods of Implementation, PERT & CPM.

Unit-IV

Sustainable Development – Concept, Challenges of sustainable Development and strategies to combat these challenges. Problem of Environment-degradation;causes & strategies to combat Environmental degradation. Conservation of non-renewable resources- Land, water & Power.

Books Recommended:

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

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**M.A. (Final) Sem-IV
P-XVII**

Human Resource Development (ii)

M.Marks: 100

Theory: 80
I.A. :20

Time: 3 hrs.

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

Unit-I

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

Unit-II

Employees and Organisation:

Communication, Management Information System, Organisational Development Organizational Behaviour.

Unit-III

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

Unit-IV

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

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Books Recommended:

T.D. Tiwari: Human Resource Development, A New Perspective . Shanti Prakashan Rohtak.

- Human Resource Management Practice, Concept and cases Shanti Prakashan, Rohtak.

Biswanath Gosh : Personnel Management, World Press Pvt. Ltd., Calcutta 1976.

M.N. Rudrabasavaraj – Dynamic Personnel Administration, Himalaya Publishing House Delhi, 1991.

Bhawdeep Singh and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.

Arun Manappa and Mirza. S. Saiyadain, Personnel Management Tata Mc Graw Hill Publishing Company Ltd., New Delhi-1979.

O. Glenn Stahl, Public Personnel Administration Oxford and IBH Publishing Company, New Delhi, 1975.

Bishwajeet Pattanayak Human Resource Management Prentice Hall of India, Pvt. Ltd., New Delhi, 2001.

C.S. Venkata Ratnam, B.K. Srivastva., Personnel Management and Human Resources Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993

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M.A. (Final) Sem-IV
P-XVIII

Social Welfare Administration (ii)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

Social Welfare Administration at Union Level: Ministry of Social Welfare, Department of Women and Child Development, Central Social Welfare Board and Ministry of Social Justice and Empowerment.

Unit-II

Social Welfare Administration at State Level: Directorate of Social Welfare, State Social Welfare Advisory Board and Social Welfare Administration at District Level.

Unit-III

Role of NGO's , Civil Society and Self Help Groups. Family Welfare Programmes: Meaning, Importance, Implementation and Achievement, Difficulties in the way of Family Welfare Programmes in India, Measures to make Family Welfare Programmes successful.

Unit-IV

Social Welfare Agencies at International Level: Organisation, Functions and Role of UNESCO, UNICEF, ILO and WHO.

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Books Recommended:

1. Friedlander Walter- A & Introduction to Social Welfare (New Apte, Robert Z. Delhi Prentice Hall 1932
2. Madan, G.R. Indian Social Problems Vol. II: Social Work (New Delhi) Allied Publishers Ltd), 1995.
3. Robson, William A., Welfare State and Welfare Society : Illusion and Reality (London: Allen and Unwin), 1976
4. Sankhdher, M.M., Welfafre State(New Delhi: Deept & Deept) 1985
5. Gangrade, K.D., Social Legislation in India (Delhi: Concept Publishing House) Vol. 1, 1978.
6. Fand, J. Bulsara & Verma, Perspective in Social Welfare in India (New Delhi: S. Chand & Co.) 1985.
7. Chowdhary, D. Paul, Social Welfare Administration (Delhi :Atma Ram and Sons) 1979.
8. Sachdeva, D.R., Social Welfare Administration (Allahabad: Kitab Mahal), Latest Edition.
9. Roy, Kalpana, Women and Child Development (New Delhi: Common Wealth Publishers), 2000.
10. Yogi, Praveen, Social Justice and Empowerment (Delhi: Kalpag Publications)2000
11. Encyclopaedia of Social Welfare in India (New Delhi: Ministry of Information and Broadcasting Vols. 4) 1987.
12. Encyclopaedia of Social Change (New Delhi: Anmol Publishers, Vol, 45)1996.
13. Relevant Acts of Parliament and Reports of Commission Committee & Study Teams.
14. Govt. of India, Ministray of Social Justice & Empowerment, Recent Annual Reports.

M.A.(Final)Sem-IV
P-XIX Research Methodology ((ii))

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

Data-Collection : Sources of Data Collection, primary and secondary. Techniques of Data Collection, Interview, Questionnaire, Schedule and Observation.

Unit-II

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

Unit-III

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

Unit-IV

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

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Books Recommended

1. Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
2. Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979
3. Clair Seltiz., Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
4. John, Galtung., Theory and Methods of Social Research, New York, Columbia University, 1967.
5. Shukla and Trivedi (Hindi)., Research Methodology, College Book Depot, Jaipur
6. David Nachmias and Ferrel Nachmias., Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
7. Kothari C.R., Research Methodology: Methods and Techniques, New Delhi, Wiley Eastern Ltd., 1986.
8. Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston 1973.

M.A. (Final) Sem-IV

P-XX (Opt.i)

Financial Administration-(ii)

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

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

Unit-I

Financial Administration under Capitalist, Socialist and Mixed Economy, Economic Policies: Monetary Policy, Fiscal Policy and Export Import Policy.

Unit-II

Centre-State Financial Relations in India, Delegation of Financial Powers, Parliamentary Control over Public Finance, Ind ARC and Financial Management.

Unit-III

Accounting System in India: Meaning, Objectives and Characteristics, Modified Accounting System in India Auditing System in India: Meaning, Objectives and Characteristics, Separation of Account and Audit, Performance Audit.

Unit-IV

Tax Administration: Meaning and Characteristics, Types of Taxation, functions of Central Board of Direct Taxes and Central Board of Excise and Custom. Tax Reforms in India.

Financial Administration-II

Books Recommended:

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

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M.A. (Final) Sem-IV

P-XX (Opt.ii)

Environment Administration

M.Marks: 100

Theory: 80

I.A. :20

Time: 3 hrs.

Note: Attempt five questions, selecting one question from each unit. Question

No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

Unit-I

Environment: Meaning, definition, scope and significance
Environment Ethics
Environment Challenges in India.

Unit-II

Environment Protection: Meaning, Definition and significance.
Environment policy and administration in India
Department of Environment, Forest and Wild Life at the Central Level.

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
Environment Management.

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Books Recommended::

- D.B.N. Murthy, Environmental Awareness & Protection : A Base Book on EVS, New Delhi: Deep & Deep, 2004
- S. Radha & A.S. Sankhyan, Environment Challenges of the 21st Century, New Delhi : Deep & Deep, 2004.
- A.K. Tiwari, Environmental Planning and Management, New Delhi : Deep & Deep, 2006.
- D.B.N. Murthy, Environmental Planning and Management, New Delhi : Deep & Deep, 2005
- Garg, Bansal and Tiwari, Environmental Pollution & Protection, New Delhi, Deep & Deep, 2006
- S.B. Verma and S.K. Singh, Environment Protection and Development, New Delhi : Deep & Deep 2005
- P.P. Singh & S. Sharma, Teaching of Environemtn, New Delhi: Deep & Deep, 2004.