

M.A. (Hons.) Public Administration Five Years Integrated Programme

Scheme of Examination w.e.f. 2021-22

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 basic elements of public administration and its relation 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, fundamentals of governance, social research and administrative law etc.
- PSO-7.** Development in the research aptitude and a habit of seeing things from different angles. 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.

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First Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	21MPA-501-01	Elements of Public Administration-I	80	20	3 hrs.
02	21MPA-501-02	Basics of Indian Administration-I	80	20	3 hrs
03	21MPA-501-03	Personnel Administration-I	80	20	3 hrs.
04	21MPA-501-04	Basic Concepts in Sociology	80	20	3 hrs.
05	21MPA-501-05	Literature and Language-I	80	20	3 hrs.

Second Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	21MPA-502-01	Elements of Public Administration-II	80	20	3 hrs.
02	21MPA-502-02	Basics of Indian Administration-II	80	20	3 hrs
03	21MPA-502-03	Personnel Administration-II	80	20	3 hrs.
04	21MPA-502-04	Society, Culture & Social Change	80	20	3 hrs
05	21MPA-502-05	Literature and Language -II	80	20	3 hrs.

Third Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	21MPA-503-01	Organizational Behaviour	80	20	3 hrs.
02	21MPA-503-02	Local Government-I	80	20	3 hrs
03	21MPA-503-03	Social Welfare Administration	80	20	3 hrs.
04	21MPA-503-04	Methods in Social Research	80	20	3 hrs.

Fourth Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	21MPA-504-01	Consumer Protection Administration	80	20	3 hrs.
02	21MPA-504-02	Local Government-II	80	20	3 hrs
03	21MPA-504-03	Administrative Law	80	20	3 hrs.
04	21MPA-504-04	Indian Society	80	20	3 hrs.
05	21MPA-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	21MPA-505-01	Labour Welfare Administration-I	80	20	-	3 hrs.
02	21MPA-505-02	Fundamentals of Governance-I	80	20	-	3 hrs
03	21MPA-505-03	International Organization-I	80	20	-	3 hrs.
04	21MPA-505-04	Foundations of Social Thought	80	20	-	3 hrs.
05	21MPA-505-05	Basics of Computer	60	-	40	3 hrs.

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Sixth Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	21MPA-506-01	Labour Welfare Administration-II	80	20	3 hrs.
02	21MPA-506-02	Fundamentals of Governance-II	80	20	3 hrs.
03	21MPA-506-03	International Organization-II	80	20	3 hrs.
04	21MPA-506-04	Rural Society : Structure and Change	80	20	3 hrs.

Seventh Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	21MPA-507-01	Public Administration: Theoretical Perspective-I	80	20	3 hrs.
02	21MPA-507-02	Administrative System in India-I	80	20	3 hrs.
03	21MPA-507-03	Public Administration: Comparative Perspective-I	80	20	3 hrs.
04	21MPA-507-04	Administrative Thinkers-I	80	20	3 hrs.
05	21MPA-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	21MPA-508-01	Public Administration: Theoretical Perspective-II	80	20	3 hrs.
02	21MPA-508-02	Administrative System in India-II	80	20	3 hrs.
03	21MPA-508-03	Public Administration: Comparative Perspective-II	80	20	3 hrs.
04	21MPA-508-04	Administrative Thinkers-II	80	20	3 hrs.
05	21MPA-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	21MPA-509-01	Development Administration-I	80	20	3 hrs.
02	21MPA-509-02	Human Resource Development-I	80	20	3 hrs.
03	21MPA-509-03	Research Methods-I	80	20	3 hrs.
04	21MPA-509-04	Public Policy-I	80	20	3 hrs.
05	21MPA-509-05	Disaster Management-I	80	20	3 hrs.

Tenth Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	21MPA-510-01	Development Administration-II	80	20	3 hrs.
02	21MPA-510-02	Human Resource Development-II	80	20	3 hrs.
03	21MPA-510-03	Research Methods-II	80	20	3 hrs.
04	21MPA-510-04	Public Policy-II	80	20	3 hrs.
05	21MPA-510-05	Disaster Management-II	80	20	3 hrs.

Semester-I
Elements of Public Administration-I

Paper- 21MPA-501-01

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.** Increases understanding about the emergence of public administration as a discipline and as an activity.
- CO-2.** Generates understanding among the students about the relationship of public administration with various disciplines.
- CO-3.** Students would become well versed with the theories of Public Administration.
- CO-4.** Students would get knowledge about the means of ensuring accountability in the administrative system.

UNIT-I

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

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.
- Hoshiar 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.

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- 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- 21MPA-501-02

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 Mauryan, Mughal and British Period & their impact on Indian Administration.
- CO-2.** They would get knowledge about the operational working of Political Executive at Union level.
- CO-3.** Students would get understanding about the organization & functions of various ministries.
- CO-4.** Develop awareness among the students about the various Commissions.

UNIT-I

Evolution of Indian Administration: Contribution of Mauryan, Mughal and British Administration in its evolution, salient features of Indian Administration, Federal & Unitary aspects of Indian Administration, Impact of British Administration on Indian Administration.

UNIT-II

Political Executive at Union level: President: Election Procedure, powers and Functions, Emergency powers of Indian President and their Impact on Indian citizens, Prime Minister: Powers and Functions, Council of Ministers: Organizations and Functions.

UNIT-III

Ministries at Central Level: Organizations and Functions of Ministry of Human Resource development, Ministry of Foreign Affairs, Ministry of Rural Development, Prime Minister Office(PMO): Organization and Functions.

UNIT-IV

Organization and Functions: NITI Aayog, Election Commission, National Human Rights Commission and National Women Rights Commission.

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 ReadersParadise, 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 (3rd 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.

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- 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- 21MPA-501-03

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

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

Course Outcomes

CO-1. Helps in getting knowledge about the basics of personnel administration and bureaucracy.

CO-2. Impart knowledge about the process and types of Recruitment.

CO-3. Generates knowledge about the impact of training in human resource development.

CO-4. Increases knowledge about the impact of promotion in human resource development.

UNIT-I

Personnel Administration: Meaning, Nature, Scope and Importance; Civil Services: Meaning, Features and Functions; Evolution of Civil Services, Bureaucracy: Meaning, Nature, Characteristics

UNIT-II

Recruitment in India: Meaning, Types, Procedure, Features, Problems and Prospects; Union Public Service Commission: Organization & Functions;
State Public Service Commission: Organization & Functions.

UNIT-III

Training: Meaning, Objectives, Types, Methods, Problems and Remedies; Training Process in India: Indian Administrative Services, Indian Police Services, and Indian Forest Services.

UNIT-IV

Promotion: Meaning, Types, Principles, Purpose and Advantages of Promotion, Components/ Elements of Promotion.

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 (3rd 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

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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
Basic Concepts in Sociology

Course Code: 21MPA-501-04

Marks= 100

Theory = 80

Internal Assessment = 20

Time = 3 hrs

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

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

- CO-1.** Understand the nature & scope of sociology and its relationship with History, Economics, Political Science, Anthropology and Psychology.
- CO-2.** Become Familiar with the basic concepts of Society, community, association as a social structure.
- CO-3.** Get knowledge about the role of social groups and processes in cooperation and conflict management.
- CO-4.** Get adequate understanding about the importance of Social Institutions like Marriage, Religion, Family & Kinship.

UNIT-I

Nature, Definition & Scope of Sociology: Its Relationship with History, Economics, Political Science, Anthropology and Psychology

UNIT-II

Basic Concepts: Social Structure, Status & Role, Society, Community, Association, Norms and Values: Its Nature and Characteristics

UNIT-III

Social Groups and Processes: Primary Secondary & Reference Group: Its Nature and Types; Integration, Cooperation and Conflict: Its Nature, Definition & Types

UNIT-IV

Social Institutions: Marriage, Family & Kinship, Religion: It's Functions and Characteristics

Readings:

- Ahuja, Ram (2001): Indian Social System, New Delhi: Rawat Publication.
- Ahuja, Ram (2003): Society in India, New Delhi: Rawat Publication.
- Bottomore, T.B. (1972): Sociology: A Guide to Problems and Literature, Bombay: George Allen and Unwin (India).
- Fulcher & Scott (2003): Sociology, New York: Oxford University Press.
- Giddens, Anthony (2005): Sociology, Polity Press.
- Harlambos, M. (1998): Sociology: Themes and Perspective, New Delhi: O.U.P.
- Harlambos & Holborn (2000): Sociology, London: Harper-Collins.
- Inkeles, Alex (1987): What is Sociology? New Delhi: Prentice-Hall of India.

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- Johnson, Harry M. (1995): Sociology: A Systematic Introduction, New Delhi: Allied Publishers.
- MacIver and Page (1974): Society: An Introductory Analysis, New Delhi: Macmillan & co.P. Gisbert (2010): Fundamental of Sociology, New Delhi: Orient Blackswan

Semester-I
(English-I) LITERATURE AND LANGUAGE-I

Paper- 21MPA-501-05

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

Part –A Poetry

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.

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 Hornsby 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

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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- 21MPA-502-01

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

Note: Attempt five questions by selecting one question from each unit.
is compulsory. All questions carry equal marks.

Question No. 9

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. Generate awareness about the principles of Organization.

CO-3. Develop knowledge about the O & M techniques and Public Sector Undertaking.

CO-4. Acquire knowledge about IRCs, Field-Headquarter Relationship, Delegated Legislation & Administrative Adjudication.

UNIT-I

Organization: Meaning and Bases;

Types of Organization: Formal and Informal;

Principles of Organization: Hierarchy, Span of Control, Unity of Command.

UNIT-II

Principles of Organization: Co-ordination, Centralization and Decentralization, Supervision, Delegation etc.; Chief Executive: Meaning, Types and Functions.

UNIT-III

Line staff & Auxiliary Agencies; Public Sector Undertaking: Govt. Company & Public Corporation, Organization & Method (O&M): Meaning, Function, Techniques, Advantages and Disadvantages.

UNIT-IV

Independent Regulatory Commissions: Features, Functions, Advantage and Disadvantages, Field-Headquarter Relationship, Delegated Legislation: Meaning, Types, Advantages, Limitations and Safeguards. Administrative Adjudication: Meaning, advantages & disadvantages.

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.

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- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Hoshiar 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- 21MPA-502-02

M. Marks= 100
Theory = 80
Internal Assessment = 20
Time = 3 hrs
Question No. 9

Note: Attempt five questions by selecting one question from each unit.
is compulsory. All questions carry equal marks.

Course Outcomes

- CO-1.** Student acquired knowledge about the Ecology of Indian Administration & its Role in Nation Building.
- CO-2.** Students will gain understanding about the Political Executive at State Level.
- CO-3.** Students would get knowledge about the Operational Working of Administration at District Level.
- CO-4.** Students would be familiarized about the emerging issues in Indian Administration.

UNIT-I

Ecology of Indian Administration: Social, Political, Economic, Cultural and Constitutional Environment, Role of Indian Administration in Nation Building and Social welfare.

UNIT-II

Political executive at State Level: Governor: Power and Position, Chief Minister: Power and Position, Relationship between Chief Minister and Governor, Council of Minister: Organization and Functions.

UNIT-III

Organization and Functions of State Police Administration, Role of Superintendent of police in maintaining Law and Order at District level, Role of Deputy Commissioner in District Administration, Role of District Development Panchayat Officer (DDPO) in the Management of PRIs.

UNIT-IV

Emerging issues in Indian administration: Impact of LPG on Indian Administration, Impact of Information Technology on Indian Administration, Initiatives towards Citizens Centric Administration: Citizen Charter, RTI Act, Social Audit.

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 ReadersParadise, New Delhi, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd 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,

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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- 21MPA-502-03

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.** Familiarize the students about conduct rules, service conditions and disciplinary action for public servant.
- CO-2.** Students would acquire knowledge about the factors affecting morale & motivation.
- CO-3.** Students get knowledge about Grievance Redressal Mechanism.
- CO-4.** Generate awareness about the Rights of Civil Servants and Ethics & Integrity in Civil Services.

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 Motivation.

UNIT-III

Machinery for Grievances Redressal: - Employees Associations: Meaning, Types, Objectives and Functions; Whitley Councils: Objectives, Organization and Functions.

UNIT-IV

Public Services and their Importance in Modern Society; Rights of Public Servants, Corruption in Public services: Causes of Corruption & Remedies, Ethics & Integrity in Civil Services.

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 (3rd 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.

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- 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
Society, Culture and Social Change

Paper: 21MPA-502-04

M. Marks – 100
Theory – 80
Internal Assessment – 20
Time – 3 hours

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

Course Outcomes

- CO-1.** Students would get knowledge about the nature and types of tribal, rural, urban, industrial and post industrial societies.
- CO-2.** They gain understanding about the process of Socialization and the Cultural aspects of Society.
- CO-3.** Students would be able to understand the processes of social change & their impact on Society.
- CO-4.** Point out They get knowledge about the concept of Social Stratification & its basis.

UNIT-I

Society: Tribal, Rural, Urban, Industrial and Post Industrial: Its Nature, Definition & Types

UNIT-II

Culture: It's Nature, Definition & Types: Material and Non-Material Culture; Socialization: Its Importance Processes and Stages; Social Control: Its Types and Means

UNIT-III

Processes of Social Change: Industrialization, Secularization, Modernization & Globalization: Its Nature & Impact on Society

UNIT-IV

Concepts and Basis of Social Stratification: Caste, Class, Power & Gender

Suggested Readings:

- Bottomore, T.B. (1972): *Sociology: A Guide to Problems and Literature*, Bombay: George Allen and Unwin (India).
- Beteille, A(1992) : *Essays in Comparative Sociology*, Delhi: Oxford University Press. Giddens, Anthony (2005): *Sociology*, Polity Press.
- Harlambos, M. (1998): *Sociology: Themes and Perspective*, New Delhi: O.U. P. Harlambos & Holborn (2000): *Sociology*, London: Harper-Collins.
- Inkeles, Alex (1987): *What is Sociology?* New Delhi: Prentice-Hall of India. Johnson, Harry M. (1995): *Sociology: A Systematic Introduction*, New Delhi: Allied Publishers.

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- MacIver and Page (1974): Society: An Introductory Analysis, New Delhi: Macmillan & co.
- P. Gisbert (2010): Fundamental of Sociology, New Delhi: Orient Blackswan. Singh Y. (1983): Modernization of Indian Tradition, Jaipur, Rawat Publications.
- Sharma K.L.(1986) : Essays in Social Stratification, Jaipur, Rawat Publications.

**Semester-II
Literature And Language-II**

Paper- 21MPA-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 UshaBande 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. $8 \times 2 = 16$

Q.No.2 Two essay type questions (with internal choice) will be asked from the book of stories. $8 \times 2 = 16$

Q.No.3 This question will be based on grammar, Students will be required to attempt 16 sentences out of the given 24. 16

Q.No.4&5 Question No. 4&5 will be based on writing skills and technical writing. $16 \times 2 = 32$

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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

Paper- 21MPA-503-01

M. Marks = 100
Theory = 80
Internal Assessment = 20
Time = 3 hrs
Question No.9 is

Note: Attempt five questions by selecting one question from each unit.
compulsory. All questions carry equal marks.

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

- CO-1.** Get Acquaintance with the conceptual framework of Organizational Behaviour foundations and approaches.
- CO-2.** Develop understanding about the factors of Individual and group behavior among the students.
- CO-3.** Develop competency to analyze the impact of Perception and attitude on Organizational Behaviour.
- CO-4.** Get knowledge about the impact of Organizational Culture and Organizational Change.

UNIT-I

Introduction to Organizational Behaviour: Meaning, Nature, Scope & Features, Models and Importance of Organizational Behavior, Organizational Effectiveness: Meaning, Characteristic & Approaches.

UNIT-II

Individual Behaviour: Meaning, Assumptions, Theories, Factors Affecting; Group Behaviour: Meaning, Types, Characteristics and Importance; Group Dynamics & Group Decision Making Technique

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 and Climate: 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.

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- 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. Aswathappa, 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 and 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- 21MPA-503-02

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 and the Post-Independence Developments.
- CO-2.** Students would be able to get knowledge about the features of 73rd Constitutional Amendment Act and working of Gram Sabha, Gram Panchayats and Panchayats Samiti.
- CO-3.** Students would be able to describe about the working of zila parishad, District Planning Committee, financial resources and government control over Panchayati Raj Institutions.
- CO-4.** Students would get acquaintance about the latest reforms in the field of Local government.

UNIT-I

Local Government: Meaning, Functions and Significance; Evolution of Local Self Governments in India, Recommendations & Features of Balwant Rai Mehta Committee, 1957, Ashok Mehta Committee, 1978, L.M. Singhvi Committee, 1985.

UNIT-II

Features of 73rd Amendment Act, 1992; Organization and Functions of Gram Sabha & Gram Panchayat, Organization and Functions of Panchayat Samiti and Zila Parishad.

UNIT-III

Financial Resources of Panchayati Raj Institutions; Government Control over Panchayati Raj Institution; Role of Deputy Commissioner, District Development & Panchayat Officer, Block Development & Panchayat Officer in PRIs,

UNIT-IV

Panchayat (Extension to Schedule Areas) Act 1996, 2nd Administrative Reform Commission & Local Government, Local Government Reforms in Haryana Panchayati Raj Act, 1994, Organization and Functions of District Planning Committee.

Suggested Books:

- Vikendriykarana Sthaniya 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 21st 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.

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- Ramesh Arora and Gita Chaturvedi, Bharat Me Rajya Prashasan, RBSA Publisher, Jaipur, 2005.
- Ashok Sharma, Bharat Me Sthaniya 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
Social Welfare Administration

Paper- 21MPA-503-03

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.** Get understanding about the Social welfare Administration and its Evolution over the years.
- CO-2.** Get knowledge about the Operational working of Social Welfare Administration at Centre & State Level.
- CO-3.** Generate understanding about the various Social welfare Programmes launched by the Government for the Welfare for SCs/STs, Women and Aged.
- CO-4.** Gain knowledge about the Compositions and Functions of various Commissions.

UNIT-I

Social Welfare Administration: Meaning, Nature, Scope & Principles; Evolution of Social Welfare in India: Ancient, Medieval & British Period; Emergence of the Concept of Welfare State.

UNIT-II

Ministry of Social Justice & Empowerment: Organization & Functions
Central Social Welfare Board: Composition & Functions
Department of Social Justice & Empowerment in Haryana, Organization & Functions
Haryana State Social Welfare Board: Organization & Functions.

UNIT-III

Role of Social Welfare Officer at District Level; Role of NGOs in Social Welfare; Welfare Programmes in India: SC/ STs, Women & Aged.

UNIT-IV

SC/ST Commission: Composition & Functions
Backward Class Commission: Composition & Functions
Minority Commission: Composition & Functions
Women Commission: Composition & Functions

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.

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- 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

Semester-III
Methods in Social Research

Paper- 21MPA-503-04

M. Marks: 100

Theory: 80
Internal Assessment: 20
Time: 3 hrs.

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

Course Outcomes

- CO-1.** Students would get knowledge about the application of scientific method in social research.
- CO-2.** Students become capable to select the appropriate methods for examining the social problem.
- CO-3.** The students get capability to frame fruitful hypotheses.
- CO-4.** They get the expertise to prepare a research design on any topic of their own choice.
- CO-5.** They become aware to adopt sampling and how to ensure objectivity in their research.

UNIT-I

Concept of Social Research: Nature, Definition and Steps of Social Research: Objectivity and Subjectivity in Social Research.

UNIT-II

Qualitative Methods: Nature & Characteristics of Observation, Interview, Case Study, Content Analysis and Social Survey – Their Importance in Social Research.

UNIT-III

Quantitative Methods: Nature & Characteristics; Research Design, Sampling and Hypothesis: Their Nature, Types and Importance of Social Research.

UNIT-IV

Use of Statistics & Computer in Social Research: Classification and Tabulation of Data; Measures of Central Tendency, Mean, Mode & Medium; Use of Computer in Data Analysis.

Suggested Books:

- Ahuja, Ram (2001): Research Methods, New Delhi: Rawat Publication
- Goode, W.J. and P.K. Hatt (1952): Methods in Social Research, New York: McGraw International
- Seltiz, Claise et al; (1959): Research Methods in Social Relation, New York: Henry Holt and Co.

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- Srivastava, Parkash G.N.(1994): Advances Research Methodology, Delhi Radha Publication.
- Thakur, Devender (2003): Research Methodology in Social Science, Delhi: Deep and Deep Publication.
- Young, P.V. (1988): Scientific Social Survey and Research, New Delhi Prentice Hall.

Semester-IV
Consumer Protection Administration

Paper- 21MPA-504-01

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.** Develop awareness on the part of students about the Consumer Grievance Redressal Machinery at National, State & District Level.
- CO-3.** Students would get knowledge about the different Acts framed by Govt. for the Protection of Consumers.
- CO-4.** The students would get acquaintance about the MRTP Act, MRTP Commission about the Ministry 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 2019: 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, 2016; Monopolies and Restrictive Trade Practices (MRTP) Act, 1969, MRTP Commission: Organization and Functions, Ministry of Consumer Affairs: Organisation & Functions

Suggested Readings:

- Agrawal, R.K., Upphokta Sanrakshan Adhinyam, 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, Upphokta Adalten Savroop Evam Sambhavnayan, New Delhi, Radha Krishan, 2006.
- Chaudhary, RNP, Consumer Protection Law: Provisions and Procedure, New Delhi: Deep & Deep,

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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- 21MPA-504-02

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 Urban Local 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 74th Constitutional Amendment Act and working of Municipal Committees, Municipal Councils & Municipal Corporations.
- CO-4.** Students would be able to describe about the Personnel Management of Urban Local Bodies & Govt. control Machinery over these Bodies.

UNIT-I

Evolutions of Urban Local Bodies in India; Features of 74th Amendment Act, 1992; Organization and Functions of Municipal Committee; Financial Resources of Municipal Committee.

UNIT-II

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

Control over Urban Local Bodies; Role of DC in Urban Local Bodies, Personnel Management of Urban Local Administration; Role of District Planning Committee in Urban Development; Recent Reforms in Urban Local Bodies in Haryana.

Suggested Books:

- Vikendriykanan 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 21st 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.

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- Ashok Sharma, Bharat Me Sthaniya 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, LastestEdition.

**Semester-IV
Administrative Law**

Paper- 21MPA-504-03

Maximum Marks: 100
Theory: 80
Internal Assessment: 20
Time: 3 hours

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

Course Outcomes

- CO-1.** The students get knowledge about the basic aspects of administrative Law.
- CO-2.** They get acquainted with the Concepts of Judicial Activism, Judicial Review, PIL and Liability of Administration.
- CO-3.** They gain understanding about the Operational Working of Administrative Tribunals- CAT, CVC & CBI.
- CO-4.** They get knowledge about the operational working of various Regulatory Bodies.

UNIT-I

Meaning, Growth and Scope of Administrative Law
Distinction between Constitutional Law and Administrative Law
Concept of Droit Administratif; Meaning, Principles and Characteristics
Concept of Rule of Law and Principle of Natural Justice

UNIT-II

Judicial Activism: Meaning, justification, Activators and Apprehension
Judicial Review of Administrative Action: Principles and Modes
Public Interest Litigation: Features, Scope & Principles
Liability of the Administration: Contract and Tort

UNIT-III

Administrative Tribunals: Concepts, Rational and Types
Central Administrative Tribunal: Structure, Function and Role
Central Vigilance Commission: Structure, Functions, Role and Significance
Central Bureau of Investigation: Organization and Functions

UNIT-IV

Sectoral Regulation: Telecom Regulatory Authority of India (TRAI): Structure, Function and Role,
Insurance Regulatory and Development Authority of India (IRDAI): Structure, Function and Role,
Central Electricity Regulatory Commission (CERC): Structure, Function and Role,
Food Standard and Safety Authority of India (FSSAI): Structure, Function and Role

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Suggested Books:

- Basu, D.D. Administrative Laws, New Delhi, Prentice Hall of India, Pvt. Ltd. 1996.
- Joshi, K.C. Administrative Law, Allahabad, Central Law Agency, 1988.
- Kesri, U.P.D. Administrative Law, Allahabad Central Law Agency, 2010
(8thEdition).
- Cecil Carr Delegated Legislation, Cambridge University Press, 1921.
- Kagzi, M.C.J. Indian Administrative Law, Delhi, 1973.
- Upadhayaya, J.J.R. Prashasinik Vidhi, Allahabad: Central Law Publication, 2002
(6thEdition).
- Sathe, S.P. Administrative Law, New Delhi: Lexis Nexis, 2004 (7th Edition)
- Kesri, U.P.D. Prashashnik Vidhi: Allahabad; Central Law Publication, 2004
(8thEdition).
- Joshi, K.C. An Introduction to Administrative Law, Allahabad: Central Law Publication, 2006.
- Upadhayaya, J.J.R. Administrative Law, Allahabad: Central Law Publication, 2009
(7thedition).
- Jain, M.P. and Principles of Administrative Law, New Delhi: Lexis Nexis, 2010
S.N. Jain (6th edition).
- Joshi, K.C. Prashashnik Vidhi, Lucknow: Eastern Book Co., 2012 (2ndedition).

**Semester-IV
Indian Society**

Paper- 21MPA-504-04

M. Marks – 100
Theory – 80
Internal Assessment – 20
Time – 3 hours

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

Learning out Comes: - After studding this paper, students would be able to:

- CO-1.** Get knowledge about the evolution of Indian Society & the Factors Promoting Unity and Diversity in India.
- CO-2.** Analyze the development of Indian Social Institutions like Kinship, Family, Marriage, Caste etc.
- CO-3.** Understand the changing nature of Indian society over the Years.
- CO-4.** Develop Competence to understand the Social Issues and Problems Prevailing in the Society.

UNIT – I

Evolution of Indian Society: Traditional view of Indian Society; Factors Promoting Unity and Diversity in India; India as Pluralistic Society, Multi-Ethnic; Multi- Religious; Cultural and Lingual

UNIT – II

Indian Social Institutions: Kinship, Family, Marriage; Caste and its Changing Dimensions.

UNIT – III

Processes of Social Change in India: Sanskritization, Westernization, Parochialization and Universalization

UNIT – IV

Social Issues and Problems: Gender Discrimination, Secularism and Religious Minorities, Problems of Dalits, Women and OBC and Affirmative Actions

Suggested Books:

- Ahuja, Ram (1997): Society in India: Concept, Theories and Recent Trends, Jaipur: Rawat Publication.
- Beteille, Andre (1992): Backward Classes in Contemporary India, New Delhi: OUP. Dube, S.C.(1991): Indian Society, New Delhi : National Book Trust.
- Ghurye, G.S. (1968): Social Tension, Bombay: Popular Prakashan.

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- Karve, Iravati (1961): Hindu Society: An Interpretation, Pune: Daccan College. Mandelbaum, D.G. (1970): Society in India, Bombay: Popular Prakashan.
- Sharma K.L.(ed.) (1994): Caste and Class, Jaipur, Rawat Publication.
- Srinivas, M.N.(1980): India's : Social Structure, New Delhi : Hindustan Publication. Srinivas, M.N.(1985): Social Change in Modern India, New Delhi : Orient Longman. India: 2010 Govt. of India, New Delhi, Govt. of India publication division.

**Semester-IV
Environment Studies**

Paper- 21MPA-504-05

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 acquired knowledge about the significance & multidisciplinary nature of environment, its natural resources and the prevailing Eco-system.
- CO-2.** Generates understanding about the biodiversity and its conservation.
- CO-3.** Develop competence to understand the social issues vis-a vis the Environment.
- CO-4.** Imparts knowledge about the environment pollution and the measure to overcome them.
- CO-5.** Develop understanding about the population explosion and its challenges faced by the human populations.

Unit I

The Multidisciplinary nature of environmental studies. Definition, scope and importance. Need for Public awareness

Unit II Natural Resources

Renewable and non-renewable resources:

Natural resources and associated problems: Forest resources : Use and over-exploitation : deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.

Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams benefits & problems, Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

Food resources: World food problems, changes, caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

Energy resources : Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources.

Case studies. Land resources : Land as a resource, land degradation, man induced landslides, soil erosion and desertification. Role of and individual in conservation of natural resources. Equitable use of resources for sustainable life styles.

Unit III Ecosystems

Concept of an ecosystem.

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Structure and function of an ecosystem.

Producers, consumers and decomposers.

Energy flow in the ecosystem.

- Ecological succession.
-
- Food chains, food webs and ecological pyramids,

Introduction, types, characteristic features, structure and function of the following ecosystem :

- a. Forest ecosystem.
- b. Grassland ecosystem.
- c. Desert ecosystem.
- d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

Unit IV Biodiversity and Its Conservation

- Introduction - Definition: Genetic, species and ecosystem diversity.
- Biogeographically classification of India.
-
- Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values.
- Biodiversity at global, National and local levels.
-
- India as a mega-diversity nation.
Hot-spots of biodiversity.

Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts.

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- Endangered and endemic species of India.
- Conservation of biodiversity: In-situ and ex-situ conservation of biodiversity. (8 lectures)

Unit V Environmental Pollution

Definition, causes, effects and control measures of:

- (a) Air pollution
- (b) Water pollution
- (c) Soil pollution
- (d) Marine pollution
- (e) Noise pollution
- (f) Thermal pollution
- (g) Nuclear hazards

Solid waste management: Causes, effects and control measures of urban and industrial wastes.

Role of an individual in prevention of pollution.

Pollution case studies Disaster management: floods, earthquake, cyclone and landslides.

Unit VI Social Issues and the Environment

- From unsustainable to sustainable development.
- Urban problems related to energy.
-
- Water conservation, rain water harvesting, watershed management.
-
- Resettlement and rehabilitation of people: its problems and concerns, Case studies.

Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, Case studies.

- Wasteland reclamation.
- Consumerism and waste products.
- Environment Protection Act.
-
- Air (Prevention and Control of Pollution) Act.
- Water (Prevention and control of Pollution) Act.
- Wildlife Protection Act.
-
- Forest conservation Act.

Issues involved in enforcement of environmental legislation.

Public awareness.

Unit VII Human population and the Environment

Population growth, variation among nations. Population explosion - Family Welfare Programme.

Environment and human

health. Human Rights. Value Education.

- HIV/AIDS.
- Woman and Child Welfare.

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Role of Information Technology in Environment and human health.

Case Studies.

Unit VIII Field Work

- Visit to a local area to document environmental assets river/forest/grassland/hill/mountain.
- Visit to a local polluted site-urban/Rural/industrial/ Agricultural.
- Study of common plants, insects, birds.
- Study of simple ecosystem-pond, river, hill slopes, etc.

- **References**

1. Agarwal, K.C. 2001, Environmental Biology, Nidi Pub. Ltd. Bikaner.
2. Bharucha, Frach, The Biodiversity of India, Mapin Publishing Pvt: Ltd. Ahmedabad 380013, India, Email:mapin(g)jcenet.net (R).
3. Brunner R.C. 1989, Hazardous Waste Incineration, Mc.Graw Hill Inc. 480p.
4. Clark R.S., Marine Pollution, Slanderson Press Oxford (TB).
5. Cunningham, W.P. Cooper, T.H. Qorhani, E. & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Pub.House, Mumbai 1196p.
6. De A.K. Environmental Chemistry, Wiley Eastern Ltd.

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7. Down to Earth, Centre for Science and Environment (R).
8. Gleick, H.P., 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute. Oxford Univ. Press. 473p.
9. Hawkins R.E, Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay. (R)
10. Heywood, V.H. & Watson, R.T 1995. Global Biodiversity Assessment. Cambridge Uni.
11. Jadtrav, H and Bhosale.-VM-. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284p.
12. Mckinney, M.L. and Schoch, RM 1996. Environmental Science Systems & Solutions, Web enhanced edition. 639p.
13. Mhaskar A.K., Matter Hazardous, Tekchno-Science Publications (TB).
14. Miller T.G. Jr. Environmental Sciences, Wadsworth Publishing Co. (TB).
15. Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p.
16. Rao M.N. and Datta, A.K; 1987. Waste Water Treatment. Oxford & IBH Publ. Co: Pvt. Ltd.
17. Sharma, B.K. 2001, Environmental Chemistry, Goel Publication House, Meerut.
18. Survey of the Environment, The Hindu (M).
19. Townsend C, Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (TB).

Semester-V

Labour Welfare Administration-I

Paper-21MPA-505-01

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.** Gain Understanding about the problems of organized and unorganized labour and how it can be solved.
- CO-3.** Help in knowing that what and which types of policies are made and which organizations have been established at national and international level for labour welfare.
- CO-4.** Acquired knowledge about 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: Historical Perspective, Trade Union: Meaning, Objectives, Functions and Problems, Problems of Organized and Unorganized Labour in India.

UNIT-III

Labour Policy in India,
Industrial Relation: Concept, Scope and approaches
Industrial Disputes: Causes, Effects, Methods and Machinery for the Settlement of Industrial Disputes International Labour Organization, (ILO): Organization, Objectives and Functions

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:

- Vaid, K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970
- Singh, V.B., Industrial Labour in India, Bombay, Asia Publishing House, 1967
- Joshi, E.K. & S.N. Dhyani, Labour Administration, Department of Adult Education, Jaipur, University of Rajasthan, 1969.

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- India, Report of the Commission on Labour, 1969 & 2002.
- Singh, R.C.P., Labour Welfare Administration, Deep and Deep Publication, Delhi, 1989.
- Sexena, R.C., Labour Problems and Social Welfare, Meerut, Jai Parkash Nath, 1974.
- Bhagoliwal T.N., Economics of Industrial Relations and Labour Welfare in India.
- Mamoria, C.B., Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.
- Mongia M.L., Industrial Relation and Labour Laws in India, New Delhi: Deep & Deep Publications, 1984.
- Sharma S.N., Labour and Industrial Laws, Allahabad: Central Law Publications, 1994.
- Mishra, Surya Narayan. Shram and Audhogik Vidhi, Allahabad: Central Law, 2014.
- Sharma, Ganga Shaya. Sharmik Vidhiyan, Allahabd: Central Law Agency, 2014.
- Padhi, P.K., Labour and Industrial Laws, Delhi: PHI Learning, 2012.
- Sivarethinamohan, R., Industrial Relations and Labour Welfare, Delhi: PHI. Learning, 2010.
- 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-21MPA-505-02

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.** Get knowledge about the basic aspects of governance.
- CO-2.** Develop understanding about the role of various branches of Government in governance.
- CO-3.** Get Acquaintance about the role of NGOs and Media in governance.
- CO-4.** Understand the role of IT, PRIs, ULBs and Financial Institutions in Governance.

UNIT-I

Governance: Concept, Meaning, Nature and Scope.

Governance: Forms, Indicators, Models, Dimensions, 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 Specialized 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 Munsi, Beeju Paal Abraham and Soma Chodury, Governance, New Delhi: Sage and Rwaat, 2011.
- N. Bhaskar Rao, Governance, New Delhi: Sage, 2017.
- U.C. Agarwal, Governance and Administration: An Insider's view, New Delhi: Kanishka, 2010.

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- 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

International Organization-I

Paper-21MPA-505-03

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.** Understand the Concept of International Organization & its Evolution and Growth and the Emerging Importance of Regional Cooperation.
- CO-2.** Get knowledge about the failures of League of Nation and the emergence of UNO. They further become aware about the role of UN in changing scenario
- CO-3.** Develop understanding about various organs of UNO and their rationality in present times.
- CO-4.** Get acquaintance about the Environmental Issues on International Agenda.

UNIT-I

International Organization: Meaning Nature & Scope, Evolution & Growth of International Organization. Importance of Regional Cooperation: Role of India at International Organization.

UNIT-II

League of Nations: Structure, Objective Function & Failure, UNO: Origin Objectives, Principles and Role, UN Impact on Third World, Changing world Scenario: The New World Order.

UNIT-III

Structure of UNO: General assembly, Security Council, Economic and Social Council, UN Secretariat, International Court of Justice, Critical Evaluation and review of UNO.

UNIT-IV

Environmental issue on International Agenda; Millennium Development Goals, Sustainable Development Goals, Earth Summit.

Suggested Books:

- Fadia, B.L., and Fadia, Kuldeep, Antrrashtriya Sambandh, Sahitya Bhavan Publication, Agara, 2017.
- Jain & Tripathi, Rajneeti Vigyan, Aagrohi Publication, Delhi, 2016.
- Panth, Pushpesh, 21st Shatabdi Me Antrrashtriya Sambandh, McGraw Hill Education,

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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, Praegar, 1991.
- E. Laurd, A History of the United Nations, London, Macmillan, 1989.

Semester-V

Foundations of Social Thought

Paper-21MPA-505-04

M. Marks = 100
Theory= 80
I.A. = 20
Time: 3.00 hrs.

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

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

- CO-1.** Understand the basic concept of Positivism.
- CO-2.** Get knowledge about Structural- Functional approach.
- CO-3.** Develop understanding about the Marx Conflict theory & Coser Social conflict theory.
- CO-4.** Point out the aspects of Mead & Weber view regarding Interactionalism.

UNIT-I

Positivism: Comte's Law of three stages, Social Static & Dynamics; Evolutionism: Spencer's Evolutionary Approach

UNIT-II

Functionalism: Durkheims' Concept of Social Fact, Rules and the procedures for the study of Social Phenomena; Radcliffe Brown's Structural-Functional Approach

UNIT-III

Conflict: Marx's concept of Dialectical Historical Materialism, Class & Class Conflict; Coser's Approach of Social Conflict

UNIT-IV

Interactionalism: Weber's Interpretative Sociology, Ideal Types and Types of Social Action; G.H.Mead's Concept of Mind, Self & Society

Suggested Books:

Atal, Yogesh (2003): **Sociology: From where to where**, Jaipur: Rawat Publication.
Barnes, H.E. (1959): **Introduction to the history of Sociology**, Chicago Uni. Press.

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Bose, N.K.: **Structure of Hindu Society**, New Delhi.

Coser, Lewis, A. (1979): **Master of Sociological Thought**, Harcourt Brace, Jovanovich.

Dube, S.C.(1990): **Society in India**, New Delhi: National Book Trust.

Dumont, Luis (1970): **Homohierarchichus: The caste System and its Implications**, New Delhi: Vikas Publication.

Fletcher, Ronald (1994): **The Making of Sociology (Two Volumes)**, Jaipur: Rawat Publication

Ghurye, G.S.(1969): **Caste and Races in India**, Bombay: Popular Prakashan.

Johnson, H.M.(1995) : **Sociology: A Systematic Introduction**, New Delhi: Allied Publishers.

Prabhu, P.H. (1963): **Hindu Social Organistion**, Bombay: Popular Parkashan.

Singh, Yogendra (1986): **Indian Sociology: Social conditioning and emerging trends**, New Delhi: Vistaar Publication.

Semester-V **Basics of Computer**

Paper-21MPA-505-05

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: After successfully completing the syllabus the students would be:

CO-1. Able to describe the evolutionary period wise steps of computer technology.

CO-2. Familiar with the memory and mass storage devices of computer.

CO-3. Able to discuss about computer networks and their application.

CO-4. 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.

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- Batee T.C., “Digital Computer Fundamentals, 5th Edition, McGraw Hill, 1987.
- Subramanian N., “Introduction to Computers”, Fundamental of ComputerSciences, Tata McGraw Hill, 1986.
- Nasib Singh Gill, Fundamentals of Computer.

Semester-VI

Labour Welfare Administration-II

Paper-21MPA-506-01

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 their provisions.

UNIT-I

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

UNIT-II

Haryana Labour Department: Organization 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 Wages Amendment Act 2017; Industrial Dispute Act 1947.

UNIT-IV

Employee Provident Fund Act 1952; Maternity Benefit Act 2017; 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.
- Matoria, C.B. Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.

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- 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-21MPA-506-02

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 successful completion of the Syllabus, the students would be able to:

- CO-1.** Understand the Basic aspects of Good Governance.
- CO-2.** Get knowledge about basic aspects of the e-governance.
- CO-3.** Get understanding about the different components of good governance.
- CO-4.** Develop competence to understand the issues of 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: Omega, 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.

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- Government of India, Promoting E – Governance: The SMART Way forward, 11th Report of 2nd 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

International Organization-II

Paper-21MPA-506-03

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- After successful completion of the Syllabus, the Students would be able to:

- CO-1.** Get knowledge about the specialized agencies of UN.
- CO-2.** Develop Understanding about the various organizations operating at regional level.
- CO-3.** Get acquaintances about the peace keeping efforts of UN at International Level, Role of MNCs and WTO.
- CO-4.** Develop Competence to gain knowledge about Issues prevailing at International Level.

UNIT-I

Specialized Agencies of UN: UNESCO, UNICEF, WHO, IMF, and World Bank.

UNIT-II

Regional Organizations: European Community, SAARC, ASEAN, BRICS,

UNIT-III

Disarmament: Problems and Challenges, UN & Peace Keeping Efforts: Role & Evaluation, Multi National Companies (MNCs): Principles Objectives and its Functions, WTO: Organization & Functions.

UNIT-IV

Issues in International Perspective: Problems of Terrorism, Problems of Migrants & Refugees, Cyber Security, Energy Security

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,

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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. Laurd, *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-VI

Rural Society: Structure and Change

Paper-21MPA-506-04

M. Marks = 100
Theory= 80
Internal Assessment =20
Time: 3.00 hrs.

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

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

- CO-1.** Understand the basic concept of Rural Sociology.
- CO-2.** Get knowledge about the Rural Social Structure.
- CO-3.** Develop understanding about the Land Tenure, Land Reform & Green Revolution.
- CO-4.** Point out the aspects of Rural Political Structure like Traditional Caste Panchayat, New Panchayati Raj.

UNIT-I

Introduction to Rural Sociology: Origin of Rural Sociology, Nature, Subject Matter and Importance of the Study of Rural Sociology

UNIT-II

Rural Social Structure: Caste and Class in Rural Set Up, Inter Caste Relations and Jajmani System, Rural Family and Changing pattern

UNIT-III

Rural Economy: Land Tenure, Land Reforms, Green Revolution and Its Impact, Bonded and Migrant Labourers, Trends of Change in Rural Society

UNIT-IV

Rural Political Structure: Traditional Caste Panchayats, Panchayat before and after 73rd Amendment, New Panchayati Raj and Empowerment of Women

Suggested Books:

- Desai, A.R. (1969), **Rural Sociology in India**, Bombay : Popular Prakashan.
- Dube, S.C.(1955), **Indian Village**, London : Routledge and Kegan Paul.
- Doshi, S.L. and P.C.Jain (1999), **Rural Sociology**, Jaipur : Rawat Publication.
- Jodhka, S.S. (1995), **Debt, Dependence and Agrarian Change**, Jaipur : Rawat Publication.
- Sharma, K.L. (1997), **Rural Society in India**, Jaipur : Rawat Publication..
- Dube, S.C. (2000) , **Vikas Ka Samajshastra**, Vani Parkashan, New Delhi.
- Sharma. S.L. (1986). **Development Socio-Cultural Dimensions** Jaipur: Rawat(Chapter-

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- I) Srinivas, M.N. (1966). Social Change in Modern India Berkley: University of Berkley
- S.C. Dube (1998) : Modernization and Development, New Delhi: Vistaar Publishers.

Semester-VII

Public Administration: Theoretical Perspective-I

Paper-21MPA-507-01

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, New Public services.

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

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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 Srivastava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- Polinaidu, S.P., Public Administration, New Delhi, Galgotia, 2010.
- Hoshiar 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 Ramand 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-21MPA-507-02

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

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 get knowledge about the evolution of Indian administration.
- CO-2.** Students would acquire knowledge about the operation working of Chief Executive and various ministries in India.
- CO-3.** They become 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.

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- 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 (3rd 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-21MPA-507-03

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

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

Course Outcomes

- CO-1.** It helps in developing the global perspective of the students by gaining knowledge about various administrative systems.
- CO-2.** It aids the student in understanding the environmental forces and their impact on the administrative system.
- CO-3.** It is helpful in understanding the operational working of the chief executives in parliamentary, presidential, quasi-parliamentary and quasi-presidential and collegial systems.

UNIT-I

Comparative Public Administration: Meaning, Nature, Scope and Significance; Evolution: Pre & Post 2nd World War Phase, CAG phase & SICA phase; Salient features of Administration in Developed & Developing Countries.

UNIT-II

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.

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- 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., 1964.
- 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-21MPA-507-04

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, Karl Marx.

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. (2nd 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) 3rd 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)

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- 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-21MPA-507-05

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.

M.A. (Hons.) Public Administration Five Years Integrated Programme

- 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 2nd 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: RaviBooks, 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 Deport,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 Deport,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-21MPA-508-01

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 Srivastava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.

M.A. (Hons.) Public Administration Five Years Integrated Programme

- 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.
- Hoshiar 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 Ramand 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-21MPA-508-02

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

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

Course Outcomes

- CO-1.** Student acquired knowledge about the operation working of Chief Executive and various departments at the state level.
- CO-2.** Students got knowledge about the operational working of important Commissions in Haryana state.
- CO-3.** They became aware about the operational working of Administration at Divisional and District level.
- CO-4.** They got knowledge about the operational working of District Planning Committee 73rd & 74th Constitutional Amendment Act.

UNIT-I

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

UNIT-II

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

UNIT-III

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 73rd & 74th 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.

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- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, NewDelhi: Alfa Publications, 2013.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd 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, NewDelhi, 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-21MPA-508-03

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.

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- 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-21MPA-508-04

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.

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.

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- 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-21MPA-508-05

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, IInd 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,

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2010.

- Chand, Prem, Performance Budgeting, Allied Publishers, New Delhi, 2010.
- Government of India, Report of the 2nd 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 Depot, 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 Depot, 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 1st ARC on Centre State Relations; Delegation of Financial and Administrative Powers, 1969.
- Watal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962

Semester-IX

Development Administration-I

Paper-21MPA-509-01

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), Pradhanmantri Kaushal Vikas Yojna (PMKVY), National Rural Livelihood Mission (NRLM).

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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. PrenticeHall, 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, Preeti, 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-21MPA-509-02

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: Evolution, Meaning, Nature, Scope, Objectives & Principles
Role of Human Resource Development in the Development of Employees

UNIT-II

Human Resource Planning,
Recruitment,
Promotion,
Training

UNIT-III

Service Conditions & Conduct Rules, Disciplinary Actions, Employees Association, Whitleyism in India (JCM).

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 (3rd 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.

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- 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-21MPA-509-03

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.

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- Panneerselvam, R., Research Methodology (2nd 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. 2nd 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-21MPA-509-04

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

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Publications, Delhi, 1995.

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

Semester-IX

Disaster Management-I

Paper-21MPA-509-05

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, Classification and Impact of Disasters;
Disaster Management: Meaning, Approaches and Disaster Management Cycle.

UNIT-II

Development Perspective of Disaster Management;
Disaster Management: Mountains Regions
Riverine Regions
Coastal Regions.

UNIT-III

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

UNIT-IV

Man Made Disaster: Meaning and Nature,
Types of Man-Made Disasters: Nuclear, Biological, Chemical.
Pollution: Air, Water and Industrial

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.

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- 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-X

Development Administration-II

Paper-21MPA-510-01

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

Formulation & Implementation of Public Policy, Models of Public Policy, Relationship of Bureaucrats & Politicians in Policy making process, Problem areas in Policy implementation

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.

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- 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. PrenticeHall, 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, Preeti, 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 UniversityPress, 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-21MPA-510-02

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 organization.

UNIT-I

Human Resource; Accounting,
Career Planning & 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 (3rd 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.

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- 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-21MPA-510-03

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., NewDelhi, 2014.
- Panneerselvam, R., Research Methodology (2nd 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.

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- 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 2nd 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-X Public Policy-II

Paper-21MPA-510-04

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

M.A. (Hons.) Public Administration Five Years Integrated Programme

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

Disaster Management- II

Paper- 21MPA-510-05

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 about disaster Rehabilitation and Reconstruction.
- CO-4.** Get knowledge about the Act, Policy and Various Conventions.

UNIT-I

Disaster Preparedness: Measures, Institutional Mechanism
Disaster Preparedness Plan: Concept, Significance and Essentials
Vulnerable Groups and Preparedness Strategies
Disaster Mitigation: Principles and Approaches.

UNIT-II

Need of Disaster Response Plan; Role of Central, State, District and Block Level Administration in Response Plan, Coordination in Response Plan, Role of Forces and NGOs in Disaster response Plan.

UNIT-III

Rehabilitation and Reconstruction: Types of Rehabilitation, Principles of Rehabilitation and Reconstruction
Problem areas in Disaster Recovery
Interlink between Recovery and Development

UNIT-IV

Epidemic Disaster Act, 1897
Disaster Management Act 2005 in India
World Conventions related to Disaster Management,
National Disaster Management Policy 2009

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

M.A. (Hons.) Public Administration Five Years Integrated Programme

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 Disaster 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.