Scheme of Examination
M.A. (Hons) Public Administration Five Year Integrated Programme with the option to exit B.A.(Hons.) in Public Administration after 3 years

Programme Code: MPA-5

Programme Specific Outcomes

Public administration is a system through which the government carries out its business of ruling and controlling effectively. This system has been created in order to maintain a civil society and to cater to the needs of the public. Any selected/unelected public employee who deals directly with the general public can be said to be a public administrator. They are responsible for a wide range of functions like managing budget, developing policy and legislation, implementing policies, analyzing data to determine and solve public needs, ensuring security, etc. Maintaining public administration is the first and foremost responsibility of any government. The aim of educating people in public administration is to train them in democratic values such as equality, justice, security, effectiveness, and order. It also prepares such human resources who can critically analyze and review public policies of the government. These public administrators are enabled to bear the responsibility of determining the policies and programmes of the government like planning, organizing, directing, coordinating, and controlling of government operations. Because of the specific training in public administration, execution, and direction, it has become a distinct profession with immense opportunities.

The programme specific outcomes of M.A. (Hons) Public Administration Five Year Integrated Programme are as under:

PSO-1. Discuss about the basics elements of public administration and its relations with comparative perspectives, developmental aspects, constitutional status and financial management of Indian administration.

PSO-2. Deliberate the fundamental aspects of sociology, interrelationship of society, culture, change, development and social research.

PSO-3. Encourage students for participation in social welfare activities like environment protection, consumer protection, labour welfare etc.

PSO-4. Maintain the literary aspect specifically English language basics.

PSO-5. Explain the basic concept of disaster management, natural and man-made disasters, preparedness and disaster response.

PSO-6. Examine the practices of development administration, rural and urban local administration, social and labour welfare administration, human rights, police administration, banking and insurance administration administrative law and judicial administration etc.

PSO-7. Development in the research aptitude and a habit of seeing things differently angle. Students would be able to participate in social awareness activities such as workshops/conferences, NGOs, awareness campaigns etc.

PSO-8. Enhance leadership qualities such as problem solving, effective communication, public dealing, decision making, critical thinking and managing multiple tasks.

First Semester

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

Second Semester

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

Third Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	MPA-III-01	Comparative Public Administration-I	80	20	3 hrs.
02	MPA-III-02	Indian Polity/Constitution	80	20	3 hrs
03	MPA-III-03	Development Administration-I	80	20	3 hrs.
04	MPA-III-04	Methods in Social Research	80	20	3 hrs.

Fourth Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	MPA-IV-01	Comparative Public Administration-II	80	20	3 hrs.
02	MPA-IV-02	Financial Administration	80	20	3 hrs
03	MPA-IV-03	Development Administration-II	80	20	3 hrs.

04	MPA-IV-04	Indian Society	80	20	3 hrs.

Fifth Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory	I.A.	Time
01	MPA-V-01	Social Welfare Administration-I	80	20	3 hrs.
02	MPA-V-02	Social Problems in India	80	20	3 hrs
03	MPA-V-03	Rural Local Administration	80	20	3 hrs.
04	MPA-V-04	Introduction to Computer	60	40(P)	3 hrs.

Sixth Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory	I.A.	Time
01	MPA-VI-01	Social Welfare Administration-II	80	20	3 hrs.
02	MPA-VI-02	Social Change and Development	80	20	3 hrs
03	MPA-VI-03	Urban Local Administration	80	20	3 hrs.
04	MPA-VI-04	Environment Protection Administration	80	20	3 hrs.

Seventh Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory	I.A.	Time
01	MPA-VII-01	Administrative Theory	80	20	3 hrs.
02	MPA-VII-02	Administrative Thinker	80	20	3 hrs
03	MPA-VII-03	Human Resource Development-I	80	20	3 hrs.
04	MPA-VII-04	Central Administration	80	20	3 hrs.
05	MPA-VII-05	Labour Welfare Administration- I	80	20	3 hrs.

Eighth Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory	I.A.	Time
01	MPA-VIII-01	Organizational Behaviour	80	20	3 hrs.
02	MPA-VIII-02	State Administration	80	20	3 hrs
03	MPA-VIII-03	Human Resource Development-II	80	20	3 hrs.

| 04 | MPA-VIII-04 | Administrative Reforms in India | 80 | 20 | 3 hrs. |
| 05 | MPA-VIII-05 | Labour Welfare Administration-II | 80 | 20 | 3 hrs. |

Ninth Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory	I.A.	Time
01	MPA-IX-01	Administrative Law-I	80	20	3 hrs.
02	MPA-IX-02	Judicial Administration	80	20	3 hrs
03	MPA-IX-03	Research Methodology-I	80	20	3 hrs.
04	MPA-IX-04	Specialization Paper	80	20	3 hrs.
05	MPA-IX-05	Specialization Paper	80	20	3 hrs.

Tenth Semester

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory	I.A.	Time
01	MPA-X-01	Administrative Law-II	80	20	3 hrs.
02	MPA-X-02	Consumer Protection Administration	80	20	3 hrs
03	MPA-X-03	Research Methodology-II	80	20	3 hrs.
04	MPA-X-04	Specialization Paper	80	20	3 hrs.
05	MPA-X-05	Specialization Paper	80	20	3 hrs.

Specialization Streams
A- Advanced Public Administration

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory	I.A.	Time
01	MPA-IX-04	Right to Information in India	80	20	3 hrs.
02	MPA-IX-05	Citizen Centred Administration	80	20	3 hrs
03	MPA-X-04	Management Information System	80	20	3 hrs.
04	MPA-X-05	Computer Application in Administration	80	20	3 hrs.

B - Governance and Administration

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory	I.A.	Time
01	MPA-IX-04	Good Governance	80	20	3 hrs.
02	MPA-IX-05	Constitutional Governance	80	20	3 hrs
03	MPA-X-04	E-Governance in India	80	20	3 hrs.
04	MPA-X-05	Ethical Governance in India	80	20	3 hrs.

C - Social Welfare Administration

Sr.	Course Code	Nomenclature of the Paper	Maximum Marks		Time

No.			Theory	I.A.	
01	MPA-IX-04	Principles of Social Welfare	80	20	3 hrs.
02	MPA-IX-05	Women Welfare in India	80	20	3 hrs
03	MPA-X-04	Child Welfare in India	80	20	3 hrs.
04	MPA-X-05	SC/ST Welfare in India	80	20	3 hrs.

D – Labour Welfare Administration

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Basic Concepts of Industrial Relations	80	20	3 hrs.
02	MPA-IX-05	Labour Laws in India	80	20	3 hrs
03	MPA-X-04	Wages/Salary Administration	80	20	3 hrs.
04	MPA-X-05	Labour Welfare Policy and Perogrammes	80	20	3 hrs.

E – Disaster Management and Administration

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Basic Concepts of Disaster Management	80	20	3 hrs.
02	MPA-IX-05	Understanding the Natural Disaster	80	20	3 hrs
03	MPA-X-04	Understanding the Man-made Disaster	80	20	3 hrs.
04	MPA-X-05	Disaster Response and Preparedness	80	20	3 hrs.

F – Banking and Insurance Administration

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Financial Services & Bank Administration	80	20	3 hrs.
02	MPA-IX-05	Banking Laws and Practice in India.	80	20	3 hrs
03	MPA-X-04	General Insurance Management & Administration	80	20	3 hrs.
04	MPA-X-05	Life Insurance Management & Administration	80	20	3 hrs.

G – Police Administration

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory	I.A.	Time
01	MPA-IX-04	Elements of Police Administration	80	20	3 hrs.
02	MPA-IX-05	Police Personnel Administration	80	20	3 hrs
03	MPA-X-04	Jail Administration in India	80	20	3 hrs.
04	MPA-X-05	Criminal Law and Police Administration	80	20	3 hrs.

H – Human Rights

Sr. No.	Course Code	Nomenclature of the Paper	Maximum Marks Theory	I.A.	Time
01	MPA-IX-04	Fundamentals of Human Rights	80	20	3 hrs.
02	MPA-IX-05	Human Rights at Global Level	80	20	3 hrs
03	MPA-X-04	Human Rights Education and Training	80	20	3 hrs.
04	MPA-X-05	Human Rights: Judiciary, Media & NGOs	80	20	3 hrs.

Semester-I

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

Course Outcomes

CO-1. Students would be capable to understand the administrative system of any country and they are in a position to understand the latest developments in the discipline.

CO-2. Organization is the base of an administrative system, so the students secured enough knowledge to understand the operational working of an organizational structure.

CO-3. Students got the ability to identify the nature of agency operating in a system whether line, staff or auxiliary and the relationship between field and headquarters.

CO-4. They got knowledge about the means of ensuring accountability in the administrative system.

Unit-I

Public Administration: Meaning, Nature and Scope; Evolution of Public Administration: Pre 1950 and Post 1950; Public Administration: Art or Science
Importance of Public Administration in Modern Society

Unit-II

Public Administration and its Relations with Political Science, Economics, History, Sociology, Psychology, Geography etc;
Public Administration and Private Administration: Similarities and Differences.

Unit-III

New Public Administration: Its Evolution, Features and Contribution; Classical Theory, Bureaucratic Theory and Critics of Max Weber.

Unit-IV

Control over Public Administration – Executive, Legislative and Judicial; Citizen and Administration; Responsive Administration.

Recommended Books:

- Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
- Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
- Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.
- Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: College Book Depot, 1998.
- While, L.D., Introduction to the Study of Public Administration, New York: Maxmillan Company, 1958.
- Neigro, F.A. & Nigro, G.N. Modern Public Administration, New York: Harper & Row Publishers, 1980.
- Bhattacharya, M. Public Administration: Structure, Process and Behaviour, Calcutta: The World Press, 1991.
- Dimock, M.E. Dimock, G.O. Public Administration, Oxford: IBH Publishing Company, 1975.

Semester-I

Programme Code: MPA-5
Course Code: MPA-0I-02
Indian Administration-I

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

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

Course Outcomes

CO-1.   Students would be able to get knowledge about the evolution of Indian administration.

CO-2. Students acquired knowledge about the operation working of Chief Executive and various ministries in India.

CO-3. They became aware about the role of civil services in India as well as the Generalists Vs Specialist Controversy.

Unit-I

Evolution of Indian Administration: Mughal Period and British Period Influences on Indian Administration; Features of Present Indian Administration.

Unit-II

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

Unit-III

Political Executive at Union Level:
President of India: Election Procedure, Power & Functions, and Emergency Powers
Prime Minister of India: Powers and Functions and Position
Prime Minister Office: Organization and Functions.

Unit-IV

Cabinet Secretariat: Organization and Functions

Cabinet Secretary: Powers/Functions and Role
Central Secretariat: Organization and Functions
National Development Council: Organization and Functions

Suggested Readings:

- Jain, R.B, Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.
- Maheshwari, S.R. Indian Administration, New Delhi, Orient Longman, 2000.
- Mehta, Vinod, Reforming Administration in India, New Delhi, Har-Anand, 2000.
- Ministry of Personnel Public Grievances and Pension's, 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.
- Chaubey, P.K, Urban Local Lodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.
- Dhalimal, S.S., Good Governance in Local Self Government, New Delhi, Deep & Deep, 2004.
- Kumar, Amnia & Anitha L. Financing of Urban Local Government, Jaipur, Printwell, 1995.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: Alfa Publications, 2013

Semester-I

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

Course Outcomes

CO-1. Helps in knowing what is the process and types of recruitment.

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

CO-3. Helps in knowing the different employee-employer relations like conduct rules, disciplinary actions.

CO-4. Helps in knowing the various issues of human resource development and how they affect to any organisation.

CO-5. Helps to students to know about morale and motivation methods.

Unit-I
 Personnel Administration: Meaning, Nature, Scope and Importance;
Civil Services: Meaning, Features and Functions
Bureaucracy: Meaning, Nature, Characteristics;
Max Weber and Bureaucracy

Unit-II

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

Unit-III

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

Unit-IV

Promotion: Meaning, Types, Principles and Methods

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

MA (Hons) 5Years Integrated Course – 1   Semester
Programme Code: MPA-5
Course Code: MPA-I-04
Basic Concepts in Sociology
Maximum Marks – 100
Theory – 80
Internal Assessment – 20
Time – 3 hours

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

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

CO-1. Explain about nature & scope of sociology and its relationship with History,
Economics, Political Science, Anthropology and Psychology.
.
CO-2. Familiar with the basic concepts of society, community, association as a social
structure.

CO-3. Describe the role of social groups and processes in cooperation and conflict
management.

CO-4. Point out the importance of social institutions like marriage, religion, Family &
Kinship .

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

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

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

UNIT – IV

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

Readings:
* Ahuja, Ram (2001): Indian Social System, New Delhi: Rawat Publication.
* Ahuja, Ram (2003): Society in India, New Delhi: Rawat Publication.

- Bottomore, T.B. (1972): Sociology: A Guide to Problems and Literature, Bombay:
- George Allen and Unwin (India).
- Fulcher & Scott (2003: Sociology, New York: Oxford University Press.
- Giddens, Anthony (2005): Sociology, Polity Press.
- Harlambos, M. (1998): Sociology: Themes and Perspective, New Delhi: O.U.P.
- Harlambos & Holborn (2000): Sociology, London: Harper-Collins.
- Inkeles, Alex (1987): What is Sociology? New Delhi: Prentice-Hall of India.
- Johnson, Harry M. (1995): Sociology: A Systematic Introduction, New Delhi: Allied Publishers.
- MacIver and Page (1974): Society: An Introductory Analysis, New Delhi: Macmillan & co.
- P. Gisbert (2010): Fundamental of Sociology, New Delhi: Orient Blackswan.

(Application to all Courses where in English is offered as a Qualifying Subject)

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

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

CO.1   Develop a flair for reading fiction for pleasure
CO.2   Develop competence for reading short fiction from an academic perspective
CO.3   Understand literature in its cultural context
CO.4   Develop basics of the mechanics of technical writing
CO.5   Enhancement of skills of composition

Part –A Poetry

The following poems from The chronicles of Time edited by Asha Kadyan (Oxford University Press)
   a) "Let me Not to the Marriage of True Minds" by William Shakespeare
   b) "Death Be Not Proud" by John Donne
   c) "On His Blindness" by John Milton
   d) "Shadwell" by John Dryden
   e) "Know Then Thyself" by Alenxander Pope
   f) "The Little Black Boy" by William Blake
   g) "Three Years She Grew in Sun and Shower" by William Wordsworth.

Part-B Phonetics and Grammar

i)   Phonetics: Introduction to the Sound System of English: Phonetics Symbols. Organs of Speech, Transcription of Words (Oxford Advance Learners' Dictionary by Hornby to be followed).

ii) Grammer:

(i) Parts of Speech Types of Sentences, Common Errors, Technical Writing (application writing. Business letter)

   Instructions to the paper-setter and the students.

Q.No.1   Explanation with reference to the context. The students will be required to attempt two passages out of the given four from the prescribed book of poems.

<div align="right">8x2=16</div>

Q.No.2 Two questions (with internal choice) will be asked based on theme, central idea, message and narrative technique of the poem.   8x2=16

Q.No.3 The question will be based on the Sound System of English Language having internal choice   16

Q.No.4   The question will be based on grammer. There will be internal choice with 16 Sentences out of 24 to be attempted.   16

Q.No.5 The question will be based on technical writing. There will be internal Choice.
<div align="right">16</div>

Suggested Reading:
High School Grammer by Wren and Martin
Remedial English Grammer for Foreign Students by F.T. Wood.
Essentials of Communication by D.G. Saxena, Kuntal Tamang (Top Quark)

Semester-II
Programme Code: MPA-5
Course Code: MPA-II-01
Elements of Public Administration-II

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

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

Course Outcomes

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

CO-2. They got knowledge about the Organizational Behaviour in an administrative system.

CO-3. They came to know about the role of Grievances Redressal Agencies and other initiatives taken towards citizen centric administration.

CO-4. They got awareness about the Emerging Trends in Public Administration

Unit-I

Organisation: Meaning and Bases;
Types of Organisation: Formal and Informal
Principles of Organisation: Hierarchy, Span of Control, Unity of Command

Unit-II

Principles of Organisation: Co-ordination, Centralisation and Decentralisation, Supervision, Delegation etc.
Chief Executive: Meaning, Types and Functions.

Unit-III

Forms of Administrative Organisation: Line, Staff and Auxilliary Agencies: Meaning, Types and Functions;
Departments : Meaning, Types and Bases
Public Corporations: Features, Advantages and Disadvantages

Unit-IV

Independent Regulatory Commission: Features, Functions, Advantages and Disadvantages
Field and Head Quarter Relationships; Boards and Commissions
Delegated Legislation: Meaning, Types, Advantages, Limitations and Safeguards

Suggested Readings:

1   White, L.D. , Introduction to the Study of Public Administration, New York, Macmillan, 1995.
2   Maheshwari, S.R. , Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
3   Self, Peter, Administrative Theories and Politics, London, George Allen and Urwin, 1969
4   Golembiewski, Robert T. , Public Administration as a Developing Discipline, New York, Marcel Dekker, Inc, 1977.
5   Sharma, M.P. and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006 (English & Hindi Medium)
6   Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
7   Marx, F.M. (ed.) Elements of Public Administration, New Delhi, Prentice Hall of India, 1964.
8   Srivastav, Om , Public Administration and Management-The Growing Horizons, Mumbai (Vol.II), 1991.
9   Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984
10 Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
11. Presthus, Robert, Public Administration, New York, The Ronald Press, 1975.
12 Goel, S.L. , Advance Public Administration, Delhi, Deep & Deep Publication, 2003.
13 Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000 (Hindi Medium)
14 Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition , 2004.
15 Kataria, Surender , Public Administration, Jaipur, Malik & Company, Latest edition(Hindi Medium)
16 Tyagi, A.R., Public Administration (Principles and Practice) Delhi, Atma Ram and Sons, 2001.
17 Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000
18 Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
19 Leary Rosemary O' , The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown

Semester-II

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

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

Course Outcomes

CO-1. Student acquired knowledge about the operation working of various departments at the Central level.

CO-2. Students got knowledge about the operational working of important Commissions engaged in Central level governance process.

CO-3. They became aware about the operational working of Departments at State level.

CO-4. Students got knowledge about the operational working of important Commissions engaged in State level governance process.

Unit-I
Ministries at Central Level;
Ministry of Home Affairs: Organisation and Functions
Ministry of Finance: Organisation and Functions
Ministry of Defence: Organisation and Functions

Unit-II   National Commissions:

Planning Commission: Organisation and Functions
Election Commission: Organisation and Functions
Human Rights Commission: Organisation and Functions
National Women Commission: Organisation and Functions

Unit-III   Political Executives at State Level:

Governor: Powers and Functions
Chief Minister: Powers and Functions
State Secretariat: Organization and Functions
Chief Secretary: Powers and Functions and Role

Unit-IV   State Level Departments/Ministries

Home Department: Organisation and Functions
Finance Department: Organisation and Functions
Agriculture Department: Organisation and Functions

Suggested Readings:
- Jain, R.B, Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.
- Maheshwari, S.R. Indian Administration, New Delhi, Orient Longman, 2000.
- Mehta, Vinod, Reforming Administration in India, New Delhi, Har-Anand, 2000.
- Ministry of Personnel Public Grievances and Pension's, 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.
- Chaubey, P.K, Urban Local Lodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.
- Dhalimal, S.S., Good Governance in Local Self Government, New Delhi, Deep & Deep, 2004.
- Kumar, Amnia & Anitha L. Financing of Urban Local Government, Jaipur, Printwell, 1995.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: Alfa Publications, 2013

Semester-II

Programme Code: MPA-5
Course Code: MPA-II-04
Personnel Administration-II

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

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

Course Outcomes

CO-1.   Help in knowing the way of identifying and measuring the data about human resource and how it can be used in decision making.

CO-2. Help in knowing the value of information while making policies.

CO-3. Help in knowing the difference between the Job description, Job specification and Job enrichment.

CO-4. Help in knowing that what are modern trends and challenges in human resource development and how they affect to any organisation.

Unit-I

Conduct and Discipline in India: Service Conditions of Civil Services; Conduct Rules of Civil Services; Types and Procedure of Disciplinary Actions for Civil Services.

Unit-II

Morale: Meaning, Determining Factors, Causes of Low Morale and Measures of High Morale; Motivation: Meaning, Types, Factors Affecting, Problems and their Solution.

Unit-III

Machinery for Grievances Redressal:-
Employees Associations: Meaning, Objectives, Functions and Types:
Whitley Councils in India: Objectives, Organisation and Functions

Unit-IV

Public Services and their Importance in Modern Society; Political Rights to Indian Civil Services, Right to Strike and Indian Civil Services; Bureaucracy and Corruption.

Suggested Readings:

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

2   Semester
Programme Code: MPA-5
Course Code: MPA-II-04
Society, Culture and Social Change
Maximum Marks – 100
Theory – 80
Internal Assessment – 20
Time – 3 hours

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

Course Outcomes

CO-1. Explain about nature and types of tribal, rural, urban, industrial and post industrial societies.
.
CO-2. Examine the basic concepts of socialization and cultural aspects of society.

CO-3. Describe the role of social change in the era of liberalization, privatization and globalization,

CO-4. Point out the basis of social stratification: caste, class, power & gender.

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

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

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

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

Readings:

Bottomore, T.B. (1972): Sociology: A Guide to Problems and Literature, Bombay: George Allen and Unwin (India).

Beteille, A(1992) : Essays in Comparative Sociology, Delhi: Oxford University Press.

Giddens, Anthony (2005): Sociology, Polity Press.

Harlambos, M. (1998): Sociology: Themes and Perspective, New Delhi: O.U. P.

Harlambos & Holborn (2000): Sociology, London: Harper-Collins.

Inkeles, Alex (1987): What is Sociology? New Delhi: Prentice-Hall of India.

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

MacIver and Page (1974): Society: An Introductory Analysis, New Delhi: Macmillan & co.

P. Gisbert (2010): Fundamental of Sociology, New Delhi: Orient Blackswan.

Singh Y. (1983): Modernization of Indian Tradition, Jaipur, Rawat Publications.

Sharma K.L.(1986) : Essays in Social Stratification, Jaipur, Rawat Publications.

Semester-II

LITERATURE AND LANGUAGE-II

(Applicable to all Courses where in English is offered as a Qualifying Subject)
SEMESTER-II
SESSION 2011-12
SCHEME OF EXAMINATION

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

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

CO.1   Develop a flair for reading poetry for enjoyment
CO.2   Develop competence for critical appreciation of poetry
CO.3   Ability to relate poetry to its literacy and cultural context
CO.4   Enhanced English pronunciation skill
CO.5   Enhanced writing skills

Part-A Short Stories

The following Stories from the Pointed Vision: An Authology of Short Stories by Usha Bande and Krishan Gopal (Oxford University Press, New Delhi):

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

Part-B(i) Grammer and Writing Skills

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

Instructions to the Paper Setter and the Students

Q.No.1	Explanation with reference to the context. The student will be required to attempt two passages (with internal choice) from the book of Stories. 8x2=16
Q.No.2	Two essay type questions (with internal choice) will be asked from the book of stories. 8x2=16
Q.No.3	This question will be based on grammar, Students will be required to attempt 16 sentences out of the given 24.
Q.No.4&5	Question No. 4&5 will be based on writing skills and technical writing. 16x2=32

Suggested Reading:
High School Grammer by Wren and Martin
Remedial English Grammer for Foreign Students by F.T. Wood
Essentials of Communication by D.G. Saxena, Tamang Kuntal (Top Quark)

Comparative Public Administration (i)

M.Marks: 100

Theory: 80
I.A. :20
Time: 3 hrs.

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

Course Outcomes

CO-1. It helps in developing the global perspective of the students by gaining knowledge about various administrative systems.

CO-2. It aids the student in understanding the environmental forces and their impact on the administrative system.

CO-3. It is helpful in understanding the operational working of the chief executives in parliamentary, presidential, quasi-parliamentary and quasi-presidential and collegial systems.

Unit-I

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

Unit-II

Approaches: structural functional approach & Behavioural approach, 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

Recommended Books:

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

Indian Polity/Constitution
Semester-III

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

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

Course Outcomes

CO-1. Describe about development and working of Indian Constitution

CO-2. Explain features, preamble and fundamental rights incorporated in the Indian Constitution.

CO-3. Discuss directive principals mentioned in the Indian Constitution.

CO-4. Provide details regarding Constitutional Amendment procedure and significant Amendments.

Unit-I
- Development of Indian Constitution, Motilal Nehru Committee Recommendations on Indian Constitution
- Formulation Process of Indian Constitution, Working of Constituent Assembly, Perception of the Constitution Makers
- Sources of Constitution: Seminal and Developmental

Unit-II

- Features of Indian Constitution: Federal and Unitary
- Preamble of Constitution: Features and Criticism
- Fundamental Rights: Meaning, Objectives, Types, Importance, Feature and Critical Evaluation

Unit-III
- Directive Principles of State Policy: Nature, Types, Importance, Application Areas, Criticism
  Fundamental Duties: Meaning, Features, Importance and Evaluation,
- Difference between Fundamental Rights and Directive Principles of State.

Unit-IV

- Constitutional Amendments: Procedure, Features, Types and Criticism, Socio-Political Impact
- Features of 42nd and 44th Constitutional Amendment Acts
- Constitutional Review Commission: Organization, Functions and Major Recommendations

Recommended Books:
- M. Laxmikanth, Indian Polity, New Delhi: Tata McGraw Hill, 2010 (Hindi & English)
- D.D. Basu, Introduction to the Constitution of India; New Delhi, Printice Hall of India, 2010 (Hindi & Englih)
- Subhash Kashyap, Our Constitution, New Delhi: National Book Trust, 2010 (Hindi & English)
- M..V. Paylee, An Introduction to the Constitution, New Delhi: Vikas, 2007
- Subhash C. Kashyap, D.D. Khanna and Gert W. Kueck, Reviewing the Constitution, New Delhi: SHIPA, 2000
- Subhash C Kashyap, Indian Constitution: Conflicts and Controversies, New Delhi: Vifasta, 2010
- S.N. Jain, Bhartiya Sanvidhan Aur Rajniti, Jaipur: Rajasthan Hindi Granth Academy.
- Subhash C. Jain, The Constitution of India: Select Issues & Perceptions, New Delhi: Tazmann, 2000

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

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

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

CO-1. Explain about the Nature, Features, Scope, Significance, Models and approaches
of Development & Development Administration.

CO-2. Familiar with the improving arrangements of administrative capability and
ecology of development.

CO-3. Describe the role of Bureaucracy in Development Policy Process.

CO-4. Point out the importance socio-economic background of bureaucracy in
management of development activities.

Unit-I
* Concept of Development: Meaning & Definition, Objectives, Dimensions and
  features.
* Concept of Development Administration: Meaning & Definition, Objectives,
  Features, Nature, Scope and Problems.
* Pre-requisites of Development Administration. Traditional Vs Development
  Administration, Importance of Development Administration.

Unit-II
* Aspects of Development Administration: Administration of Development and
  Development of Administration, Role of Development Administration in
  Developing Countries.
* Administrative Development: Concept, Objectives and Importance.
* Administrative Capability : Meaning, Importance & Measures to enhance it

Unit-III
* . Economic Development: Concept, Meaning, Objectives and Indicators.
* Political Development: Meaning, Objectives & Indicators.
* Criticism of Political Development.

Unit-IV
* Social Development: Meaning, Objectives and Indicators
* Problems and Strategy of Social Development in India

- Role of Government in Social Development.

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

Programme Code: MPA-5
Course Code: III-04
Semester-III
Methods in Social Research

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

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

Course Outcomes

CO-1. Students gained knowledge about the use of scientific method in social research.

CO-2. Students became capable to select the appropriate methods for examining the
social problem.

CO-3. The students got capability to frame fruitful hypotheses.

CO-4. They got the expertise prepare a research design on any topic of their own
choice.

CO-5. They became aware to adopt sampling and how to ensure objectivity in their
research

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

UNIT-II

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

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

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

Recommended Books:

Ahuja, Ram (2001): Research Methods, New Delhi: Rawat Publication

Goode, W.J. and P.K. Hatt (1952): Methods in Social Research, New York: McGraw International

Seltiz, Claise et al; (1959): Research Methods in Social Relation, New York: Henry Holt and Co.

Srivastava, Parkash G.N.(1994): Advances Research Methdology, Delhi Radha Publication.
Thakur, Devender (2003): Research Methodology in Social Science, Delhi: Deep and Deep Publication.

Young, P.V. (1988): Scientific Social Survey and Research, New Delhi Prentice Hall.

Comparative Public Administration(ii)

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

Course Outcomes

CO-1. It helps in developing the global perspective of the students by gaining knowledge about various administrative systems.

CO-2. It aids the student in understanding the environmental forces and their impact on the administrative system.

CO-3. It is helpful in understanding the operational working of the chief executives in parliamentary, presidential, quasi-parliamentary and quasi-presidential and collegial systems.

Unit-I

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 of UK, USA, France and Japan

Unit-IV

Grievance Redressal Machinery of UK, USA, France and Japan
:

Recommended Books:

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

Semester-IV
Programme Code: MPA-5
Course Code: MPA-IV-02
Financial Administration

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

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

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

CO-1. Highlight the impact of Liberalization, Privatization and Globalization impact on Financial Administration Process.

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

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

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

Unit-I
- Evolution of Financial Administration in India.
- Financial Administration : Meaning, Nature, Scope and Significance
- Emerging Trends in Financial Administration in India
Unit-II
- Budget: Meaning, Definition, Importance and Principles.
- Performance Budget: Meaning, Objectives, Stages and Advantages.
- Zero Base Budget: Meaning, Definition, Process, Advantages and Problems.

Unit-III
- Budget Process: Formulation, Enactment and Execution
- Budget as an Instrument of Socio-Economic Development in India
- Ministry of Finance: Organisation and Functions.

Unit-IV
- Central Finance Commission: Objectives, Organisation and Functions.
- Comptroller and Auditor General in India: Organisation, Functions and Present Position.

- Parliamentary Control over Public Finance: Role of Public Account Committee, Estimates Committee and Public Undertaking Committee.

Books Recommended:

1. Lal, G.S. , Financial Administration India, Delhi HPJ Kapoor, 1969
2. Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973
3. Wattal, P.K.., Parliamentary Financial Control in India, Bombay, Minerva, 1962.
4. Chaturvedi, T.N. and Handa, K.L., Financial Administration, New Delhi, IIPA, 1992.
5. Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986
6. Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995
7. Radhey Sham, Financial Administration, New Delhi, Durjeet Book Deport, 1992.
8. Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
9. Mookerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Deport, 1980.
10. Singh, Sahib and Singh, Swinder, Personnel and Financial Administration, Chandigarh, New Academic, 1994.
11. Report of the Ist ARC on Centre State Relations; Delegation of Financial and Administrative Powers.
12. Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
13. Report of the 2nd ARC on Financial Management.
. 14. S.L. Goel, Public Financial Administration, New Delhi: Deep & Deep, 2002
15 V.P. Verma, Financial Administration, Concept and Issues, New Delhi, Alfa, 2008.

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

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

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

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

CO-2. Analyze the role of NITI Aayog, State Planning Board and District Planning committee in socio-economic development of Indian People.

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

CO-4. Evaluate the Problems and prospects of Sustainable Development, Environment protection and conservation of natural resources.

Unit-I
- Ecology of Development Administration: Social, Political and Cultural System.
- Institutional Arrangements for Development Administration
- Role of Bureaucracy in Socio-Economic Development
- Role of Non Governmental Organization (NGOs) in National Development

Unit-II
- Development Planning: Meaning, Nature, Importance.
- Development Planning & Process: Formulation, Implementation and Evaluation.
- NITI Aayog: Organization, Objectives and Functions
- State Planning Board: Organization, Objectives and Functions
- District Planning Committee: Organization, Objectives and Functions

Unit-III
- Public Policy: Concept, Meaning, Nature and Scope, Approaches
- Public Policy Process: Formulation, Implementation and Evaluation
- Policy Monitoring:
- Policy Analysis:
- Policy Education:

Unit-IV

- Sustainable Development: Concept, Importance, Challenges and Strategies
- Environment Degradation: Causes and Strategies to combat Degradation
- Main features of Environment Protection Act, 1986.
- National Green Tribunal: Composition and Functions

Recommended Books:

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

4th Semester
Programme Code: MPA-5
Course Code: MPA-IV-04
Indian Society
(Optional-I)

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

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

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

CO-1. Explain about the evolution of Indian society, promoting unity and diversity in India.

CO-2. Analyze the development of Indian Social Institutions like Kinship,   Family,   Marriage,
Caste etc.

CO-3. Examine the changing nature of Indian society.

CO-4. Evaluate the problems and prospects prevailing social issues of India.

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

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

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

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

Recommended Books:
Ahuja, Ram (1997): Society in India: Concept, Theories and Recent Trends, Jaipur:
Rawat Publication.
Beteille, Andre (1992): Backward Classes in Contemporary India, New Delhi: OUP.
Dube, S.C.(1991): Indian Society, New Delhi : National Book Trust.

Ghurye, G.S. (1968): Social Tension, Bombay: Popular Prakashan.
Karve, Iravati (1961): Hindu Society: An Interpretation, Pune: Daccan College.
Mandelbaum, D.G. (1970): Society in India, Bombay: Popular Prakashan.
Sharma K.L.(ed.) (1994): Caste and Class, Jaipur, Rawat Publication.
Srinivas, M.N.(1980): India's : Social Structure, New Delhi : Hindustan Publication.
Srinivas, M.N.(1985): Social Change in Modern India, New Delhi : Orient Longman.
India: 2010 Govt. of India, New Delhi, Govt. of India publication division.

Programme Code: MPA-5
Course Code: MPA-V-01
5th Semester
Social Welfare Administration-I

MPA-V-01   M.Marks = 100
                                                     Theory= 80
                                                     I.A. =   20
                                                     Time: 3.00 hrs.

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

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

CO-1. Appreciate the Role of Social Welfare in the Country during different time period.

CO-2. Appreciate the Role of Social Welfare Administration in resolving various Social problems.

CO-3. Help the various segments of the society to available the benefits from various Social Welfare policies and programmes.

CO-4. Aware about the rights and privileges ment for Women, Backward classes, Minorities and SC and STs.

UNIT-I

Basic Concepts: Social Welfare, Social Service, Social Work and Social Reforms.

UNIT-II

Distinction between Social Services and Social Welfare Services,
Distinction between Social Work and Social Welfare,
Methods of Social Work

UNIT-III

Factors Determining Social Welfare Programmes,
Social Welfare Models,
Social Welfare Administration: Meaning, Nature, Scope and Principles.

UNIT-IV

Evolution of Social Welfare in India; Ancient, Medieval and British Period,
Indian Constitution and Social Welfare,
Five Year Plans and Social Welfare in India

RECOMMENDED BOOKS:
D.R. Sachdeva, Social Welfare in India, Allahabad: Kitab Mahal, 2009
S.L. Goel, Social Welfare in India, New Delhi: Deep & Deep, 1988.
Surender Kataria, Social Welfare in Administration in India, Jaipur:RBSA, 2002
D.P. Chaudhary, Social Welfare Administration, Delhi: Atma Ram & Sons. 1992
D.K. Mishra, Social Administration, Jaipur: College Book Deport, 1990.
T.N. Chaturvedi and S.K. Chandra, Social Administration Development and Change,
New Delhi: IIPA, 1980.

5th Semester

Social Problems in India

<div align="right">
M.Marks = 100
Theory= 80
I.A. =   20
Time: 3.00 hrs.
</div>

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

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

CO-1. Examine the basic concepts of social problems for their proper analysis.
.
CO-2. Explain about structural issues like inequality of caste, class and gender, problems of minorities.
CO-3. Describe the problem and issues of female foeticide, dowry, domestic violence, problems of aged and divorce.

CO-4. Point out the aspects of social disorganization like crime and juvenile delinquency, corruption, drug addiction, suicide, prostitution and AIDS.

UNIT-I

Social Problem: Concepts, Meaning and Importance, Deviance and Social Disorganization.

UNIT-II

Structural Issues: Inequality of Caste, Class and Gender, Problems of Minorities.

UNIT-III

Problem and Issues: Female Foeticide, Dowry, Domestic Violence, Problems of Aged and Divorce.

UNIT-IV

Social Disorganization: Crime and Juvenile Delinquency, Corruption, Drug Addiction, Suicide, Prostitution and AIDS

RECOMMENDED BOOKS:

Ahuja, Ram (2000): Social Problems in India, New Delhi : Rawat Publications

Beteille, Andre (1992) : Backward Classes in Contemporary India, New Delhi :OUP

Beteille, Andre (1974): Social Inequality, New Delhi :OUP

Bereman, G.D. (1979) : Caste and Other Inequalities: Essay in Inequality, Meerut: Folklore Institute.

Dube, Leela (1997) : Women and Kinship, Comparative Perspectives on Gender in South and Southeast Asia, New Delhi: Sage Publication

Desai, Neera & Usha Thakkar (2007): Women in Indian Society, National Book Trust, India.

Gadgil, Madhav and Ramchandra Guha (1996): Ecology and Equality: The use and Abuse of Nature in Contemporary India, New Delhi: OUP

Gill, S.S. (1998): The Pathology of Corruption, New Delhi: Harper Colline Publishers.

Satya Murty, T.V. (1996): Region Religion, Caste, Gender and Culture in Contemporary India, New Delhi: OUP

Programme Code: MPA-5
Course Code: MPA-V-03
5th Semester
Rural Local Administration

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

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

Course Outcomes

CO-1. Student acquired knowledge about the evolution of local self governments in India.

CO-2. Students got knowledge about the post independence developments for strengthening grassroots governance institutions.

CO-3. Students get awareness about the features of 73rd Constitutional Amendment Act and working of gram sabha, gram panchayats and panchayats samiti.

CO-4. Students would be able to describe about the working of zila parishad, District Planning Committee, financial resources and government control over Panchayati Raj Institutions.

UNIT-I

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

UNIT-II

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

UNIT-III

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

UNIT-IV

Organization and Functions of Zila Parishad;
Financial Resources of Panchayati Raj Institutions;
Government Control over Panchayati Raj Institution;
Organization and Functions of District Planning Committee

Recommended Books:

- S.R. Maheshwari, Local Government in India, New Delhi: Origin Longman, 1984.
- S.N. Mishra, New Horizons in Rural Development Administration, New Delhi: Mittal, 1989.
- Sahib Singh and Swinder Singh, Local Government in India, Jalandhar: New Academic Publication, 1992.
- Mohinder Singh, Rural Development in India, Current Perspectives, New Delhi: Intellectual Publication, 1992.
- Vasant Desai, Fundamentals of Rural Development; A Systems Approach, New Delhi: Himalayia Publication, 1991.
- M. Aslam, Panchayati Raj in India, New Delhi: NBT, 2007.

Programme Code: MPA-5
Course Code: MPA-V-04
5th Semester
Introduction to Computer

M.Marks = 100
Theory   = 60
Practical = 40
Time: 3.00 hrs.

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

Course Outcomes

CO-1. Students would be able to describe the evolutionary period wise steps of
computer technology.

CO-2. Students would be familiar with the memory and mass storage devices of
computer.

CO-3. Students would discuss about computer networks and their application.

CO-4. Students would be able to describe about internet applications in the different
fields of daily life.

UNIT-I

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

UNIT-II

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

UNIT-III

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

UNIT-V

Internet and Its Application: Meaning, Definition and Importance of Internet, Applications of Internet in India, Pre-requisites for Establishment and Internet. Computer Virus: Meaning, Types and Precautions.

SYLLABUS OF PRACTICAL:

M.S. Office, M.S. Excel

Recommended Books

1.   Rajaraman V, Radhakrishanan T, "An Introduction to Digital Computer Design" Prentice-Hall of India Pvt. Ltd., 1988
2.   Grauer R.T. & Sugrue P.K., "Micro-computer Applications", MCGraw Hill, 1987
3.   Batree T.C., "Digital Computer Fundamentals, 5th Edition, McGraw Hill, 1987
4.   Rajaraman V., "Fundamental of Computers", Prentice Hall, 1995
5.   Subramanian N. "Introduction to Computers", Fundamental of Computer Sciences, Tata McGraw Hill, 1986
6.   Singh S, "Fundamental of Computer", New Delhi: Khanna publications 1998.
7.   Nasib Singh Gill, Fundamentals of Computer

6th Semester
Programme Code: MPA-5
Course Code: MPA-VI-01
Social Welfare Administration – II (w.e.f. 2014-2015)

MPA-VI-01   **M.Marks = 100**
                                                                                    Theory= 80
                                                                                    I.A. =   20
                                                                                    Time: 3.00 hrs.

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

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

CO-1. Discuss the Role of Social Welfare Administration from centre to district level.

CO-2. Explain the Role of voluntary organizations in social welfare for resolving
various Social problems.

CO-3. Pinpoint the details of cild, youth and aged welfare programmes of Indian
government.

CO-4. Aware about the rights and privileges of Women, Backward classes, Minorities
and SC and STs welfare provisions.

UNIT-I
Ministry of Social Welfare: Organization & Functions,
Social Welfare Department at State Level.
Social Welfare Administration at District level.

UNIT-II
Role of Voluntary Organization in Social Welfare,
Implementation, Achievement and difficulties in the way of family welfare programmes
in India.
 Women Welfare Programmes in India.

UNIT-III
 Child Welfare Programmes in India,
 Youth Welfare Programmes in India,
 Aged Welfare Programmes in India.

UNIT-IV
 SC and ST Welfare Programmes in India,
 OBC Welfare Programmes in India,
 Disabled Welfare Programmes in India.

RECOMMENDED BOOKS:
D.R. Sachdeva, Social Welfare in India, Allahabad: Kitab Mahal, 2009
S.L. Goel, Social Welfare in India, New Delhi: Deep & Deep, 1988.
Surender Kataria, Social Welfare in Administration in India, Jaipur: RSBA, 2002.
D.P. Chaudhary, Social Welfare Administration, Delhi: Atma Ram & Sons, 1992.
D.K. Mishra, Social Administration, Jaipur: College Book Depot, 1990.

6th Semester
Social Change and Development

M.Marks = 100

Theory= 80

I.A. =   20

Time: 3.00 hrs.

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

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

CO-1. Discuss the basic concept of social change with its forms and factors.
.
CO-2. Explain about the different theories of social change.

CO-3. Describe the sanskritisation, westernisation, modernisation and secularization of social change.

CO-4. Point out the aspects of Strategies of Government's development schemes for social change.

UNIT-I

Social Change: Concept, Forms and Factors

UNIT-II

Theories of Social Change: Linear; Cyclical: Fluctuation: Conflict Theories (Marx)

UNIT-III

Social Change in Contemporary India: Trends and Processes of Change – Sanskritisation, Westernisation, Modernisation and Secularisation

UNIT-IV

State and Development in India: Strategies of Government's Development Schemes – Impact of Five Year Plan. Community Development Programme and Panchayati Raj Institutions, Impact of Panchayati Raj on Women Empowerment.

RECOMMENDED BOOKS:

Appadurai, Arjun (1997) , Modernity At Large: Cultural Dimensions of Globalization, New Delhi: OUP

Bernd, Hamns & Pandurang K. Mutagi (1998), Sustainable Development and Future of Cities, Intermediate Technology Publication, UNSECO

Dreze, Jean and Amartya Sen.(1996), India: Economic Development and Social Opportunity New Delhi. OUP

Desai, A.R. (1985), India's Path of Development: A Marxist Approach Bombay: Popular Parkashan (Chapter-2)

Dube, S.C. (1988), Modernization and Development: The Search for Alternative Paradigm, Vistaar Publication, New Delhi.

Dube, S.C. (2000) , Vikas Ka Samajshastra, Vani Parkashan, New Delhi.

Giddens, Anthony (1990). The Consequences of Modernity, Cambridge: Polity Press

Magdoff, Harry (2002), Imperialism and Globalisation. Cornerstone Publications, Kharagpur.

Myrdal. G. (1966). In Shanin. Theodor (Ed.) Peasant and Peasant Societies, Penguin.

Moor. Wilbert and Robert Cook. (1967). Social Change, New Delhi: Prentice-Hall (India)

N. Long (1977). An Introduction to the Sociology of Rural Development. Tavistock Publications, London.

Sharma. S.L. (1986). Development Socio-Cultural Dimensions Jaipur: Rawat(Chapter-I)

Srinivas, M.N. (1966). Social Change in Modern India Berkley: University of Berkley

S.C. Dube (1998) : Modernization and Development, New Delhi: Vistaar Publishers.

6th Semester
Urban Local Administration

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

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

Course Outcomes

CO-1.   Student acquired knowledge about the evolution of urban local self governments and their functioning in India.

CO-2. Students got knowledge about the working of municipal councils and their financial management.

CO-3. Students get awareness about the features of Haryana Municipal Corporation Act, 1994 and function of municipal corporations of Haryana.

CO-4. Students would be able to describe about the working of District Planning Committee in urban development, personnel management and government control over Urban Local Bodies.

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

UNIT-II
Organization and Functions of Municipal Council,
Power and functions of the President of Municipal Council,
Financial Resources of Municipal Council,
Financial Difficulties of Municipal Council

UNIT-III
Features of Haryana Municipal Corporation Act, 1994,
Organization and functions of Municipal Corporation,
Power and functions of Mayor of Municipal Corporation,

Financial Resources of Municipal Corporation

UNIT-IV
Government Control over Urban Local Bodies,
Personnel Management of Urban Local Administration,
Role of District Planning Committee in Urban Development

Recommended Books:

U.B. Singh, Urban Administration in India, New Delhi: Serials, 2004
K.K. Puri, Local Self Governments, Jalandhar: Bharat Prakashan, Latest Edition
PSN Rao, Urban Governnance and Management, New Delhi: Kanishka, 2006.
S.R. Maheshwari, Local Self Govt. in India, Agra: Lakshmi Narain, Lastest Edition

6th Semester
Environment Protection Administration

MPA-VI-04   M.Marks = 100
                                                          Theory= 80
                                                          I.A. =   20
                                                        Time: 3.00 hrs.

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

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

CO-1. Explain the meaning, significance, challenges and ethics of environment.

CO-2. Analyze the scope, significance and policy provisions of environment protection.

CO-3. Evaluate the types, Causes, Effects and Control Mechanism of environment pollution.

CO-4. Examine the environment issues and role of NGOs, people participation in environment protection.

UNIT-I
Environment: Meaning, Definition, Scope and Significance,
Environment Ethics,
Environment Challenges in India

UNIT-II
Environment Protection: Meaning, Definition and Significance,
Environment policy and administration in India,
Department of Environment, Forest and Wild life

UNIT-III
Environment Pollution, Meaning, Causes, Effects and Control Mechanism,
Types of Pollution,
Environment Education

UNIT-IV
Environmental issues:
People's Participation in Environment Protection
Role of NGO in Environment Protection,
Environment Management

Recommended Books:

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

Programme Code: MPA-5
Course Code: MPA-VII-01
SEMESTER- VII
ADMINISTRATIVE THEORY

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

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

Course Outcomes

CO-1. Students would be capable to understand the administrative system of any country and they are in a position to understand the latest developments in the discipline.

CO-2. Organization is the base of an administrative system, so the students secured enough knowledge to understand the operational working of an organizational structure.

CO-3. Students got the ability to identify the nature of agency operating in a system whether line, staff or auxiliary and the relationship between field and headquarters.

CO-4. They got knowledge about the means of ensuring accountability in the administrative system.

UNIT-I
Public Administration: Meaning & Definition; Growth of Public Administration,
 New Public Administration: Concept, growth , features & Criticism, Public Private Partnership: concept & Growth. New Public Management: Concept, growth, features & Criticism.

UNIT-II
Organisational Models: Open & Closed, Organisational Effectiveness: Concept & determinants, Leadership: Concept, Definition & theories.

UNIT-III
Theories of Administration- Organisations: Henry Fayol's Contribution to Administrative Theory, Scientific Management Theory, Human Relations Theory

UNIT-IV
Communication: Meaning, Importance, Types & Process, Barriers to Communication, Supervision: meaning, Importance, techniques & Methods of supervision, Administrative-Tribunals: Concept, Merits & demerits, Administrative adjudication: Advantages & limitations.

Recommended Books:

1. Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
2. Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
3. Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.
4. Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: 477BNJ
5. **Basu, Rumki Public Administration: Concepts & Theories, Sterlin Publisers Povt. Limited, New Delhi, 1994.**
6. **Baghel, C.L., Yogendra Kumar, Public Administration: Concept, approaches & Oranisational Structure, Kanishka Publisers, Distributors, New Delhi.**
7. **Sharma M. Theory of Public Admn., Anmol Publications Pvt. Ltd., New Delhi, 2003.**

Programme Code: MPA-5
Course Code: MPA-VII-02
SEMESTER- VII
Administrative Thinker

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

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

Course Outcomes

CO-1. Help in knowing the impact of Kautilya's administrative thought in the modern world.

CO-2. Help in knowing the ethical values which can contribute in reducing corruption from administration.

CO-3. Help in knowing the history of administrative reforms and which reforms have great impact in administration.

CO-4. Help in knowing that which type of thought, thinkers have and what they have contributed in Public Administration.

CO-5. Help in knowing the role of Bureaucratic theory of Max Waber in society.

Unit-I
Kautaliya, Woodrow Wilson, Henri Fayol.

Unit-II
Luther Gullick, Lyndall Urwick, M.P. Follett.

Unit-III
F.W. Taylor, Elton Mayo

Unit-IV
Max Weber, Karl Marx.

Recommended Books:
1. George S. Claudes Jr., The History of Management Thought, New York, Prentice Hall, 1968.
2. R.N. Singh, Management Thought and Thinkers, Delhi, S. Chand, 1977.
3. Umesh Kumar and Sanjay Kumar Singh, Prachim Avm Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
4. Marino Pinto, Management Thinkers, Bombay, Allied Publishers, 1986.

5. G.S. Sudha, History of Management Thought, Jaipur, RBSA, 1991 (Hindi Medium)
6. S.S. Nisha Ali, Eminent Administrative Thinkers, Delhi Associated Publishing House, 1998
7. S.R. Maheshwari, Administrative Thinkers, New Delhi: Macmillan, India Ltd., 2003
8. Ravindra Prasad; V.S. Prasad and Satyanarayan (ed.) Administrative Thinkders, New Delhi, Sterling, 2012.

PAPER: MPA-VII-03   HUMAN RESOURCE DEVELOPMENT (i)

Maximum Marks:100

Theory: 80

Internal Assessment:20

Time:3 hours

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

Course Outcomes

CO-1. Help in knowing what is the process and types of recruitment.

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

CO-3. Help in knowing the different employee-employer relations like conduct rules, disciplinary actions.

CO-4. Help in knowing the various issues of human resource development and how they affect to any organisation.

CO-5. Help to students to know about morale and motivation methods.

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

UNIT-II
Human Resource Development Practices: Human Resource Planning, Training and Development Wage Administration.

UNIT-III
Ogranisational Conflicts: Meaning, Kinds, Reasons, Procedure and Techniques of Conflict Management.
Grievances Handling Mechanism: Meaning, Causes, Need, Grievance and Factors affecting Grievance Procedure
Discipline, Meaning, Objectives, Nature, Causes, Principles of Maintaining Discipline..

UNIT-IV
 Organisational Efficiency: Meaning, Causes of Inefficiency, Human Resource Research, Human Resource Audit.

Recommended Books:

- T.D. Tiwari, Human Resource Development A New Perspective, Shanti Prakashan, Delhi, 2003,
- Deepak Sharma, Human Resource Development, APH publishing Corporation, New Delhi, 2011.
- Sandhir Sharma, Human Resource Development, Maxford Books, New Delhi, 2009
- A.M. Sheik, Human Resource Development And Management, S. Chand & Company Ltd., New Delhi, 2003.
- Bhawdeep and Prem Kumar, Current Trends in Human Resource Development (HRD), Deep & Deep Publicatiocations, New Delhi, 1995.
- T.V. Rao, Future of HRD, Macmillan India Ltd., New Delhi, 2003.
- T.V. Rao, Alternative Approaches and Strategies of Human Resource Development, Rawat li, n Publications, Jaipur, 1988.
- J.P. Malik, Development Organizations for 21st Century, Development Associates, New Delhi, 2000.
- M.P. Srivastava, Human Resource Planning, Manak Publications Pvt. Ltd., New Delhi, 1997.
- H.C. Ganguli, Job Satisfaction Scales for Effective Management, Concept Publishing Company, New Delhi, 1994.
- M.A. Sahaf, Management Accounting Principles and Practice, Vikas Publishing House Pvt. Ltd., New Delhi, 2000.
- G.D. SHARMA, K.K.Sharma and G.C. Surana, Manav Sanshadhan Prabandh, Ramesh Book Depot, Jaipur, 1997.
- S.N. Mittal, Prabhandh Lakhankan, Mahabir Book Deport, Delhi.
- B.S. moshal, Organisational Theory and Behaviour, New Delhi : Ane Books, 2009.
- KumKum mukherjee, Principles of Management and Organisational Behaviour, New Delhi: Tata mcGraw Hills, 2009
- S.K. Srivastva and Patiraj Kumari, Organizational Behaviour: A comprehensive Study, New Delhi: Global vision Publishers, 2010.
- P. Subba Rao, Management and Organisational Behaviour, New Delhi: Himalaya Publishers, 2012.
- C.B.Gupta, Organisational Behaviour, New Delhi, 2012.
- R.K. Single, Organisational Behaviour, New Delhi, 2012
- Shashi K. Gupta, Organisational Behaviour, New Delhi.
- K. Aswathappa, Organisational Behaviour, New Delhi : Himalaya Publishers, 2012.
- Niraj Kumar, Organizational Behaviour, Mumbai: Himalya Publishers, 2013.

CENTRAL ADMINISTRATION

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

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

Course Outcomes

CO-1.   Students would get knowledge about the Indian federalism regarding legislative, administrative and financial relations.

CO-2. Students would acquire knowledge about the working of Parliament and its executive agencies in India.

CO-3. Students would be familiar with the justice administration and judicial procedure of India.

CO-4. Students would be to know about the generalist-specialist point of view and public enterprises administration.

UNIT-I
Indian Federalism: Nature of Indian Administration, Federal and Unitary elements. Reasons of Strong Centre, Centre-State Relations: Legislative, Administrative and Financial.

UNIT-II
Indian Parliament and its working: Functions and Role. Present status of Lok Sabha and Rajya Sabha Parliamentary Standing Committees.
The Union Council of Ministers: Salient features of the Cabinet System, Composition, Powers and functions of the Cabinet. Council of Ministers Vs Cabinet

UNIT-III
Supreme Court: Organization and Powers. Judicial Review: Meaning, nature and limitations. Central Administrative Tribunal, Judicial Activism.

UNIT-IV
Generalist and Specialist: Historical Perspective, Difference between Generalists and Specialists. Administration of Public Enterprises: Patterns, Role, Performance and Impact of Liberalization.

Recommended Books:

- S.R. MAHESHWARI, Evolution of Indian Administration, New Delhi: Orient Longman, (Latest Edition) 1974. (Hindi & English)
- S.R. Maheshwari, Indian Administration, New Delhi: Orient Longman.
- Surender Kataria, Indian Administration, Jaipur, RSBA, 2007.
- B.L. Fadia, Indian Administration, Agra : Sahitya Bhawan, 2007.
- B.B. Misra, The Central Administration of the East Company, London: Manchester Press, 1959.
- R.K. Arora and Rajni Goyal, Indian Public Administration, New Delhi: Wishwa, 1997.
- Hoshiar Singh, Indian Administration Allahabad: Kitab Mahal, 1998.
- Anirudh Ray, Some Aspects of Mughal Administration, New Delhi: Kalyani 1984.
- Prasad K. Nayak, S. Sen and G.S. Mansukhani (eds.) Indian Administration, New Delhi: Unique Publishers, 2007.
- Ashok Chand, Indian Administration, London: Allen and Unvin, 1967
- R.P. Khosla, Administrative Structure of the Great Mughals, Delhi: Kanti Publications, 1991.
- J.N. Sarkar, Mughal Administrtion, Calcutta: M.C. Sarkar, 1935.
- Rumki Basu, Public Administration in India, Delhi: Sterling Publishers Private Limited, 2014..

Programme Code: MPA-5
Course Code: MPA-VII-05
SEMESTER- VII
PAPER: MPA-VII-05   LABOUR WELFARE ADMINISTRATION-I
Maximum Marks : 100
Theory   : 80
Internal Assessment   : 20
Time : 3 hours
Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Course Outcomes

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

CO-2. Help in knowing the problems of organised and unorganised labour and how it can be solved.

CO-3. Help in knowing that what and which types of policies are made and which organisations have been established at national and international level for labour welfare.

CO-4. Help in knowing the role of Ministry of Labour & employment and central chief labour commissioner in labour welfare.

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

Unit-II
Labour Movement in India, Impact of Trade Union Movement on Indian Labour Movement, Problems of Organized and Unorganized Labour in India

Unit-III
Labour Policy in India, International Labour Organization (ILO), I.L.O. and Labour Welfare in India, Recruitment of Industrial Labour in India.

Unit-IV
Union Ministry of Labour and Employment, Central Chief Labour Commissioner, National Commission on Labour

Books Recommended:
1.   Vaid K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970
2.   Singh V.B., Industrial Labour in India: Bombay Asia Publishing House 1967
3.   Malhotra., The Law of Industrial Disputes, 1968

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

Programme Code: MPA-5
Course Code: MPA-VIII-01
SEMESTER- VIII
PAPER: MPA-VIII-01   ORGANIZATIONAL BEHAVIOUR
                                                    Maximum Marks: 100
                                                              Theory   : 80
                                              Internal Assessment   : 20
                                                            Time: 3 hours

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

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

CO-1. Acquaint with the conceptual framework of Organizational Behaviour foundations and approaches.

CO-2. Explain the factors of Individual and group behaviour

CO-3. Discuss the impact of perception and attitude on Organizational Behaviour.

CO-4. Describe the impact of Organizational Culture and change Organizational Behaviour.

UNIT-I
Introduction to Organisational Behaviour: Meaning, Nature, Scope, Features, Importance, Foundations and Approaches.

UNIT-II
Factors of Individual Behaviour : Personal, Environmental, Psychological and Organisational Systems & Resources.
Determinants of Group Behaviour : External Conditions, Group Member's Resources.

UNIT-III
Perception: Meaning, Process and Influencing Factors; Perception and Organisational Behaviour.
Attitude: Meaning, Nature, Components, Formation; Attitude and Organisational Behaviour.

UNIT-IV
Organisational Culture: Meaning, Dimensions, Approaches and Changing Context of Organisational Culture.
Organisational Change: Meaning, Types, Importance, Approaches and Role in Organisational Behaviour.

 Recommended Books:
* B.S. Moshal, Organisational Theory amd Behaviour, New Delhi: Ane Books, 2009.

- KumKum mukherjee, Principles of Management and Organisational Behaviour, New Delhi: Tata mcGraw Hills, 2009
- S.K. Srivastva and Patiraj Kumari, Organizational Behaviour: A Comprehensive Study, New Delhi: Global Vision Publishers, 2010.
- P. Subba Rao, Management and Organisational Behaviour, New Delhi: Himalaya Publishers, 2012.
- C.B.Gupta, Organisational Behaviour, New Delhi, Dhanpat Rai Publishers, 2012.
- R.K. Singla, Organisational Behaviour, New Delhi, V.K. Publication, 2012
- K. Aswathappa, Organisational Behaviour, New Delhi : Himalaya Publishers, 2012.
- Niraj Kumar, Organizational Behaviour, Mumbai: Himalya Publishers, 2013.
- Shashi K. Gupta, Organisational Behaviour, New Delhi, 2013

PAPER: MPA-VIII-02   STATE ADMINISTRATION
                                                            Maximum Marks : 100
                                                                    Theory   : 80
                                                    Internal Assessment   : 20
                                                                    Time : 3 hours
Note: Attempt five questions selecting one question from each unit. Question No. 9 is
compulsory. All questions carry equal marks.

Course Outcomes

CO-1. Student acquired knowledge about the operation working of Chief Executive and
various departments at the state level.

CO-2. Students got knowledge about the operational working of important organizations
like Haryana Urban Development Authority, State Election Commission in Haryana
State.

CO-3. They became aware about the operational working of Administration at
Divisional and District level.

CO-4. They got knowledge about the operational working of development agencies i.e.
District Rural Development Agency, Haryana Rural Development Authority and Block
Development and Panchayat Officer of Haryana

UNIT-I
State Legislature and its role, State Council of Ministers: Composition, Functions and
Powers. Governor and the Council of Ministers, Coalition Government: features and
Impact.

UNIT-II
Haryana Urban Development Authority: Organization, functions, evaluation.
Administrative Reform Commissions in Haryana
State Election Commission: Organization and functions

UNIT-III
District Administration: Divisional Commissioner: Role and Position, Deputy
Commissioner: Powers, functions and changing role of Deputy Commissioner after
Independence, Superintendent of Police Powers and functions

UNIT-IV
District Rural Development Agency: Organization and functions.
Haryana Rural Development Authority: Organisation and functions, BDPO (Block
Development and Panchayat Officer of Haryana).

Recommended Books:

- S.R. MAHESHWARI, Evolution of Indian Administration, New Delhi: Orient Longman, (Latest Edition) 1974. (Hindi & English)
- S.R. Maheshwari, Indian Administration, New Delhi: Orient Longman.
- Surender Kataria, Indian Administration, Jaipur, RSBA, 2007.
- B.L. Fadia, Indian Administration, Agra : Sahitya Bhawan, 2007.
- B.B. Misra, The Central Administration of the East Company, London: Manchester Press, 1959.
- R.K. Arora and Rajni Goyal, Indian Public Administration, New Delhi: Wishwa, 1997.
- Hoshiar Singh, Indian Administration Allahabad: Kitab Mahal, 1998.
- Anirudh Ray, Some Aspects of Mughal Administration, New Delhi: Kalyani 1984.
- Prasad K. Nayak, S. Sen and G.S. Mansukhani (eds.) Indian Administration, New Delhi: Unique Publishers, 2007.
- Ashok Chand, Indian Administration, London: Allen and Unvin, 1967
- R.P. Khosla, Administrative Structure of the Great Mughals, Delhi: Kanti Publications, 1991.
- J.N. Sarkar, Mughal Administrtion, Calcutta: M.C. Sarkar, 1935.
- Rumki Basu, Public Administration in India, Delhi: Sterling Publishers Private Limited, 2014.
- S.R. Maheshwari, State Governments In India, New Delhi: Macmillan, 2000.
- Ramesh Arora and Geeta Chaturvedi, Bharat Mein Rajya Prashashan, Jaipur, RSBA,2001.
- Harish Chander Sharma, State Administration in India (Hindi) Jaipur: College Book Depot, 2002.

Programme Code: MPA-5
Course Code: MPA-VIII-03
Semester-VIII

MPA-VIII-03   HUMAN RESOURCE DEVELOPMENT (ii)
                                                            Maximum Marks : 100
                                                                  Theory   : 80
                                              Internal Assessment   : 20
                                                                  Time : 3 hours
Note: Attempt five questions selecting one question from each unit. Question No. 9 is
compulsory. All questions carry equal marks.

Course Outcomes

CO-1.   Help in knowing the way of identifying and measuring the data about human
resource and how it can be used in decision making.

CO-2. Help in knowing the value of information while making policies.

CO-3. Help in knowing the difference between the Job description, Job specification and
Job enrichment.

CO-4.   Help in knowing that what are modern trends and challenges in human resource
development and how they affect to any organisation.

Unit-I
 Human Resource Practices: Human Resource Accounting, Career planning and
Development, Performance Appraisal.

Unit-II
Employees and Organisation:
Communication, Management Information System, Organisational Development.

Unit-III
Job Analysis Process: Job Analysis, Job Description, Job specification and Job
Enrichment,

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

 Recommended   Books:
- T.D. Tiwari: Human Resource Development, A New Perspective . Shanti Prakashan
Delhi,2003..

- Deepak Sharma, Human Resource Development, APH publishing Corporation, New Delhi, 2011.
- Sandhir Sharma, Human Resource Development, Maxford Books, New Delhi, 2009
- A.M. Sheik, Human Resource Development And Management, S. Chand & Company Ltd., New Delhi, 2003.
- Bhawdeep and Prem Kumar, Current Trends in Human Resource Development (HRD), Deep & Deep Publicatiocations, New Delhi, 1995.
- T.V. Rao, Future of HRD, Macmillan India Ltd., New Delhi, 2003.
- T.V. Rao, Alternative Approaches and Strategies of Human Resource Development, Rawat li, n Publications, Jaipur, 1988.
- J.P. Malik, Development Organizations for 21st Century, Development Associates, New Delhi, 2000.
- M.P. Srivastava, Human Resource Planning, Manak Publications Pvt. Ltd., New Delhi, 1997.
- H.C. Ganguli, Job Satisfaction Scales for Effective Management, Concept Publishing Company, New Delhi, 1994.
- M.A. Sahaf, Management Accounting Principles and Practice, Vikas Publishing House Pvt. Ltd., New Delhi, 2000.
- G.D. SHARMA, K.K.Sharma and G.C. Surana, Manav Sanshadhan Prabandh, Ramesh Book Depot, Jaipur, 1997.
- S.N. Mittal, Prabhandh Lakhankan, Mahabir Book Deport, Delhi.
- B.S. moshal, Organisational Theory and Behaviour, New Delhi : Ane Books, 2009.
- KumKum mukherjee, Principles of Management and Organisational Behaviour, New Delhi: Tata mcGraw Hills, 2009
- S.K. Srivastva and Patiraj Kumari, Organizational Behaviour: A comprehensive Study, New Delhi: Global vision Publishers, 2010.
- P. Subba Rao, Management and Organisational Behaviour, New Delhi: Himalaya Publishers, 2012.
- C.B.Gupta, Organisational Behaviour, New Delhi, 2012.
- R.K. Single, Organisational Behaviour, New Delhi, 2012
- Shashi K. Gupta, Organisational Behaviour, New Delhi.
- K. Aswathappa, Organisational Behaviour, New Delhi : Himalaya Publishers, 2012.
- Niraj Kumar, Organizational Behaviour, Mumbai: Himalya Publishers, 2013.

MPA-VIII-04   ADMINISTRATIVE REFORMS IN INDIA
                                                    Maximum Marks: 100
                                                    Theory: 80
                                                    Internal Assessment: 20
                                                    Time: 3 hours

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

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

CO-1. Acquaint with the conceptual framework of administrative reforms.

CO-2. Explain the techniques and operations of Organization and Methods.

CO-3. Familiar with recommendations of Committees and Commissions of administrative reforms

CO-4. Describe the impact of globalization and administrative reforms, good governance and responsive administration.

UNIT-I
Administrative Reforms; Meaning, nature, concept, Research Sources and Strategy, Post Independence Administrative Reforms
Bureaucracy and continuity of Reform Policy

UNIT-II
Organisation and Method ; Meaning, Nature, Function, Objectives and Role
Location of O and M Unit, Staffing, O & M, Techniques ; Survey, Inspection, Forms, Control, file Operations, Organisational Structure of O and M.

UNIT-III
Administrative Reforms Committees; Ist Administrative Reform Commission; Organisation, function and Recommendations   IInd Administrative Reforms Commission, Organisation, function and Recommendations.

UNIT-IV
Globalisation and Administrative Reforms, Good Governance , Right to Information,Citizen Charter and Responsive Administration

Recommended Books:
- S.R. Maheshwari, Administrative Reforms in India, New Delhi, McMillan India Ltd., 2002.
- Avasthi and Maheshwari, Public Administration, Agra, Lakshmi Narain Agarwal, 2001.

- B.L. Fadia and Kuldeep Fadia, Public Administration, Agra Sahitya Bhawan Publication, 2000
- M.P. Sharma and B.L. Sadana, Public Administration Theory and Practice, Allahabad, Kitab Mahal , 2006
- Ramesh K. Arora (ed), Administrative Theory, New Delhi, IIPA, 1984.
- S.R. Maheshwari, Theory and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- P.D. Sharma, H.C. Sharma, Theory and Practice of Public Administration, New Delhi, College Book Depot, 1998.
- L.D. White, Introduction to the Study of Public Administration, New York, MacMillan, 1995.

Programme Code: MPA-5
Course Code: MPA-VIII-05
Semester-VIII
LABOUR WELFARE ADMINISTRATION-II

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

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

Course Outcomes

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

CO-2. Help in knowing the problems of organised and unorganised labour and how it can be solved.

CO-3. Help in knowing that what and which types of policies are made and which organisations have been established at national and international level for labour welfare.

CO-4. Help in knowing the role of Ministry of Labour & employment and central chief labour commissioner in labour welfare.

Unit-I
Labour Welfare and Liberalization, Wage Policy and Wage Regulation Machinery, Workers Education & Training
Unit-II
Labour Department with Special Reference to Haryana, Labour Welfare Officer, Workers Participation in Management
Unit-III
Labour Legislation in India: Payment of Minimum Wages Act, 1936; Industrial Disputes Act, 1947.
Unit-IV
Labour Welfare Legislation in India: Employees Provident Fund Act 1952, Maternity Benefits Act 1961, Child Labour (Prohibition and Abolition)Act, 1986.
Books Recommended:
1. Vaid K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970
2. Singh V.B., Industrial Labour in India: Bombay Asia Publishing House 1967
3. Malhotra., The Law of Industrial Disputes, 1968
4. Sabramaniam C.N., Labour Management Relations in India.
5. Joshi E.K. & Dhyani, S.N., Labour Administration, Department of Adult Education, Jaipur, University of Rajasthan, 1969.
6.   Report of the Commission on Labour, 1969 & 2002.

7. Singh, R.C.P., Labour Welfare Administration, Delhi, Deep and Deep 1989.
8. Sexena, R.C., Labour Problems and Social Welfare, Meerut, Jai Parkash Nath, 1974.
9. C.B. Mamoria, Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.
10. K. Mariappan, Employment Policy and Labour Welfare in India, New Delhi: New Century Publications, 2011.
11. C.S. Venkata Ratnam, Industrial Relations, New Delhi: Oxford University Press, 2008

PAPER: MPA-IX-01   ADMINISTRATIVE LAW-I
                                                              Maximum Marks : 100
                                                                        Theory   : 80
                                                        Internal Assessment   : 20
                                                                         Time : 3 hours
Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All

        questions carry equal marks.

Course Outcomes

CO-1. The students got knowledge about the scope of administrative Law.

CO-2.   They came to know the operational function of Administrative courts in France.

CO-3. They came to know about the importance of delegated legislation and the operational working of administrative tribunals in India.

CO-4. They are in a position to file PILs in the courts of Law.

UNIT-I
Administrative Law- Meaning, Nature, Scope, Causes of its Growth, Sources of Administrative
    Law; Development of Administrative Law in Action.

UNIT-II

Rule of Law: Meaning - Rule of Law under Indian Law.
Separation of Powers: Meaning- Effect and Criticism of Montesquieu's Theory; Doctrine of
    Separation of Powers in India

UNIT-III
Delegated Legislation- Meaning, Causes of its Growth, Classification, Advantages and
    Disadvantages, Control over Delegated Legislation**:** Executive, Parliamentary and Judicial**,**
    Delegated Legislation in India.

UNIT-IV
Administrative Adjudication: Meaning, Difference with Judicial Process, Reasons for its Growth,
    Merits and Demerits, Administrative Tribunals: Reasons of Growth, Characteristics and
    Working.

Books Recommended:
Basu, D.D.   Administrative Laws, New Delhi, Prentice
Hall of India,

                                                          Pvt. Ltd. 1996.

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

Programme Code: MPA-5
Course Code: MPA-IX-02
SEMESTER- IX

Judicial Administration

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

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

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

CO-1. Acquaint with the conceptual framework of judicial administrative and its evolution.

CO-2. Explain the functions and powers of Criminal Courts, Civil Courts, High Courts and Supreme Court of India

CO-3. Discus the different institutions of quasi-judicial administration in India

CO-4. Describe the functioning of Consumer Courts, Lok Adalats, Lok Pal and Lokayuktas and Labour Courts

UNIT-I
Evolution of Judicial Administration in India: Organization, Types, Jurisdiction.
Procedure of Courts in Ancient, Mughal and British India

UNIT-II
Present Judicial Administration: Organization, Procedure, Functions and Powers of Criminal Courts, Civil Courts, High Courts and Supreme Court of India.

UNIT-III
Quasi-Judicial Administration in India: Organization, Procedure, Functions and Powers of Central Administrative Tribunal, Cooperative Appellate Courts, Family Courts, Railway Rates Tribunal.

UNIT-IV
Other Fora: Organization and Functions of Consumer Courts, Lok Adalats, Lok Pal and Lokayuktas and Labour Courts

Recommended Books:
- B.R. Agarwala, Our Judiciary, New Delhi: National Book Trust, 2004.
- Rama M. Jois, Legal and Constitutional History of India, (Vol. 1&2), 1990.
- Birender Nath, Judicial Administration in Ancient India, 1979.

- G.L.Sanghi, Trial and Court Procedure in India, Trial and Court Procedures Work Wide, 1991.
- H. Smith, Administration of Justice: Encyclopedia of Social Science (Vol. 8) 1951.
- S. Venugopal Rao, Criminal Justiced: Problems and Perspectives in India, Delhi: Konark, 1991.
- Government of India, Ministry of Home Affairs, Report of the Committee on Reforms of Criminal Justice System, March 2003.
- Jaytilak Guha Roy, Criminal Justice System and its Administration: Agenda for Reforms, New Delhi: IIPA, Indian Journal of Public Administration Vol. XLV(3), July-Sept. 1999.

RESEARCH METHODOLOGY-I

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

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

Course Outcomes

CO-1. Students gained knowledge about the use of scientific method in social research.

CO-2. Students became capable to select the appropriate problem by testing it on various criteria.

CO-3. The students got capability to frame fruitful hypotheses.

CO-4.   They got the expertise prepare a research design on any topic of their own choice.

CO-5. They became aware to adopt sampling and how to ensure objectivity in their research

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

UNIT-II
Social Research: Meaning, Nature and Objectives: Types of Social Research: Pure and Applied, Utility of Social Research, Problem of Objectivity in Social Research and the Measures to enhance it in Social research.

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

UNIT-IV
Sampling: Meaning, Merits and Demerits, Types of Sampling: Random, Stratified, Purposive, Quota and Multistage; Procedure of Selecting a Representatives Sample.

Books Recommended:

Moser C.A. and Kalton   Survey Methods in Social Investigation, London, 1947.

Young P.V.   Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979

Clair Seltiz   Research Methods in Social Relations, New York, Rinehart and Winston, 1976.

John Galtung   Theory and Methods of Social Research, New York, Columbia University, 1967.

Shukla and Trivedi   Research Methodology, College Book Depot, Jaipur.

David Nachmias and Ferrel Nachmias   Research Methods in Social Science, New York, St. Murthin :Press, 1981.

Kothari C.R.   Research Methodology, Methods and Techniques , New Delhi, Wiley Fastern Ltd., 1986.

Kerlinger, F.N.   Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.

Programme Code: MPA-5
Course Code: MPA-IX-04
SEMESTER-IX
(Specialization Paper)   **Basic Concepts of Disaster Management**

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

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

Course Outcomes

CO-1. The students have acquired an understanding about fundamentals of disasters and its various aspects.

CO-2. They acquired knowledge anthropology of disaster management in India.

CO-3. They also got knowledge regarding the Disaster Management in Mountainous Regions, Disaster Management in Reverine Regions, and Disaster Management in Coastal Regions.

CO-4. They are well versed with the role and responsibilities of disaster manager and have become eligible to discharge this role.

UNIT – I
Fundamental of Disasters: Meaning, Causes, Approaches, Classification, Categorization, Typology of Disasters and Impacts.

UNIT- II
Disaster Management Perspective, Anthropology of Disaster Management: An Indian Perspective, Disaster Management Cycle, Genesis and Management of Anthropogenic and Natural Hazards in Service Industry.

UNIT-III
Development Perspective of Disaster Management, Disaster Management in Mountainous Regions, Disaster Management in Reverine Regions, Disaster Management in Coastal Regions

UNIT-IV
Role and Functions of Disaster Manager, Incident Commend System: A Managerial Tool, Disaster Manager: Skills and Techniques, Changing Complexion of Disaster Management.

Recommended   Books:
- Naseem Ahmed, Managing Diasters, New Delhi: Kiloso Books, 2003.
- 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, Enctclopedia of Disater Management, New Delhi: Deept & Deept, 2006.
- S.L. Goel, Disaster Administration and Management: Text and Case Studies, New Delhi: Deep and Deep, 2007.

Programme Code: MPA-5
Course Code: MPA-IX-05
SEMESTER-IX

MPA-IX-05   (Specialization Paper)   **Understanding the Natural Disasters**

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

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

Course Outcomes

CO-1. The students got awareness how to overcome natural disaster.

CO-2. Students acquired knowledge about flood and the measures to control flood. They got practical knowledge about the case studies of Floods: Gorakhpur Flood (2000), Tsunami Flood (2004) and Mumbai Flood (2005).

CO-3 Students got acquaintance about earthquakes and their mitigation. They got practical experience from the Case Studies of Earthquake: Lature Earthquake (1993), Bhuj Earthquake (2001) and Tsunami Generated Earthquake (2004).

CO-4. Students acquired knowledge about drought and the measures to control it. He got practical knowledge about the case studies of Gujarat and Rajasthan Drought, 2002.

UNIT – I
Natural Disaster: Meaning and Nature, Types of Natural Disasters in India, Disaster Profile of India: Regional and Seasonal, Effects of Disasters and Efforts to Mitigate Disasters.

UNIT-II
Floods: Meaning, Nature and Types
Floods: Causes and Impacts
Floods :Forecasting, Warning and Monitoring
Case studies of Floods : Gorakhpur Floods (2000), Tsunami Floods (2004) and Mumbai Floods (2005).

UNIT-III
Earthquakes in India
Earthquake: Occurrence and Measurement
Impact of Earthquake and Risk Mitigation of Earthquake
Case Studies of Earthquake: Lature Earthquake (1993), Bhuj Earthquake (2001) and Tsunami Generated Earthquake (2004)

UNIT-IV

Drought: Types, Causes and Characteristics
Drought: Vulnerability, Impact and Drought Prone Area in India
Drought: Forecasting, Warning and Mitigation.
Drought Case Studies: Gujrat and Rajasthan Drought, 2002.

Recommended Books:
- Purendra Prasad, Famines and Droughts: Survival Strategies, New Delhi & Jaipur: Rawat, 1998.
- Mark Pelling, Natural Disasters and Development in a Globalizing World, London & New York.
- S.L. Goel, Management of Natural Disaster, New Delhi: Deep & Deep, 2010.
- Kadambari Sharma and Avinash Chiranjeev, Engineering for Natural Disaster Management, New Delhi: Jnanada, 2010.
- R.B. Singh, Natural Hazards and Disater Management: Vulnerability and Mitigation, Jaipur: Rawat, 2006.

Programme Code: MPA-5
Course Code: MPA-X-01
SEMESTER-X

Administrative Law-II

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

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

Course Outcomes

CO-1. The students got knowledge about the scope of administrative Law.

CO-2.   They came to know the operational function of Administrative courts in France.

CO-3. They came to know about the importance of delegated legislation and the operational working of administrative tribunals in India.

CO-4. They are in a position to file PILs in the courts of Law

UNIT-I
Administrative Tribunal: Constitutional Bases, Establishment, Structure and Functions
Natural Justice: Meaning, Evolution, Principles, Effects of Natural Justice.

UNIT-II
Writ Jurisdiction: Principles of Exercise, Constituency of Writs, Locus- Standi, Violation of Procedural Norms and Legitimate Expectations.
Administrative Discretion: Meaning, Failure to Exercise Discretion, Abuse of Discretion, Administrative Discrimination.

UNIT-III
Judicial Control over Administration: Writs Jurisdiction under Article 32 and Article 226: Habeas Corpus, Certiorari, Prohibition, Mandamus and Quo Warranto

UNIT-IV
Public Interest Litigation: Reasons of Growth, Meaning, Nature, Scope and Social Dimensions.
Judicial Activism: Meaning, Growth of the Concept, Criticism, Judicial Activism in India..

Recommended Books:

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

Programme Code: MPA-5
Course Code: MPA-X-02
SEMESTER-IX
Consumer Protection Administration

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

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

Course Outcomes

CO-1. Students would be able to gain knowledge about the consumer movements in India and abroad.

CO-2. Discuss about the Consumer Grievance Redressal Machinery at National, State and District Level.

CO-3. They are well versed with various consumer protection Acts passed by the government for the welfare of consumers.

CO-4. Describe the different Acts of consumer protection like Standardization of Goods, Weight and Measurement Act, Food and Adulteration Act, Drugs and Cosmetics Act.

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

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

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

UNIT-IV
Consumer Grievance Redressal Mechanism, National and State Commission, District Consumer Grievance Redressal Forum

Recommended Books:

1. Verma Yoginder S. & Sharma Chander Kant, Consumerism in India, 1994.
2. Arora Ramesh K. & Gulati, Consumer-Orientation Premises and Perspectives, 1996.
3. Seth Mohini & Seetharaman Premvarthy, Consumerism A Growing Concept, 1994
4. I. Satya Sundaram, Consumer Protection in India, 1985.
5. Bangia, Dr. R.K. , Consumer Protection Laws and Procedures, 1996, Allahabad Law Agency.
6. Singh Avtar , Upbhokta Sanrakshan, Sidhant Evam Prakriya, Eastern Book Company, 1995.
7. Chahar S.S. , Consumer Protection Movement in India, New Delhi: Kanishka Publishers, 2007.

Programme Code: MPA-5
Course Code: MPA-X-03
SEMESTER-X
RESEARCH METHODOLOGY-II

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

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

Course Outcomes

CO-1. The students came to know the use of data collection techniques.

CO-2. They got the knowledge about the processing of data.

CO-3. They acquired knowledge about the analysis of data by doing the practical use of statistical methods.

CO-4. They came to know the practical application of the SPSS while doing research.

CO-5. They are now practically sound how to write the research report by adopting its various methods of data interpretation.

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.

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

UNIT-IV
Interpretation of Data: Meaning, techniques and Precautions, Role of Computer in Research, Report Writing: Qualities and steps of report writing.

Recommended Books:
Moser C.A. and Kalton, Survey Methods in Social Investigation, London, 1947

Young P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979

Clair Seltiz, Research Methods in Social Relations, New York, Rinehart and Winston, 1976.

John Galtung, Theory and Methods of Social Research, New York, Columbia University, 1967.

Shukla and Trivedi, Research Methodology, College Book Depot, Jaipur.

David Nachmias and Ferrel Nachmias, Research Methods in Social Science, New York, St. Murthin Press, 1981.

Kothari C.R., Research Methodology, Methods and Techniques , New Delhi, Wiley Fastern Ltd., 1986.

Kerlinger, F.N.,Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.

Programme Code: MPA-5
Course Code: MPA-X-04
SEMESTER-X
(Specialization Paper)   **Understanding the Man-Made Disaster**

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

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

Course Outcomes

CO-1. The students get awareness how to overcome man-made disasters.

CO-2 Acquire knowledge about causes, impact and preparedness of nuclear and biological disasters.

CO-3 Discuss about building and forest fire causes, impact, safety and prevention measures.
CO-4. Examine causes, impact, safety and prevention measures of oil fire and deforestation.

UNIT – I
Man-Made Disaster: Nature and Concern in Disaster Management.
Types of Man-Made Disasters
Response to Man-Made Disaster

UNIT-II
Nuclear Disaster: Causes, Impact and Management; Chemical Disasters: Causes, Impact and Management
Biological Disasters: Classification of Communicable Diseases, Factors Contributing to Vulnerability
Biological Disaster Preparedness

UNIT-III
Building Fire Disaster: History, Understanding Fire, Types
Building Fire: Safety and Prevention
Coal Fire Disaster: History, Causes and Impact
Forest Fire Disaster: History, Causes and Impact

UNIT-IV
Oil Fire Disaster: History, Causes and Impact
Oil Fire Disaster Preparedness

Deforestation: Causes and Impact
Deforestation Disaster Management

Recommended Books:
- K.K. Singh and A.K. Singh, Natural and Man-made Disasters: Vulnerability, Preparedness and Mitigation, New Delhi: M.D. Publications, 2010.
- Vinod K. Sharma, Disaster Management, New Delhi: Indian Institute of Public Administration, 1994.
- V.K. Seth:, Disaster Management, New Delhi: Essential Books, 2009.
- Amit Kumar, Disaster Management, New Delhi: Sonali Publication, 2009.

Programme Code: MPA-5
Course Code: MPA-X-05
SEMESTER-X

(Specialization Paper)   **Disaster Response and Preparedness**

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

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

Course Outcomes

CO-1. Discus disaster response plans from top to bottom levels.

CO-2. Explain the role of armed and police forces in disaster response.

CO-3 Describe the Disaster Preparedness Measures, Institutional Mechanisms, Disaster Mitigation: Principles and Approaches.

CO-4. Students acquired knowledge about essentials of disaster preparedness plan Vulnerable groups and preparedness strategies and livestock preparedness in disasters

UNIT – I
Need of Disaster Response Plan; Role at Central, State and District Level, Block Level, Response Plan, Coordination in Response Plan

UNIT-II
Disaster Response in India, Coordination and Control in Disaster Response, Armed Forces in Disaster Response, Police and Disaster Response

UNIT – III
Disaster Preparedness Measures
Institutional Mechanisms for Disaster Preparedness
Disaster Mitigation: Principles and Approaches.

UNIT-IV
Disaster Preparedness Plan: Concept and Significance
Essentials of Disaster Preparedness Plan
Vulnerable Groups and Preparedness Strategies
Livestock Preparedness in Disasters

Recommended Books:
- A.K. Jain, A Practical Guide to Disater Management, New Delhi: Pragun, 2008.

- Randeep Das Gupta, Disaster Management and Rehabilitation, New Delhi: Mittal, 2007.
- Damon P. Coppola and Wrin K. Maloney, Communicating Emergency preparedness: Strategies for creating a Disaster Resident Public, London and New York: CRC Press, 2009.
- Pardeep Sahni, Alka Dhamija and Uma Medury, Disaster Mitigation: Experiences and Reflections, New Delhi: Prentic-Hall of India, 2001.
- K.K. Singh and A.K. Singh, Natural and Man-Made Disasters, Vulnerability, Preparedness and Mitigation, New Delhi: M.D. Publications, 2010.
- Prabha C. Sinha, Disaster Relief, Rehabilitation and Emergency Humanitarian Assistance, New Delhi: SBS Publication, 2006
- R.B. Singh, Natural Hazards and Disaster Management: Vulnerability and Mitigation, Jaipur: Rawat, 2006.
- P. Jagdish, Disaster Mitigation and Management: Post Tsunami Perspective, New Delhi: Deep & Deep, 2007.