

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

Copy of extract of Reso. No. 7 of the Academic Council's meeting  
held on 03/09/2019

**7. Scheme of Examinations of the courses under the Faculty of Social Sciences**

To ratify the action taken by the Vice-Chancellor, in anticipation of approval of Academic Council, on the recommendations of the Faculty of Social Sciences made vide Reso. No. 5(ii) alongwith Reso. No. 7 of its meeting held on 15.03.2019 as under:

Reso. No. 5(ii):

The Syllabus and Scheme of Examinations of B.A. (Social Work) Part-I (as an elective subject) from the session 2019-20 may be prescribed as per Annexure A/8 pages 123-126 (already circulated).

Reso. No. 7:

The Scheme of Examination and Syllabus of M.A. (Hons.) Five Years Integrated Course (Public Administration) from the session 2019-20 may be prescribed as per Annexure A/9 pages 127-142 (already circulated).

Further, the CBCS scheme also be implemented upto graduate level in all five years integrated courses.

***Resolved that the action taken by the Vice-Chancellor as above be approved with the modification in Codes as per CBCS Ordinance.***

***Further resolved that CBCS Scheme be implemented in all five years integrated courses from the session 2020-21.***

[Action by A.R. (Acad.)]

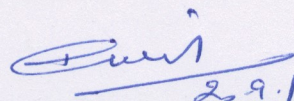
**(ACADEMIC BRANCH)**

Ends. No. ACS-III/F-50/2019/ 17451-467

Dated 20/9/19

Copy of the above is forwarded to the following for information and necessary action:-

1. The Dean, Faculty of Social Sciences, M.D. University, Rohtak.
2. The Heads, Deptt. of Sociology, Public Administration, M. D. University, Rohtak.
3. All the Heads (running Five Years Integrated Courses), M. D. University, Rohtak with the request to recommend the Scheme of Examination of 5 years Integrated Courses under CBCS from the session 2020-21.
4. The Controller of Examinations, M.D. University, Rohtak
5. The Director, UCC, M.D. University, Rohtak for uploading the same on University website.
6. The Assistant/Dy. Registrar (Secrecy/Conduct/Result-I/II/III/IV/R&S), M.D. University, Rohtak.

  
29/9  
Superintendent (Academic)



**Scheme of Examination w.e.f. 2019-20**  
**M.A. (Hons) Public Administration Five Year Integrated Programme with the**  
**option to exit B.A.(Hons.) in Public Administration after 3 years**

**Programme Code: MPA-5**

**Programme Specific Outcomes**

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**

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory                  I.A.		Time
01	MPA-501-01	Elements of Public Administration-I	80	20	3 hrs.
02	MPA-501-02	Basics of Indian Administration-I	80	20	3 hrs
03	MPA-501-03	Personnel Administration-I	80	20	3 hrs.
04	MPA-501-04	Indian Constitution	80	20	3 hrs.
05	MPA-501-05	Literature and Language-I	80	20	3 hrs.

### **Second Semester**

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory                  I.A.		Time
01	MPA-502-01	Elements of Public Administration-II	80	20	3 hrs.
02	MPA-502-02	Basics of Indian Administration-II	80	20	3 hrs
03	MPA-502-03	Personnel Administration-II	80	20	3 hrs.
04	MPA-502-04	Indian Politics	80	20	3 hrs
05	MPA-502-05	Literature and Language -II	80	20	3 hrs.

### **Third Semester**

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory                  I.A.		Time
01	MPA-503-01	Organizational Behaviour	80	20	3 hrs.
02	MPA-503-02	Local Government-I	80	20	3 hrs
03	MPA-503-03	Disaster Management-I	80	20	3 hrs.
04	MPA-503-04	Principles of Political Science-I	80	20	3 hrs.

### **Fourth Semester**

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory                  I.A.		Time
01	MPA-504-01	Consumer Protection Administration	80	20	3 hrs.
02	MPA-504-02	Local Government-II	80	20	3 hrs
03	MPA-504-03	Disaster Management-II	80	20	3 hrs.
04	MPA-504-04	Principles of Political Science-II	80	20	3 hrs.
05	MPA-504-05	Environment Studies	80	20	3 hrs.

**Fifth Semester**

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Practical	Time
			Theory	I.A.		
01	MPA-505-01	Labour Welfare Administration-I	80	20	-	3 hrs.
02	MPA-505-02	Fundamentals of Governance-I	80	20	-	3 hrs
03	MPA-505-03	Western Political Thought-I	80	20	-	3 hrs.
04	MPA-505-04	International Organization-I	80	20	-	3 hrs.
05	MPA-505-05	Basics of Computer	60	-	40	3 hrs.

**Sixth Semester**

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	MPA-506-01	Labour Welfare Administration-II	80	20	3 hrs.
02	MPA-506-02	Fundamentals of Governance-II	80	20	3 hrs
03	MPA-506-03	Western Political Thought-II	80	20	3 hrs.
04	MPA-506-04	International Organization-II	80	20	3 hrs.

**Seventh Semester**

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	MPA-507-01	Public Administration: Theoretical Perspective-I	80	20	3 hrs.
02	MPA-507-02	Administrative System in India-I	80	20	3 hrs
03	MPA-507-03	Public Administration: Comparative Perspective-I	80	20	3 hrs.
04	MPA-507-04	Administrative Thinkers-I	80	20	3 hrs.
05	MPA-507-05	Economic Administration-I	80	20	3 hrs.

**Eighth Semester**

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	MPA-508-01	Public Administration: Theoretical Perspective-II	80	20	3 hrs.
02	MPA-508-02	Administrative System in India-II	80	20	3 hrs
03	MPA-508-03	Public Administration: Comparative Perspective-II	80	20	3 hrs.
04	MPA-508-04	Administrative Thinkers-II	80	20	3 hrs.
05	MPA-508-05	Economic Administration-II	80	20	3 hrs.

**Ninth Semester**

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	MPA-509-01	Development Administration-I	80	20	3 hrs.
02	MPA-509-02	Human Resource Development-I	80	20	3 hrs.
03	MPA-509-03	Research Methods-I	80	20	3 hrs.
04	MPA-509-04	Public Policy-I	80	20	3 hrs.
05	MPA-509-05	Social Welfare Administration-I	80	20	3 hrs.

**Tenth Semester**

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	MPA-510-01	Development Administration-II	80	20	3 hrs.
02	MPA-510-02	Human Resource Development-II	80	20	3 hrs.
03	MPA-510-03	Research Methods-II	80	20	3 hrs.
04	MPA-510-04	Public Policy-II	80	20	3 hrs.
05	MPA-510-05	Social Welfare Administration-II	80	20	3 hrs.

**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**

Public Administration: Meaning, Nature and Scope; Evolution of Public Administration: Pre 1950s and Post 1950s; Public Administration: Art or Science.

**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:**

- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.

- Hoshier Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: College Book Depot, 1998.
- Naidu, S.P., Public Administration: Concepts and Theories, New Age International Publishers, New Delhi, 1996.
- Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.
- Bhattacharya, M. Public Administration: Structure, Process and Behaviour, Calcutta: The World Press, 1991.
- Negro, F.A. & Nigro, G.N. Modern Public Administration, New York: Harper & Row Publishers, 1980.
- Dimock, M.E. Dimock, G.O. Public Administration, Oxford: IBH Publishing Company, 1975.
- While, L.D., Introduction to the Study of Public Administration, New York: Maxmillan Company, 1958.

# 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 become 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:**

- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.



- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: Alfa Publications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3<sup>rd</sup> edition).
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- Chaubey, P.K., Urban Local Bodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.
- Dhalimal, S.S., Good Governance in Local Self Government, New Delhi, Deep & Deep, 2004.
- Jain, R.B., Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.
- 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.
- Kumar, Amnia & Anitha L. Financing of Urban Local Government, Jaipur, Printwell, 1995.
- 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:**

- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Rao, V.S.P., Human Resource Management, New Delhi: Excel Books, 2016 (ed.).
- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3<sup>rd</sup> ed.).
- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.

- Viswanathan, Rajeesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.
- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Mankin, David. Human Resource Development, Oxford University Press, 2009.
- Sharma, Sudhir. Human Resource Development, New Delhi: Maxford Books, 2009.
- Sheikh, A.M., Human Resource Development and Management, S. Chand & Company, New Delhi, 2009.
- Mankin, David, Human Resource Development, Oxford University Press, Oxford, 2009.
- Krishnaveni R., Human Resource Development, New Delhi, Excel, 2008.
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, Deep & Deep Publications, New Delhi, 2002.
- Pattanayak, Bishwajeet, Human Resource Management, Prentice Hall of India, Pvt. Ltd., New Delhi, 2001.
- Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.
- Venkata, Ratnam, C.V., B.K. Srivastva., Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993.
- Rudrabasavaraj, M.N, Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.
- Manappa, Arun and S. Saiyadain Mirza, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.
- Gosh, Biswanath, Personnel Management, World Press Pvt. Ltd., Calcutta 1976.
- Stahl, O. Glenn, Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.

# 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.
- Laxmikant, M., Bharat Ki Rajvyavastha, McGraw Hill Education, New Delhi, 2017 (5<sup>th</sup> edition).
- 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.
- Gupta, DC, Indian Government & Politics, Vikas Publishing House Pvt. Ltd., New Delhi, 2006.

- Pylee, M.V., Our Constitution Government & Politics, Universal Law Publishing Co. Pvt. Ltd., New Delhi, 2002.
- Basu, Durgadas, Introduction to the Constitution of India, Washwa and Company Law Publisher, Agra, 2002.
- Bakshi, PM., The Constitution of India, Universal Law Publishing, Delhi, 2002.
- C.P. Bhambhri, The Indian State: Fifty Years, New Delhi, Shipra, 1997.
- D.D. Basu, An Introduction to the Constitution of India, New Delhi, Prentice Hall, 1994.
- D.D. Basu and B. Parekh (ed.), Crisis and Change in Contemporary India, New Delhi, Sage, 1994.
- P. Brass, Politics of India Since Independence, Hyderabad, Orient Longman, 1990.
- J.R. Siwach, Dynamics of Indian Government & Politics, New Delhi, Sterling Publishers, 1985.
- W.H. Morris Jones, Government and Politics in India, Delhi, BL Publications, 1974.
- R. Kothari, Politics in India, New Delhi, Orient Longman, 1970.
- G. Austin, The Indian Constitution: Corner Stone of a Nation, Oxford, Oxford University Press, 1966.

**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**

- 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 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;

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**

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:**

- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.

- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Hoshier Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: College Book Depot, 1998.
- Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.
- Bhattacharya, M. Public Administration: Structure, Process and Behaviour, Calcutta: The World Press, 1991.
- Negro, F.A. & Nigro, G.N. Modern Public Administration, New York: Harper & Row Publishers, 1980.
- While, L.D., Introduction to the Study of Public Administration, New York: Maxmillan Company, 1958.

## 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**

NITI Aayog: Organisation and Functions; Election Commission: Organisation and Functions; Human Rights Commission: Organisation and Functions; National Women Commission: Organisation and Functions.

#### **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; 2<sup>nd</sup> 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:**

- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.

- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3<sup>rd</sup> edition).
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Polinaidu, S., Public Administration, New Delhi, Galgotia, 2010.
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- Goel, S.L., Advance Public Administration, Delhi, Deep & Deep Publication, 2003.
- Barthwal, C.P., Indian Administration Since Independence, Lucknow, Bharat Publishers, 2003.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition (Hindi Medium).
- Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.
- Arora, Ramesh K. and Rajni Goyal, Indian Administration: Institutions and Issues, New Delhi, Wishwa Prakashan, 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:**

- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3<sup>rd</sup> ed.).
- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.



- Viswanathan, Rajeesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.
- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Mankin, David, Human Resource Development, Oxford University Press, Oxford, 2009.
- Mankin, David. Human Resource Development, Oxford University Press, 2009.
- Sharma, Sudhir. Human Resource Development, New Delhi: Maxford Books, 2009.
- Sheikh, A.M., Human Resource Development and Management, S. Chand & Company, New Delhi, 2009.
- Krishnaveni R., Human Resource Development, New Delhi, Excel, 2008.
- Rao, VSP, Human Resource Management, New Delhi: Excel Books, 2005.
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, Deep & Deep Publications, New Delhi, 2002.
- Pattanayak, Bishwajeet, Human Resource Management, Prentice Hall of India, Pvt. Ltd., New Delhi, 2001.
- Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.
- Venkata, Ratnam, C.V., B.K. Srivastva., Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993.
- Rudrabasavaraj, M.N, Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.
- Manappa, Arun and S. Saiyadain Mirza, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.
- Gosh, Biswanath, Personnel Management, World Press Pvt. Ltd., Calcutta 1976.
- Stahl, O. Glenn, Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.

## 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**

Election Commission, Electoral Process and its Defects and Voting Behaviour, Electoral Reforms; Problem of Defection.

#### **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:**

- Roy, Himanshu and Singh, M.P., Indian Political System, Pearson Education, 2018.
- Fadia, B.L. and Fadia, Kuldeep, Indian Government & Politics, Sahitya Bhawan, New Delhi, 2017.
- Ghosh, P., Indian Government and Politics, PHI Learning Publisher, New Delhi, 2017 (2<sup>nd</sup> edition).
- Laxmikant, M., Indian Polity, McGraw Hill Education, New Delhi, 2016 (5<sup>th</sup> edition)
- Ball, A.R., Modern Politics and Government, The Macmillan Company of India Limited, Delhi, 2012.

- Chaudhary, Bashuki Nath and Singh, Yuvraj, Bhartiya Shashan Aur Rajneeti, Orient Blackswan Pvt. Ltd., New Delhi, 2011.
- Chakrabarty, Bidyut, Indian Government and Politics, Sage Publications India Pvt. Ltd., New Delhi, 2008.
- Singh, Birkeshvar Prasad, Bhartiya Rajneeti Vyavastha, Gyanda Prakashan (PND), New Delhi, 2003.
- Jain, Pukhraj, Bhartiya Shashan Avam Rajneeti, Sahitya Bhavan Publication, Agra, 2001.
- R. Thakur, The Government & Politics of India, London, Macmillan, 1995.
- D.D. Basu and B. Parekh (ed.), Crisis and Change in Contemporary India, New Delhi, Sage, 1994.
- S. Kaushik (ed.), Indian Government and Politics, Delhi University, Directorate of Hindi Implementation racy and Discontent: India's Growing Crisis of Governability, Cambridge, Cambridge University Press, 1991.
- P. Brass, Politics of India Since Independence, Hyderabad, Orient Longman, 1990.
- J.R. Siwach, Dynamics of Indian Government & Politics, New Delhi, Sterling Publishers, 1985.
- R. Kothari, Politics in India, New Delhi, Orient Longman, 1970.
- R. Kothari, Party System and Election Studies, Bombay, Asia Publishing House, 1967.

**LITERATURE AND LANGUAGE-II**  
**Semester-II**

**Paper- MPA-502-5**

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

**Course Outcomes:** - After studying 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 Anthology of Short Stories by Usha Bande and Krishan Gopal (Oxford University Press, New Delhi):

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

**Part-B(i) Grammar and Writing Skills**

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

**Instructions to the Paper Setter and the Students**

- Q.No.1 Explanation with reference to the context. The student will be required to attempt two passages (with internal choice) from the book of Stories. 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 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)

## 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:**

- Jain, K. S. and Jain, A.V., Organization Behaviour, Himalaya Publications, Mumbai, 2017.
- Kamath, Arti Anand and Shah, Kinjal, Organization Behaviour, Himalaya Publications, Mumbai, 2017.
- Robbins, Stephen P. et al., Organizational Behaviour, Pearson India Education, Noida (U.P.), 2017.



- Millins, J. and Chrity, Gill, Organizational Behaviour, Himalaya Publications, Mumbai, 2016.
- Reddy, G. Sudarsana and Asvathappa, K. Organization Behaviour, Himalaya Publications, Mumbai, 2015.
- Nahavandi, A. and Denhardt, R.B., Organizational Behaviour, Sage Publications, New Delhi, 2015.
- Gupta, C.B., Organization Behaviour, S. Chand Company Pvt. Ltd., 2014.
- Niraj Kumar, Organizational Behaviour, Mumbai: Himalya Publishers, 2013.
- Shashi K. Gupta, Organizational Behaviour, New Delhi, 2013.
- P. Subba Rao, Management and Organizational Behaviour, New Delhi: Himalaya Publishers, 2012.
- C.B. Gupta, Organizational Behaviour, New Delhi, Dhanpat Rai Publishers, 2012.
- R.K. Singla, Organizational Behaviour, New Delhi, V.K. Publication, 2012.
- K. Asvathappa, Organizational Behaviour, New Delhi: Himalaya Publishers, 2012.
- Khana, Sushama, Understanding Organization Behaviour, Oxford University Press, New Delhi, 2011.
- S.K. Srivastva and Patiraj Kumari, Organizational Behaviour: A Comprehensive Study, New Delhi: Global Vision Publishers, 2010.
- B.S. Moshal, Organisational Theory amd Behaviour, New Delhi: Ane Books, 2009.
- Kumkum Mukherjee, Principles of Management and Organizational Behaviour, New Delhi: Tata mcGraw Hills, 2009.
- Saiyadain, Mirza S., Organization Behaviour, Tata McGraw Hill, New Delhi, 2006.

## 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**

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

#### **UNIT-II**

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

#### **UNIT-III**

Features of 73<sup>rd</sup> 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:**

- Vikendriykan Sthniya Shasan, Gully Baba, IGNU Notes, 2018.

- Dharmendra Singh, Panchayati Raj avam Gramin Vikas, Rawat Publication, Jaipur, 2017.
- Bhuvanesh Gupta, Urban Local Government, Wisdom Press, New Delhi, 2014.
- Anjila Bajpai, State Government and Administration, Wisdom Press, New Delhi, 2014.
- Jawahar Lal Gupta, Local Government, Wisdom Press, New Delhi, 2013.
- S.L. Goel, Urban Local Self Government: Administration & Management in the 21<sup>st</sup> Century, Deep & Deep Publication Pvt. Ltd., New Delhi, 2011.
- Sunder Ram, Grassroots Planning and Local Governance in India, Kanishka Publisher & Distributors, New Delhi, 2010.
- M. Aslam, Panchayati Raj in India, New Delhi: NBT, 2007.
- Ramesh Arora and Gita Chaturvedi, Bharat Me Rajya Prashasan, RBSA Publisher, Jaipur, 2005.
- Ashok Sharma, Bharat Me Sthaneya Prashasan, RBSA Publisher, Jaipur, 2004.
- Sahib Singh and Swinder Singh, Local Government in India, Jalandhar: New Academic Publication, 1992.
- Mohinder Singh, Rural Development in India, Current Perspectives, New Delhi: Intellectual Publication, 1992.
- Vasant Desai, Fundamentals of Rural Development; A Systems Approach, New Delhi: Himalaya Publication, 1991.
- S.N. Mishra, New Horizons in Rural Development Administration, New Delhi: Mittal, 1989.
- S.R. Maheshwari, Local Government in India, New Delhi: Origin Longman, 1984.

## 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 Riverine 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**

Natural Disaster: Meaning and Nature, Types of Natural Disasters: Flood, Draught, Earthquakes.

#### **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:**

- R.K. Dave, Disaster Management in India: Challenges and Strategies, Hyderabad, Prowess Publication, 2018.
- 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, Gyanda 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.
- V.K. Seth, Disaster Management, New Delhi: Essential Books, 2009.
- Amit Kumar, Disaster Management, New Delhi: Sonali Publication, 2009.
- S.L. Goel, Disaster Administration and Management: Text and Case Studies, New Delhi: Deep & Deep, 2007.
- G.K. Ghosh, Disaster Management, New Delhi: APH Publications, 2006.
- Prabha C. Sinha, Disaster Relief, Rehabilitation and Emergency Humanitarian Assistance, New Delhi: SBS Publication, 2006.
- S.L. Goel, Encyclopedia of Disaster Management, New Delhi: Deep & Deep, 2006.
- Naseem Ahmed, Managing Disasters, New Delhi: Kiloso Books, 2003.

## 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 come 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**

Nature of State: Liberal, Marxian. Functions of State: Liberal and Socialist Views. Welfare State: Concept and Functions.

#### **Unit-IV**

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

#### **Suggested Books:**

- Gauba, O.P., An Introduction to Political Theory, Mayur Paperbax, New Delhi, 2017 (12<sup>th</sup> edition).
- Bhargav, Rajiv & Acharya, Ashok, Rajneetik Sidhant, Repro India Ltd., Mumbai, 2016.
- Jain, Pukhraj, Rajneetik Sidhant, Sahitya Bhavan Publication, Agra, 2010.
- The Dynamics of Diplomacy, Jean Robert Leguey- Feilleux, Published by (VIVA) Vinod Vasishtha for viva Books Private Ltd., 4732/23 Ansari Road, New Delhi-110002, Printed by Anand Sons, Delhi-110092, First Edition-2010.
- Diplomacy for the 21st Century, Naunihal Singh, Naurang Rai Mittal Publications (New Delhi) First Edition- 2002.
- Modern Diplomacy: Pivotalities and Dimensions, GVG Krishnanmurthy, Marinder Sagar, Sagar Publications, New Delhi-110001, 1980.

- Conduct of the New Diplomacy: James H. Cagney, Harper & Row, New York, Evanston and London, Copyright-1964.
- 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.

## Semester-IV

### Consumer Protection Administration

**Paper- MPA-504-1**

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.** 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**

Consumer Movement: Origin and Growth, Features, Issues and Trends of Consumer Movement in India, Consumer Environment and Consumer Rights. Evolution of Consumer Protection Laws, Consumer Protection Act 1986: Basic features and Limitations.

#### **Unit-II**

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

#### **Unit-III**

Consumer Acts: Standardization of Goods, Weight and Measurement Act; Food and Adulteration Act; Drugs and Cosmetics Act.

#### **Unit-IV**

Bureau of Indian Standards Act, 1986; Monopolies and Restrictive Trade Practices (MRTP) Act, 1969, MRTP Commission: Organization and Functions, Ministry of Consumer Affairs: Organisation & Functions.

#### **Suggested Readings:**

- Agrawal, R.K., Upbhokta Sanrakshan Adhiniyam, Pioneer Printers, Agra, 2016.
- Singh, Indergeet, Law of Consumer Protection, Central Law Publications, Allahabad (U.P.), 2016.
- Sharma, F.C., Consumer Protection, Delhi: Shree Mahavir Book Depot Publishers, 2008.



- Gambir, Cheena, Consumer Protection Administration, Deep & Deep Publication, New Delhi, 2008.
- Chahar S.S., Consumer Protection Movement in India, New Delhi: Kanishka Publishers, 2007.
- Gambhir, Cheena, Consumer Protection Administration: Organization and Working, New Delhi: Deep & Deep, 2007.
- Lata Prem, Upbhokta Adalten Savroop Evam Sambhavnayen, New Delhi, Radha Krishan, 2006.
- Chaudhary, RNP, Consumer Protection Law: Provisions and Procedure, New Delhi: Deep & Deep, 2005.
- Bangia, R.K., A Handbook of Consumer Protection Laws & Procedure, Faridabad: Allahabad Law Agency, 2004.
- Singh, Inderjeet, Upbhokta Sanrakshan Vidhi, Allahabad: Central Law Publication, 2004.
- Bangia, R. K., Consumer Protection Laws and Procedures, Allahabad Law Agency, 1996.
- Singh Avtar, Upbhokta Sanrakshan: Sidhant Evam Prakriya, Eastern Book Company, 1995.
- Verma, Yoginder S. & Chander Kant Sharma, Consumerism in India, 1994.
- Seth, Mohini & Seetharaman Premvarthy, Consumerism A Growing Concept, 1994.

## 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 74<sup>th</sup> Amendment Act, 1992; Organization and Functions of Municipal Committee; Financial Resources of Municipal Committee.

#### **UNIT-II**

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

#### **UNIT-III**

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

#### **UNIT-IV**

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

#### **Suggested Books:**

- Vikendriykan tha Sthniya Shasan, Gully Baba, IGNU Notes, 2018.
- Dharmendra Singh, Panchayati Raj avam Gramin Vikas, Rawat Publication, Jaipur, 2017.
- Bhuvanesh Gupta, Urban Local Government, Wisdom Press, New Delhi, 2014.
- Jawahar Lal Gupta, Local Government, Wisdom Press, New Delhi, 2013.

- S.L. Goel, Urban Local Self Government: Administration & Management in the 21<sup>st</sup> Century, Deep & Deep Publication Pvt. Ltd., New Delhi, 2011.
- Sunder Ram, Grassroots Planning and Local Governance in India, Kanishka Publisher & Distributors, New Delhi, 2010.
- Anjila Bajpai, State Government and Administration, Wisdom Press, New Delhi, 2014.
- Ramesh Arora and Gita Chaturvedi, Bharat Me Rajya Prashasan, RBSA Publisher, Jaipur, 2005.
- Ashok Sharma, Bharat Me Sthanika Prashasan, RBSA Publisher, Jaipur, 2004.
- K.K. Puri, Local Self Governments, Jalandhar: Bharat Prakashan, Latest Edition.
- PSN Rao, Urban Governance and Management, New Delhi: Kanishka, 2006.
- U.B. Singh, Urban Administration in India, New Delhi: Serials, 2004.
- S.R. Maheshwari, Local Self Govt. in India, Agra: Lakshmi Narain, Latest Edition.

## 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** Discuss 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:**

- Sandip P. Nikam, et al., Fundamentals of Disaster Management, Scholars World A Division of Astral International Pvt. Ltd., New Delhi, 2017.
- S.R. Singh, Disaster Management, APH Publishing Corporation, New Delhi, 2016.
- Priy Ranjan Trivadi and Utam Kumar Singh, Tatiya Peryavan Avam Aapda Pershman, Gyanda Perkashan, New Delhi, 2016.

- Priy Ranjan Trivadi and Utam Kumar Singh, Jav Prodhogiki 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.
- K.K. Singh and A.K. Singh, Natural and Man-Made Disasters, MD Publications Pvt. Ltd. (Volume-2), New Delhi, 2010.
- Madan Kumar Jha, Natural and Anthropogenic Disasters, Capital Publishing Company, New Delhi, 2010.
- Damon P. Coppola and Wrin K. Maloney, Communicating Emergency preparedness: Strategies for creating a Disaster Resident Public, London and New York: CRC Press, 2009.
- A.K. Jain, A Practical Guide to Disater Management, New Delhi: Pragun, 2008.
- P. Jagdish, Disaster Mitigation and Management: Post Tsunami Perspective, New Delhi: Deep & Deep, 2007.
- Randeep Das Gupta, Disaster Management and Rehabilitation, New Delhi: Mittal, 2007.
- Prabhas C Sinha, Disaster Mitigation Preparedness Recovery and Response, SBS Publishers & Distributions, New Delhi, 2006.
- R.B. Singh, Natural Hazards and Disaster Management: Vulnerability and Mitigation, Jaipur: Rawat, 2006.
- Prabha C. Sinha, Disaster Relief, Rehabilitation and Emergency Humanitarian Assistance, New Delhi: SBS Publication, 2006.
- Pardeep Sahni, Alka Dhamija and Uma Medury, Disaster Mitigation: Experiences and Reflections, New Delhi: Prentic-Hall of India, 2001.

## 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**

Concepts and Theories of Rights. Relationships between Rights and Duties. Universal Declaration of Human Rights.

#### **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:**

- Gauba, O.P., An Introduction to Political Theory, Macmillan Publishers India Ltd., New Delhi, 2014.
- The Dynamics of Diplomacy, Jean Robert Leguey- Feilleux, Published by (VIVA) Vinod Vasishtha for viva Books Private Ltd., 4732/23 Ansari Road, New Delhi-110002, Printed by Anand Sons, Delhi-1100092, First Edition-2010.
- Diplomacy for the 21st Century, Naunihal Singh, Naurang Rai Mittal Publications (New Delhi) First Edition- 2002.
- Modern Diplomacy: Pivotalities and Dimensions, GVG Krishnanmurthy, Marinder Sagar, Sagar Publications, New Delhi-110001, 1980.
- Conduct of the New Diplomacy: James H. Cannon, Harper & Row, New York, Evanston and London, Copyright-1964.
- 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.

## 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:**

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



- D.B.N. Murthy, Environmental Awareness and Protection: A Base Book on EVS, New Delhi: Deep and Deep, 2004.

## **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**

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

#### **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**

Labour Policy in India, International Labour Organization, (ILO): Origin, Objectives and Structure, International Labour Organization and Labour Welfare in India, Recruitment of Industrial Labour in India

#### **Unit-IV**

Union Ministry of Labour and Employment, Organization and Functions, Central Chief Labour Commissioner, National Commission on Labour: Organization & Functions, Labour Reforms in India

#### **Suggested Readings:**

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. Joshi, E.K. & S.N. Dhyani, Labour Administration, Department of Adult Education, Jaipur, University of Rajasthan, 1969.
4. India, Report of the Commission on Labour, 1969 & 2002.

5. Singh, R.C.P., Labour Welfare Administration, Deep and Deep Publication, Delhi, 1989.
6. Sexena, R.C., Labour Problems and Social Welfare, Meerut, Jai Parkash Nath, 1974.
7. Bhagoliwal T.N., Economics of Industrial Relations and Labour Welfare in India.
8. Mamoria, C.B., Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.
9. Mongia M.L., Industrial Relation and Labour Laws in India, New Delhi: Deep & Deep Publications, 1984.
10. Sharma S.N., Labour and Industrial Laws, Allahabad: Central Law Publications, 1994.
11. Mishra, Surya Narayan. Shram and Audhogik Vidhi, Allahabad: Central Law, 2014.
12. Sharma, Ganga Shaya. Sharmik Vidhiyan, Allahabd: Central Law Agency, 2014.
13. Padhi, P.K., Labour and Industrial Laws, Delhi: PHI Learning, 2012.
14. Sivarethinamohan, R., Industrial Relations and Labour Welfare, Delhi: PHI. Learning, 2010.
15. Pandey, Baleshwar, Shram Kalyan aur Audhogik Sambhandh, Jaipur: Rawat, 2014.
16. Saxena, R.C., Shram Samashayen Evam Samaj Kalyan, Maruth: K. Nath & Co., 2007.
17. Kumar, Anil. Labour Welfare and Social Security, New Delhi: Deep & Deep Learning, 2003.

## **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: Concepts, Meaning, Nature and Scope.

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:**

- Surendir Munsri, Beeju Paal Abraham and Soma Chodury, Governance, New Delhi: Sage and Rwa, 2011.
- N. Bhaskar Rao, Governance, New Delhi: Sage, 2017.
- U.C. Agarwal, Governance and Administration: An Insider's view, New Delhi: Kanishka, 2010.
- Kanta Ahuja and A.K. Ojha (eds.), Governance Reforms, Jaipur: Aalekh, 2008.
- C.P. Barthwal (ed.), Good Governance, in India, New Delhi: Deep & Deep, 2003.
- E. Vayunandan and Dolly Methew (ed.) Good Governance Initiatives in India, new Delhi: Prentice Hall of India, 2003.

- Hasnat Abdul Hye (ed.) Governance: South Asian Perspectives, New Delhi: Manohar, 2001.

## **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.

**CO-4.** Describe the thoughts of Hobbes, Locke and Rousseau.

#### **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:**

- O.P. Gauba, Paschatya Rajniti Vicharak, Muya Paperbake Publishers, New Delhi, 2016.
- Pukhraj Jain, Western Political Philosophy, Sahitaya Bhavan Publication, Delhi, 2015.
- Jiban Mehta, Paschatya Rajnitik Chintak, SBPd Publishing House, Sanjay Sahitay Bhavan, New Delhi, 2015.
- B.L. Fadia, Western Political Thought, Sahitaya Bhavan Publication, Agra, 2012.
- B.N. Ray, Western Political Thought, Kaveri Books, Delhi, 2012.
- O.P. Gauba, *Western Political Thought*, Macmillan Publishers India Pvt. Ltd., New Delhi, 2011.
- Subrata Mukherjee and Sushila Ramaswamy, A History of Political Thought, PHI Learning Pvt. Ltd., New Delhi, 2011.

- Sefali Jha, *Western Political Thought: From Plato to Marx*, Pearson Education, India, 2009.
- Brian R. Nelson, *Western Political Thought*, Person, Delhi, 2004.
- David Boucher and Paul Kell (ed.), *Political Thinkers From Socrates to the Present*, Oxford Publications, 2003.
- G.H. Sabine, *A History of Political Theory*, Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi, 2000.
- J. Mclelland, *A History of Western Political Thoughts*, New Delhi, Routledge Publisher, 1998.
- Ashcraft, *Locke's Two treatises of government*, London Unwin and Hyman, 1987.
- Ashcraft, *Revolutionary Politics*, London, Allen and Unwin, 1986.
- John Dunn, *Locke, Past Masters Series*, Oxford University Press, Oxford, 1984.
- R.N. Berki, *The History of Political Thought: A Short Hand Introduction*, London, Dent. 1977.
- 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.
- A. Coban, *Rousseau and The Modern State*, London, Unwin University Book, 1964.
- G.C. Field, *The Philosophy of Plato*, London, 1969.
- C.B. Macpherson (ed.), *Leviathan of Hobbes*, Penguin, Harmondsworth, 1968.
- Sir E. Barker, *Greek Political Theory: Plato and his Predecessors*, New Delhi, B.I. Publications, 1964.
- Herbert A. Deane, *The Political and Social Ideas of St. Augustine*, Columbia University Press, New York, 1963.
- C.B. Macpherson, *Political Theory of Possessive Individualism, Hobbes to Locke*, Oxford University Press, London, 1962.
- J.W. Chapman, *Rousseau Totalitarian or Liberal*, New York, Columbia University Press, 1956.
- R.B. Levinson, *In Defence of Plato*, Harvard University Press, Harvard, 1953.
- Sir E. Barker, *The Politics of Aristotle*, Oxford University Press, Oxford.
- R.G. Gettel, *History of Political Thought*, New York, Novell. & Co., 1924.

## **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**

International Organization: Meaning, Nature and Scope; Evolution and growth of International Organization.

#### **UNIT-II**

League of Nations, Structure, Objectives, Functions and Causes of Failure.

#### **UNIT-III**

U.N.O.: Origins, Objectives and Principles, Membership, Structure and Functions; Organs of United Nations: General Assembly, Security Councils, Economic and Social Council, U.N. Secretariat, International Court of Justice.

#### **UNIT-IV**

Specialized Agencies of the United Nations: UNESCO, ILO, UNICEF, WHO.

#### **Suggested Books:**

- Fadia, B.L., and Fadia, Kuldeep, Antrashtriya Sambandh, Sahitya Bhavan Publication, Agara, 2017.
- Jain & Tripathi, Rajneeti Vigyan, Aagrohi Publication, Delhi, 2016.
- Panth, Pushpesh, 21<sup>st</sup> Shatabdi Me Antrashtriya Sambandh, McGraw Hill Education, New Delhi, 2014.
- Khana, V.P. and Arora, Lipakshi, Bharat Ki Videsh Niti, Vikash Publication House Pvt. Ltd., New Delhi, 1998.
- K.P. Saxena, Reforming the United Nations: The Challenge and Relevance, New Delhi, Sage, 1993.
- P. Baehr and L. Gordenker, The United Nations in the 1990s, London, Oxford University Press, 1992.



- W.H. Lewis (ed.), *The Security Role of the United Nations*, New York, Praeger, 1991.
- E. Laurd, *A History of the United Nations*, London, Macmillan, 1989.

## **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**

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

#### **UNIT-II**

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

#### **UNIT -III**

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

#### **UNIT-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:**

- Singh S., “Fundamental of Computer”, New Delhi, Khanna Publications, 1998.
- Rajaraman V., “Fundamental of Computers”, Prentice Hall, 1995.
- Rajaraman V., Radhakrishnan T., “An Introduction to Digital Computer Design”, Prentice-Hall of India Pvt. Ltd., 1988.

- Grauer R.T & Sugrue P.K., “Micro-computer Applications”, McGraw Hill, 1987.
- Batree T.C., “Digital Computer Fundamentals, 5<sup>th</sup> Edition, McGraw Hill, 1987.
- Subramanian N., “Introduction to Computers”, Fundamental of Computer Sciences, Tata McGraw Hill, 1986.
- 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**

Employee Provident Fund Act 1952; Maternity Benefit Act 1961; Child Labour (Prohibition and Abolition) Act, 1986.

#### **Suggested Books:**

- Mishra, Surya Narayan, Shramik and Audhogik Vidhi, Allahabad, Central Law, 2014.
- Sharma, Ganga Shaya, Sharmit Vidhiyan, Allahabd: Central Law Agency, 2014.
- Pandey, Baleshwar Shram Kalyan aur Audhogik Sambhandh, Jaipur: Rawat, 2014.
- Padhi, P.K., Labour and Industrial Laws, Delhi: PHI Learning, 2012.
- Sivarethinamohan, R., Industrial Relations and Labour Welfare, Delhi: PHI, 2010.
- Saxena, R. C., Shram Samashayen Evam Samaj Kalyan, Meerut: K. Nath & Co. 2007.
- Kumar, Anil, Labour Welfare and Social Security, New Delhi, Deep & Deep, 2003.

- India, Report of the Commission on Labour, 1969 & 2002.
- Singh, R.C.P., Labour Welfare Administration, Delhi: Deep and Deep 1989.
- Sharma, S.N., Labour and Industrial Laws, Allahabad: Central Law Publications, 1994.
- Mongia, M.L., Industrial Relation and Labour Laws in India, New Delhi, Deep & Deep, 1984.
- Mamoria, C.B. Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.
- Sexena, R.C., Labour Problems and Social Welfare, Meerut: Jai Parkash Nath, 1974.
- Vaid K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970.
- Joshi E.K. & Dhyani, S.N., Labour Administration, Department of Adult Education, University of Rajasthan, Jaipur, 1969.
- Malhotra., The Law of Industrial Disputes, 1968.
- 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.
- Arun Monappa, Nambudiri & Selvaraj, “Industrial Relations and Labour Laws”, Tata McGraw Hill Publishers Private Limited, Delhi, 2012.
- E.I, Ravindranath, “Industrial Relations in India”, Tata McGraw Hill Publishers Private Limited, Delhi, 2013.
- Sewa Singh Chauhan, “Labour Welfare Administration India”, Kanishka Publishers, Delhi, 2010.
- K.N. Vaid, “Labour Welfare in India”, Sri Ram Centre for Industrial Relations, India, 2006.
- Manju Rao, “Labour Welfare Policy in India”, Printwell Publishers, Jaipur, 2010.
- J.C. Joshi, “Labour Welfare Administration: Tools and Techniques”, Rajat Publications, New Delhi, 2010.
- P. Subba Rao, “Labour Welfare and Social Securities”, Himalaya Publishing House Pvt. Ltd., Mumbai, 2008.
- Shashi k. Gupta, “Labour Welfare: Human Resource Management”, Kalyani Publishers, New Delhi, 2005.

## **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**

Good Governance: Concept, Meaning, Characteristics, Nature, Scope, Significance, Ecology, Issues and Challenges.

#### **UNIT-II**

E-Governance: Meaning, Characteristics, Nature, Scope, Significance, Principles, Models, Challenges, Indian Initiatives.

#### **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:**

- Anthony Trotta, E – Governance: Theory and application of Technology Initiatives, New York and London: Routledge, 2018
- V.K. Tripathi, E – Governance, Leadership and Citizen Administration, New Delhi: Omage, 2016.
- United Nations, Responsive and Accountable Public Governance, Department of Economic and Social Affairs; World Public Sector Report, 2015.
- Joshua O. Miluwi and Hina Rashid, E – Governance Democracy and Administration Strategy, Delhi: Manglam, 2013.

- Uttam Kumar Singh, Akshya Kumar Nayak and Avinash Chiranjeev, E – Governance, New Delhi: Jnanada, 2011.
- Government of India, Promoting E – Governance: The SMART Way forward, 11<sup>th</sup> Report of 2<sup>nd</sup> Administrative Reforms Report, 2008.
- Ashok Agarwal and V. Venkata Ramana (eds), Foundations of E – Governance, New Delhi: GIFT, 2008.
- Vishwas Tripathi, E – Governance: Perspective and Challenges, New Delhi: Anmol, 2007.
- Vasu Deva, E – Governance in India – A Reality, New Delhi: Commonwealth, 2005.
- Pankaj Sharma, E – Governance, New Delhi: APH, 2004.
- BiBek Debroy (ed), Agenda for Improving Governance, New Delhi: Academic Foundation, 2004.

## **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:**

- O.P. Gauba, Paschatya Rajniti Vicharak, Muya Paperbake Publishers, New Delhi, 2016.
- Pukhraj Jain, Western Political Philosophy, Sahitaya Bhavan Publication, Delhi, 2015.
- Jiban Mehta, Paschatya Rajnitik Chintak, SbPd Publishing House, Sanjay Sahitay Bhavan, New Delhi, 2015.
- B.L. Fadia, Western Political Thought, Sahitaya Bhavan Publication, Agra, 2012.
- B.N. Ray, Western Political Thought, Kaveri Books, Delhi, 2012.
- O.P. Gauba, Western Political Thought, Macmillan Publishers India Pvt. Ltd., 2011.
- V.I. Lenin, *Imperialism – The Highest Stage of Capitalism*, Left World Books, New Delhi, 2005.
- Brian R. Nelson, Western Political Thought, Person, Delhi, 2004.



- N. Warburton, J. Pike and D. Matravers, *Reading Political Philosophy: Machiavelli to Mill*, London, Routledge in Association with Open University, 2000.
- N. Warburton, J. Pike and D. Matravers, *Reading Political Philosophy: Machiavelli to Mill*, London, Routledge in Association with Open University, 2000.
- S.B. Smith, *Hegel's Critique of Liberalism*, Chicago, University of Chicago Press, 1989.
- D. McLellan, *Karl Marx: The First 100 Years*, London, Fontana, 1983.
- 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.
- J.W. Allen, *A History of Political Thought in the Sixteenth Century*, Methuen, London, 1964.
- H. Butterfield, *The State Craft of Machiavelli*, New York, Collier, 1962.
- L. Strauss, *Thoughts on Machiavelli*, Chicago, University of Chicago Press, 1958.
- W.L. Davidson, *Political Thought in England: The Utilitarian from Bentham to Mill*, Oxford University Press, 1957.
- R.G. Gettel, *History of Political Thought*, New York, Novell. & Co., 1924.

## **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**

Working of the U.N. towards Peace: Peace Making, Peace, Enforcement, Peace building and Peace Keeping, An Assessment of U.N.

#### **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, Antrashtriya Sambanth, Arjun Publication House, Delhi, 2013.
- Singh, Surandher, SAARC and South Asian Economic Union, K.K. Publications, Delhi, 2016.
- Varma, Deenanath, Antrashtriya Sambanth, Gyanda Perkashan, New Delhi, 2003.
- Jain, Shashi K., Antrashtriya Sambanth (1945-2000), College Book Depo, New Delhi, 2003.
- Sharma, Perbhudatt, Antrashtriya Rajneeti (Sidhant avam Vyavhar), College Book Depo, Jaipur, 2001.
- Rikhey, Strengthening UN Peace Keeping, London, Hurst and Co., 1993.

- K.P. Saxena, *Reforming the United Nations: The Challenge and Relevance*, New Delhi, Sage, 1993.
- P. Baehr and L. Gordenker, *The United Nations in the 1990s*, London, Oxford University Press, 1992.
- W.H. Lewis (ed.), *The Security Role of the United Nations*, New York, Praegar, 1991.
- E. Lard, *A History of the United Nations*, London, Macmillan, 1989.
- Richard K. Ashley, "The Eye of Power: The Politics of World Modeling", *International Organization*, Vol. 37, No. 3, 1983.
- Barton, John H. and Weiler, D. Lawrence, "International Arms Control Issues and Agreements", Stanford University Press, California, 1976.

## **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**

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 Perspective.

#### **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:**

- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.

- Leary Rosemary O', The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- Polinaidu, S.P., Public Administration, New Delhi, Galgotia, 2010.
- Hoshier Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Sharma, M.P. and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006 (English & Hindi Medium)
- Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
- Goel, S.L., Advance Public Administration, Delhi, Deep & Deep Publication, 2003.
- Tyagi, A.R., Public Administration (Principles and Practice) Delhi, Atma Ram and Sons, 2001.
- Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000 (Hindi Medium)
- Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- White, L.D., Introduction to the Study of Public Administration, New York, Macmillan, 1995.
- Srivastav, Om, Public Administration and Management-The Growing Horizons, Mumbai (Vol.II), 1991.
- Maheshwari, S.R., Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
- Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984.
- Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
- Golembiewski, Robert T., Public Administration as a Developing Discipline, New York, Marcel Dekker, Inc, 1977.
- Presthus, Robert, Public Administration, New York, the Ronald Press, 1975.

- Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
- Self, Peter, Administrative Theories and Politics, London, George Allen and Urwin, 1969.
- Marx, F.M. (ed.) Elements of Public Administration, New Delhi, Prentice Hall of India, 1964.
- 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:**

- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi, Alfa Publications, 2013.

- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3<sup>rd</sup> edition).
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- Chaubey, P.K., Urban Local Bodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.
- Dhalimal, S.S., Good Governance in Local Self Government, New Delhi, Deep & Deep, 2004.
- Jain, R.B., Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.
- 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.
- Kumar, Amnia & Anitha L. Financing of Urban Local Government, Jaipur, Printwell, 1995.
- 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 2<sup>nd</sup> World War Phase, CAG phase & SICA phase; Salient features of Administration in Developed & Developing Countries.

#### **UNIT-II**

Approaches: Structural Functional approach, Behavioral approach and Ecological approach, Environment of Administration: Social, Political, Economic & Cultural.

#### **UNIT-III**

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

#### **UNIT-IV**

Chief Executive of UK, USA, France, and Japan.

#### **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.
- Gajanan R.P. and Sharma Anoop, Comparative Public Administration, Crescent Publishing Corporation, New Delhi, 2011.
- Chopra J.K., Comparative Public Administration, Commonwealth Publication, New Delhi, 2004.
- Kataria, Surender, Tulnatmak Lok Prashashan, Jaipur: RBSA Publishers 2001.
- Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Depot, 1994.

- Arora, R.K. and Sangeeta Sharma, Comparative and Development Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Englewood Cliffs, 1966.
- Riggs, F.W., Ecology of Public Administration, Bombay; Asia Publishing House, 1961.
- 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.
- Ridley, F.F., Government and Administration in Western Europe, Martin. Co. Ltd., Oxford.
- 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**

Henry Fayol, F.W. Taylor, M.P. Follett.

#### **Suggested Books:**

- Sapru, R.K., Administrative Theories and Management Thought, New Delhi: PHI Learning, 2017. (3rd Edition).
- Agrawal, Vijay, Prashasnik Chintak, Aakhar Publishing House, Bhopal, 2017.
- Maheshwari, S.R., Administrative Thinkers, New Delhi, Laxmi Publications, 2014. (2<sup>nd</sup> Edition)
- Sarkar Monoranjan, Administrative Thinkers, Delhi: Wisdom Press, 2013.
- Prasad, Ravindra; V.S. Prasad, P. Satyanarayan, Y. Pardhasaradhi (ed.), Administrative Thinkers, New Delhi, Sterling, 2011. (Hindi & English) 3<sup>rd</sup> Edition.
- Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003, Fourth Edition, (Hindi Medium) reprint in 2010.

- Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 (Reprint of 2004 Edition)
- Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
- Theory, Narender Kumar, Theory, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)
- Nisha Ali, S.S., Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998.
- 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-1.** Highlight the impact of Liberalization, Privatization and Globalization impact on Financial Administration Process.

**CO-2.** Analyze about adoption of appropriate method of Budget for Indian Financial Management and efficient Process of Budget.

**CO-3.** Evaluate the role of Finance Ministry and specific Financial Management Committees for socio-economic Development.

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

#### **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 Budgets; Process of Budget: Formulation, Enactment and Execution.

#### **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**

Organization and Functions of Finance Commission, Comptroller and Auditor General of India, RBI: Composition & Function, Problems and Prospects of Financial Administration in India.

#### **Suggested Books:**

- Mahajan, Sanjeev Kumar & Anupma Puri Mahajan, Financial Administration in India, New Delhi, PHI Learning Pvt. Limited, 2014.
- Palekar, S.A., Development Administration, PHI Learning Private Limited, New Delhi, 2012.

- Chand, Prem, Control of Public Expenditure in India, Allied Publishers, New Delhi, 2010.
- Chand, Prem, Performance Budgeting, Allied Publishers, New Delhi, 2010.
- Government of India, Report of the 2<sup>nd</sup> ARC on Financial Management, 2009.
- Goel, S.L., Public Financial Administration, New Delhi: Deep & Deep, 2008.
- Verma, V.P., Financial Administration-Concept and Issues, New Delhi: Alfa Publications, 2008.
- Gupta, B.N., Indian Federal Finance and Budgetary Policy, Chaitanya Publishing House, Allahabad, 2006.
- Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
- Sarapa, Public Finance in India, Kanishka Publishers, Distributors, New Delhi, 2004.
- Mathur, Kuldeep (ed.), Development Policy and Administration, Sage, New Delhi, 1996.
- Tiwari, A.C., Problems of Fiscal Management in the Government, Delhi: SHIPRA Publications, 1995.
- Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995.
- Singh, Sahib and Swinder Singh, Personnel and Financial Administration, Chandigarh, New Academic, 1994.
- Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
- Baisya, K.N., Financial Administration, New Delhi:Omsons Publications, 1992.
- Chaturvedi, T.N. and K.L. Handa, Financial Administration, New Delhi, IIPA, 1992.
- Radhey Sham, Financial Administration, New Delhi, Surjeet Book Depot, 1992.
- Chaturvedi, T.N. and K.L. Honda, Financial Administration, New Delhi: Indian Institute of Public Administration, 1986.
- Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986.
- Mukerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Depot, 1980.
- Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
- Government of India, Report of the Ist ARC on Centre State Relations; Delegation of Financial and Administrative Powers, 1969.
- Lal, G.S. , Financial Administration in India, Delhi HPJ Kapoor, 1969.
- 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**

Emerging Trends in Public Administration: Good Governance: Transparency & Public Accountability, and e-governance, Public Private Partnership; Impact of Liberalization, Privatisation & Globalization on Public Administration, Initiatives towards Citizen Centric Administration.

**Suggested Books:**

- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
- Leary Rosemary O', The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.

- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- 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.
- Hoshier Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Sharma, M.P. and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006. (English & Hindi Medium)
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
- Goel, S.L., Advance Public Administration, Delhi, Deep & Deep Publication, 2003.
- Tyagi, A.R., Public Administration (Principles and Practice) Delhi, Atma Ram and Sons, 2001.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000. (Hindi Medium)
- White, L.D., Introduction to the Study of Public Administration, New York, Macmillan, 1995.
- Srivastav, Om, Public Administration and Management-The Growing Horizons, Mumbai (Vol.II), 1991.
- Maheshwari, S.R., Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
- Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984.
- Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
- Golembiewski, Robert T., Public Administration as a Developing Discipline, New York, Marcel Dekker, Inc, 1977.
- Presthus, Robert, Public Administration, New York, The Ronald Press, 1975.
- Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.



- Self, Peter, Administrative Theories and Politics, London, George Allen and Urwin, 1969.
- Marx, F.M. (ed.) Elements of Public Administration, New Delhi, Prentice Hall of India, 1964.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition. (Hindi Medium).

## **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 73<sup>rd</sup> & 74<sup>th</sup> 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**

Organization and Functions of State Finance Commission, Haryana Urban Development Authority, Lokayukta, Haryana Public Service Commission, State Election Commission.

#### **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 73<sup>rd</sup> & 74<sup>th</sup> Constitutional Amendment Act.

#### **Suggested Books:**

- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.

- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: Alfa Publications, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3<sup>rd</sup> edition).
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
- Arora, Ramesh K. (ed.), Public Administration in India: Tradition, Trends and Transformation, New Delhi, Paragon, 2006.
- Chakravarty, Bidyut & Mohit Bhattacharya, Administrative Change and Innovation, New Delhi, OUP, 2005.
- Bava, Noorjahan. (ed.), Public Administration in the 21st Century, New Delhi, Kanishka, 2004.
- Bandhopadhyay, D. & Amitava Mukherjee, New Issues in Panchayati Raj, New Delhi, 2004.
- Barthwal, C.P., Indian Administration Since Independence, Lucknow, Bharat Publishers, 2003.
- Arora, Ramesh K. and Rajni Goyal, Indian Administration: Institutions and Issues, New Delhi, Wishwa Prakashan, 2000.
- Aziz Abdul (eds.). Decentralised Governance in Asian Countries, New Delhi, Sage, 1996.
- Bajpai, A. Panchayati Raj in India: A New Thrust, Delhi, Sahitya Prakashan, 1995.
- Bhambhri 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.
- Gajanan R.P. and Sharma Anoop, Comparative Public Administration, Crescent Publishing Corporation, New Delhi, 2011.
- Chopra J.K., Comparative Public Administration, Commonwealth Publication, New Delhi, 2004.
- Kataria, Surender, Tulnatmak Lok Prashashan, Jaipur: RBSA Publishers 2001. Arora, R.K. and Sangeeta Sharma, Comparative and Development

- Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Englewood Cliffs, 1966.
  - Riggs, F.W., Ecology of Public Administration, Bombay; Asia Publishing House, 1961.
  - Siffin, William, Towards the Comparative Study of Public Administration, Blooming, Indian University Press, 1957.
  - Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Depot, 1994.
  - Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin 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.
  - Ridley, F.F., Government and Administration.in Western Europe, Martin. Co. Ltd., Oxford.

## **Semester-VIII**

### **Administrative Thinkers-II**

**Paper-MPA-508-4**

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.** 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, Douglas McGregor, Fredrick Herzberg.

#### **UNIT-III**

Chris Argyris, Rensis Likert, Peter Drucker.

#### **UNIT-IV**

Max Weber, Yehezkal Dror, Dwight Waldo, Paul H Appleby.

#### **Suggested Books:**

- Sapru, R.K., Administrative Theories and Management Thought, New Delhi: PHI Learning, 2017. (3rd Edition).
- Agrawal, Vijay, Prashasnik Chintak, Aakhar Publishing House, Bhopal, 2017.
- Sarkar Monoranjan, Administrative Thinkers, Delhi: Wisdom Press, 2013.
- Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 (Reprint of 2004 Edition)
- Prasad, Ravindra; V.S. Prasad and Satyanarayan (ed.), Administrative Thinkers, New Delhi, Sterling, 2010. (Hindi & English)
- Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003, Fourth Edition, (Hindi Medium) reprint in 2010.
- Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.

- 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**

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

#### **Unit-III**

Accounting System in India: Evolution Meaning, Objectives, forms and Characteristics; Modified Accounting System in India; Auditing System in India: Evolution, Meaning, Objectives and Characteristics, Performance Audit.

#### **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:**

- Mahajan, Sanjeev Kumar & Anupma Puri Mahajan, Financial Administration in India, New Delhi, PHI Learning Pvt. Limited, 2014.
- Palekar, S.A., Development Administration, PHI Learning Private Limited, New Delhi, 2012.



- Chand, Prem, Control of Public Expenditure in India, Allied Publishers, New Delhi, 2010.
- Chand, Prem, Performance Budgeting, Allied Publishers, New Delhi, 2010.
- Government of India, Report of the 2<sup>nd</sup> ARC on Financial Management, 2009.
- Goel, S.L., Public Financial Administration, New Delhi: Deep & Deep, 2008.
- Verma, V.P., Financial Administration-Concept and Issues, New Delhi: Alfa Publications, 2008.
- Gupta, B.N., Indian Federal Finance and Budgetary Policy, Chaitanya Publishing House, Allahabad, 2006.
- Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
- Sarapa, Public Finance in India, Kanishka Publishers, Distributors, New Delhi, 2004.
- Mathur, Kuldeep (ed.), Development Policy and Administration, Sage, New Delhi, 1996.
- Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995.
- Tiwari, A.C., Problems of Fiscal Management in the Government, Delhi: SHIPRA Publications, 1995.
- Singh, Sahib and Swinder Singh, Personnel and Financial Administration, Chandigarh, New Academic, 1994.
- Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
- Chaturvedi, T.N. and K.L. Handa, Financial Administration, New Delhi, IIPA, 1992.
- Baisya, K.N., Financial Administration, New Delhi:Omsons Publications, 1992.
- Radhey Sham, Financial Administration, New Delhi, Surjeet Book Deport, 1992.
- Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986.
- Chaturvedi, T.N. and K.L. Honda, Financial Administration, New Delhi: Indian Institute of Public Administration, 1986.
- 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.
- Government of India, Report of the Ist ARC on Centre State Relations; Delegation of Financial and Administrative Powers, 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-1.** Explain about the Nature, Features, Scope, Significance, Models and approaches of Development & Development Administration.

**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**

Development: Meaning, Nature, Dimensions & Approaches, Development Administration: Evolution, Meaning, Nature, Scope & Significance, Models of Development Administration, Difference between Development Administration and Traditional Administration.

#### **Unit-II**

Administrative Capability: Meaning, Nature and Importance, Institutional and Organisational Arrangement for Improving Administrative Capability. Ecology of Development Administration: Interaction with Political, Social, Cultural and Economic Systems.

#### **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**

Development Issues and Programmes: Mahatma Gandhi National Rural Employment Guarantee Act (MNREGA), National Rural Health Mission (NRHM), Jawahar Lal Nehru National Urban Renewal Mission (JNNURM), National Rural Livelihood Mission (NRLM).

**Suggested Books:**

- Kundu, Rajesh, Development Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2015.
- Goel, S.L., Development Administration, New Delhi: Deep and Deep, 2010.
- Sahni, Pardeep and Etakula Vayunandan, Administrative Theory, New Delhi: PHI Learning, 2010.
- Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 (reprint of 2004 Edition).
- Bhattacharya, Mohit, Development Administration, Kolkata, World Press, 1997.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Prentice Hall, Englewood Cliff, 1996.
- Sapru, R.K., Development Administration, New Delhi. Sterling, 1994.
- Dwivedi, Development Administration: From under Development to Sustainable Development, London: Mac Millian, 1994.
- Inamdar N.R., Development Administration in India, Jaipur: Rawat, 1992.
- Joshi, Preeta, Vikash Prashashan, Jaipur: RBSA, 1991.
- Chatterjee, S.K., Development Administration, New Delhi: Surjeet, 1990.
- Dwight, Waldo, Temporal Dimension of Development Administration, Durham, Duke University Press, 1970.
- Riggs, F.W., Frontiers of Development Administration, Durham, Duke University Press, 1970.
- Palombra, Joseph La, Bueaucracy and Political Development, Princeton, N.J. University Press, 1967.
- Swerdlow Irwing, Development Administration: Concept and Problems, New York, Syracuse University Press, 1963.
- Pai Panadikar, V.A., Development Administration in India, Delhi Macmillan, 1974.
- 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**

Human Resource Development: Meaning, Nature, Scope, Objectives & Principles of Human Resource Development, Evolution of Human Resource Development, Role of Human Resource Development.

#### **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**

Issues in Human Resource Development: Employees Morale, Motivation, HRD Culture & Climate, Incentives & Employee Benefits.

#### **Suggested Books:**

- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3<sup>rd</sup> ed.).
- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.

- Viswanathan, Rajeesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.
- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Mankin, David, Human Resource Development, Oxford University Press, Oxford, 2009.
- Mankin, David. Human Resource Development, Oxford University Press, 2009.
- Sharma, Sudhir, Human Resource Development, New Delhi: Maxford Books, 2009.
- Sheikh, A.M., Human Resource Development and Management, S. Chand & Company, New Delhi, 2009.
- Krishnaveni R., Human Resource Development, New Delhi, Excel, 2008.
- Rao, VSP, Human Resource Management, New Delhi: Excel Books, 2005.
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, Deep & Deep Publications, New Delhi, 2002.
- Pattanayak, Bishwajeet, Human Resource Management, Prentice Hall of India, Pvt. Ltd., New Delhi, 2001.
- Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.
- Venkata, Ratnam, C.V., B.K. Srivastva., Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993.
- Rudrabasavaraj, M.N, Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.
- Manappa, Arun and S. Saiyadain Mirza, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.
- Gosh, Biswanath, Personnel Management, World Press Pvt. Ltd., Calcutta 1976.
- Stahl, O. Glenn, Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.

## **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**

Social Research: Meaning, Nature and Objectives; Types of Social Research: Pure and Applied; Utility of Social Research; Selection of Research Problem: Meaning, Definition & Criteria.

#### **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:**

- Research Methodology (hindi)- Lakshmi Narayan Koli, Y K PUBLISHERS, AGRA, 2017.
- Kumar, Ranjeet, Research Methodology, Sage Publications, Pvt. Ltd., New Delhi, 2014.

- Panneerselvam, R., Research Methodology (2<sup>nd</sup> ed.) PHI Learning Private Ltd, Delhi 2014.
- George Kanire, Social Science Research Methodology: Concepts, Methods & Computer applications, GRIN Publishing, Munich (Germany), 2013.
- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.
- Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Kamla Nagar Delhi (2006).
- 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).
- Sharma. A.K. & Bhaskar Rao (ed): Research in Public Administration: An Overview. Vikas, New Delhi, 1996.
- Sarantakos, S., Social Research, MacMillian Publishers, Australia Pvt. Ltd. 2<sup>nd</sup> ed. 1988.
- Nachmias, David and Ferrel Nachmias., Research Methods in Social Science, New York, St. Murthin Press, 1981.
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979.
- Seltiz, Clair, Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
- Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.
- Galtung, John, Theory and Methods of Social Research, New York, Columbia University, 1967.
- Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
- Shukla and Trivedi (Hindi)., Research Methodology, College Books Depot, Jaipur.

## **Semester-IX**

### **Public Policy-I**

**Paper-MPA-509-4**

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 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-3.** Students got knowledge about the role of legislative, executive, bureaucracy & judiciary in policy making process.

**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**

Policy science: Meaning, Nature & Importance; Policy science & Emerging Crises; Views of Harold Lasswell & Yehezkel Dror on Policy Science.

#### **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**

Role of Non-Official Policy Makers: Mass Opinion, Mass Media, Pressure Groups, Political Parties, Policy Making Models, Constraints in Policy Making.

#### **Suggested Books:**

- Rajesh Chakrabarti and Kaushiki Sanyal, Public Policy in India, Oxford, 2016.
- Bidyut Chakrabarty and Prakash Chand, Public Policy: Concept, Theory and Practice, Sage Publication, New Delhi, 2016.
- R.K. Sapru, Public Policy: Formulation, Implementation and Evaluation, Sterling Publishers, New Delhi, 2012.
- Devika Paul, Public Policy Formulation and Implementation in India, Devika Publications, Delhi, 1995.



- Yehezkel Dror, Public Policy Making Reexamined, Leonard Hill Books, Bedfordshire, England, 1973.

## **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.

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

**CO-3.** 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**

Basic Concepts: Social Welfare, Social Service, Social Work, Social Security, Main Characteristics of Social Security Programmes, Social Reforms and its Impact on Society.

#### **UNIT – II**

Evolution of Social Welfare in India: Ancient, Medieval and British Period; Indian Constitution and Social Welfare; Five Year Plans and Social Welfare in India; Social Welfare Administration as a Profession, Characteristics of Profession.

#### **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**

Social Welfare Administration: Meaning, Nature, Scope and Principles; Tasks & Problem of Social Welfare Administration; Factors Determining Social Welfare Programmes; Social Welfare Models.

#### **Suggested Books:**

- Ahuja, Ram, Samajik Samasansya, Rawat Publication, Jaipur, 2018.
- Drej, Jya and Chobe, Kamal Nayan, Bhartiya Nitiyo Ka Samajik Paksh, Vani Perkashan, New Delhi, 2017.

- Yadav, Kamla, Aadhunik Samaj Karya Avam Ger Sarkari Sangthan, D.N.D. Publication, Jaipur, 2016.
- Vyas, Shelendra and Sharma, S.D., Samaj Kalyan Avam Vidhan, Nikhil Publishers and Distributors, Agra, 2013.
- Kataria, Surendra, Social Welfare Administration, Jaipur: RBSA Publications, 2002.
- Roy, Kalpana. Women and Child Development, New Delhi: Common Wealth Publishers, 2000.
- Yogi, Praveen. Social Justice and Empowerment, Delhi: Kalpag Publications, 2000
- Encyclopaedia of Social Change, New Delhi: Anmol Publishers, Vol, 45, 1996.
- Madan, G.R. Indian Social Problems Vol. II Allied Publishers Ltd., New Delhi, 1995.
- Goel, S.L. & R.K. Jain, Social Welfare Administration, Vol I & II, New Delhi, Deep & Deep Publications, 1990.
- Encyclopaedia of Social Welfare in India, New Delhi: Ministry of Information and Broadcasting Vols. 4, 1987.
- Fand, J. Bulsara & Verma, Perspective in Social Welfare in India, New Delhi: S. Chand & Co., 1985.
- Sankhdher, M.M., Welfare State, Deep & Deep Publications, New Delhi, 1985.
- Chowdhary, D. Paul, Social Welfare Administration, Delhi: Atma Ram and Sons, 1979.
- Gangrade, K.D., Social Legislation in India, Delhi: Concept Publishing House, Vol. 1, 1978.
- Robson William, A., Welfare State and Welfare Society: Illusion and Reality, (London: Allen and Unwin), 1976.
- 
- Friedlander Walter- A, Introduction to Social Welfare, Delhi Prentice Hall, 1932.
- Sachdeva, D.R., Social Welfare Administration, Allahabad: Kitab Mahal, Latest Edition.
- 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**

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, Role of Panchayati Raj Institutions in Development.

#### **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 & Energy.

#### **Suggested Books:**

- Kundu, Rajesh, Development Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2015.

- Sahni, Pardeep and Etakula Vayunandan, Administrative Theory, New Delhi: PHI Learning, 2010.
- Goel, S.L., Development Administration, New Delhi: Deep and Deep, 2010.
- Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 reprint of 2004 Edition.
- Bhattacharya, Mohit, Development Administration, Kolkata, World Press, 1997.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Prentice Hall, Englewood Cliff, 1996.
- Dwivedi, Development Administration: From under Development to Sustainable Development, London: Memillan, 1994.
- Sapru, R.K. Development Administration, New Delhi. Sterling Publication, 1994.
- Inamdar N.R., Development Administration in India, Jaipur: Rawat, 1992.
- Joshi, Preeta, Vikash Prashashan, Jaipur: RBSA, 1991
- Chatterjee, S.K. Development Administration, New Delhi: Surjeet, 1990.
- Pai Panadikar, V.A., Development Administration in India, Delhi Macmillan, 1974.
- Dwight, Waldo, Temporal Dimension of Development Administration, Durham, Duke University Press, 1970.
- Riggs, F.W., Frontiers of Development Administration Durham, Duke University Press, 1970.
- Palombra, Joseph La, Bureaucracy and Political Development, Princeton, N.J. University Press, 1967.
- Swerdlow Irwing, Development Administration: Concept and Problems, New York: Syracuse University Press, 1963.
- 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**

Human Resource Accounting and Human Resource Development, Career Planning and Development, Performance Appraisal & Evaluation.

#### **Unit-II**

Management Information System, Organizational Development, Organizational Behaviour, Interpersonal Communication.

#### **Unit-III**

Job Analysis, Job Description, Job specification and Job Enrichment.

#### **Unit-IV**

Management by Objectives, Recent Trends in Human Resource Development, Emerging Challenges in Human Resource Development.

#### **Suggested Books:**

- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3<sup>rd</sup> ed.).
- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.
- Viswanathan, Rajeesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.

- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Mankin, David, Human Resource Development, Oxford University Press, 2009.
- Sharma, Sandhir, Human Resource Development, Maxford Books, New Delhi, 2009.
- Sheikh, A.M., Human Resource Development and Management, New Delhi: S. Chand & Company, New Delhi, 2009.
- Mankin, David, Human Resource Development, Oxford University Press, Oxford, 2009.
- Krishnaveni, R., Human Resource Development, Excel Publications, New Delhi, 2008.
- Rao, VSP. Human Resource Management, New Delhi: Excel Books, New Delhi, 2005.
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, New Delhi, Deep & Deep, 2002.
- Pattanayak, Bishwajeet. Human Resource Management, Prentice Hall of India Pvt. Ltd., New Delhi, 2001.
- Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.
- Venkata Ratnam, C.S., B.K. Srivastva, Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993.
- Rudrabasavaraj, M.N., Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.
- Manappa, Arun and Mirza. S. Saiyadain, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.
- Gosh, Biswanath, Personnel Management, World Press Pvt. Ltd., Calcutta 1976.
- Stahl, O. Glenn, Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.

## **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**

Processing of Data: Editing and Coding of Data, Classification of Data: Meaning, Characteristics, types and Importance, Tabulation: Meaning, Characteristics, types and importance. Graphic Representation of Data: Graphs & Diagrams.

#### **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. Measures of Dispersion: Mean Deviation, Standard Deviation.

#### **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:**

- Research Methodology (Hindi) - Lakshmi Narayan Koli, Y K PUBLISHERS, AGRA, 2017.
- Kumar, Ranjeet, Research Methodology, Sage Publications, India, Pvt. Ltd., New Delhi, 2014.
- Panneerselvam, R., Research Methodology (2<sup>nd</sup> Ed.) PHI Learning Private Ltd, Delhi, 2014.



- George Kanire, Social Science Research Methodology: Concepts, Methods & Computer Applications, GRIN Publishing, Munich (Germany), 2013.
- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.
- Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Delhi, 2006.
- 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).
- Sharma. A.K. & Bhaskar Rao (ed): Research in Public Administration: An Overview. Vikas, New Delhi, 1996.
- Sarantakos, S, Social Research MacMillian Publishers Australia Pty Ltd 2<sup>nd</sup> Ed., 1988.
- Nachmias, David and Ferrel Nachmias., Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979
- Clair Seltiz., Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
- Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.
- John, Galtung., Theory and Methods of Social Research, New York, Columbia University, 1967.
- Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
- 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 agency 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**

Policy Evaluation: Meaning & Importance; Policy Evaluation Process; Issues Involved in Policy Evaluation; Agencies Involved in Policy Evaluation; Problems of Policy Evaluation.

#### **Unit-3**

Policy Analysis: Meaning, Features & Importance; Issues Involved in Policy Analysis; Methods of Policy Analysis; Limitations of Policy Analysis.

#### **Unit-4**

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

#### **Suggested Books:**

- Rajesh Chakrabarti and Kaushiki Sanyal, Public Policy in India, Oxford, 2016.
- Bidyut Chakrabarty and Prakash Chand, Public Policy: Concept, Theory and Practice, Sage Publication, New Delhi, 2016.
- R.K. Sapru, Public Policy: Formulation, Implementation and Evaluation, Sterling Publishers, New Delhi, 2012.
- Devika Paul, Public Policy Formulation and Implementation in India, Devika Publications, Delhi, 1995.

- Yehezkel Dror, Public Policy Making Reexamined, Leonard Hill Books, Bedfordshire, England, 1973.

## **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**

Role of Voluntary Organisation in Social Welfare, Implementation, Achievement and difficulties in the way of family welfare programmes in India, Women Welfare Programmes in India. National Commission for Women Composition, Functions and Powers.

#### **Unit-III**

Child Welfare Programmes in India: Problems and Prospects; Youth Welfare Programmes in India: Problems and Prospects; Aged Welfare Programmes in India: Problems and Prospects.

#### **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:**

- Ahuja, Ram, Samajik Samasyayen, Rawat Publications, Jaipur, 2018.
- Midgley, James, Social Welfare for a Global Era: International Perspectives on Policy and Practice, Sage Publications, New Delhi, 2017.
- Kirdak, B.H., Bharat me Samajik Samasya, Isika Publishing House, Jaipur, 2017.
- Drej, Jya and Chobe, Kamal Nayan, Bhartiya Nitiyo Ka Samajik Paksh, Vani Perkashan, New Delhi, 2017.

- Yadav, Kamla, Aadhunik Samaj Karya avam Gair Sarkari Sangathan, D.N.D. Publications, Jaipur, 2016.
- Sachdeva, D.R., Social Welfare Administration in India, Kitab Mahal Publishers, Allahabad, 2015 (11<sup>th</sup> ed.).
- Vyas, Shailendra and Sharma, S.D., Samaj Kalayan avam Vidhan, Nikhil Publishers and Distributors, Agra, 2013.
- Pandey, Balkeshwar, Samaj Karya (Siddhant and Padatiya), Rawat Publications, Jaipur, 2013.
- Mishra, Dayakrishan and Rathore, A.S., Samajik Prashasan, College Book Depo, Jaipur, 2011.
- Kataria, Surendra, Samajik Prashasan, RBSA Publishers, Jaipur, 2010 (5<sup>th</sup> edition).
- Kataria, Surendra, Social Welfare Administration, Jaipur: RBSA Publications, 2002.
- Roy, Kalpana, Women and Child Development, New Delhi: Common Wealth Publishers, 2000.
- Yogi, Praveen, Social Justice and Empowerment, Delhi: Kalpag Publications, 2000.
- Encyclopaedia of Social Change, (New Delhi: Anmol Publishers, Vol, 45, 1996.
- Madan, G.R., Indian Social Problems Vol. II Allied Publishers Ltd., New Delhi, 1995.
- Goel, S.L. & R.K. Jain, Social Welfare Administration, Vol I & II, New Delhi: Deep & Deep Publications, 1990.
- Encyclopaedia of Social Welfare in India (New Delhi: Ministry of Information and Broadcasting Vols. 4, 1987.
- Fand, J. Bulsara & Verma, Perspective in Social Welfare in India, New Delhi: S. Chand & Co., 1985.
- Sankhdher, M.M., Welfare State, New Delhi: Deep & Deep, 1985.
- Chowdhary, D. Paul, Social Welfare Administration, Delhi: Atma Ram and Sons, 1979.
- Gangrade, K.D., Social Legislation in India, Delhi: Concept Publishing House, Vol. 1, 1978.
- Robson, William A., Welfare State and Welfare Society: Illusion and Reality, London: Allen and Unwin, 1976.
- Friedlander Walter, A., Introduction to Social Welfare, New Apte, Robert Z., Delhi Prentice Hall, 1932.
- Sachdeva, D.R., Social Welfare Administration, Allahabad: Kitab Mahal, Latest Edition.
- Relevant Acts of Parliament and Reports of Commission, Committee & Study Teams.
- Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.