

SCHEME OF EXAMINATION
Master of Arts (Public Administration)
Two Years Program
2023-24
FIRST YEAR
First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
23PUB21C1OM	Administrative Theory - I	80	20	100	5	3 Hours
23PUB21C2 OM	Administrative Thought – I	80	20	100	5	3 Hours
23PUB21C3 OM	Indian Administration	80	20	100	4	3 Hours
23PUB21C4 OM	Comparative Public Administration - I	80	20	100	4	3 Hours
23PUB21C5 OM	Financial Administration - I	80	20	100	4	3 Hours

Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
23PUB22C1OM	Administrative Theory - II	80	20	100	5	3 Hours
23PUB22C2OM	Administrative Thought – II	80	20	100	5	3 Hours
23PUB22C3OM	State Administration	80	20	100	4	3 Hours
23PUB22C4OM	Comparative Public Administration - II	80	20	100	4	3 Hours
23PUB22C5OM	Financial Administration - II	80	20	100	4	3 Hours
20GENF1OM	Moral Education	40	10	50	2	2 Hours
20JRMO1OM	Media & Society	80	20	100	3	3 Hours

2024-25

SECOND YEAR
Third Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
24PUB23C1OM	Development Administration-I	80	20	100	5	3 Hours
24PUB23C2OM	Research Methodology-I	80	20	100	5	3 Hours
24PUB23DA1OM	Human Resource Development-I	80	20	100	4	3 Hours
24PUB23DB1OM	Social Welfare Administration-I	80	20	100	4	3 Hours
24PUB23DC1OM	Labour Welfare Administration-I	80	20	100	4	3 Hours
21ENVO2 OM	Disaster Management	80	20	100	3	3 Hours

Fourth Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
24PUB24C1OM	Development Administration-II	80	20	100	5	3 Hours
24PUB24C2OM	Research Methodology-II	80	20	100	5	3 Hours
24PUB24DA1OM	Human Resource Development-II	80	20	100	4	3 Hours
24PUB24DB1OM	Social Welfare Administration-II	80	20	100	4	3 Hours
24PUB24DC1OM	Labour Welfare Administration-II	80	20	100	4	3 Hours

**CENTRE FOR DISTANCE AND ONLINE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**



**Syllabus
Master of Arts (Public Administration)
Two Year Programme**

Programme Specific Outcomes

Nowadays, the discipline and activities of Public Administration infiltrates in almost every aspect of human life. It has greater opportunities in its behavioural as well as theoretical framework. Since independence, the administration of the country has to deliver as per the expectations of the common masses. Therefore, the detailed study of the discipline has been stressed on in the era of Liberalization, Privatization, Globalization and aware civil society because of increasing demand of accountability, transparency, people-centric, efficiency and democratic setup of the administrative structure. As a subject, public administration has been popularly chosen for civil services and also getting implemented for teaching at various schools, colleges and universities. Students have gained in-depth knowledge about various types of administration such as Police administration, Health administration, judicial administration, Personnel administration, Local administration, Public-Private Partnership, Administrative Law, Tax administration, etc. The programme specific outcomes of the Two Year (Four Semester) M.A. Public Administration programme are as under:

PSO-1. Deliberate about the administrative techniques, process and ethics.

PSO-2. Encourage the students for effective participation in governance process.

PSO-3. Boost in the confidence level of students while dealing with administrative officials and political leaders.

PSO-4. Increase awareness level about administrative procedures and documentation.

PSO-5. Help various job holders to easily adapt in administrative environment regarding code of conduct, service rules and their duties.

PSO-6. Capacity building in managing the administrative and social conflicts.

PSO-7. Enhance leadership qualities such as problem solving, effective communication, public dealing, decision making, critical thinking and managing multiple tasks.

PSO-8. Development in the research aptitude and a habit of seeing things differently angle. Students would be able to participate in social awareness activities such as workshops/conferences, NGOs, awareness campaigns etc.

The entire course will be of four semesters.

MASTER OF ARTS (PUBLIC ADMINISTRATION)
FIRST YEAR
First Semester
Administrative Theory - I
PAPER CODE: 23PUB21C1OM

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

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

- CO-1.** Understand the administrative system of any country and they are in a position to understand the latest developments in the discipline.
- CO-2.** Explain the operational working of an organizational structure.
- CO-3.** Get the ability to identify the nature of agency operating in a system whether line, staff or auxiliary and the relationship between fields and headquarter.
- CO-4.** Identify about the means of ensuring accountability in the administrative system.

UNIT-I

Concept of Public Administration-Meaning, Nature, Scope and Significance,
Evolution of Public Administration & Present Status
Public and Private Administration;
New Public Administration, New Public Management Perspective.

UNIT-II

Organization-Meaning and Bases; Types & Principles,
Structure of Organization: Chief Executive, Line, Staff & Auxiliary agencies,
Department, Public Corporation, Board and Commission,
Headquarter-Field Relationships

UNIT-III

Theories of Administration: Scientific Management Theory, Classical Theory, Human Relations Theory, Bureaucratic Theory, Public Choice Theory

UNIT-IV

Concept of Accountability and Responsibility,
Control over Public Administration: Legislative, Executive and Judicial Control,
Role of Media & Civil Society,
Citizen Charters: Enhancing Accountability in Service delivery

Suggested Books:

- Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984.
- Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, Sage, New Delhi, 2012.

- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Fadia, B.L.and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- Golembiewski, Robert T., Public Administration as a Developing Discipline, New York, Marcel Dekker, Inc, 1977.
- Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition (Hindi Medium).
- Leary Rosemary O', The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
- Maheshwari, S.R., Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
- Marx, F.M. (ed.) Elements of Public Administration, New Delhi, Prentice Hall of India, 1964.
- Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
- Polinaidu, S.P., Public Administration, New Delhi, Galgotia, 2010.
- Presthus, Robert, Public Administration, New York, the Ronald Press, 1975.
- Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000 (Hindi Medium)
- Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Sharma, M.P. and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006 (English & Hindi Medium)
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- White, L.D., Introduction to the Study of Public Administration, New York, Macmillan, 1995.

First Semester
Administrative Thought-I
PAPER CODE - 23PUB21C2OM

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

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

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

CO-2. Know the ethical values essential for reducing corruption from administration.

CO-3. Realise basics of administrative reforms and their impact on administration.

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

UNIT-I

Kautilya, Mahatma Gandhi, Sardar Vallabhbhai Patel.

UNIT-II

B.R. Ambedkar, Jawaharlal Nehru, Paul H. Appleby.

UNIT-III

Woodrow Wilson, L.D. White, Gulick and Urwick.

UNIT-IV

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

Suggested Books:

- Agrawal, Vijay, Prashasnik Chintak, Aakhar Publishing House, Bhopal, 2017.
- Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
- Kumar, Umesh and Sanjay Kumar Singh, Prachin Avm Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
- Maheshwari, S.R., Administrative Thinkers, New Delhi, Laxmi Publications, 2014. (2nd Edition)
- Nisha Ali, S.S., Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998.
- Prasad, Ravindra; V.S. Prasad, P. Satyanarayan, Y. Pardhasaradhi (ed.), Administrative Thinkers, New Delhi, Sterling, 2011. (Hindi & English) 3rd Edition.
- Sapru, R.K., Administrative Theories and Management Thought, New Delhi: PHI Learning, 2017. (3rd Edition).
- Sarkar Monoranjan, Administrative Thinkers, Delhi: Wisdom Press, 2013.
- Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003, Fourth Edition, (Hindi Medium) reprint in 2010.
- Thory, Narender Kumar, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)

First Semester
Indian Administration
PAPER CODE - 23PUB21C3OM

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

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

- CO-1.** Describe about the evolution of Indian administration.
- CO-2.** Learn the operation working of Chief Executive and various ministries in India.
- CO-3.** Explain the working procedure of significant Ministries of Central Government.
- CO-4.** Observe the role of civil services and Generalists Vs Specialist Controversy.

UNIT-I

Evolution of Indian Administration: Ancient Administration, Mughal Administration and British Administration, Features of Indian Administration, Role of Indian Administration in Socio-Economic and Political Development.

UNIT-II

Chief Executive: Powers, Position and Role of President and Prime Minister in India Administration, Prime Minister Office (PMO), Organisation and Functions of Cabinet Secretariat and Central Secretariat.

UNIT-III

Organization and Functions of Ministries of Home Affairs, Finance, Defence and Personnel, Public Grievance and Pension at the Central Level.

UNIT-IV

Civil Services: Role of Civil Services in Indian Administration, Administrative Reforms in India since Independence, All India and Central Services, Generalists Vs Specialist Controversy.

Suggested Books:

- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Chaubey, P.K., Urban Local 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.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi, Alfa Publications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- Jain, R.B., Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- Kumar, Amnia & Anitha L. Financing of Urban Local Government, Jaipur, Printwell, 1995.
- Maheshwari, S.R., Indian Administration, New Delhi, Orient Longman, 2000.
- Mehta, Vinod, Reforming Administration in India, New Delhi, Har-Anand, 2000.

- Ministry of Personnel Public Grievances and Pension, Annual Reports on Administration, Govt. of India.
- Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.
- Prasad, Kamala, Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.

First Semester
Comparative Public Administration: -I
PAPER CODE - 23PUB21C4OM

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

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

CO-1. Gain knowledge about various administrative systems.

CO-2. Understand the environmental forces and their impact on the administrative system.

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

CO-4. Discuss the working of the chief executives in parliamentary, presidential, quasi-parliamentary and quasi-presidential and collegial systems.

UNIT-I

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

UNIT-II

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

UNIT-III

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

UNIT-IV

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

Suggested Books:

- Arora, R.K. and Sangeeta Sharma, Comparative and Development Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992.
- Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
- Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Depot, 1994.
- Chopra J.K., Comparative Public Administration, Commonwealth Publication, New Delhi, 2004.
- Dahiya, Sewa Singh & Ravindra, Comparative Public Administration, Sterling Publications, Pvt Ltd., New Delhi, 2012.
- Gajanan R.P. and Sharma Anoop, Comparative Public Administration, Crescent Publishing Corporation, New Delhi, 2011.
- Gupta, Bhuvanesh, Comparative Public Administration, Wisdom Press, New Delhi, 2014.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Englewood Cliffs, 1966.
- Kataria, Surender, Tulnatmak Lok Prashashan, Jaipur: RBSA Publishers 2001.
- Ridley, F.F., Government and Administration in Western Europe, Martin. Co. Ltd., Oxford.
- Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co., 1904.
- Riggs, F.W., Ecology of Public Administration, Bombay; Asia Publishing House, 1961.
- Rowat, Donald E., Public Adm in Developed Democracies, Donald Marcel Dekker, Inc. New York.
- Siffin, William, Towards the Comparative Study of Public Administration, Blooming, Indian University Press, 1957.

First Semester
Financial Administration -I
PAPER CODE - 23PUB21C5OM

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

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

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

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

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

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

UNIT-I

Financial Administration: Evolution, Meaning, Nature, Scope and Significance;

Public Finance: Meaning, Nature, Scope and Significance;

Public Revenue: Classification and Sources;

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

UNIT-II

Budget: Evolution, Meaning and Importance, Types and Principles; Line Item Budget, Performance Budget, Zero Base Budgets; Budget Process Cycle, Budget as a tool of Financial Control & Socio-Economic Development.

UNIT-III

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

UNIT-IV

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

Suggested Books:

- Baisya, K.N., Financial Administration, New Delhi: Omsons Publications, 1992.
- Chand, Prem, Control of Public Expenditure in India, Allied Publishers, New Delhi, 2010.
- Chand, Prem, Performance Budgeting, Allied Publishers, New Delhi, 2010.
- Chaturvedi, T.N. and K.L. Handa, Financial Administration, New Delhi, IIPA, 1992.
- Chaturvedi, T.N. and K.L. Honda, Financial Administration, New Delhi: Indian Institute of Public Administration, 1986.
- Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
- Goel, S.L., Public Financial Administration, New Delhi: Deep & Deep, 2008.
- Government of India, Report of the 2nd ARC on Financial Management, 2009.
- Government of India, Report of the 1st ARC on Centre State Relations; Delegation of Financial and Administrative Powers, 1969.

- Gupta, B.N., Indian Federal Finance and Budgetary Policy, Chaitanya Publishing House, Allahabad, 2006.
- Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986.
- Lal, G.S. , Financial Administration in India, Delhi HPJ Kapoor, 1969.
- Mahajan, Sanjeev Kumar & Anupma Puri Mahajan, Financial Administration in India, New Delhi, PHI Learning Pvt. Limited, 2014.
- Mathur, Kuldeep (ed.), Development Policy and Administration, Sage, New Delhi, 1996.
- Mukerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Depot, 1980.
- Palekar, S.A., Development Administration, PHI Learning Private Limited, New Delhi, 2012.
- Radhey Sham, Financial Administration, New Delhi, Surjeet Book Depot, 1992.
- Sarapa, Public Finance in India, Kanishka Publishers, Distributors, New Delhi, 2004.
- Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
- Singh, Sahib and Swinder Singh, Personnel and Financial Administration, Chandigarh, New Academic, 1994.
- Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
- Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995.
- Tiwari, A.C., Problems of Fiscal Management in the Government, Delhi: SHIPRA Publications, 1995.
- Verma, V.P., Financial Administration-Concept and Issues, New Delhi: Alfa Publications, 2008.
- Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.

Second Semester
Administrative Theory-II
PAPER CODE- 23PUB22C1OM

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

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

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

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

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

CO-4. Aware about the Emerging Trends in Public Administration

UNIT-I

Administrative Behaviour:

Decision Making Theories: Process & Techniques,

Motivation Theories,

Leadership Theories

Process & Types of Communication.

UNIT-II

Contemporary Approaches of Administration: Behavioral Approach & Systems Approach

Ethics & Integrity in Administration

Administrative Corruption: Causes and Consequences.

Impact of Liberalization, Privatization & Globalization on Public Administration

UNIT-III

Citizens and Administration:

People's Participation in Administration,

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

Indian Ombudsman: Lokpal & Lokayukta,

Right to Information: Legal Provisions & Implementation

UNIT-IV

Emerging Trends in Public Administration: Concept of Good Governance,

E-Governance: Use of ICT in Administration,

Public Private Partnership (PPP),

New Public Service, Networking Governance

Suggested Books:

- Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984.
- Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
- B.L. Fadia & K. Fadia, Public Administration (Administrative Theories), Sahitya Bhawan Publication, Agra, 2015.
- Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
- Bidyut Chakrabarty and Prakash Chand, Public Administration in a Globalizing World: Theories and Practices, New Delhi, 2012.

- D.Ravindra Prasad and Y. Pardhasaradhi (eds.), Public Administration: Concepts, Theories and Principles (Eng), Telugu Akademi, Hyd, 2011.
- Dubey, R.K., Aadhunik Lok Prashasan: Modern Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 2007.
- Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000.
- Goel, S.L., Advance Public Administration, Delhi, Deep & Deep Publication, 2003.
- Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.
- Hoshiar Singh and Pradeep Sachdeva, Public Administration Theory & Practice, Pearson Education India, 2010.
- K.K. Puri and G.S. Brara, Public Administration: Theory and Practice, Bharat Prakashan, Jalandhar, 2000.
- Kataria, Surender, Public Administration, Jaipur, Malik & Company, Latest edition. (Hindi Medium).
- Leary Rosemary O', The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
- Maheshwari, S.R., Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
- Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
- Polinaidu, S., Public Administration, New Delhi, Galgotia, 2010.
- Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000. (Hindi Medium)
- Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
- Shafritz Jay M. (ed.), Defining Public Administration, Jaipur; Rawat Publications, 2007.
- Sharma, M.P. and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006. (English & Hindi Medium)
- Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2009.
- Smita Srivatava, Theory and Practice of Public Administration, Pearson, Noida (U.P), 2011.
- Srivastav, Om, Public Administration and Management-The Growing Horizons, Mumbai (Vol.II), 1991.
- Tyagi, A.R., Public Administration (Principles and Practice) Delhi, Atma Ram and Sons, 2001.
- White, L.D., Introduction to the Study of Public Administration, New York, Macmillan, 1995.

Second Semester
Administrative Thought-II
PAPER CODE- 23PUB22C2OM

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

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

CO-1. Discuss that how behavioral aspects of human affect the output of the organization.

CO-2. Identify the different factors which can motivate the person to work efficiently.

CO-3. Expose that how the management techniques can be used to increase the performance of the administration.

CO-4. Conceptualize the policy formulation and implementation process in governance.

UNIT-I

Elton Mayo, C.I. Barnard, Herbert Simon.

UNIT-II

Abraham Maslow, Douglas McGregor, Fredrick Herzberg.

UNIT-III

Chris Argyris, Rensis Likert, Peter Drucker.

UNIT-IV

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

Suggested Books:

- Agrawal, Vijay, Prashasnik Chintak, Aakhar Publishing House, Bhopal, 2017.
- Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
- Kumar, Umesh and Sanjay Kumar Singh, Prachin Avm Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
- Maheshwari, S.R., Administrative Thinkers, New Delhi: Macmillan, India Ltd., 1998
- Nisha Ali, S.S., Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998
- Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 (Reprint of 2004 Edition)
- Prasad, Ravindra; V.S. Prasad and Satyanarayan (ed.), Administrative Thinkers, New Delhi, Sterling, 2010. (Hindi & English)
- Sapru, R.K., Administrative Theories and Management Thought, New Delhi: PHI Learning, 2017. (3rd Edition).
- Sarkar Monoranjan, Administrative Thinkers, Delhi: Wisdom Press, 2013.
- Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003, Fourth Edition, (Hindi Medium) reprint in 2010.
- Thory, Narender Kumar, Theory, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)

Second Semester
State Administration
PAPER CODE - 23PUB22C3OM

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

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

- CO-1.** Describe the working of Chief Executive and various state departments.
- CO-2.** Explain about the operational aspect of important Commissions in Haryana state.
- CO-3.** Evaluate structure and functions of Divisional and District Administration.
- CO-4.** Examine the role of District Planning Committee & PRIs in rural development.

UNIT-I

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

UNIT-II

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

UNIT-III

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

UNIT-IV

Organization and Functions of Divisional Commissioner, Deputy Commissioner, District Police Administration, District Rural Development Agency (DRDA) and District Planning Committee.

Suggested Books:

- Abrar, R., Indian Public Administration, Wisdom Press, New Delhi, 2016.
- Ahmed, Nazim Uddin, Advanced Study of Indian Administration, The Readers Paradise, New Delhi, 2013.
- Arora, Ramesh K. (ed.), Public Administration in India: Tradition, Trends and Transformation, New Delhi, Paragon, 2006.
- Arora, Ramesh K. and Rajni Goyal, Indian Administration: Institutions and Issues, New Delhi, Wishwa Prakashan, 2000.
- Aziz Abdul (eds.). Decentralised Governance in Asian Countries, New Delhi, Sage, 1996.
- B.L. Fadia & K. Fadia, Indian Administration, Sahitya Bhawan Publication, Agra, 2017.
- Bajpai, A. Panchayati Raj in India: A New Thrust, Delhi, Sahitya Prakashan, 1995.
- Bandhopadhyay, D. & Amitava Mukherjee, New Issues in Panchayati Raj, New Delhi, 2004.
- Barthwal, C.P., Indian Administration Since Independence, Lucknow, Bharat Publishers, 2003.
- Bava, Noorjahan. (ed.), Public Administration in the 21st Century, New Delhi, Kanishka, 2004.
- Bhambhri C.P., Public Administration in India, New Delhi, Vikas, 1976.
- Chakravarty, Bidyut & Mohit Bhattacharya, Administrative Change and Innovation, New Delhi, OUP, 2005.

- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: Alfa Publications, 2013.
- Gupta, Jawahar Lal, Indian Administration: Evolution & Development, Wisdom Press, New Delhi, 2013.
- Jha, Rajesh K., Public Administration in India, Pearson Publication, Delhi, 2012.
- R.K. Arora, Indian Public Administration: Institutions and Issues, New Age International Publishers, New Delhi, 2012 (3rd edition).
- Sharma, P.D., & Sharma, B.M., Indian Administration: Retrospect and Prospect, Rawat Publication, Jaipur, 2009.

Second Semester
Comparative Public Administration-II
PAPER CODE - 23PUB22C4OM

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

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

- CO-1.** Become aware about the contribution of the leading scholars in the field of Comparative Public Administration.
- CO-2.** Gain knowledge about the operational working of local governments in parliamentary, presidential, dual and plural executive systems.
- CO-3.** Aware about the accountability mechanism of administrative systems in various developed countries.
- CO-4.** Learn how the complaints of the citizens in these developed countries are handled.

UNIT-I

Contribution of F.W. Riggs, Ferrel Heady and Siffin in Comparative Public Administration.

UNIT-II

Local government of UK, USA, France and Japan.

Unit-III

Accountability: Control Machinery in UK, USA, France, and Japan.

Unit-IV

Grievances Redressal Machinery in UK, USA, France, and Japan.

Suggested Books:

- Arora, Ramesh K., Comparative Public Administration, New Delhi, Associated Publishing House.
- Chaturvedi, T.N., Tulnatmak Lok Prashashan, Jaipur, College Book Depot, 1994.
- Chopra J.K., Comparative Public Administration, Commonwealth Publication, New Delhi, 2004.
- Dahiya, Sewa Singh & Ravindra, Comparative Public Administration, Sterling Publications, Pvt Ltd., New Delhi, 2012.
- Gajanan R.P. and Sharma Anoop, Comparative Public Administration, Crescent Publishing Corporation, New Delhi, 2011.
- Gupta, Bhuvanesh, Comparative Public Administration, Wisdom Press, New Delhi, 2014.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Englewood Cliffs, 1966.
- Kataria, Surender, Tulnatmak Lok Prashashan, Jaipur: RBSA Publishers 2001. Arora, R.K. and Sangeeta Sharma, Comparative and Development Administration, Ideas and Actions (ed.) Jaipur, Arihand Centre for Administrative Change, 1992.
- Ridley, F.F., Government and Administration in Western Europe, Martin. Co. Ltd., Oxford.
- Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co, 1904.
- Riggs, F.W., Ecology of Public Administration, Bombay; Asia Publishing House, 1961.
- Rowat, Donald E., Public Adm in Developed Democracies, Donald Marcel Dekker, Inc. New York.
- Siffin, William, Towards the Comparative Study of Public Administration, Blooming, Indian University Press, 1957

Second Semester
Financial Administration-II
PAPER CODE - 23PUB22C5OM

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs

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

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

CO-1. Acquaint with the role of Monetary, Fiscal and Disinvestment Policy.

CO-2. Explain the Parliamentary control over Finance, Delegation of Financial Powers in relation to Centre and States.

CO-3. Familiar with Modified Accounting System and Performance Audit as well as the basics of Accounting and Auditing System

CO-4. Describe the organization and functions of Central Board of Direct Taxes and Central Board of Excise and Custom as well as features of different committees and Commission of Tax Reforms

Unit-I

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

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

Disinvestment Policy of India: Meaning, Objectives, Importance and Features;

Role of International Monetary Fund in Monetary Policy.

Unit-II

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

Unit-III

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

Unit-IV

Tax Administration: Evolution, Meaning Importance, Principles and Types of Taxation, Central Board of Direct Taxes, Central Board of Excise and Custom, Goods and Services Tax.

Suggested Books:

- Baisya, K.N., Financial Administration, New Delhi: Omsons Publications, 1992.
- Chand, Prem, Control of Public Expenditure in India, Allied Publishers, New Delhi, 2010.
- Chand, Prem, Performance Budgeting, Allied Publishers, New Delhi, 2010.
- Chaturvedi, T.N. and K.L. Handa, Financial Administration, New Delhi, IIPA, 1992.
- Chaturvedi, T.N. and K.L. Honda, Financial Administration, New Delhi: Indian Institute of Public Administration, 1986.
- Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
- Goel, S.L., Public Financial Administration, New Delhi: Deep & Deep, 2008.
- Government of India, Report of the 2nd ARC on Financial Management, 2009.
- Government of India, Report of the 1st ARC on Centre State Relations; Delegation of Financial and Administrative Powers, 1969.

- Gupta, B.N., Indian Federal Finance and Budgetary Policy, Chaitanya Publishing House, Allahabad, 2006.
- Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986.
- Lal, G.S., Financial Administration in India, Delhi HPJ Kapoor, 1969.
- Mahajan, Sanjeev Kumar & Anupma Puri Mahajan, Financial Administration in India, New Delhi, PHI Learning Pvt. Limited, 2014.
- Mathur, Kuldeep (ed.), Development Policy and Administration, Sage, New Delhi, 1996.
- Mukerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Depot, 1980.
- Palekar, S.A., Development Administration, PHI Learning Private Limited, New Delhi, 2012.
- Radhey Sham, Financial Administration, New Delhi, Surjeet Book Depot, 1992.
- Sarapa, Public Finance in India, Kanishka Publishers, Distributors, New Delhi, 2004.
- Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
- Singh, Sahib and Swinder Singh, Personnel and Financial Administration, Chandigarh, New Academic, 1994.
- Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
- Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995.
- Tiwari, A.C., Problems of Fiscal Management in the Government, Delhi: SHIPRA Publications, 1995.
- Verma, V.P., Financial Administration-Concept and Issues, New Delhi: Alfa Publications, 2008.
- Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.

Second Semester
(Foundation Elective Paper)
MORAL EDUCATION
Paper Code: 20GENF10M

Total Marks: 50
External Marks: 40
Internal Marks: 10

Time: 02 Hours

Instructions

There will be a total of five questions. Question No. 1 will be compulsory and shall contain eight to ten short answer type questions without any internal choice and it shall cover the entire syllabus. The remaining four questions will include two questions from each unit. The students will be required to attempt one question from each unit. The students will attempt three questions in all.

UNIT I

Guiding principles for life Ethics

- a. Guidelines set by society
- b. Changes according time and place

Morals

- c. Guidelines given by the conscience
- d. Always constant

Ethics in the workplace

- a. Respect for each other
- b. Obedience to the organization
- c. Dignity of labour
- d. Excellence in action

UNIT II

Concept of Trusteeship

- a. Everything belongs to society
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

Importance of service

- a. Responsibility of an individual
- b. Man is only a caretaker
- c. Our responsibility to ensure welfare of all

Second Semester
MEDIA AND SOCIETY
Paper Code 20JRM01OM

Time Allowed 3 hrs

Max. Marks 100
Theory Marks 80
Assignment 20

UNIT I

1. Media Definition
2. Relationship of Media in Society
3. Impact of Media on society – recent trends
4. Media and Social Development

UNIT II

1. Media Literacy
2. Impact of Media on children and youth
3. Media and gender issues
4. Media and Rural Society

UNIT III

1. Media and Violence
2. Media and Rising Crime
3. Media and Democracy
4. Media and development of Scientific temperament
5. Media and environmental issues

UNIT IV

1. Media Accountability.
2. Media and Economic development
3. Media and Nation Building
4. Popular culture and media

MASTER OF ARTS (PUBLIC ADMINISTRATION)
SECOND YEAR
Third Semester
Development Administration-I
Paper Code 24PUB23C1OM

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

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

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

- CO-1.** Explain about the Nature, Features, Scope, Significance, Models and approaches of Development & Development Administration.
- CO-2.** Familiar with the improving arrangements of administrative capability and ecology of Development
- CO-3.** Describe the role of Bureaucracy in Development Policy Process.
- CO-4.** Generate awareness about the Development Programme GOI like MNREGA, NRHM, NRLM, JNNURM etc.

UNIT-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Suggested Books:

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

- Kundu, Rajesh, Development Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2015.
- Pai Panadikar, V.A., Development Administration in India, Delhi Macmillan, 1974.
- Palombra, Joseph La, Bueaucracy and Political Development, Princeton, N.J. University Press, 1967.
- Riggs, F.W., Frontiers of Development Administration, Durham, Duke University Press, 1970.
- Sahni, Pardeep and Etakula Vayunandan, Administrative Theory, New Delhi: PHI Learning, 2010.
- Sapru, R.K., Development Administration, New Delhi. Sterling, 1994.
- Swerdlow Irwing, Development Administration: Concept and Problems, New York, Syracuse University Press, 1963.
- Verma, S.P. and Sharma, S.K., Development Administration, IIPA, New Delhi.

Third Semester
Research Methodology-I
Paper Code 24PUB23C2OM

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

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

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

- CO-1.** Familiar with the use of scientific method in social research.
- CO-2.** Select the appropriate problem by testing it on various criteria.
- CO-3.** Frame fruitful/ result oriented hypotheses.
- CO-4.** Expertise in preparing a research design on any topic of their own choice.

UNIT-I

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

UNIT-II

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

Unit-III

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

Unit-IV

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

Suggested Books:

- Ahuja, Ram, Research Methods, Rawat Publications, New Delhi, 2002 (Hindi & English).
- Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.
- Galtung, John, Theory and Methods of Social Research, New York, Columbia University, 1967.
- George Kanire, Social Science Research Methodology: Concepts, Methods & Computer applications, GRIN Publishing, Munich (Germany), 2013.
- Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Kamla Nagar Delhi (2006).
- Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.
- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Kumar, Ranjeet, Research Methodology, Sage Publications, Pvt. Ltd., New Delhi, 2014.
- Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
- Nachmias, David and Ferrel Nachmias., Research Methods in Social Science, New York, St. Murthin Press, 1981.
- Panneerselvam, R., Research Methodology (2nd ed.) PHI Learning Private Ltd, Delhi 2014.
- Research Methodology (hindi)- Lakshmi Narayan Koli, Y K PUBLISHERS, AGRA, 2017.

- Sarantakos, S., Social Research, MacMillian Publishers, Australia Pvt. Ltd. 2nd ed. 1988.
- Seltiz, Clair, Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
- Sharma. A.K. & Bhaskar Rao (ed): Research in Public Administration: An Overview. Vikas, New Delhi, 1996.
- Shukla and Trivedi (Hindi)., Research Methodology, College Books Depot, Jaipur.
- Tripathi, PC. & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979.

Third Semester
Human Resource Development-I
Paper Code 24PUB23DA10M

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

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

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

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

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

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

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

UNIT-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Suggested Books:

- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, Deep & Deep Publications, New Delhi, 2002.
- Gosh, Biswanath, Personnel Management, World Press Pvt. Ltd., Calcutta 1976.
- Krishnaveni R., Human Resource Development, New Delhi, Excel, 2008.
- Manappa, Arun and S. Saiyadain Mirza, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.
- Mankin, David, Human Resource Development, Oxford University Press, Oxford, 2009.
- Mankin, David. Human Resource Development, Oxford University Press, 2009.
- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Pattanayak, Bishwajeet, Human Resource Management, Prentice Hall of India, Pvt. Ltd., New Delhi, 2001.
- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Rao, VSP, Human Resource Management, New Delhi: Excel Books, 2005.

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

Third Semester
Social Welfare Administration-I
Paper Code 24PUB23DB10M

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

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

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

- CO-1.** Understand about the basic concepts of social welfare like social service, social work, social security etc.
- CO-2.** Examine the role of social welfare administration during different time periods.
- CO-3.** Discuss the different social welfare means adopted by administration.
- CO-4.** Analyse the scope, principles and problems of social welfare administration.

UNIT – I

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

UNIT – II

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

UNIT – III

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

UNIT – IV

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

Suggested Books:

- Ahuja, Ram, Samajik Samasansya, Rawat Publication, Jaipur, 2018.
- Chowdhary, D. Paul, Social Welfare Administration, Delhi: Atma Ram and Sons, 1979.
- Drej, Jya and Chobe, Kamal Nayan, Bhartiya Nitiyo Ka Samajik Paksh, Vani Perkashan, New Delhi, 2017.
- Encyclopaedia of Social Change, New Delhi: Anmol Publishers, Vol, 45, 1996.
- Encyclopaedia of Social Welfare in India, New Delhi: Ministry of Information and Broadcasting Vols. 4, 1987.
- Fand, J. Bulsara & Verma, Perspective in Social Welfare in India, New Delhi: S. Chand & Co., 1985.
- Friedlander Walter- A, Introduction to Social Welfare, Delhi Prentice Hall, 1932.
- Gangrade, K.D., Social Legislation in India, Delhi: Concept Publishing House, Vol. 1, 1978.
- Goel, S.L. & R.K. Jain, Social Welfare Administration, Vol I & II, New Delhi, Deep & Deep Publications, 1990.
- Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.
- Kataria, Surendra, Social Welfare Administration, Jaipur: RBSA Publications, 2002.
- Madan, G.R. Indian Social Problems Vol. II Allied Publishers Ltd., New Delhi, 1995.

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

Third Semester
Labour Welfare Administration-I
Paper Code 24PUB23DC10M

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

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

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

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

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

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

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

Unit-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Suggested Books:

- Bhagoliwal T.N., Economics of Industrial Relations and Labour Welfare in India.
- India, Report of the Commission on Labour, 1969 & 2002.
- Joshi, E.K. & S.N. Dhyani, Labour Administration, Department of Adult Education, Jaipur, University of Rajasthan, 1969.
- Kumar, Anil. Labour Welfare and Social Security, New Delhi: Deep & Deep Learning, 2003.
- Mamoria, C.B., Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.
- Mishra, Surya Narayan. Shram and Audhogik Vidhi, Allahabad: Central Law, 2014.
- Mongia M.L., Industrial Relation and Labour Laws in India, New Delhi: Deep & Deep Publications, 1984.
- Padhi, P.K., Labour and Industrial Laws, Delhi: PHI Learning, 2012.
- Pandey, Baleshwar, Shram Kalyan aur Audhogik Sambhandh, Jaipur: Rawat, 2014.
- Saxena, R.C., Shram Samashayen Evam Samaj Kalyan, Maruth: K. Nath & Co., 2007.
- Sexena, R.C., Labour Problems and Social Welfare, Meerut, Jai Parkash Nath, 1974.

- Sharma S.N., Labour and Industrial Laws, Allahabad: Central Law Publications, 1994.
- Sharma, Ganga Shaya. Sharmik Vidhiyan, Allahabd: Central Law Agency, 2014.
- Singh, R.C.P., Labour Welfare Administration, Deep and Deep Publication, Delhi, 1989.
- Singh, V.B., Industrial Labour in India, Bombay, Asia Publishing House, 1967
- Sivarethinamohan, R., Industrial Relations and Labour Welfare, Delhi: PHI. Learning, 2010.
- Vaid, K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970

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

M. Marks = 100
Term End Examination = 80
Assignment = 20
Time = 3 hrs.

Note:

1. Seven questions will be set in all.
2. Question No. 1 will be objective covering the entire syllabus & compulsory. The remaining six questions will be set with two questions from each unit. The candidate will be required to attempt five in total, Question I and four by selecting at least one from each unit.

UNIT- I

Disaster- Causes and phases of disaster, Rapid onset and slow onset disasters. Nature and responses to geo-hazards, trends in climatology, meteorology and hydrology. Seismic activities. Changes in Coastal zone, coastal erosion, beach protection. Coastal erosion due to natural and manmade structures.

UNIT- II

Floods and Cyclones: causes of flooding, Hazards associated with flooding. Flood forecasting. Flood management, Integrated Flood Management and Information System (IFMIS), Flood control. Water related hazards- Structure and nature of tropical cyclone, Tsunamis – causes and physical characteristics, mitigation of risks.

UNIT- III

Earthquakes: Causes and characteristics of ground-motion, earthquake scales, magnitude and intensity, earthquake hazards and risks, Volcanic land forms, eruptions, early warning from satellites, risk mitigation and training, Landslides.

Mitigation efforts: UN draft resolution on Strengthening of Coordination of Humanitarian Emergency Assistance, International Decade for Natural Disaster Reduction (IDNDR), Policy for disaster reduction, problems of financing and insurance.

Reference Books:

1. Bolt, B.A. Earthquakes , W. H. Freeman and Company, New York. 1988
2. Carter, N,W. Disaster Management: A Disaster Manager's Hand Book, Asian Development Bank, Manila. 1992
3. Gautam Ashutosh. Earthquake: A Natural Disaster, Ashok Publishing House, New Delhi. 1994
4. Sahni, P.and Malagola M. (Eds.).Disaster Risk Reduction in South Asia, Prentice-Hall of India, New Delhi. 2003.
5. Sharma, V.K. (Ed.). Disaster Management, IIPA, New Delhi. 1995.

6. Singh T. Disaster management Approaches and Strategies, Akansha Publishing House, New Delhi. 2006
7. Sinha, D. K. Towards Basics of Natural Disaster Reduction, Research Book Centre, New Delhi. 2006
8. Smith, K. Environmental Health, Assessing Risk and Reduction Disaster, 3rd Edition, Routledge, London. 2001 21.

Fourth Semester
Development Administration-II
Paper Code 24PUB24C1OM

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

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

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

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

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

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

CO-4. Evaluate the Problems and Prospects of Sustainable Development.

UNIT-I

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

UNIT-II

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

Unit-III

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

Unit-IV

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

Suggested Books:

- Bhattacharya, Mohit, Development Administration, Kolkata, World Press, 1997.
- Chatterjee, S.K. Development Administration, New Delhi: Surjeet, 1990.
- Dwight, Waldo, Temporal Dimension of Development Administration, Durham, Duke University Press, 1970.
- Dwivedi, Development Administration: From under Development to Sustainable Development, London: Memillan, 1994.
- Goel, S.L., Development Administration, New Delhi: Deep and Deep, 2010.
- Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Prentice Hall, Englewood Cliff, 1996.
- Inamdar N.R., Development Administration in India, Jaipur: Rawat, 1992.
- Joshi, Preeti, Vikash Prashashan, Jaipur: RBSA, 1991
- Kundu, Rajesh, Development Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2015.
- Pai Panadikar, V.A., Development Administration in India, Delhi Macmillan, 1974.
- Palombra, Joseph La, Bureaucracy and Political Development, Princeton, N.J. University Press, 1967.

- Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 reprint of 2004 Edition.
- Riggs, F.W., Frontiers of Development Administration Durham, Duke University Press, 1970.
- Sahni, Pardeep and Etakula Vayunandan, Administrative Theory, New Delhi: PHI Learning, 2010.
- Sapru, R.K. Development Administration, New Delhi. Sterling Publication, 1994.
- Swerdlow Irwing, Development Administration: Concept and Problems, New York: Syracuse University Press, 1963.
- Verma, S.P. and Sharma, S.K., Development Administration, IIPA, New Delhi.

Fourth Semester
Research Methodology-II
Paper Code 24PUB24C2 OM

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

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

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

- CO-1.** Utilize the data collection techniques for research requirements.
- CO-2.** Process the collected data for drawing the results.
- CO-3.** Analysis of data by doing the practical use of statistical methods.
- CO-4.** Practical application of the SPSS while doing research.

UNIT-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Suggested Books:

- Ahuja, Ram, Research Methods, Rawat Publications, New Delhi, 2002. (Hindi & English).
- Chawla Deepak and Neena Sondhi, Research Methodology- Concepts and Cases, Vikas Publishing, New Delhi, 2011.
- Clair Seltiz., Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
- George Kanire, Social Science Research Methodology: Concepts, Methods & Computer Applications, GRIN Publishing, Munich (Germany), 2013.
- Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Delhi, 2006.
- John, Galtung, Theory and Methods of Social Research, New York, Columbia University, 1967.
- Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.
- Kothari, C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.
- Kumar, Ranjeet, Research Methodology, Sage Publications, India, Pvt. Ltd., New Delhi, 2014.
- Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
- Nachmias, David and Ferrel Nachmias., Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
- Panneerselvam, R., Research Methodology (2nd Ed.) PHI Learning Private Ltd, Delhi, 2014.
- Research Methodology (Hindi) - Lakshmi Narayan Koli, Y K PUBLISHERS, AGRA, 2017.
- Sarantakos, S, Social Research MacMillian Publishers Australia Pty Ltd 2nd Ed., 1988.

- Sharma. A.K. & Bhaskar Rao (ed): Research in Public Administration: An Overview. Vikas, New Delhi, 1996.
- Shukla and Trivedi (Hindi)., Research Methodology, College Book Depot, Jaipur.
- Tripathi, PC & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
- Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979

Fourth Semester
Human Resource Development-II
Paper Code 24PUB24DA10M

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

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

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

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

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

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

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

UNIT-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Suggested Books:

- Bhattacharya, D.K., Human Resource Development, Himalaya Publishing House Pvt. Ltd., New Delhi, 2015.
- Deb, Tepomoy, Human Resource Development: Theory & Practice, Ane Books Pvt. Ltd., New Delhi, 2010.
- Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, New Delhi, Deep & Deep, 2002.
- Gosh, Biswanath, Personnel Management, World Press Pvt. Ltd., Calcutta 1976.
- Krishnaveni, R., Human Resource Development, Excel Publications, New Delhi, 2008.
- Manappa, Arun and Mirza. S. Saiyadain, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.
- Mankin, David, Human Resource Development, Oxford University Press, 2009.
- Mankin, David, Human Resource Development, Oxford University Press, Oxford, 2009.
- Mehra, Shashi and Bansal, Meenakshi, A Conceptual Understanding of Human Resource Development, Abhishek Prakashan, Delhi, 2017.
- Pattanayak, Bishwajeet. Human Resource Management, Prentice Hall of India Pvt. Ltd., New Delhi, 2001.
- Prasad, Kesho, Strategic Human Resource Development: Concepts and Practices, PHI Learning Private Limited, New Delhi, 2012.
- Rao, VSP. Human Resource Management, New Delhi: Excel Books, New Delhi, 2005.

- Reddy, B. Rathan, Effective Human Resource Training and Development Strategy, Himalaya Publishing House, New Delhi, 2016 (3rd ed.).
- Rudrabasavaraj, M.N., Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.
- Sharma, Sandhir, Human Resource Development, Maxford Books, New Delhi, 2009.
- Sheikh, A.M., Human Resource Development and Management, New Delhi: S. Chand & Company, New Delhi, 2009.
- Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.
- Stahl, O. Glenn, Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.
- Venkata Ratnam, C.S., B.K. Srivastva, Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993.
- Viswanathan, Rajeesh, Strategic Human Resource Management, Himalaya Publishing House, New Delhi, 2013.

Fourth Semester
Social Welfare Administration-II
Paper Code – 24PUB24DB10M

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

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

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

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

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

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

CO-4. Examine the role and functions of SC, ST and OBC in welfare programmes.

UNIT-I

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

Unit-II

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

Unit-III

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

Unit-IV

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

Suggested Books:

- Ahuja, Ram, Samajik Samasyayen, Rawat Publications, Jaipur, 2018.
- Chowdhary, D. Paul, Social Welfare Administration, Delhi: Atma Ram and Sons, 1979.
- Drej, Jya and Chobe, Kamal Nayan, Bhartiya Nitiyo Ka Samajik Paksh, Vani Perkashan, New Delhi, 2017.
- Encyclopaedia of Social Change, (New Delhi: Anmol Publishers, Vol, 45, 1996.
- Encyclopaedia of Social Welfare in India (New Delhi: Ministry of Information and Broadcasting Vols. 4, 1987.
- Fand, J. Bulsara & Verma, Perspective in Social Welfare in India, New Delhi: S. Chand & Co., 1985.
- Friedlander Walter, A., Introduction to Social Welfare, New Apte, Robert Z., Delhi Prentice Hall, 1932.
- Gangrade, K.D., Social Legislation in India, Delhi: Concept Publishing House, Vol. 1, 1978.
- Goel, S.L. & R.K. Jain, Social Welfare Administration, Vol I & II, New Delhi: Deep & Deep Publications, 1990.
- Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.
- Kataria, Surendra, Samajik Pershasan, RBSA Publishers, Jaipur, 2010 (5th edition).
- Kataria, Surendra, Social Welfare Administration, Jaipur: RBSA Publications, 2002.
- Kirdak, B.H., Bharat me Samajik Samasya, Isika Publishing House, Jaipur, 2017.

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

Fourth Semester
Labour Welfare Administration - II
Paper Code 24PUB24DC10M

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

Note:

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

Course Outcomes

CO-1. Impart the knowledge to students about wage policy.

CO-2. Help in knowing the role of Labour Welfare Department at state level.

CO-3. Improve the knowledge of student about different Labour Welfare Acts and its provision.

Unit-I

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

Unit-II

Haryana Labour Department: Organisation and Functions, Labour Welfare Officer: Functions & Responsibility, Workers Participation in Management: Concept and Importance, Forms of Worker's Participation in Management.

Unit-III

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

Unit-IV

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

Suggested Readings:

1. Vaid K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970.
2. Singh V.B., Industrial Labour in India, Bombay Asia Publishing House 1967
3. Malhotra., The Law of Industrial Disputes, 1968.
4. Sabramaniam C.N., Labour Management Relations in India.
5. Joshi E.K. & Dhyani, S.N., Labour Administration, Department of Adult Education, University of Rajasthan, Jaipur, 1969.
6. India, Report of the Labour Investigation Committee.
7. India, Report of the Commission on Labour, 1969 & 2002.
8. Singh, R.C.P., Labour Welfare Administration, Delhi: Deep and Deep 1989.
9. Sexena, R.C., Labour Problems and Social Welfare, Meerut: Jai Parkash Nath, 1974.
10. Matoria, C.B. Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.
- 11 Mongia, M.L., Industrial Relation and Labour Laws in India, New Delhi, Deep & Deep, 1984.
- 12 Sharma, S.N., Labour and Industrial Laws, Allahabad: Central Law Publications, 1994.
13. Mishra, Surya Narayan , Shramik and Audhogik Vidhi, Allahabad, Central Law, 2014.

- 14 Sharma, Ganga Shaya, Sharmit Vidhiyan, Allahabd: Central Law Agency, 2014.
- 15 Padhi, P.K., Labour and Industrial Laws, Delhi: PHI Learning, 2012.
- 16 Sivarethinamohan, R., Industrial Relations and Labour Welfare, Delhi: PHI, 2010.
- 17 Pandey, Baleshwar Shram Kalyan aur Audhogik Sambhandh, Jaipur: Rawat,2014.
- 18 Saxena, R. C. , Shram Samashayen Evam Samaj Kalyan, Meerut: K. Nath & Co. 2007.
- 19 umar, Anil, Labour Welfare and Social Security, New Delhi, Deep & Deep, 2003