

**MASTER OF ARTS (PUBLIC ADMINISTRATION)**  
**SECOND YEAR**  
**Third Semester**  
**Development Administration-I**  
**Paper Code 21PUB23C1**

M. Marks = 100  
Theory = 80  
Internal Assignment = 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:** On successful completion of the course the student will 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.

**UNIT-I**

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

**Unit-II**

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

**Unit-III**

Contribution of Fred W. Riggs, Dwight Waldo and Edward Widener in Development Administration, Corporate Social Responsibilities and Development, Public Private Partnership and Development.

**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:**

- Bhattacharya, Mohit, Development Administration, Kolkata, World Press, 1997.
- Chatterjee, S.K., Development Administration, New Delhi: Surjeet, 1990.
- Dwight, Waldo, Temporal Dimension of Development Administration, Durham, Duke University Press, 1970.
- Dwivedi, Development Administration: From under Development to Sustainable Development, London: Mac Millian, 1994.
- Goel, S.L., Development Administration, New Delhi: Deep and Deep, 2010.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Prentice Hall, Englewood Cliff, 1996.
- Inamdar N.R., Development Administration in India, Jaipur: Rawat, 1992.
- Joshi, Preeta, Vikash Prashashan, Jaipur: RBSA, 1991.

- Kundu, Rajesh, Development Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2015.
- Pai Panadikar, V.A., Development Administration in India, Delhi Macmillan, 1974.
- Palombra, Joseph La, Bueaucracy and Political Development, Princeton, N.J. University Press, 1967.
- Riggs, F.W., Frontiers of Development Administration, Durham, Duke University Press, 1970.
- Sahni, Pardeep and Etakula Vayunandan, Administrative Theory, New Delhi: PHI Learning, 2010.
- Sapru, R.K., Development Administration, New Delhi. Sterling, 1994.
- 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.

**Third Semester**  
**Research Methodology-I**  
**Paper Code 21PUB23C2**

M. Marks = 100  
Theory = 80  
Internal Assignment = 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:** On successful completion of the course the student will be able to:

**CO-1.** Familiar with the use of scientific method in social research.

**CO-2.** Select the appropriate problem by testing it on various criteria.

**CO-3.** Frame fruitful/ result oriented hypotheses.

**CO-4.** Expertise in preparing a research design on any topic of their own choice.

**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:**

- Ahuja, Ram, Research Methods, Rawat Publications, New Delhi, 2002 (Hindi & English).
- Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.
- Galtung, John, Theory and Methods of Social Research, New York, Columbia University, 1967.
- George Kanire, Social Science Research Methodology: Concepts, Methods & Computer applications, GRIN Publishing, Munich (Germany), 2013.
- Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Kamla Nagar Delhi (2006).
- Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.
- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Kumar, Ranjeet, Research Methodology, Sage Publications, Pvt. Ltd., New Delhi, 2014.
- Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
- Nachmias, David and Ferrel Nachmias., Research Methods in Social Science, New York, St. Murthin Press, 1981.

- Panneerselvam, R., Research Methodology (2<sup>nd</sup> ed.) PHI Learning Private Ltd, Delhi 2014.
- Research Methodology (hindi)- Lakshmi Narayan Koli, Y K PUBLISHERS, AGRA, 2017.
- Sarantakos, S., Social Research, MacMillian Publishers, Australia Pvt. Ltd. 2<sup>nd</sup> ed. 1988.
- Seltiz, Clair, Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
- Sharma. A.K. & Bhaskar Rao (ed): Research in Public Administration: An Overview. Vikas, New Delhi, 1996.
- Shukla and Trivedi (Hindi)., Research Methodology, College Books Depot, Jaipur.
- Tripathi, PC. & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979.

**Third Semester**  
**Human Resource Development-I**  
**Paper Code 21PUB23DA1**

M. Marks = 100  
Theory = 80  
Internal Assignment = 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:** On successful completion of the course the student will be able to:

**CO-1.** Describe various types and process of recruitment system.

**CO-2.** Explore the impact of promotion and training in human resource development

**CO-3.** Examine the different employee-employer relations like conduct rules, disciplinary actions.

**CO-4.** Realise the impact of morale and motivation and their effects for organizational development.

**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:**

- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, Deep & Deep Publications, New Delhi, 2002.
- Gosh, Biswanath, Personnel Management, World Press Pvt. Ltd., Calcutta 1976.
- Krishnaveni R., Human Resource Development, New Delhi, Excel, 2008.
- Manappa, Arun and S. Saiyadain Mirza, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.
- Mankin, David, Human Resource Development, Oxford University Press, Oxford, 2009.
- Mankin, David. Human Resource Development, Oxford University Press, 2009.
- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Pattanayak, Bishwajeet, Human Resource Management, Prentice Hall of India, Pvt. Ltd., New Delhi, 2001.

- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Rao, VSP, Human Resource Management, New Delhi: Excel Books, 2005.
- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3<sup>rd</sup> ed.).
- Rudrabasavaraj, M.N, Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.
- Sharma, Sudhir, Human Resource Development, New Delhi: Maxford Books, 2009.
- Sheikh, A.M., Human Resource Development and Management, S. Chand & Company, New Delhi, 2009.
- Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.
- Stahl, O. Glenn, Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.
- Venkata, Ratnam, C.V., B.K. Srivastva., Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993.
- Viswanathan, Rajeesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.

**Third Semester**  
**Social Welfare Administration-I**  
**Paper Code 21PUB23DB1**

M. Marks = 100  
Theory = 80  
Internal Assignment = 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:** On successful completion of the course the student will be able to:

**CO-1.** Understand about the basic concepts of social welfare like social service, social work, social security etc.

**CO-2.** Examine the role of social welfare administration during different time periods.

**CO-3.** Discuss the different social welfare means adopted by administration.

**CO-4.** Analyse the 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.
- Chowdhary, D. Paul, Social Welfare Administration, Delhi: Atma Ram and Sons, 1979.
- Drej, Jya and Chobe, Kamal Nayan, Bhartiya Nitiyo Ka Samajik Paksh, Vani Perkashan, New Delhi, 2017.
- Encyclopaedia of Social Change, New Delhi: Anmol Publishers, Vol, 45, 1996.
- 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.
- Friedlander Walter- A, Introduction to Social Welfare, Delhi Prentice Hall, 1932.
- Gangrade, K.D., Social Legislation in India, Delhi: Concept Publishing House, Vol. 1, 1978.
- Goel, S.L. & R.K. Jain, Social Welfare Administration, Vol I & II, New Delhi, Deep & Deep Publications, 1990.
- Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.
- Kataria, Surendra, Social Welfare Administration, Jaipur: RBSA Publications, 2002.
- Madan, G.R. Indian Social Problems Vol. II Allied Publishers Ltd., New Delhi, 1995.

- Relevant Acts of Parliament and Reports of Commission, Committee & Study Teams.
- Robson William, A., Welfare State and Welfare Society: Illusion and Reality, (London: Allen and Unwin), 1976.
- Roy, Kalpana. Women and Child Development, New Delhi: Common Wealth Publishers, 2000.
- Sachdeva, D.R., Social Welfare Administration, Allahabad: Kitab Mahal, Latest Edition.
- Sankhdher, M.M., Welfare State, Deep & Deep Publications, New Delhi, 1985.
- Vyas, Shelendra and Sharma, S.D., Samaj Kalyan Avam Vidhan, Nikhil Publishers and Distributors, Agra, 2013.
- Yadav, Kamla, Aadhunik Samaj Karya Avam Ger Sarkari Sangthan, D.N.D. Publication, Jaipur, 2016.
- Yogi, Praveen. Social Justice and Empowerment, Delhi: Kalpag Publications, 2000



**Third Semester**  
**Labour Welfare Administration-I**  
**Paper Code 21PUB23DC1**

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M. Marks = 100  
Theory = 80  
Internal Assignment = 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:** On successful completion of the course the student will be able to:

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

**CO-2.** Explore the problems and solution of organised and unorganised labour.

**CO-3.** Differentiate 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.** Analyse 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 Books:**

- Bhagoliwal T.N., Economics of Industrial Relations and Labour Welfare in India.
- India, Report of the Commission on Labour, 1969 & 2002.
- Joshi, E.K. & S.N. Dhyani, Labour Administration, Department of Adult Education, Jaipur, University of Rajasthan, 1969.
- Kumar, Anil. Labour Welfare and Social Security, New Delhi: Deep & Deep Learning, 2003.
- Mamoria, C.B., Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.
- Mishra, Surya Narayan. Shram and Audhogik Vidhi, Allahabad: Central Law, 2014.
- Mongia M.L., Industrial Relation and Labour Laws in India, New Delhi: Deep & Deep Publications, 1984.
- Padhi, P.K., Labour and Industrial Laws, Delhi: PHI Learning, 2012.
- Pandey, Baleshwar, Shram Kalyan aur Audhogik Sambhandh, Jaipur: Rawat, 2014.

- Saxena, R.C., Shram Samashayen Evam Samaj Kalyan, Maruth: K. Nath & Co., 2007.
- Sexena, R.C., Labour Problems and Social Welfare, Meerut, Jai Parkash Nath, 1974.
- Sharma S.N., Labour and Industrial Laws, Allahabad: Central Law Publications, 1994.
- Sharma, Ganga Shaya. Sharmik Vidhiyan, Allahabd: Central Law Agency, 2014.
- Singh, R.C.P., Labour Welfare Administration, Deep and Deep Publication, Delhi, 1989.
- Singh, V.B., Industrial Labour in India, Bombay, Asia Publishing House, 1967
- Sivarethinamohan, R., Industrial Relations and Labour Welfare, Delhi: PHI. Learning, 2010.
- Vaid, K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970

**Third Semester**  
**Disaster Management-I**  
**Paper Code - 21ENVO2**

M. Marks= 100  
Theory = 80  
Internal Assignment = 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.** Describe the Disaster Preparedness Measures, Institutional Mechanisms, Disaster Mitigation.

**CO-2.** Discuss the mechanism of disaster preparedness and Principles of its 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:**

- A.K. Jain, A Practical Guide to Disaster Management, New Delhi: Pragun, 2008.
- Damon P. Coppola and Wrin K. Maloney, Communicating Emergency preparedness: Strategies for creating a Disaster Resident Public, London and New York: CRC Press, 2009.
- 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.
- P. Jagdish, Disaster Mitigation and Management: Post Tsunami Perspective, New Delhi: Deep & Deep, 2007.
- Pardeep Sahni, Alka Dhamija and Uma Medury, Disaster Mitigation: Experiences and Reflections, New Delhi: Prentic-Hall of India, 2001.
- Prabha C. Sinha, Disaster Relief, Rehabilitation and Emergency Humanitarian Assistance, New Delhi: SBS Publication, 2006.
- Prabhas C Sinha, Disaster Mitigation Preparedness Recovery and Response, SBS Publishers & Distributions, New Delhi, 2006.

- Pranay Kumar Parida and Samita Rawat, Aapda Perbandhan Me Sarkari Aur Gar Sarkari Sangathano Ki Bhumika Ka Aalochnatmak Prikshan, Waldi Focus, Delhi, 2014.
- 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.
- Priy Ranjan Trivadi and Utam Kumar Singh, Tatiya Peryavan Avam Aapda Pershman, Gyanda Perkashan, New Delhi, 2016.
- R.B. Singh, Natural Hazards and Disaster Management: Vulnerability and Mitigation, Jaipur: Rawat, 2006.
- Randeep Das Gupta, Disaster Management and Rehabilitation, New Delhi: Mittal, 2007.
- S.R. Singh, Disaster Management, APH Publishing Corporation, New Delhi, 2016.
- Sandip P. Nikam, et al., Fundamentals of Disaster Management, Scholars World A Division of Astral International Pvt. Ltd., New Delhi, 2017.

**Fourth Semester**  
**Development Administration-II**  
**Paper Code 21PUB24C1**

M. Marks = 100  
Theory = 80  
Internal Assignment = 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:** On successful completion of the course the student will be able to:

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

**CO-2.** 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.

**UNIT-I**

Development Policy – Concept, Meaning, Nature and Scope; Development Policy Cycle; Rural and Urban Development Policies; Role of Bureaucracy in Development Policy Management.

**UNIT-II**

Development Planning: Meaning, Nature, Types and Importance; Planning Machinery at Union, State and District Level.

**Unit-III**

People's Participation in Development Process, Role of NGOs in Development, Development Programmes and Projects Formulation and Implementation, Role of Panchayati Raj Institutions in Development.

**Unit-IV**

Sustainable Development: Evolution, Concept, Objectives, Parameters; Strategies and Challenges of Achieving Sustainable Development; Role of United Nations and Indian Government in Sustainable Development, International Aid and Assistance Programmes for Development.

**Suggested Books:**

- Bhattacharya, Mohit, Development Administration, Kolkata, World Press, 1997.
- Chatterjee, S.K. Development Administration, New Delhi: Surjeet, 1990.
- Dwight, Waldo, Temporal Dimension of Development Administration, Durham, Duke University Press, 1970.
- Dwivedi, Development Administration: From under Development to Sustainable Development, London: Memillan, 1994.
- Goel, S.L., Development Administration, New Delhi: Deep and Deep, 2010.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Prentice Hall, Englewood Cliff, 1996.
- Inamdar N.R., Development Administration in India, Jaipur: Rawat, 1992.
- Joshi, Preeta, Vikash Prashashan, Jaipur: RBSA, 1991
- Kundu, Rajesh, Development Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2015.
- Pai Panadikar, V.A., Development Administration in India, Delhi Macmillan, 1974.

- Palombra, Joseph La, Bureaucracy and Political Development, Princeton, N.J. University Press, 1967.
- Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 reprint of 2004 Edition.
- Riggs, F.W., Frontiers of Development Administration Durham, Duke University Press, 1970.
- Sahni, Pardeep and Etakula Vayunandan, Administrative Theory, New Delhi: PHI Learning, 2010.
- Sapru, R.K. Development Administration, New Delhi. Sterling Publication, 1994.
- 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.

**Fourth Semester**  
**Research Methodology-II**  
**Paper Code 21PUB24C2**

M. Marks = 100  
Theory = 80  
Internal Assignment = 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:** On successful completion of the course the student will be able to:

**CO-1.** Utilize the data collection techniques for research requirements.

**CO-2.** Process the collected data for drawing the results.

**CO-3.** Analysis of data by doing the practical use of statistical methods.

**CO-4.** 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:**

- Ahuja, Ram, Research Methods, Rawat Publications, New Delhi, 2002. (Hindi & English).
- Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.
- Clair Seltiz., Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
- George Kanire, Social Science Research Methodology: Concepts, Methods & Computer Applications, GRIN Publishing, Munich (Germany), 2013.
- Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Delhi, 2006.
- John, Galtung, Theory and Methods of Social Research, New York, Columbia University, 1967.
- Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.
- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Kumar, Ranjeet, Research Methodology, Sage Publications, India, Pvt. Ltd., New Delhi, 2014.
- Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.

- Nachmias, David and Ferrel Nachmias., Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
- Panneerselvam, R., Research Methodology (2<sup>nd</sup> Ed.) PHI Learning Private Ltd, Delhi, 2014.
- Research Methodology (Hindi) - Lakshmi Narayan Koli, Y K PUBLISHERS, AGRA, 2017.
- Sarantakos, S, Social Research MacMillian Publishers Australia Pty Ltd 2<sup>nd</sup> Ed., 1988.
- Sharma. A.K. & Bhaskar Rao (ed): Research in Public Administration: An Overview. Vikas, New Delhi, 1996.
- Shukla and Trivedi (Hindi)., Research Methodology, College Book Depot, Jaipur.
- Tripathi, PC & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979



**Fourth Semester**  
**Human Resource Development-II**  
**Paper Code 21PUB24DA1**

M. Marks = 100  
Theory = 80  
Internal Assignment = 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:** On successful completion of the course the student will be able to:

**CO-1.** Identify and measure the data about human resources and how it can be used in decision making.

**CO-2.** Comprehend the value of information while making policies.

**CO-3.** Make a difference between the Job description, Job specification and Job enrichment.

**CO-4.** Evaluate the modern trends and challenges for human resource development.

**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:**

- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, New Delhi, Deep & Deep, 2002.
- Gosh, Biswanath, Personnel Management, World Press Pvt. Ltd., Calcutta 1976.
- Krishnaveni, R., Human Resource Development, Excel Publications, New Delhi, 2008.
- Manappa, Arun and Mirza. S. Saiyadain, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.
- Mankin, David, Human Resource Development, Oxford University Press, 2009.
- Mankin, David, Human Resource Development, Oxford University Press, Oxford, 2009.
- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Pattanayak, Bishwajeet. Human Resource Management, Prentice Hall of India Pvt. Ltd., New Delhi, 2001.

- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Rao, VSP. Human Resource Management, New Delhi: Excel Books, New Delhi, 2005.
- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3<sup>rd</sup> ed.).
- Rudrabasavaraj, M.N., Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.
- 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.
- Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.
- Stahl, O. Glenn, Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.
- Venkata Ratnam, C.S., B.K. Srivastva, Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993.
- Viswanathan, Rajeesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.

**Fourth Semester**  
**Social Welfare Administration-II**  
**Paper Code – 21PUB24DB1**

M. Marks = 100  
Theory = 80  
Internal Assignment = 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.** Describe the working of Social Welfare Ministry and Department.

**CO-2.** Analyze the role of voluntary organizations and different Commissions..

**CO-3.** Share knowledge about the problem & prospects in welfare programmes of child, youth and aged persons.

**CO-4.** Examine the role and functions of SC, ST and OBC in 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.
- Chowdhary, D. Paul, Social Welfare Administration, Delhi: Atma Ram and Sons, 1979.
- Drej, Jya and Chobe, Kamal Nayan, Bhartiya Nitiyo Ka Samajik Paksh, Vani Perkashan, New Delhi, 2017.
- Encyclopaedia of Social Change, (New Delhi: Anmol Publishers, Vol, 45, 1996.
- 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.
- Friedlander Walter, A., Introduction to Social Welfare, New Apte, Robert Z., Delhi Prentice Hall, 1932.
- Gangrade, K.D., Social Legislation in India, Delhi: Concept Publishing House, Vol. 1, 1978.
- Goel, S.L. & R.K. Jain, Social Welfare Administration, Vol I & II, New Delhi: Deep & Deep Publications, 1990.
- Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.

- Kataria, Surendra, Samajik Pershasan, RBSA Publishers, Jaipur, 2010 (5<sup>th</sup> edition).
- Kataria, Surendra, Social Welfare Administration, Jaipur: RBSA Publications, 2002.
- Kirdak, B.H., Bharat me Samajik Samasya, Isika Publishing House, Jaipur, 2017.
- Madan, G.R., Indian Social Problems Vol. II Allied Publishers Ltd., New Delhi, 1995.
- Midgley, James, Social Welfare for a Global Era: International Perspectives on Policy and Practice, Sage Publications, New Delhi, 2017.
- Misher, Dayakrishan and Rathore, A.S., Samajik Prashasan, College Book Depo, Jaipur, 2011.
- Pandey, Balkeshwar, Samaj Karya (Siddhant and Padatiya), Rawat Publications, Jaipur, 2013.
- Relevant Acts of Parliament and Reports of Commission, Committee & Study Teams.
- Robson, William A., Welfare State and Welfare Society: Illusion and Reality, London: Allen and Unwin, 1976.
- Roy, Kalpana, Women and Child Development, New Delhi: Common Wealth Publishers, 2000.
- Sachdeva, D.R., Social Welfare Administration in India, Kitab Mahal Publishers, Allahabad, 2015 (11<sup>th</sup> ed.).
- Sachdeva, D.R., Social Welfare Administration, Allahabad: Kitab Mahal, Latest Edition.
- Sankhdher, M.M., Welfafre State, New Delhi: Deep & Deep, 1985.
- Vyas, Shailendra and Sharma, S.D., Samaj Kalayan avam Vidhan, Nikhil Publishers and Distributors, Agra, 2013.
- Yadav, Kamla, Aadhunik Samaj Karya avam Gair Sarkari Sangathan, D.N.D. Publications, Jaipur, 2016.
- Yogi, Praveen, Social Justice and Empowerment, Delhi: Kalpag Publications, 2000.

**Fourth Semester**  
**Labour Welfare Administration - II**  
**Paper Code 21PUB24DC1**

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

**Note:**

The question paper will consist of five units. Each of the first four units will contain two questions and the students shall be asked to attempt one question from each unit. Unit – V of each question paper shall contain eight short answer type questions without any internal choice and it shall be covering the entire syllabus. As such unit - V shall be Compulsory.

**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**

Payment of Minimum Wages Act 1936, Industrial Dispute Act 1947. The Factories Act, 1948

**Unit-IV**

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

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

- 11 Mongia, M.L., Industrial Relation and Labour Laws in India, New Delhi, Deep & Deep, 1984.
- 12 Sharma, S.N., Labour and Industrial Laws, Allahabad: Central Law Publications, 1994.
13. Mishra, Surya Narayan , Shramik and Audhogik Vidhi, Allahabad, Central Law, 2014.
- 14 Sharma, Ganga Shaya, Sharmit Vidhiyan, Allahabd: Central Law Agency, 2014.
- 15 Padhi, P.K., Labour and Industrial Laws, Delhi: PHI Learning, 2012.
- 16 Sivarethinamohan, R., Industrial Relations and Labour Welfare, Delhi: PHI, 2010.
- 17 Pandey, Baleshwar Shram Kalyan aur Audhogik Sambhandh, Jaipur: Rawat, 2014.
- 18 Saxena, R. C. , Shram Samashayen Evam Samaj Kalyan, Meerut: K. Nath & Co. 2007.
- 19 umar, Anil, Labour Welfare and Social Security, New Delhi, Deep & Deep, 2003