

DEPARTMENT OF PUBLIC ADMINISTRATION

SCHEME AND SYLLABI **(w.e.f. Academic Session 2021-22)**

Of
Postgraduate Programme:

MA Public Administration,
Under CHOICE BASED CREDIT SYSTEM (CBCS)

Under
The Faculty of Social Sciences



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(NAAC Accredited A⁺ Grade University)

M.A. Public Administration

Programme Code: PUB2

Programme Specific Outcomes

Nowadays, the discipline and activities of Public Administration infiltrates in almost every aspect of human life. It has greater opportunities in its behavioral as well as theoretical framework. Since independence, the administration of the country has to deliver as per the expectations of the common masses. Therefore, the detailed study of the discipline has been stressed on in the era of Liberalization, Privatization, Globalization and aware civil society because of increasing demand of accountability, transparency, people-centric, efficiency and democratic setup of the administrative structure. Among the Civil service aspirants, its one of the popular subject. Moreover it has been taught in various schools, colleges & universities. Over the years, the student strength this subject has enormously increases. As a subject, public administration has been popularly chosen for civil services and also getting implemented for teaching at various schools, colleges and universities.

Students have gained in-depth knowledge about various aspects of administration such as Public Policy, Disaster Management, Personnel administration, Local administration, Public-Private Partnership, Administrative Law, Tax administration, etc.

The programme specific outcomes of the Two Year (Four Semester) M.A. Public Administration programme are as under:

- PSO-1.** Deliberate about the administrative techniques, process and ethics.
- PSO-2.** Encourage the students for effective participation in governance process.
- PSO-3.** Boost the confidence level of students while dealing with administrative officials and political leaders.
- PSO-4.** Increase awareness level about administrative procedures and documentation.
- PSO-5.** Help various job holders to easily adapt in administrative environment regarding code of conduct, service rules and their duties.
- PSO-6.** Capacity building in managing the administrative and social conflicts.
- PSO-7.** Enhance leadership qualities such as problem solving, effective communication, public dealing, decision making, critical thinking and managing multiple tasks.
- PSO-8.** Development in the research aptitude and a habit of seeing things from different angle. Students would be able to participate in social awareness activities such as workshops/conferences, NGOs, awareness campaigns etc.

M.A. Public Administration (CBCS) 2021-22

M.A Public Administration (Semester I, II, III & IV) (As per Choice Based Credit System w.e.f. the academic year 2021-22)

The entire course will be of four semesters. In Semester I and II there would be five Core courses in each semester. In semester III and IV there would be two Core courses and three Discipline Specific courses in each semester. Each student will opt for at least One Foundation Course of minimum 02 Credits in Semester-II. Each student will opt for at least 02 Open Elective Courses, one in 2nd and another in 3rd semester. A student can choose one MOOCs Value Added Elective Course (State and Local Governance: Machinery & Processes) - 4 credits incorporated from the MOOCs list supplied by the University and the course is enlisted at sr. no. 39 in the supplied list.

Semester- I

Course Code	Course opted	Course Nomenclature	Credits/ Contact Hrs per week L+T+P/F	Marks		
				Theory	Internal	Total
21PUB21C1	Core	Administrative Theory-I	4+1+0=05	80	20	100
21PUB21C2	Core	Administrative Thought-I	4+1+0=05	80	20	100
21PUB21C3 21PUB21C3A	Core	Indian Administration or International Administration-I	3+1+0=04	80	20	100
21PUB21C4	Core	Comparative Public Administration-I	3+1+0=04	80	20	100
21PUB21C5	Core	Financial Administration-I	3+1+0=04	80	20	100
		Total	22	400	100	500

Total Credits: 22

Semester- II

Course Code	Course opted	Course Nomenclature	Credits/ Contact Hrs per week L+T+P/F	Marks		
				Theory	Internal	Total
21PUB22C1	Core	Administrative Theory-II	4+1+0=05	80	20	100
21PUB22C2	Core	Administrative Thought-II	4+1+0=05	80	20	100
21PUB22C3 21PUB22C3A	Core	State Administration Or International Administration-II	3+1+0=04	80	20	100
21PUB22C4	Core	Comparative Public Administration-II	3+1+0=04	80	20	100
21PUB22C5	Core	Financial Administration-II	3+1+0=04	80	20	100
		Total	22	400	100	500

Foundation Elective Course to be chosen from the pool of foundation elective provided by the University

- 2 credits

Open Elective Course to be chosen from the pool of foundation elective provided by the University

- 3 credits

Total Credits of Semester II

- 22+02+03=27

Semester- III

Course Code	Course opted	Course Nomenclature	Credits/ Contact Hrs per week L+T+P/F	Marks		
				Theory	Internal	Total
21PUB23C1	Core	Development Administration-I	4+1+0=05	80	20	100
21PUB23C2	Core	Research Methodology-I	4+1+0=05	80	20	100
21PUB23DA1	DSE-1	Public Policy-I Or Human Resource Development-I Or Elements of Political Science-I	3+1+0=04	80	20	100
21PUB23DA2						
21PUB23DA3						
21PUB23DB1	DSE-2	Social Welfare Administration-I Or Disaster Management-I Or Basics of Governance-I	3+1+0=04	80	20	100
21PUB23DB2						
21PUB23DB3						
21PUB23DC1	DSE-3	Labour Welfare Administration-I Or Dissertation* Or Western Political Thought	3+1+0=04	80	20	100
21PUB23DC2						
21PUB23DC3						
Total			22	395	105	500

Open Elective Course to be chosen from the pool of
Foundation elective provided by the University - 3 credits
Total Credits of Semester III - 22+03=25
***Marks of Dissertation would be in the ratio of 75:25 (Dissertation: Viva)**

Semester- IV

Course Code	Course opted	Course Nomenclature	Credits/ Contact Hrs per week L+T+P/F	Marks		
				Theory	Internal	Total
21PUB24C1	Core	Development Administration-II	4+1+0=05	80	20	100
21PUB24C2	Core	Research Methodology-II	4+1+0=05	80	20	100
21PUB24DA1	DSE-4	Public Policy-II Or Human Resource Development-II Or Elements of Political Science-II	3+1+0=04	80	20	100
21PUB24DA2						
21PUB24DA3						
21PUB24DB1	DSE-5	Social Welfare Administration-II Or Disaster Management-II Or Basics of Governance-II	3+1+0=04	80	20	100
21PUB24DB2						
21PUB24DB3						
21PUB24DC1	DSE-6	Administrative Law Or Public Enterprises Administration Or Indian Political Thought	3+1+0=04	80	20	100
21PUB24DC2						
21PUB24DC3						
Total			22	400	100	500

Total Credits: 22

M.A. Public Administration (CBCS) 2021-22

Semester-I Administrative Theory -I

Course Code-21PUB21C1

Core Course

Credits-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: On successful completion of the course the student will be able to:

CO-1. Develop Understanding about the administrative system of any country and they are in a position to understand the latest developments in the discipline.

CO-2. Develop competence about the operational working of an organizational structure.

CO-3. Identify the nature of agencies operating in a system whether line, staff or auxiliary and the relationship between fields and headquarter.

CO-4. Understand the means of ensuring accountability in the administrative system.

UNIT-I

Concept of Public Administration-Meaning, Nature, Scope and Significance,

Evolution of Public Administration & Present Status

Public and Private Administration;

New Public Administration, New Public Management Perspective.

UNIT-II

Organization-Meaning and Bases; Types & Principles,

Structure of Organization: Chief Executive, Line, Staff & Auxiliary agencies,

Department, Public Corporation, Board and Commission,

Headquarter-Field Relationships

UNIT-III

Theories of Administration: Scientific Management Theory,

Classical Theory, Human Relations Theory, Bureaucratic Theory, Public Choice Theory

UNIT-IV

Concept of Accountability and Responsibility,

Control over Public Administration: Legislative, Executive and Judicial Control,

Role of Media & Civil Society,

Citizen Charters: Enhancing Accountability in Service delivery

Suggested Books:

- Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984.
- Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.

- Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- Golembiewski, Robert T., Public Administration as a Developing Discipline, New York, Marcel Dekker, Inc, 1977.
- Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition (Hindi Medium).
- Leary Rosemary O', The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
- Maheshwari, S.R., Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
- Marx, F.M. (ed.) Elements of Public Administration, New Delhi, Prentice Hall of India, 1964.
- Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
- Polinaidu, S.P., Public Administration, New Delhi, Galgotia, 2010.
- Presthus, Robert, Public Administration, New York, the Ronald Press, 1975.
- Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000 (Hindi Medium)
- Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
- 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)
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- White, L.D., Introduction to the Study of Public Administration, New York, Macmillan, 1995.
- Chakrabarty Bidyut, Public Administration in a Globalizing World: Theories & Practice, Sage Publications, New Delhi, 2019.

M.A. Public Administration (CBCS) 2021-22

Semester-I Administrative Thought-I

Course Code-21PUB21C2

Core Course

Credits-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: On successful completion of the course the student will be able to:

- CO-1.** Develop acquaintance about the impact of Kautilya's administrative thought in the modern world.
- CO-2.** Understand the role of ethical values in reducing administrative corruption.
- CO-3.** Develop understanding about the basic aspects of administrative reforms and their impact on administration.
- CO-4.** Get the knowledge about the contribution of different scholars 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:

- Agrawal, Vijay, Prashasnik Chintak, Aakhar Publishing House, Bhopal, 2017.
- Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
- Kumar, Umesh and Sanjay Kumar Singh, Prachin Avam Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
- Maheshwari, S.R., Administrative Thinkers, New Delhi, Laxmi Publications, 2014. (2nd Edition)
- Nisha Ali, S.S., Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998.
- Prasad, Ravindra; V.S. Prasad, P. Satyanarayan, Y. Pardhasaradhi (ed.), Administrative Thinkers, New Delhi, Sterling, 2011. (Hindi & English) 3rd Edition.

- Sapru, R.K., Administrative Theories and Management Thought, New Delhi: PHI Learning, 2017. (3rd Edition).
- Sarkar Monoranjan, Administrative Thinkers, Delhi: Wisdom Press, 2013.
- Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003, Fourth Edition, (Hindi Medium) reprint in 2010.
- Thory, Narender Kumar, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)

M.A. Public Administration (CBCS) 2021-22

Semester-I Indian Administration

Course Code-21PUB21C3

Core Course

Credits-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: On successful completion of the course the student will be able to:

CO-1. Increase knowledge about the evolution of Indian administration.

CO-2. Develop competence to understand the operational working of Chief Executive and various ministries in India.

CO-3. Get knowledge about the working procedure of significant Ministries of Central Government.

CO-4. Get understanding about the Generalists Vs Specialist Controversy & the role played by Civil Services.

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:

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

- 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.
- Jain, R.B., Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Kumar, Amnia & Anitha L. Financing of Urban Local Government, Jaipur, Printwell, 1995.
- 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.
- Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- Arora, R.K Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
- Chakrabarty Bidyut, Indian Administration: Evolution & Practice, Sage Publications, New Delhi, 2019.
- Sapru, R.K, Indian Administration: A Foundation of Governance, Sage Publications, New Delhi.

M.A. Public Administration (CBCS) 2021-22

Semester-I

International Administration-I

Course Code-21PUB21C3A

Core Course

Credits-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: On successful completion of the course the students:

CO-1. Would get knowledge about the evolution of International administration.

CO-2. Would understand the working of UN Secretariat, General Assembly & Security Council.

CO-3. Would get knowledge about the working procedure of significant organs of United Nations.

CO-4. Would Develop competence to understand the role of UN Financial & Trade Organizations.

UNIT-I

International Organization: Meaning, Nature, Objectives, and Classifications & Problems
Developmental History of International Organization: Contribution of European Union and Different Conferences

League of Nations: Origin, Membership, Aims, Organization and Functions, Achievements and Failures.

UNIT-II

United Nations Organizations: Origin, Aims, Principles and Charter, Evolution of UNO in Modern Perspective.

General Assembly: Organization, Powers and Functions

United Nations Secretariat: Organization, Powers and Functions

Security Council: Organization, Powers and Functions.

UNIT-III

International Court of justice: Organization, Powers and Functions

Economic and Social Council: Organization, Powers and Functions

Trusteeship Council: Organization, Powers and Functions

United Nations Educational, Scientific and Cultural Organization(UNESCO): Organization, Objectives and Functions

UNIT-IV

World Health Organization (WHO): Origin, Organization, Objectives and Functions.

International Monetary Fund (IMF): Objectives, Organization and Functions

World Bank: Origin, Objectives, Organization and Functions

World Trade Organization (WTO): Origin, Organization, Objectives and Functions

Suggested Books:

- E. Laurd, A History of the United Nations, London, Macmillan, 1989.
- Fadia, B.L., and Fadia, Kuldeep, Antrarahtriya Sambandh, Sahitya Bhavan Publication, Agara, 2017.

- Jain & Tripathi, Rajneeti Vigyan, Aagrohi Publication, Delhi, 2016.
- K.P. Saxena, Reforming the United Nations: The Challenge and Relevance, New Delhi, Sage, 1993.
- Khana, V.P. and Arora, Lipakshi, Bharat Ki Videsh Niti, Vikash Publication House Pvt. Ltd., New Delhi, 1998.
- P. Baehr and L. Gordenker, The United Nations in the 1990s, London, Oxford University Press, 1992.
- Panth, Pushpesh, 21st Shatabdi Me Antrarashtriya Sambandh, Mcgraw Hill Education, New Delhi, 2014.
- W.H. Lewis (ed.), The Security Role of the United Nations, New York, Praegar, 1991.

M.A. Public Administration (CBCS) 2021-22

Semester-I Comparative Public Administration: -I

Course Code-21PUB21C4

Core Course

Credits-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: On successful completion of the course the student will be able to:

CO-1. Would gain knowledge about various administrative systems.

CO-2. Develop understanding about the environmental forces and their impact on the administrative system.

CO-3. Would acquire knowledge about the salient administrative features of UK, USA, France, and Japan.

CO-4. Would get knowledge about the 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:

- Arora, R.K. and Sangeeta Sharma, Comparative and Development Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992.
- Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
- Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Depot, 1994.
- Chopra J.K., Comparative Public Administration, Commonwealth Publication, New Delhi, 2004.
- 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.
- Gupta, Bhuvanesh, Comparative Public Administration, Wisdom Press, New Delhi, 2014.

- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Englewood Cliffs, 1966.
- Kataria, Surender, Tulnatmak Lok Prashashan, Jaipur: RBSA Publishers 2001.
- Ridley, F.F., Government and Administration in Western Europe, Martin. Co. Ltd., Oxford.
- Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co., 1904.
- Riggs, F.W., Ecology of Public Administration, Bombay; Asia Publishing House, 1961.
- Rowat, Donald E., Public Adm in Developed Democracies, Donald Marcel Dekker, Inc. New York.
- Siffin, William, Towards the Comparative Study of Public Administration, Blooming, Indian University Press, 1957.

M.A. Public Administration (CBCS) 2021-22

Semester-I Financial Administration -I

Course Code-21PUB21C5

Core Course

Credits-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: On successful completion of the course the student will be able to:

CO-1. Get knowledge about the impact of Liberalization, Privatization and Globalization on Financial Administration & theory and practice.

CO-2. Develop competence to 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 specially Financial Management Committees in socio-economic Development.

CO-4. Develop understanding about 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 Significance;

Public Finance: Meaning, Nature, Scope and Significance;

Public Revenue: Classification and Sources;

Public Expenditure: Classification and Similarities & Dissimilarities between Public and Private Expenditures

UNIT-II

Budget: Meaning, Constitutional Provisions and Importance, Features Types and Principles; Performance Budget, Zero Base Budget; Budget Process Cycle, Budget as a tool of Financial Control & Socio-Economic Development.

UNIT-III

Ministry of Finance, Estimates Committee, Public Accounts Committee, Committee on Public Sector Undertakings, Comptroller and Auditor General of India.

UNIT-IV

Reserve Bank of India, Central Finance Commission, State Finance Commission, Fiscal Responsibilities and Budget Management Act, 2003, Problems and Prospects of Financial Administration in India.

Suggested Books:

- Baisya, K.N., Financial Administration, New Delhi: Omsons Publications, 1992.
- Chand, Prem, Control of Public Expenditure in India, Allied Publishers, New Delhi, 2010.
- Chand, Prem, Performance Budgeting, Allied Publishers, New Delhi, 2010.
- Chaturvedi, T.N. and K.L. Handa, Financial Administration, New Delhi, IIPA, 1992.
- Chaturvedi, T.N. and K.L. Honda, Financial Administration, New Delhi: Indian Institute of Public Administration, 1986.

- Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
- Goel, S.L., Public Financial Administration, New Delhi: Deep & Deep, 2008.
- Government of India, Report of the 2nd ARC on Financial Management, 2009.
- Government of India, Report of the Ist ARC on Centre State Relations; Delegation of Financial and Administrative Powers, 1969.
- Gupta, B.N., Indian Federal Finance and Budgetary Policy, Chaitanya Publishing House, Allahabad, 2006.
- Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986.
- Lal, G.S. , Financial Administration in India, Delhi HPJ Kapoor, 1969.
- Mahajan, Sanjeev Kumar & Anupma Puri Mahajan, Financial Administration in India, New Delhi, PHI Learning Pvt. Limited, 2014.
- Mathur, Kuldeep (ed.), Development Policy and Administration, Sage, New Delhi, 1996.
- Mukerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Deport, 1980.
- Palekar, S.A., Development Administration, PHI Learning Private Limited, New Delhi, 2012.
- Radhey Sham, Financial Administration, New Delhi, Surjeet Book Deport, 1992.
- Sarapa, Public Finance in India, Kanishka Publishers, Distributors, New Delhi, 2004.
- Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
- Singh, Sahib and Swinder Singh, Personnel and Financial Administration, Chandigarh, New Academic, 1994.
- Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
- 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.
- Verma, V.P., Financial Administration-Concept and Issues, New Delhi: Alfa Publications, 2008.
- Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.

M.A. Public Administration (CBCS) 2021-22

Semester-II Administrative Theory-II

Course Code-21PUB22C1

Core Course

Credits-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: On successful completion of the course the student will be able to:

CO-1. Become well versed with the theories of Public Administration.

CO-2. Comprehend about the Organizational Behaviour in an administrative system.

CO-3. Develop understanding about the role of Grievances Redressal Agencies and other initiatives taken towards citizen centric administration.

CO-4. Develop understanding about the Emerging Trends in Public Administration.

UNIT-I

Administrative Behaviour:

Decision Making Theories: Process & Techniques,

Motivation Theories,

Leadership Theories

Process & Types of Communication.

UNIT-II

Contemporary Approaches of Administration: Behavioral Approach & Systems Approach

Ethics & Integrity in Administration

Administrative Corruption: Causes and Consequences.

Impact of Liberalization, Privatization & Globalization on Public Administration

UNIT-III

Citizens and Administration:

People's Participation in Administration,

Citizens' Grievances & their Redressal: Concept of Ombudsman & its features,

Indian Ombudsman: Lokpal & Lokayukta,

Right to Information: Legal Provisions & Implementation

UNIT-IV

Emerging Trends in Public Administration: Concept of Good Governance,

E-Governance: Use of ICT in Administration,

Public Private Partnership (PPP),

New Public Service, Networking Governance

Suggested Books:

- Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984.
- Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.

- Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.
- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- Goel, S.L., Advance Public Administration, Delhi, Deep & Deep Publication, 2003.
- Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition. (Hindi Medium).
- Leary Rosemary O', The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
- Maheshwari, S.R., Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
- Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
- Polinaidu, S., Public Administration, New Delhi, Galgotia, 2010.
- Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000. (Hindi Medium)
- Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
- 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)
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- Srivastav, Om, Public Administration and Management-The Growing Horizons, Mumbai (Vol.II), 1991.
- Tyagi, A.R., Public Administration (Principles and Practice) Delhi, Atma Ram and Sons, 2001.
- White, L.D., Introduction to the Study of Public Administration, New York, Macmillan, 1995.

M.A. Public Administration (CBCS) 2021-22

- Chakrabarty Bidyut, Public Administration in a Globalizing World: Theories & Practice, Sage Publications, New Delhi, 2019.

Semester-II

Administrative Thought-II

Course Code-21PUB22C2

Core Course

Credits-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: On successful completion of the course the student will be able to:

- CO-1.** Understand that how behavioral aspects of human affect the output of the organization.
- CO-2.** Identify the different factors which can motivate the person to work efficiently.
- CO-3.** Become competent to understand that how the management techniques can be used to increase the performance of the administration.
- CO-4.** Get knowledge about the contribution of various scholars in Public Administration.

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:

- Agrawal, Vijay, Prashasnik Chintak, Aakhar Publishing House, Bhopal, 2017.
- Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
- Kumar, Umesh and Sanjay Kumar Singh, Prachin Avam Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
- Maheshwari, S.R., Administrative Thinkers, New Delhi: Macmillan, India Ltd., 1998
- Nisha Ali, S.S., Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998
- 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)
- Sapru, R.K., Administrative Theories and Management Thought, New Delhi: PHI Learning, 2017. (3rd Edition).
- Sarkar Monoranjan, Administrative Thinkers, Delhi: Wisdom Press, 2013.

M.A. Public Administration (CBCS) 2021-22

- Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003, Fourth Edition, (Hindi Medium) reprint in 2010.
- Thory, Narender Kumar, Theory, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)

Semester-II
State Administration
Core Course

Course Code-21PUB22C3

Credits-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: On successful completion of the course the student will be able to:

CO-1. Comprehend the working of Chief Executive at state and various state departments.

CO-2. Develop understanding about the operational aspect of important Commissions in Haryana state.

CO-3. Get knowledge about structure and functions of Divisional and District Administration.

CO-4. Evaluate the role of District Planning Committee & DRDA in rural development.

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.

Suggested Books:

- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- Arora, Ramesh K. (ed.), Public Administration in India: Tradition, Trends and Transformation, New Delhi, Paragon, 2006.
- 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.
- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Bajpai, A. Panchayati Raj in India: A New Thrust, Delhi, Sahitya Prakashan, 1995.
- Bandhopadhyay, D. & Amitava Mukherjee, New Issues in Panchayati Raj, New Delhi, 2004.

M.A. Public Administration (CBCS) 2021-22

- Barthwal, C.P., Indian Administration Since Independence, Lucknow, Bharat Publishers, 2003.
- Bava, Noorjahan. (ed.), Public Administration in the 21st Century, New Delhi, Kanishka, 2004.
- Bhambhri C.P., Public Administration in India, New Delhi, Vikas, 1976.
- Chakravarty, Bidyut & Mohit Bhattacharya, Administrative Change and Innovation, New Delhi, OUP, 2005.
- 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.
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.
- Chakrabarty Bidyut, Indian Administration: Evolution & Practice, Sage Publications, New Delhi, 2019.
- Sapru, R.K, Indian Administration: A Foundation of Governance, Sage Publications, New Delhi.

Semester-II

International Administration-II

Course Code-21PUB22C3A

Core Course

Credits-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: On successful completion of the course the student will be able to:

CO-1. Get Knowledge about the different Specialized Agencies of UNO.

CO-2. Understand the working of UN agencies related to Development and Disaster Reduction.

CO-3. Acquire knowledge about the different Issues of United Nations like Sustainable Development, Climate Change, Global Health Crisis and Terrorism.

CO-4. Analyze the role of UN in issues of Human Rights, Women, Democracy and Disarmament.

UNIT-I

Specialized Agencies of UNO: -

United Nations Children's Fund: Organization, Role and Functions

International Labour Organization: Organization, Functions and Role

Food and Agriculture Organization: Organization, Functions and Role

International Fund for Agriculture Development: Organization, Functions and Role

UNIT-II

Specialized Agencies of UNO:-

United Nations Conference on Trade and Development: Organization, Functions and Role

United Nations Industrial Development Organization: Organization, Functions and Role

United office for Disaster Reduction: Organization, Functions and Role

United Nation Development Programmes: Organization, Functions and Role

UNIT-III

Issues before United Nations:

United Nations and Sustainable Development

United Nations and Climate Change

United Nations and Global Health Crisis

United Nations and Counter Terrorism

UNIT-IV

Issues before United Nations

United Nations and Democracy

United Nations and Violence against Women

United Nations and Disarmament

United Nations and Human Rights

M.A. Public Administration (CBCS) 2021-22

Suggested Books:

- E. Lard, A History of the United Nations, London, Macmillan, 1989.
- Fadia, B.L., and Fadia, Kuldeep, Antrarashtriya Sambandh, Sahitya Bhavan Publication, Agara, 2017.
- Jain & Tripathi, Rajneeti Vigyan, Aagrohi Publication, Delhi, 2016.
- K.P. Saxena, Reforming the United Nations: The Challenge and Relevance, New Delhi, Sage, 1993.
- Khana, V.P. and Arora, Lipakshi, Bharat Ki Videsh Niti, Vikash Publication House Pvt. Ltd., New Delhi, 1998.
- P. Baehr and L. Gordenker, The United Nations in the 1990s, London, Oxford University Press, 1992.
- Panth, Pushpesh, 21st Shatabdi Me Antrarashtriya Sambandh, Mcgraw Hill Education, New Delhi, 2014.
- W.H. Lewis (ed.), The Security Role of the United Nations, New York, Praegar, 1991.

Semester-II

Comparative Public Administration-II

Course Code-21PUB22C4

Core Course

Credits-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: On successful completion of the course the student will be able to:

- CO-1.** Become aware about the contribution of the leading scholars in the field of Comparative Public Administration.
- CO-2.** Gain knowledge about the operational working of local governments in Parliamentary, Presidential, Dual and Plural Executive Systems.
- CO-3.** Get understanding about the accountability mechanism of administrative systems in various developed countries.
- CO-4.** Acquire knowledge regarding the Grievance Redressal Mechanism in Developed Countries.

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:

- Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
- Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Depot, 1994.
- Chopra J.K., Comparative Public Administration, Commonwealth Publication, New Delhi, 2004.
- 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.
- Gupta, Bhuvanesh, Comparative Public Administration, Wisdom Press, New Delhi, 2014.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Englewood Cliffs, 1966.

M.A. Public Administration (CBCS) 2021-22

- 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.
- Ridley, F.F., Government and Administration in Western Europe, Martin. Co. Ltd., Oxford.
- Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co, 1904.
- Riggs, F.W., Ecology of Public Administration, Bombay; Asia Publishing House, 1961.
- Rowat, Donald E., Public Adm in Developed Democracies, Donald Marcel Dekker, Inc. New York.
- Siffin, William, Towards the Comparative Study of Public Administration, Blooming, Indian University Press, 1957.

Semester-II

Financial Administration-II

Course Code-21PUB22C5

Core Course

Credits-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: On successful completion of the course the student will be able to:

CO-1. Acquaint with the role of Monetary, Fiscal Policies, IMF and LPG impact on Financial Management.

CO-2. Understand the Parliamentary control over Finance, Delegation of Financial Powers in relation to Centre and state Governments.

CO-3. Familiar with the basics of Accounting and Auditing System of India.

CO-4. Get knowledge about the Tax Administration and Tax Reforms.

UNIT-I

Monetary Policy of India: Meaning, Objectives, Types and Instruments;

Fiscal Policy of India: Meaning, Objectives, Techniques and Limitations;

Impact of Liberalization, Privatization and Globalization on Fiscal Governance of India

Foreign Trade Policy of India: Evolution, Objectives & Features.

UNIT-II

Fiscal Federalism in India, Delegation of Financial Powers, Parliamentary Control over Public Finance, Public Debt.

UNIT-III

Accounting System in India: Meaning, Objectives, Classification, Process and Characteristics; Controller General of Accounts; Auditing System in India: Meaning, Objectives, Types and Characteristics, Second Administrative Reforms Commission and Financial Management.

UNIT-IV

Tax Administration: Meaning Importance, Principles, Methods and Types of Taxation, Central Board of Direct Taxes, Central Board of Indirect Tax and Custom, Goods and Services Tax, Demonetization and its Impacts.

Suggested Books:

- Baisya, K.N., Financial Administration, New Delhi: Omsons Publications, 1992.
- Chand, Prem, Control of Public Expenditure in India, Allied Publishers, New Delhi, 2010.
- Chand, Prem, Performance Budgeting, Allied Publishers, New Delhi, 2010.
- Chaturvedi, T.N. and K.L. Handa, Financial Administration, New Delhi, IIPA, 1992.
- Chaturvedi, T.N. and K.L. Honda, Financial Administration, New Delhi: Indian Institute of Public Administration, 1986.
- Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.

M.A. Public Administration (CBCS) 2021-22

- Goel, S.L., Public Financial Administration, New Delhi: Deep & Deep, 2008.
- Government of India, Report of the 2nd ARC on Financial Management, 2009.
- Government of India, Report of the Ist ARC on Centre State Relations; Delegation of Financial and Administrative Powers, 1969.
- Gupta, B.N., Indian Federal Finance and Budgetary Policy, Chaitanya Publishing House, Allahabad, 2006.
- Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986.
- Lal, G.S., Financial Administration in India, Delhi HPJ Kapoor, 1969.
- Mahajan, Sanjeev Kumar & Anupma Puri Mahajan, Financial Administration in India, New Delhi, PHI Learning Pvt. Limited, 2014.
- Mathur, Kuldeep (ed.), Development Policy and Administration, Sage, New Delhi, 1996.
- Mukerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Depot, 1980.
- Palekar, S.A., Development Administration, PHI Learning Private Limited, New Delhi, 2012.
- Radhey Sham, Financial Administration, New Delhi, Surjeet Book Depot, 1992.
- Sarapa, Public Finance in India, Kanishka Publishers, Distributors, New Delhi, 2004.
- Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
- Singh, Sahib and Swinder Singh, Personnel and Financial Administration, Chandigarh, New Academic, 1994.
- Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
- 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.
- Verma, V.P., Financial Administration-Concept and Issues, New Delhi: Alfa Publications, 2008.
- Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.

Semester-III

Development Administration-I

Course Code-21PUB23C1

Core Course

Credits-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: On successful completion of the course the student will be able to:

CO-1. Understand approaches of Development & Models of Development Administration.

CO-2. Become familiar with the measures to improve administrative capability and concepts of Ecology.

CO-3. Get understanding about the contribution of various scholars in Development Administration.

CO-4. Generate awareness about the Development Programme GOI like MNREGA, NRHM, NRLM, JNNURM etc.

UNIT-I

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

UNIT-II

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

UNIT-III

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

UNIT-IV

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

Suggested Books:

- Bhattacharya, Mohit, Development Administration, Kolkata, World Press, 1997.
- Chatterjee, S.K., Development Administration, New Delhi: Surjeet, 1990.
- Dwight, Waldo, Temporal Dimension of Development Administration, Durham, Duke University Press, 1970.
- Dwivedi, Development Administration: From under Development to Sustainable Development, London: Mac Millian, 1994.
- Goel, S.L., Development Administration, New Delhi: Deep and Deep, 2010.

M.A. Public Administration (CBCS) 2021-22

- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Prentice Hall, Englewood Cliff, 1996.
- Inamdar N.R., Development Administration in India, Jaipur: Rawat, 1992.
- Joshi, Preeti, Vikash Prashashan, Jaipur: RBSA, 1991.
- Kundu, Rajesh, Development Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2015.
- Pai Panadikar, V.A., Development Administration in India, Delhi Macmillan, 1974.
- Palombra, Joseph La, Bueaucracy and Political Development, Princeton, N.J. University Press, 1967.
- Riggs, F.W., Frontiers of Development Administration, Durham, Duke University Press, 1970.
- Sahni, Pardeep and Etakula Vayunandan, Administrative Theory, New Delhi: PHI Learning, 2010.
- Sapru, R.K., Development Administration, New Delhi. Sterling, 1994.
- Swerdlow Irwing, Development Administration: Concept and Problems, New York, Syracuse University Press, 1963.
- Verma, S.P. and Sharma, S.K., Development Administration, IIPA, New Delhi.
- Anupma, Puri Mahajan, Development Administration In India, Sage Publications, New Delhi, 2019.

Semester-III
Research Methodology-I
Core Course

Course Code-21PUB23C2

Credits-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: On successful completion of the course the student will be able to:

CO-1. Become familiar with the use of scientific method in social research.

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

CO-3. Frame fruitful/ result oriented hypotheses.

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

UNIT-I

Science: Meaning, Characteristics and Basic Assumptions; Scientific Methods: Meaning, Characteristics and Steps of Scientific Methods; Difference between Natural and Social Science; Public Administration as a science.

UNIT-II

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

UNIT-III

Hypothesis: Meaning, Types, Importance and Sources of Hypothesis, Qualities of a Workable Hypothesis, Difficulties in the Formulation of Hypothesis; Testing of Hypothesis; Research Design: Meaning, Types and its Formulation.

UNIT-IV

Sampling: Meaning, Merits and Demerits, Types of sampling: Random, Stratified, Purposive, Quota and Multistage; Procedure for Selecting a Representative Sample.

Suggested Books:

- Ahuja, Ram, Research Methods, Rawat Publications, New Delhi, 2002 (Hindi & English).
- Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.
- Galtung, John, Theory and Methods of Social Research, New York, Columbia University, 1967.
- George Kanire, Social Science Research Methodology: Concepts, Methods & Computer applications, GRIN Publishing, Munich (Germany), 2013.
- Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Kamla Nagar Delhi (2006).
- Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.

M.A. Public Administration (CBCS) 2021-22

- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Kumar, Ranjeet, Research Methodology, Sage Publications, Pvt. Ltd., New Delhi, 2014.
- Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
- Nachmias, David and Ferrel Nachmias., Research Methods in Social Science, New York, St. Murthin Press, 1981.
- Panneerselvam, R., Research Methodology (2nded.) PHI Learning Private Ltd, Delhi 2014.
- Research Methodology (hindi)- Lakshmi Narayan Koli, Y K PUBLISHERS, AGRA, 2017.
- Sarantakos, S., Social Research, MacMillian Publishers, Australia Pvt. Ltd. 2nd ed. 1988.
- Seltiz, Clair, Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
- Sharma. A.K. & Bhaskar Rao (ed): Research in Public Administration: An Overview. Vikas, New Delhi, 1996.
- Shukla and Trivedi (Hindi)., Research Methodology, College Books Depot, Jaipur.
- Tripathi, PC. & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979.

Semester-III Public Policy-I

Course Code-21PUB23DA1

DSE Course-1

Credits-04

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

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

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Understand the importance of policy science in terms of modern governance.

CO-2. Get knowledge about the nature, scope and significance of public policy.

CO-3. Pin point the role of legislative, executive, bureaucracy & judiciary in policy making process.

CO-4. Examine the role of state, non-state actors in policy making and problems faced in the process of policy implementation.

UNIT – I

Policy Science: Evolution, Meaning, Nature, Scope & Importance;

Views of Harold Lasswell, Charls Lindbloom and Yehezkel Dror on Policy Science.

UNIT – II

Public Policy: Evolution, Meaning, Nature, Scope, Types and Significance;

Approaches to Public Policy: Process Approach, Logical Positivism, Phenomenological Approach, Participatory Approach and Normative Approach

Impact of Liberalization, Privatization and 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:

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

M.A. Public Administration (CBCS) 2021-22

- Rajesh Chakrabarti and Kaushiki Sanyal, Public Policy in India, Oxford, 2016.
- Yehezkel Dror, Public Policy Making Reexamined, Leonard Hill Books, Bedfordshire, England, 1973.
- Dahiya, S.S and Ravindra Singh, An Introduction to Public Policy, Sanjay Parkashan, New Delhi, 2002.

Semester-III

Human Resource Development-I

Course Code-21PUB23DA2

DSE Course-1

Credits-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: On successful completion of the course the student will be able to:

CO-1. Get knowledge about various types and process of recruitment system.

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

CO-3. Develop Competence to examine the different employee-employer relations like conduct rules, disciplinary actions.

CO-4. Get understanding the impact of morale and motivation and their effects for organizational development.

UNIT-I

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

UNIT-II

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

UNIT-III

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

UNIT-IV

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

Suggested Books:

- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, Deep & Deep Publications, New Delhi, 2002.
- Gosh, Biswanath, Personnel Management, World Press Pvt. Ltd., Calcutta 1976.
- Krishnaveni R., Human Resource Development, New Delhi, Excel, 2008.
- Manappa, Arun and S. Saiyadain Mirza, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.

M.A. Public Administration (CBCS) 2021-22

- Mankin, David, Human Resource Development, Oxford University Press, Oxford, 2009.
- Mankin, David. Human Resource Development, Oxford University Press, 2009.
- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Pattanayak, Bishwajeet, Human Resource Management, Prentice Hall of India, Pvt. Ltd., New Delhi, 2001.
- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Rao, VSP, Human Resource Management, New Delhi: Excel Books, 2005.
- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3rded.).
- Rudrabasavaraj, M.N, Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.
- Sharma, Sudhir, Human Resource Development, New Delhi: Maxford Books, 2009.
- Sheikh, A.M., Human Resource Development and Management, S. Chand & Company, New Delhi, 2009.
- Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.
- Stahl, O. Glenn, Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.
- Venkata, Ratnam, C.V., B.K. Srivastva., Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993.
- Viswanathan, Rajeesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.

Semester-III

Elements of Political Science-I

Course Code-21PUB23DA3

DSE Course-1

Credits-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: On successful completion of the course the student will be able to:

CO-1. Identify the relation of Political Science with other Social Sciences.

CO-2. Get understanding about the different theories relating to origin of the state.

CO-3. Develop understanding about the nature of state like liberal state, Marxian state.

CO-4. Analyze the types and theories of sovereignty.

UNIT-I

Political Science: Definition, Meaning, Nature and Scope; Relation of Political Science with other Social Sciences.

UNIT-II

State: Definition, Elements, Relations with the other organizations. Theories of the Origin of the State.

UNIT-III

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

UNIT-IV

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

Suggested Books:

- Bhargav, Rajiv & Acharya, Ashok, Rajneetik Sidhant, Repro India Ltd., Mumbai, 2016.
- Conduct of the New Diplomacy: James C. Hathaway, Harper & Row, New York, Evanston and London, Copyright-1964.
- Diplomacy for the 21st Century, Naunihal Singh, Naurang Rai Mittal Publications (New Delhi) First Edition- 2002.
- Gauba, O.P., An Introduction to Political Theory, Mayur Paperbax, New Delhi, 2017 (12th edition).
- Jain, Pukhraj, Rajneetik Sidhant, Sahitya Bhavan Publication, Agra, 2010.
- Modern Diplomacy: Perspectives and Dimensions, G.V.G. Krishnanmurthy, Marinder Sagar, Sagar Publications, New Delhi-110001, 1980.

M.A. Public Administration (CBCS) 2021-22

- The Dynamics of Diplomacy, Jean Robert Leguey- Feilleux, Published by (VIVA) Vinod Vasishtha for viva Books Private Ltd., 4732/23 Ansari Road, New Delhi 110002, Printed by Anand Sons, Delhi-100092, First Edition-2010.
- Theory and Practice of Diplomacy: Dr. Harish Chander Sharma, College Book Depot, Jaipur, New Delhi.

Semester-III

Social Welfare Administration-I

Course Code-21PUB23DB1

DSE Course-2

Credits- 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: On successful completion of the course the student will be able to:

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

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

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

CO-4. Analyse the scope, principles and problems of social welfare administration.

UNIT – I

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

UNIT – II

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

UNIT – III

Relationship of Public Administration and Social Welfare Administration; Distinction between Social Services and Social Welfare Services; Distinction between Social Work and Social Welfare; and Methods of Social Work.

UNIT – IV

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

Suggested Books:

- Ahuja, Ram, Samajik Samasansya, Rawat Publication, Jaipur, 2018.
- Chowdhary, D. Paul, Social Welfare Administration, Delhi: Atma Ram and Sons, 1979.
- Drej, Jya and Chobe, Kamal Nayan, Bhartiya Nitiyo Ka Samajik Paksh, Vani Perkashan, New Delhi, 2017.
- Encyclopaedia of Social Change, New Delhi: Anmol Publishers, Vol, 45, 1996.
- Encyclopaedia of Social Welfare in India, New Delhi: Ministry of Information and Broadcasting Vols. 4, 1987.
- Fand, J. Bulsara & Verma, Perspective in Social Welfare in India, New Delhi: S. Chand & Co., 1985.
- Friedlander Walter- A, Introduction to Social Welfare, Delhi Prentice Hall, 1932.

M.A. Public Administration (CBCS) 2021-22

- Gangrade, K.D., Social Legislation in India, Delhi: Concept Publishing House, Vol. 1, 1978.
- Goel, S.L. & R.K. Jain, Social Welfare Administration, Vol I & II, New Delhi, Deep & Deep Publications, 1990.
- Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.
- Kataria, Surendra, Social Welfare Administration, Jaipur: RBSA Publications, 2002.
- Madan, G.R. Indian Social Problems Vol. II Allied Publishers Ltd., New Delhi, 1995.
- Relevant Acts of Parliament and Reports of Commission, Committee & Study Teams.
- Robson William, A., Welfare State and Welfare Society: Illusion and Reality, (London: Allen and Unwin), 1976.
- Roy, Kalpana. Women and Child Development, New Delhi: Common Wealth Publishers, 2000.
- Sachdeva, D.R., Social Welfare Administration, Allahabad: Kitab Mahal, Latest Edition.
- Sankhdher, M.M., Welfare State, Deep & Deep Publications, New Delhi, 1985.
- Vyas, Shelendra and Sharma, S.D., Samaj Kalyan Avam Vidhan, Nikhil Publishers and Distributors, Agra, 2013.
- Yadav, Kamla, Aadhunik Samaj Karya Avam Ger Sarkari Sangthan, D.N.D. Publication, Jaipur, 2016.
- Yogi, Praveen. Social Justice and Empowerment, Delhi: Kalpag Publications, 2000

Semester-III

Disaster Management-I

Course Code-21PUB23DB2

DSE Course-2

Credits-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 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.
- Ranjan Trivadi avam Utam Kumar Singh, Bhukam avam Jwalamukhi Visphot, Gynda Perkashan, New Delhi, 2016.

M.A. Public Administration (CBCS) 2021-22

- 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: Kilo Books, 2003.

Semester-III

Basics of Governance-I

Course Code-21PUB23DB3

DSE Course-2

Credits-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: On successful completion of the course the student will be able to:

CO-1. Develop understanding about the basic concepts, significance and issues of good governance.

CO-2. Understand about the Kautilya's and World Bank Philosophies of Good Governance.

CO-3. Understand the different components of good governance.

CO-4. Get Knowledge about the issues and challenges of good governance.

UNIT-I

Governance: Concept, Meaning, Nature, Scope, Forms, Indicators, Models, Dimensions, Issues and Challenges.

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

UNIT-II

Kautilya's Philosophy of Good Governance, World Bank agenda of Good Governance, Indian Constitution and Good Governance, Ethics and Good Governance, Indian efforts regarding Good Governance

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; Political Reforms and Good Governance.

Suggested Books:

- Anthony Trotta, E – Governance: Theory and application of Technology Initiatives, New York and London: Routledge, 2018
- Ashok Agarwal and V. Venkata Ramana (eds), Foundations of E – Governance, New Delhi: GIFT, 2008.
- BiBek Debroy (ed), Agenda for Improving Governance, New Delhi: Academic Foundation, 2004.

M.A. Public Administration (CBCS) 2021-22

- Government of India, Promoting E – Governance: The SMART Way forward, 11th Report of 2nd Administrative Reforms Report, 2008.
- Joshua O. Miluwi and Hina Rashid, E – Governance Democracy and Administration Strategy, Delhi: Manglam, 2013.
- Pankaj Sharma, E – Governance, New Delhi: APH, 2004.
- United Nations, Responsive and Accountable Public Governance, Department of Economic and Social Affairs; World Public Sector Report, 2015.
- Uttam Kumar Singh, Akshya Kumar Nayak and Avinash Chiranjeev, E – Governance, New Delhi: Jnanada, 2011.
- V.K. Tripathi, E – Governance, Leadership and Citizen Administration, New Delhi: Omage, 2016.
- Vasu Deva, E – Governance in India – A Reality, New Delhi: Commonwealth, 2005.
- Vishwas Tripathi, E – Governance: Perspective and Challenges, New Delhi: Anmol, 2007.

Semester-III

Labour Welfare Administration-I

Course Code-21PUB23DC1

DSE Course-3

Credits-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: On successful completion of the course the student will be able to:

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

CO-2. Explore the problems and solutions of Organised and Unorganised Labour.

CO-3. Differentiate that what and which types of policies are made and which organisations have been established at National and international level for Labour Welfare.

CO-4. Analyse the role of Ministry of Labour & Employment and Central Chief Labour Commissioner in labour welfare.

UNIT-I

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

UNIT-II

Labour Movement in India: Origin and Causes, Trade Unionism: History of Trade Union Movement in India and Problems of Trade Unions, Problems of Organized and Unorganized Labour in India

UNIT-III

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

UNIT-IV

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

Suggested Books:

- Bhagoliwal T.N., Economics of Industrial Relations and Labour Welfare in India.
- India, Report of the Commission on Labour, 1969 & 2002.
- Joshi, E.K. & S.N. Dhyani, Labour Administration, Department of Adult Education, Jaipur, University of Rajasthan, 1969.
- Kumar, Anil. Labour Welfare and Social Security, New Delhi: Deep & Deep Learning, 2003.
- Mamoria, C.B., Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.

M.A. Public Administration (CBCS) 2021-22

- Mishra, Surya Narayan. Shram and Audhogik Vidhi, Allahabad: Central Law, 2014.
- Mongia M.L., Industrial Relation and Labour Laws in India, New Delhi: Deep & Deep Publications, 1984.
- Padhi, P.K., Labour and Industrial Laws, Delhi: PHI Learning, 2012.
- Pandey, Baleshwar, Shram Kalyan aur Audhogik Sambhandh, Jaipur: Rawat, 2014.
- Saxena, R.C., Shram Samashayen Evam Samaj Kalyan, Maruth: K. Nath & Co., 2007.
- Sexena, R.C., Labour Problems and Social Welfare, Meerut, Jai Parkash Nath, 1974.
- Sharma S.N., Labour and Industrial Laws, Allahabad: Central Law Publications, 1994.
- Sharma, Ganga Shaya. Sharmik Vidhiyan, Allahabd: Central Law Agency, 2014.
- Singh, R.C.P., Labour Welfare Administration, Deep and Deep Publication, Delhi, 1989.
- Singh, V.B., Industrial Labour in India, Bombay, Asia Publishing House, 1967
- Sivarethinamohan, R., Industrial Relations and Labour Welfare, Delhi: PHI. Learning, 2010.
- Vaid, K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970

Semester-III Dissertation

Course Code-21PUB23DC2

DSE Course-3

Credits-04

Course Outcomes: On successful completion of the course the student will be able to:

CO-1. Attain the knowledge regarding the planning of research project.

CO-2. Conduct the research project adequately.

CO-3. Acquire an understanding of interpreting the data.

CO-4. Write dissertation/ field based empirical report as per the prescribed standardized norms.

Note-

1. Dissertation would be allowed only to students who have obtained 60% or more marks in all previous semesters (with no re-appear). Dissertation will be in the area of specialization (domain specific area opted by the candidate).
2. Nature of field work will be decided by the Departmental Committee.
3. Evaluation will be on the basis of report and viva-voce

M.A. Public Administration (CBCS) 2021-22

Semester-III Western Political Thought

Course Code-21PUB23DC3

DSE Course-3

Credits-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: On successful completion of the course the student will be able to:

CO-1. Get Awareness about the philosophy of Plato on different governance issues.

CO-2. Understand the philosophy of Aristotle.

CO-3. Familiar with the thoughts of Augustine & Aquinas.

CO-4. Develop knowledge about the thoughts of Hobbes, Locke and Rousseau.

UNIT-I

Plato: Views on Justice, Education, Communism, Philosopher King, Ideal State.

UNIT-II

Aristotle: As the first political scientist or father of Political Science, Views on State, Slavery, Family, Property, Citizenship, Classification of Government, Ideal State, Revolution.

UNIT-III

St. Augustine, St. Thomas Aquinas.

UNIT-IV

Thomas Hobbes, Locke, Rousseau.

Suggested Books:

- A. Coban, *Rousseau and The Modern State*, London, Unwin University Book, 1964.
- Ashcraft, *Locke's Two treatises of government*, London Unwin and Hyman, 1987.
- Ashcraft, *Revolutionary Politics*, London, Allen and Unwin, 1986.
- B.L. Fadia, *Western Political Thought*, Sahitaya Bhavan Publication, Agra, 2012.
- B.N. Ray, *Western Political Thought*, Kaveri Books, Delhi, 2012.
- Brian R. Nelson, *Western Political Thought*, Person, Delhi, 2004.
- C.B. Macpherson (ed.), *Leviathan of Hobbes*, Penguin, Harmondsworth, 1968.
- C.B. Macpherson, *Political Theory of Possessive Individualism, Hobbes to Locke*, Oxford University Press, London, 1962.
- David Boucher and Paul Kell (ed.), *Political Thinkers From Socrates to the Present*, Oxford Publications, 2003.
- G.C. Field, *The Philosophy of Plato*, London, 1969.
- G.H. Sabine, *A History of Political Theory*, Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi, 2000.

M.A. Public Administration (CBCS) 2021-22

- Herbert A. Deane, *The Political and Social Ideas of St. Augustine*, Columiba University Press, New York, 1963.
- J. Mclelland, *A History of Western Political Thoughts*, New Delhi, Routledge Publisher, 1998.
- J.C. Hall, Rousseau, *Introduction to His Political Philosophy*, Macmillan, 1971.
- J.W. Chapman, *Rousseau Totalitarian or Liberal*, New York, Columbia University Press, 1956.
- Jiban Mehta, *Paschatya Rajnitik Chintak*, SbPd Publishing House, Sanjay Sahitay Bhavan, New Delhi, 2015.
- John Dunn, *Locke, Past Masters Series*, Oxford University Press, Oxford, 1984.
- O.P. Bakshi, *Politics and Prejudice, Notes on Aristotle's Political Theory*, University of Delhi, 1975.
- O.P. Gauba, *Paschatya Rajniti Vicharak*, Muya Paperbake Publishers, New Delhi, 2016.
- O.P. Gauba, *Western Political Thought*, Macmillan Publishers India Pvt. Ltd., New Delhi, 2011.
- Pukhraj Jain, *Western Political Philosophy*, Sahitaya Bhavan Publication, Delhi, 2015.
- R.B. Levinson, *In Defence of Plato*, Harvard University Press, Harvard, 1953.
- R.G. Gettel, *History of Political Thought*, New York, Novell. & Co., 1924.
- R.N. Berki, *The History of Political Thought: A Short Hand Introduction*, London, Dent. 1977.
- Sefali Jha, *Western Political Thought: From Plato to Marx*, Pearson Education, India, 2009.
- Sir E. Barker, *Greek Political Theory: Plato and his Predecessors*, New Delhi, B.I. Publications, 1964.
- Sir E. Barker, *The Politics of Aristotle*, Oxford University Press, Oxford.
- Subrata Mukherjee and Sushila Ramaswamy, *A History of Political Thought*, PHI Learning Pvt. Ltd., New Delhi, 2011.

Semester-IV

Development Administration-II

Course Code-21PUB24C1

Core Course

Credits- 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: On successful completion of the course the student will be able to:

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

CO-2. Understand about the process of Policy formulation, implementation and evaluation.

CO-3. Acquire knowledge about the role of NGOs and PRIs in Development project Formulation, Implementation and evaluation Process.

CO-4. Develop competence to evaluate the Problems and Prospects of Sustainable Development and to know the outcomes of SDGs.

UNIT-I

Public Policy – Concept, Meaning, Nature and Scope; Development Policy Cycle; Rural and Urban Development Policies; Role of Bureaucracy in Public Policy Formulation & Implementation.

UNIT-II

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

UNIT-III

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

UNIT-IV

Sustainable Development: Concept, Objectives, Parameters; Strategies and Challenges of Achieving Sustainable Development; Global initiatives on Sustainable Development, Introduction to Sustainable Development Goals (SDGs), Implementation of SDGs in India, Challenges faced in their implementation, India & SDGs: The Way Forward.

Suggested Books:

- Bhattacharya, Mohit, Development Administration, Kolkata, World Press, 1997.
- Chatterjee, S.K. Development Administration, New Delhi: Surjeet, 1990.
- Dwight, Waldo, Temporal Dimension of Development Administration, Durham, Duke University Press, 1970.
- Dwivedi, Development Administration: From under Development to Sustainable Development, London: Memillan, 1994.
- Goel, S.L., Development Administration, New Delhi: Deep and Deep, 2010.

M.A. Public Administration (CBCS) 2021-22

- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Prentice Hall, Englewood Cliff, 1996.
- Inamdar N.R., Development Administration in India, Jaipur: Rawat, 1992.
- Joshi, Preeti, Vikash Prashashan, Jaipur: RBSA, 1991
- Kundu, Rajesh, Development Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2015.
- Pai Panadikar, V.A., Development Administration in India, Delhi Macmillan, 1974.
- Palombra, Joseph La, Bureaucracy and Political Development, Princeton, N.J. University Press, 1967.
- Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 reprint of 2004 Edition.
- Riggs, F.W., Frontiers of Development Administration Durham, Duke University Press, 1970.
- Sahni, Pardeep and Etakula Vayunandan, Administrative Theory, New Delhi: PHI Learning, 2010.
- Sapru, R.K. Development Administration, New Delhi. Sterling Publication, 1994.
- Swerdlow Irwing, Development Administration: Concept and Problems, New York: Syracuse University Press, 1963.
- Verma, S.P. and Sharma, S.K., Development Administration, IIPA, New Delhi.
- Anupma, Puri Mahajan, Development Administration in India, Sage Publications, New Delhi, 2019.

Semester-IV **Research Methodology-II**

Course Code-21PUB24C2

Core Course

Credits- 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: On successful completion of the course the student will be able to:

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

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

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

CO-4. Practical application of the SPSS while doing research.

UNIT-I

Data-Collection: Sources of Data Collection: Primary and Secondary, Techniques of Data Collection, Interview, Questionnaire, Schedule and Observation

UNIT-II

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

UNIT-III

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

UNIT-IV

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

Suggested Books:

- Ahuja, Ram, Research Methods, Rawat Publications, New Delhi, 2002. (Hindi & English).
- Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.
- Clair Seltiz., Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
- George Kanire, Social Science Research Methodology: Concepts, Methods & Computer Applications, GRIN Publishing, Munich (Germany), 2013.
- Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Delhi, 2006.
- John, Galtung, Theory and Methods of Social Research, New York, Columbia University, 1967.

M.A. Public Administration (CBCS) 2021-22

- Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.
- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Kumar, Ranjeet, Research Methodology, Sage Publications, India, Pvt. Ltd., New Delhi, 2014.
- Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
- Nachmias, David and Ferrel Nachmias., Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
- Panneerselvam, R., Research Methodology (2nd Ed.) PHI Learning Private Ltd, Delhi, 2014.
- Research Methodology (Hindi) - Lakshmi Narayan Koli, Y K PUBLISHERS, AGRA, 2017.
- Sarantakos, S, Social Research MacMillian Publishers Australia Pty Ltd 2nd Ed., 1988.
- Sharma. A.K. & Bhaskar Rao (ed): Research in Public Administration: An Overview. Vikas, New Delhi, 1996.
- Shukla and Trivedi (Hindi)., Research Methodology, College Book Depot, Jaipur.
- Tripathi, PC & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979

Semester-IV Public Policy-II

Course Code-21PUB24DA1

DSE Course-4

Credits- 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: On successful completion of the course the student will be able to:

- CO-1.** Get knowledge about the importance and process of policy implementation and role of NGO in policy implementation.
- CO-2.** Develop understanding about the importance and process of policy evaluation as well as agency involved in policy evaluation.
- CO-3.** Understand the important issues and method of policy analysis.
- CO-4.** Develop competence to analyze the significant policies related to human existence.

UNIT-I

Policy Implementation: Meaning & Importance; Approaches & Process; Role of Governmental & Non-Governmental Agencies for Policy Implementation; Problems of Effective Policy Implementation.

UNIT-II

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

UNIT-III

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

UNIT-IV

Environment Policy; Agriculture Policy, Industrial Policy, Education Policy.

Suggested Books:

- Bidyut Chakrabarty and Prakash Chand, Public Policy: Concept, Theory and Practice, Sage Publication, New Delhi, 2016.
- Devika Paul, Public Policy Formulation and Implementation in India, Devika Publications, Delhi, 1995.

M.A. Public Administration (CBCS) 2021-22

- R.K. Saprū, Public Policy: Formulation, Implementation and Evaluation, Sterling Publishers, New Delhi, 2012.
- Rajesh Chakrabarti and Kaushiki Sanyal, Public Policy in India, Oxford, 2016.
- Yehezkel Dror, Public Policy Making Reexamined, Leonard Hill Books, Bedfordshire, England, 1973.
- Dahiya, S.S and Ravindra Singh, An Introduction to Public Policy, Sanjay Parkashan, New Delhi, 2002.

Semester-IV

Human Resource Development-II

Course Code-21PUB24DA2

DSE Course-4

Credits- 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: On successful completion of the course the student will be able to:

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

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

CO-3. Draw a distinction between the Job description, Job specification and Job enrichment.

CO-4. Develop competence to evaluate the modern trends and challenges for human resource development.

UNIT-I

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

UNIT-II

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

UNIT-III

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

UNIT-IV

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

Suggested Books:

- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, New Delhi, Deep & Deep, 2002.
- Gosh, Biswanath, Personnel Management, World Press Pvt. Ltd., Calcutta 1976.
- Krishnaveni, R., Human Resource Development, Excel Publications, New Delhi, 2008.
- Manappa, Arun and Mirza. S. Saiyadain, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.
- Mankin, David, Human Resource Development, Oxford University Press, 2009.

M.A. Public Administration (CBCS) 2021-22

- Mankin, David, Human Resource Development, Oxford University Press, Oxford, 2009.
- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Pattanayak, Bishwajeet. Human Resource Management, Prentice Hall of India Pvt. Ltd., New Delhi, 2001.
- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Rao, VSP. Human Resource Management, New Delhi: Excel Books, New Delhi, 2005.
- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3rded.).
- Rudrabasavaraj, M.N., Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.
- Sharma, Sandhir, Human Resource Development, Maxford Books, New Delhi, 2009.
- Sheikh, A.M., Human Resource Development and Management, New Delhi: S. Chand & Company, New Delhi, 2009.
- Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.
- Stahl, O. Glenn, Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.
- Venkata Ratnam, C.S., B.K. Srivastva, Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993.
- Viswanathan, Rajeesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.

Semester-IV

Elements of Political Science-II

Course Code-21PUB24DA3

DSE Course-4

Credits-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: On successful completion of the course the student will be able to:

- CO-1.** Get knowledge about the concept and theories of rights and duties related to human beings.
- CO-2.** Understand the concept and theories of liberty and equality.
- CO-3.** Get understanding about theories regarding the social change.
- CO-4.** Generate knowledge about the RTI and its application in consumer protection.

UNIT – I

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

UNIT – II

Concept and Theories of Liberty and Equality. Relationship between Liberty and Equality.

UNIT – III

Concepts of Social Change: Concept and Theories and Development.

UNIT – IV

RTI and Consumer Protection and Welfare.

Suggested Books:

- Conduct of the New Diplomacy: James H. Cannon, Harper & Row, New York, Evanston and London, Copy right-1964.
- Diplomacy for the 21st Century, Naunihal Singh, Naurang Rai Mittal Publications (New Delhi) First Edition- 2002.
- Gauba, O.P., An Introduction to Political Theory, Macmillan Publishers India Ltd., New Delhi, 2014.
- Modern Diplomacy: Pivotalities and Dimensions, G.V.G. Krishnanmurthy, Marinder Sagar, Sagar Publications, New Delhi-110001, 1980.

M.A. Public Administration (CBCS) 2021-22

- The Dynamics of Diplomacy, Jean Robert Leguey- Feilleux, Published by (VIVA) Vinod Vasishtha for viva Books Private Ltd., 4732/23 Ansari Road, New Delhi 110002, Printed by Anand Sons, Delhi-100092, First Edition-2010.
- The game of Diplomacy- Richard Sharp, Published in Great Britain by Arthur Barker Ltd. London, 1928.
- Theory and Practice of Diplomacy: Dr. Harish Chander Sharma, College Book Depot, Jaipur, New Delhi.

Semester-IV

Social Welfare Administration-II

Course Code-21PUB24DB1

DSE Course-5

Credits- 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: After completing this course the students would be able to:

CO-1. Understand the working of Social Welfare Ministry and Department.

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

CO-3. Acquire knowledge about the problems & prospects of welfare programmes of child, youth and aged persons.

CO-4. Develop competence to examine the role and functions of SC, ST and OBC in welfare programmes.

UNIT-I

Ministry of Social Welfare: Organisation & Functions; Social Welfare Department at State and District Level.

UNIT-II

Role of Voluntary Organisation in Social Welfare, Family welfare: Problems & Prospects, Women Welfare Programmes in India. National Commission for Women Composition, Functions and Powers.

UNIT-III

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

UNIT-IV

SC and ST Welfare Programmes in India, Composition and Function of SC, ST Commission; OBC Welfare Programmes in India, Composition and Function of OBC Commission; Disabled Welfare Programmes in India: Problems and Prospects.

Suggested Books:

- Ahuja, Ram, Samajik Samasyayen, Rawat Publications, Jaipur, 2018.
- Chowdhary, D. Paul, Social Welfare Administration, Delhi: Atma Ram and Sons, 1979.
- Drej, Jya and Chobe, Kamal Nayan, Bhartiya Nitiyo Ka Samajik Paksh, Vani Perkashan, New Delhi, 2017.
- Encyclopaedia of Social Change, (New Delhi: Anmol Publishers, Vol, 45, 1996.
- Encyclopaedia of Social Welfare in India (New Delhi: Ministry of Information and Broadcasting Vols. 4, 1987.
- Fand, J. Bulsara & Verma, Perspective in Social Welfare in India, New Delhi: S. Chand & Co., 1985.

M.A. Public Administration (CBCS) 2021-22

- Friedlander Walter, A., Introduction to Social Welfare, New Apte, Robert Z., Delhi Prentice Hall, 1932.
- Gangrade, K.D., Social Legislation in India, Delhi: Concept Publishing House, Vol. 1, 1978.
- Goel, S.L. & R.K. Jain, Social Welfare Administration, Vol I & II, New Delhi: Deep & Deep Publications, 1990.
- Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.
- Kataria, Surendra, Samajik Pershasan, RBSA Publishers, Jaipur, 2010 (5th edition).
- Kataria, Surendra, Social Welfare Administration, Jaipur: RBSA Publications, 2002.
- Kirdak, B.H., Bharat me Samajik Samasya, Isika Publishing House, Jaipur, 2017.
- Madan, G.R., Indian Social Problems Vol. II Allied Publishers Ltd., New Delhi, 1995.
- Midgley, James, Social Welfare for a Global Era: International Perspectives on Policy and Practice, Sage Publications, New Delhi, 2017.
- Mishra, Dayakrishan and Rathore, A.S., Samajik Prashasan, College Book Depo, Jaipur, 2011.
- Pandey, Balkeshwar, Samaj Karya (Siddhant and Padatiya), Rawat Publications, Jaipur, 2013.
- Relevant Acts of Parliament and Reports of Commission, Committee & Study Teams.
- Robson, William A., Welfare State and Welfare Society: Illusion and Reality, London: Allen and Unwin, 1976.
- Roy, Kalpana, Women and Child Development, New Delhi: Common Wealth Publishers, 2000.
- Sachdeva, D.R., Social Welfare Administration in India, Kitab Mahal Publishers, Allahabad, 2015 (11thed.).
- Sachdeva, D.R., Social Welfare Administration, Allahabad: Kitab Mahal, Latest Edition.
- Sankhdher, M.M., Welfare State, New Delhi: Deep & Deep, 1985.
- Vyas, Shailendra and Sharma, S.D., Samaj Kalayan avam Vidhan, Nikhil Publishers and Distributors, Agra, 2013.
- Yadav, Kamla, Aadhunik Samaj Karya avam Gair Sarkari Sangathan, D.N.D. Publications, Jaipur, 2016.
- Yogi, Praveen, Social Justice and Empowerment, Delhi: Kalpag Publications, 2000.

Semester-IV Disaster Management-II

Course Code-21PUB24DB2

DSE Course-5

Credits-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.** 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

M.A. Public Administration (CBCS) 2021-22

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.

Semester-IV

Basics of Governance-II

Course Code-21PUB24DB3

DSE Course-5

Credits-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: On successful completion of the course the student will be able to:

CO-1. Get knowledge about the role of e-governance in development, sustainable development in the era of Liberalization, Privatization and Globalization.

CO-2. Understand the mediums of ICT like radio, telephone, television, computer software, satellite in management of information for governance.

CO-3. Get Knowledge about the importance, pre-requisites, components of internet applications and precaution from virus.

CO-4. Develop competence to evaluate the essential components and role of ICT in reforming Administrative organizations, issues and challenges of governance reforms.

UNIT-I

Concept of E-Governance

E-Governance & E-Government: Meaning, Nature, Scope, Significance and problems

Information & Communication Technology (ICT): Meaning, Nature, Role, Components and Applications of ICT in Governance

Pre-Requisites for ICT: Internet, Personnel, Infrastructure & Technology

UNIT-II

Central Government Institutions for E-Governance: Ministry of Electronics and Information Technology (MEIT), National Informatics Centre

Programme Initiatives for E-Governance: National e-Governance Plan (2.0), Digital India Programme, National policy on Information Technology (IT)

UNIT-III

Emerging Trends in E-Governance:

E-Public Service Delivery in India

Common Service Centers (CSC)

E- Public service Delivery in Haryana

UNIT-IV

Concept of Digital Literacy & Digital Divide,

E-Governance & Report of 2nd ARC

ICT based Reforms in India for E-Governance

Issues & Challenges of E-Governance

M.A. Public Administration (CBCS) 2021-22

Suggested Books:

- Aggarwal, Kamlesh & Murli D. Tiwari, IT and E-Governance in India, New Delhi: McMillan, 2002.
- Amitabh Ojha, E-Governance in Practice, New Delhi: GIFT Publication, 2009.
- Ashok Agarwal and V. Venkata Ramana, Foundations of E-Government, New Delhi: GIFT Publication, 2008.
- C.S.R., Prabhu, E-Governance: Concepts and Case Studies, New Delhi: Prentice Hall, 2004.
- G.P. Sahu, Adopting E-Governance, New Delhi: GIFT Publication, 2008.
- G.P. Sahu, Emerging Technologies in E-Governance Practice, New Delhi: GIFT Publications, 2009.
- IGNOU, E-Governance, MPA-017, New Delhi: School of Social Sciences, IGNOU, 2006.
- Indian Journal of Public Administration, Special Issue on Governance for Development, New Delhi: Vol. No.9, Jan-March, 2004.
- Indian Journal of Public Administration, Special Issue on IT and Indian Administration, New Delhi: Vol. XL VI, No.3, July-September, 2003.
- M.P. Gupta, P Kumar and J. Bhattacharya, Government on Line-Opportunities and Challenges, New Delhi: Tata McGraw Hill, 2004.
- P. Srivastva, Management Information System; a New Framework, Jaipur: Shree Niwas Publications, 2004.
- Planning Commission of India, Report of the Working Group on Convergence and E-Governance 2002-2007 for 10th Five Year Plan.
- Subhash Bhatnagar, E-Governance From Vision to Implementation-A Prentice Hall, 2004.
- Vasu Deva, E-Governance in India: A Reality, New Delhi: Commonwealth, 2005.

Semester-IV

Administrative Law

Course Code- 21PUB24DC1

DSE Course-6

Credits-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: After completing this course the students would be able to:

CO-1. Get knowledge about the meaning, nature, scope and sources of administrative Law.

CO-2. Develop knowledge about the operational aspects of Administrative courts in France.

CO-3. Understand the importance of delegated legislation and the working of administrative tribunals in India.

CO-4. Get understanding about the procedure of filing PILs in the courts of Law.

UNIT-I

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

UNIT-II

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

UNIT-III

Delegated Legislation- Meaning, Types, Causes of its Growth, Advantages and Disadvantages, Safeguards.

UNIT-IV

Administrative Adjudication- Meaning Causes for its Growth, Administrative Tribunals-Meaning, Composition and features.

Public Interest Litigation: Meaning, Nature, Reasons of Growth, Judicial activism: Meaning, Origin, Reasons for growth, criticism.

Suggested Readings:

- Basu, D.D., Administrative Law, New Delhi: Prentice Hall of India Pvt. Ltd. 1986.
- Jain, M.P. S.N. Jain, Principles of Administrative Law, New Delhi: Wadhwa & Co, 2002.
- Kagzi, M.C.Jain., Indian Administrative Law, Delhi, Universal, 2002.
- Massey, I.P., Administrative Law, New Delhi: Eastern Book Company, 2006.
- Craig, PP, Administrative Law, 5th Edition, London Thomson, 2003.
- Justice Tahkkor, C.K. Administraive Law, Lucknow: Eastern Book Company, 2015.
- Takwani, C.K. Lectures on Administrative Law, Lucknow, Eastern Book Compnay, 1979.
- Wale, H.L.R. & Forsyth, C.F. Administrative Law, Ninth Edition, OUP, 2015
- Jain, M.P. & S.N. Jain, Principles of Administrative Law, Gurgoan, Lexis Nexis, 2013.

M.A. Public Administration (CBCS) 2021-22

- Joshi, K.C., Prasha snik Vidhi, Lucknow: Eastern Book Company, 2012.
- Bandyopadhyay, Rathin, and Rajendra Dhar Dubey, An Introduction to
- Administrative Law, New Delhi: Paragon International, 2013.
- Baplawat, Abhishek Administrative Law, New Delhi, Wisdom Press, 2014

Semester-IV

Public Enterprises Administration

Course Code-21PUB24DC2

DSE Course-6

Credits-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: On successful completion of the course the student will be able to:

CO-1. Explain about the evolution and growth of Public Sector Enterprises in India.

CO-2. Make an appraisal about the different forms of Public Enterprises.

CO-3. Describe about the structure and function of Ministry of Heavy Industries and control mechanism over Public Enterprises.

CO-4. Comprehend the performance appraisal of Public Sector Enterprises in India.

UNIT-I

Concept of Public Enterprises-Mixed Economy: Features, Merits and Demerits: Reasons for the Growth of Public Sector in Economic Development of India; Changing perspective of Public Sector in India.

UNIT-II

Growth and major forms of Public Enterprises; Department, Company and Corporation; Sectorial Corporations; Composition and Problems of Governing Boards; Joint Management Councils.

UNIT-III

Organization and functions of Ministry of Heavy Industries and Public Enterprises, Memorandum of Understanding (MOU) System in Public Enterprises; Public Accountability; Parliamentary and Executive Control over public Enterprises in India, Public Undertaking Committee.

UNIT-IV

Performance and problem of Public Enterprises in India; Controversy with regard to the privatization of public Enterprises; Pricing policy of Public Enterprises; Disinvestment of Public Enterprises in India.

Suggested Books:

- A.H Hansen, Public Enterprises and Economic Development, London, 1972
- B.L Mathur and, Public Enterprises in India, Jaipur, RBSA, 2007
- B.L Mathur, Economic Policy and Administration, Jaipur: RBSA, 2006
- Govt. of India, Administrative Reforms Commission, report on Public Sector Undertaking, New Delhi: October, 1967

M.A. Public Administration (CBCS) 2021-22

- Laxmi Narain, Public Enterprises in India: A Study of Public Relations, New Delhi: S. Chand & Company, 1960
- United Nations, World Public Sectors Report on Unlocking the Human potential of Public sector performance, New Delhi: Academic Foundation, 2005

Semester-IV

Indian Political Thought

Course Code-21PUB24DC3

DSE Course-6

Credits-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: On successful completion of the course the student will be able to:

CO-1. Get knowledge about Traditions of Pre-colonial Indian Political Thought.

CO-2. Familiar with Modern Indian Political Thought.

CO-3. Understand the concepts of Nationalism, Social Justice and Swaraj as per Indian thinkers.

CO-4. Understand the ideas of Indian thinkers on Secularism, Socialism and Democracy.

UNIT-I

Ved Vyasa (Shantiparva): Rajadharma

Manu: Social Laws

Kautilya: Theory of State

UNIT-II

Rammohan Roy: Rights

Vivekananda: Ideal Society

Gopal Krishna Gokhale

UNIT-III

Ravinder Nath Tagore: Critique of Nationalism

Bhim Rao Ambedkar: Social Justice

Bal Gangadhar Tilak: Swaraj

UNIT-IV

M.K.Gandhi: Swaraj

Nehru: Secularism and Democracy

Ram Manohar Lohia: Socialism

Suggested Books:

- V.P. Verma, (1974) Modern Indian Political Thought, Agra: Lakshmi Naryan Aggarwal.
- Appadorai (1992), Indian Political Thinking through the Ages, Khanna Publishers, Delhi.
J. Bandopandhyay, (1969) Social and Political Thought of Gandhi, Bombay: Allied Publishers.
- T. Pantham, and K. Deustch (eds.), (1986) Political Thought in Modern India, New Delhi: Sage Publishers.

M.A. Public Administration (CBCS) 2021-22

- Parekh & T. Pantham (eds.), (1987) Political Discourse: Exploration in Indian and Western Political Thought, New Delhi: Sage Publishers.
- M.N. Jha, Political Thought in Modern India, Meerut: Meenakshi Prakashan.
- V.R. Mehta, (1996) Indian Political Thought, New Delhi: Manohar.