## Syllabus & Courses of Reading
### M.A. Public Administration

#### Semester – I

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Nomenclature of the Paper</th>
<th>Max. Marks</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Theory</td>
<td>80+20</td>
<td>3 hours</td>
</tr>
<tr>
<td>2</td>
<td>Public Personnel Administration and Human Resource Management.</td>
<td>80+20</td>
<td>3 hours</td>
</tr>
<tr>
<td>3</td>
<td>Financial Administration.</td>
<td>80+20</td>
<td>3 hours</td>
</tr>
<tr>
<td>4</td>
<td>Organisational Behaviour Option A / Indian Constitution (Option B)</td>
<td>80+20</td>
<td>3 hours</td>
</tr>
<tr>
<td>5</td>
<td>Optional Papers: Choose any one of the following:</td>
<td>100</td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>(a) Comparative Public Administration.</td>
<td></td>
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<tr>
<td></td>
<td>(b) Public Administration and Computer Applications.</td>
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<tr>
<td></td>
<td>(c) Environmental Policy and Administration</td>
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<td></td>
<td>(d) Business Administration.</td>
<td></td>
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<tr>
<td></td>
<td>(e) Politics and Administration.</td>
<td></td>
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<td></td>
<td>(f) Political Theory</td>
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#### Semester – II

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Nomenclature of the Paper</th>
<th>Max. Marks</th>
<th>Time</th>
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<tbody>
<tr>
<td>6</td>
<td>Organisational and Administrative Issues.</td>
<td>80+20</td>
<td>3 hours</td>
</tr>
<tr>
<td>7</td>
<td>Financial Management.</td>
<td>80+20</td>
<td>3 hours</td>
</tr>
<tr>
<td>8</td>
<td>Administrative Thought.</td>
<td>80+20</td>
<td>3 hours</td>
</tr>
<tr>
<td>9</td>
<td>Industrial Relations and Labour Laws.</td>
<td>80+20</td>
<td>3 hours</td>
</tr>
<tr>
<td>10</td>
<td>Optional Papers: Choose any one of the following:</td>
<td>80+20</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>(a) Development Administration.</td>
<td>80+20</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>(b) Management of Voluntary Agencies.</td>
<td>80+20</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>(c) Corporate Governance.</td>
<td>80+20</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>(d) Police Administration.</td>
<td>80+20</td>
<td>3 hours</td>
</tr>
</tbody>
</table>
**Paper-I: Administrative Theory**

Theory: 80 
Internal Assessment: 20 
Time: 3 hours 

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.

**Unit-I**

**Unit-II**

**Unit-III**

**Unit –IV**
Accountability and Control – Concept of Accountability and Control, Legislative, Executive and Judicial Control over Administration. Citizens and Administration.

**Unit –V.**

**Books:**

Theory: 80
Internal Assessment: 20
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit – II Public Personnel System in India with Reference to Civil Services: Recruitment, Training, Promotion and Salary Administration.


Books:

Theory: 80
Internal Assessment: 20
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit – II  Budgetary Process: Formulation, Enactment and Execution, Zero Based Budgeting, Performance Budgeting.

Unit – III  Fiscal Federalism: Issues and Objectives of the Fiscal Policy, Tax Administration at Union Level, Centre-State Financial Relations.


Unit – V  Accounting and Audit System: Concept, Types, Emerging Trends in Accounting System, Role of C.A.G.

Books:
5. MJK Thavaraj: Financial Administration in India, Delhi, Sultan Chand & Sons, 1996.
Paper – IV (Optional-A): Organisational Behaviour

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit – II Approaches to Organisational Behaviour: - Historical perspective, Scientific Management, Behavioural, Contingency and Human-relation Approach.

Unit – III Organisational Change And Development: - Concept, Need, Resistance Change Process and Forces of change, Organisational Development: Concept and Objectives.

Unit – IV Motivation and Behaviour: Concept and Sources, Theories of Motivations: Maslow, MCGregor, Herzberg’s and MC Clelland’s Theory.

Unit – V Organisational Effectiveness: - Concept, Sources, Factors affecting the Organisational Effectiveness, Models of Effectiveness.

Books:
Note: Ten questions will be set, selecting at least, two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.

UNIT – I
Constitutional Development and Framing of Present Constitution. Preamble, Features and Significance of Indian Constitution.

UNIT – II
Citizen and State: Fundamental Rights; Fundamental Duties; Directive Principles of the State Policy and Rule of Law.

UNIT – III

UNIT – IV
Judiciary: Supreme Court and High Court – Their Organisation, Powers, Functions and Roles. Services under the Union and States.

UNIT – V
Constitutional Amendment Process and Constitutional Amendments with special reference to 42nd, 44th and 52nd Amendments.

Books Recommended:
Theory: 80
Internal Assessment: 20
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit – III Weber's Typology of Authority. Salient Features of Administrative Systems of UK, USA and France and with Particular Reference to Ideal type of Bureaucratic Model.


Books:
3. F. Heady and Stokes: Papers in Comparative Public Administration, Institute of Public Administration, University of Michigan USA.
7. U.K. Royal Commission in the Civil Service (2 Vols.) 1953-55.
Paper-V (Opt.-B): Public Administration and Computer Applications

Part – A (Theory)

Theory: 60  Time: 2 hours
Internal Assessment: 15

Note: 10 questions will be set, selecting at least 2 questions from each unit. Candidates are required to attempt five questions, at least one questions from each unit.


Unit – V  Computer Application in Public Administration with Special Reference to Record Keeping, Research and Communication, concept, opportunities and challenges of electronic governance, case study of Haryana govt. web portal. Using electronic mail for communication and Internet for searching information.

Part (b) Practical  Max. Marks: 25  Time: 90 minutes

Working with MS-Windows: Desktop, Task Bar, My Computer, My Documents, Control Panel, etc.

Word Processing with MS Word: Creating, editing, formatting, viewing and printing documents with MS-Word, Using Insert, Tools and Table Menus of MS-Word.

Working with Internet, World Wide Web and e-Mail, Study of e-governance ventures of various state governments and union govt.

Books Recommended:
Theory: 80
Internal Assessment: 20
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit – II Environmental Policy in India. Constitutional provisions Relating to Environmental Protection.

Unit – III Environment Laws and Planning- in India.

Unit – IV Air Quality Management, Pollution Control, Pollution and Eco-System.

Unit – V Environment Control Administrative Machinery at the National, State and District Level.

Books:
Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Books:
Note: Ten questions will be set, selecting at least, two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.

**UNIT – I**

**UNIT – II**
Political Systems of Developing Countries – Important Features with special reference to India and Nepal. Political Parties, Pressure Groups and Concept of Political Development.

**UNIT – III**

**UNIT – IV**

**UNIT – V**

**Books Recommended:**

Note: Ten questions will be set, selecting at least, two questions from each unit. Candidates are required to attempt five questions, at least, one question from each unit.

UNIT – I


UNIT – II

Elements of State.
Basis Concepts: Powers and Authority; Liberty and Equality, Rights and Duties: Consensus and Legitimacy.

UNIT – III

Political Culture, Political Socialization and Revolution.
Contemporary Political Theory: Political Development and Modernization.

UNIT – IV

Political Ideologies: Pluralism, Liberalism, Individualism and Idealism.

UNIT – V

Totalitarianism and Socialism, Marxism and Democracy.

Books Recommended:

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit-II: Principles of Organisation: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility, Centralisation and Decentralization, Supervision and Control.


Unit-V: Citizens and Administration, Administrative Adjudication, Administrative Ethics and Transparency in Administration.

Books:
2. Hoshiar Singh & Pardeep Sachdeva, Administrative Theory, Kitab Mahal, New Delhi, 2005

Theory: 80
Internal Assessment: 20
Time: 3 hours

**Note:** Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.

**Unit – I**

**Unit – II**
Organisation of Finance Function, Relationship of Finance to Accounting and Public Administration, E-Governance and Financial Administration.

**Unit – III**

**Unit – IV**

**Unit – V**
RBI and Monetary Management: Organisation and Functions, Monetary Policy and Bill Market, Working of Indian Monetary System, Indian Money Market: Composition, Features and Reforms.

**Books:**
5. MJK Thavaraj: Financial Administration in India, Delhi, Sultan Chand & Sons, 1996.
Paper – VIII : Administrative Thought
Theory: 80
Internal Assessment: 20
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit – V Chester Barnard, F.W.Riggs, Kautilya and Gandhi.

Books:
Paper – IX : Industrial Relations and Labour Laws  
Theory: 80  
Internal Assessment: 20  
Time: 3 hours

Note:  Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.

Unit – I  Industrial Relations: Meaning, Nature, Objectives, Importance and Constituents of Industrial Relations, Role of State in Industrial Relations.


Unit – III  Trade Unionism: Meaning, Functions, Growth and Problems of Trade Unionism in India. Worker’s Participation in Management – Concept, Need, Nature, Importance & Forms of Workers Participation.

Unit – IV  Labour Laws: Main Provisions of:  
(a) Trade Unions Act, 1926.  
(b) The Payment of Wages Act, 1936.  
(c) The Industrial Disputes Act, 1947.  
(d) The Factories Act, 1948.

Unit – V  (a) Industrial Employment (Standing Orders) Act, 1946.  
(b) Minimum Wages Act, 1948.  
(c) Employees State Insurance Act, 1948.  
(d) Employees Provident Fund Act, 1952.

Books:  
1) S.K.Puri: An Introduction to Labour and Industrial Laws, Allahabad Law Agency, Plot No.33, 16/2, Mathura Road, Faridabad, Haryana  
Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit – II Administrative Development: Concept, Need, Problems and Sources. Relations between Administrative Development and Development Administration.


Unit – IV Approaches of Development. Sustainable Development, Role of Administration in the Field of Development.

Unit – V Administrative Organisation for Development at Centre, State and Local levels, Bureaucracy and Development Administration.

Books:
1. S.P. Verma and S.K. Sharma (ed.): Development Administration, New Delhi, IIPA.
Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.

Unit – I Voluntary Organisations – Concept, Need, Types, Roles and Functions. Voluntary Agency Trends in India.


Unit – III Voluntary Organisations and Mobilisation of Local Resources. Management Accounting, Foreign Currency Accounting, Procurement of Goods and Services.


Unit – V Voluntary Organisations and CAPART. Project Appraisal, Monitoring and Evaluation. Audit, Accountability and Control.

Books:
Paper – X (Opt.-C): Corporate Governance
Theory: 80
Internal Assessment: 20
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit – III  Corporate Governance in Banking Sector, Scams in Indian Capital Market, Impact of CG on Household Investors, Ethics in Business – Bases for Corporate Governance.

Unit – IV  Financing Pattern of Indian Corporate Sector, Strengthening of Corporate Governance. Media and CG ; and CG in the Era of LPG.

Unit – V  RTI and Corporate Governance; CG Reporting; CG and Corporate Social Responsibility. Implication of CG, Measures for Effective Corporate Governance.

Books recommended:


Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.

Unit – I  

Unit – II  

Unit – III  

Unit – IV  
Emerging Issue in Police Administration  
(a) Police and Executive.  
(b) Police and Political Order (Political Parties and Political Change/Development).  
(c) Police and Human Rights  
(d) Police and E-Governance .  
(e) Measuring Police Efficiency in India  
(f) Women Police.

Unit – V  
(a) Police – Problems.  
(b) Corruption in Police Administration.  
(c) Police Reforms.  
(d) Police – Public Relations.

Books:
9. N.S.Saksena: Law and Order in India, Abhinav Publications.  

Journals
### Semester – III

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Nomenclature of the Paper</th>
<th>Max. Marks</th>
<th>Time</th>
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<tbody>
<tr>
<td>11.</td>
<td>Public Administration in India</td>
<td>80+ 20</td>
<td>3 hours</td>
</tr>
<tr>
<td>12</td>
<td>Public Sector Management</td>
<td>80+20</td>
<td>3 hours</td>
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<tr>
<td>13.</td>
<td>Research Methodology</td>
<td>80+20</td>
<td>3 hours</td>
</tr>
<tr>
<td>14. &amp; 15</td>
<td>Optional Papers: Choose any two of the following:-</td>
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<tr>
<td></td>
<td>(1) Urban Local Administration</td>
<td>80+20</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>(2) Rural Local Administration</td>
<td>80+20</td>
<td>3 hours</td>
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<td></td>
<td>(3) Social Welfare Administration</td>
<td>80+20</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>(4) Insurance Sector Administration in India</td>
<td>80+20</td>
<td>3 hours</td>
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</tbody>
</table>

Training/Field Work: The students will undertake 3 weeks training/field survey concerning their respective choice of paper/area after finishing their III semester examinations. After completion of training, every student will write a project report and submit it till the completion of fourth semester examinations. There will be no internal assessment in case of Project Report.

Note: During the training, faculty members would make surprise checking to ensure the availability of the students at their respective training centers.

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<thead>
<tr>
<th>Paper No.</th>
<th>Nomenclature of the Paper</th>
<th>Max. Marks</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>16.</td>
<td>Issues in Indian Administration</td>
<td>80+ 20</td>
<td>3 hours</td>
</tr>
<tr>
<td>17.</td>
<td>Public Policy Analysis</td>
<td>80+ 20</td>
<td>3 hours</td>
</tr>
<tr>
<td>18 &amp; 19</td>
<td>Optional Papers: Choose any two of the following:-</td>
<td>80+ 20</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>(1) Public Relations &amp; Governance</td>
<td>80+20</td>
<td>3 hours</td>
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<td></td>
<td>(2) Electronic Governance</td>
<td>80+20</td>
<td>3 hours</td>
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<td></td>
<td>(3) Administrative Law</td>
<td>80+20</td>
<td>3 hours</td>
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<td></td>
<td>(4) Health and Hospital Administration</td>
<td>80+20</td>
<td>3 hours</td>
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<tr>
<td>20.</td>
<td>Project Report and Viva-Voce</td>
<td>75+25</td>
<td></td>
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</tbody>
</table>
Paper-XI: Public Administration in India.

Theory: 80
Internal Assessment: 20
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.

Unit-I Evolution of Indian Administration: Ancient, Mughal Period and British Influences on Indian Administration; Constitutional Framework and of Features of Indian Administration

Unit-II Political Executive at the Union Level: President; Prime Minister and and Council of Ministers. PMO; Cabinet Secretariat and Central Secretariat. Ministries (Finance & Home); Departments & Boards at Union Government Level.

Unit-III Administration of Law and Order at Centre State and District Levels. Centre-State Relations – Legislative, Administrative, Financial and Planning. Planning Machinery at Centre State and District Levels.

Unit-IV State Government Administration: Governor, Chief Minster and Council of Ministers. State Administration: State Secretariat; Chief Secretary and Directorate. Departments & Boards at State Level.

Unit-V District Administration: District Collector, Powers, Functions and his Changing Role. District Rural Development Agency and Special Development. Programmes.

Books Recommended:
Paper-XII: Public Sector Management

Theory: 80
Internal Assessment: 20
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit-II Role of Public Sector in India. Organisational Forms: Public Corporation; Public Company; Department Form; and other Forms. The Board of Directors – its Constitution and Functions.


Unit-IV Industrial Relations and Workers’s Participation in Management. Project Management. Market Management. Public Relations and Profitability and Efficiency


Books Recommended

Paper-XIII Research Methodology

Theory: 80
Internal Assessment: 20
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five question, at least one question from each unit.


Unit-III Data Collection: Sources of Data (Primary & Secondary), Tools & Techniques of Data Collection, (Questionnaire, Interview Schedules, Observation and Projective Techniques).

Unit-IV Classification, Codification and Tabulation of Data. Analysis of Data: Statistical Method-Significance & Limitations, Measures of Central Tendency (Mean, Median, & Mode), Measure of Dispersion (Range, Quartile, Mean Deviation & Standard Deviation)

Unit V Report Writing: Structure; Characteristics and precautions. Reference writing

Books Recommended:

5. R.N. Trivedi and O.P. Shukla: Research Methodology, Jaipur Research Publication (Hindi).
6. S.R. Bajpai: Methods of Social Survey & Research (Hindi & English), Kanpur, Kitab Mahal.
Paper-XIV/XV Urban Local Administration
Theory: 80
Internal Assessment: 20
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five question, at least one question from each unit.

Unit-I Meaning, Scope and Significance of Urban Local Government. Urbanization: Challenges and Remedies Special Purpose Agencies.

Unit-II Features of Urban Local Government in India. Structure Organisation and functions of Urban Local Government in India. Local Government Performs in India.

Unit-III Municipal Personnel Administration: Various types, Recruitment and Training Municipal in India.

Unit-IV Municipal Politics. People’s Participation. Municipal Leadership. State Local Relationship in India.


Books Recommended:
Paper: XIV/XV  Rural Local Administration

Theory: 80  
Internal Assessment: 20  
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions at least one question from each unit.

Unit-I  Meaning, Concept and Scope of Rural Local Administration. Growth of Rural Administration Institutions of India. Community Development Programme, Balwant Rai Mehta and Ashok Mehta Committees Reports. Organisation and working of Gram Panchayat Samiti and Zila Parishad.

Unit-II  Administrative Machinery for Rural Development at National, State, District and Block levels. Panchayati Raj Before and after 73rd Constitutional Amendment Act.

Unit-III  Desert Development Programme, Drought Prone Development Programme, Rural Energy Programme, National Rural Employment Guarantee Scheme (NREGS) and Swaran Jayanti Gram Swa Rojgar Yojana (SGSY).

Unit-IV  Agriculture and Rural Development. Role of District Industry Centre and Rural Industrialization. Ministries of Rural Development and Panchayati Raj-Organisation and Functions. IT and Rural Development.

Unit-V  Cooperation and Rural Development-Role of Cooperatives, Cooperative Principles; Forms of Cooperatives. Cooperative Administration at the Centre, State and Local Levels.

Books Recommended

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit-V: Methods of Social Administration: Social Case Work; Group Work; and Community Organisation and their application in India. Major Social Sectors- Health and Education, Social Planning and Five Year Plans. Role of Voluntary/ Non-Governmental Agencies in Socio-economic Development.

Books Recommended
Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit-II General Insurance: Introduction to risk and insurance: (a) Risk (b) The treatment of risk. General Insurance Corporation and other Insurance Institutions-Working of GIC in India; Types of risks assumed and specific policies issued by ECGC. Health Insurance: Individual Health Insurance; and Group Health Insurance Motor Insurance: Multiple line and All-line Insurance-such as Rural Insurance-Hull Insurance, etc.

Unit-III Fire and Maine Insurance: Fire Insurance Policies-Issue and renewal of policies; Different kinds; Risks covered; Recovery of claims-Insurer’s option; Ex-gratia payment and subrogation. Types of fire protection policies issued by the General Insurance corporation of India. Marine policies and conditions. Nature of coastal marine insurance; perils covered protection available; Procedure for preparation and presentation of claim; payment of compensation by insurer.


Unit-V Property and Liability Insurance: Nature of property and liability insurance; Crop and Cattle Insurance; Types of liability insurance, Reinsurance. Liability insurance-Basic concepts: specific and all risk insurance; Valuation of risk; and Indemnity contract and specific value contracts. Average and contribution excess and short.

Books Recommended:

7. Rodder : Marine Insurance (Prentice Hall,
New Jersey).

Paper –XVI Emerging Issues in Indian Administration

Theory: 80
Internal Assessment: 20
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.

Unit-I Public Services: All India Services Constitutional Position, role and functions, Control Services: Nature and functions UPSC, State Services and State Public Service Commissions, Training especially in the changing contest of the Governance.

Unit-II Accountability of Public Administration: Parliamentary, Executive & Judicial control over Indian Administration.
Ethics and Values in Administration

Unit-III Integrity in Administration
Prevention of Corruption Act 1988
Right to Information Act, 2005
Lok Pal and Lok Ayukas

Unit-IV Good Governance
Consumer Protection
Political and Permanent Executive
Generalists and Specialists

Unit-V Administrative Culture
Administrative Reforms
IT & Public Administration
E- Governance (National e-Governance Plan)

Books Recommended:
Paper-XVII Public Policy Analysis

Theory: 80
Internal Assessment: 20
Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit-II Policy Formulation: Concept, Constitutional Framework for Policy Making, Role of Bureaucracy, Legislature and Judiciary and Political Parties in Policy Formulation making.


Unit-IV Policy Analysis: Approaches, Models of Policy Analysis A Study of Policies Relating to: (a) Urban Development and Housing Policy and (b) Educational Policy.

Unit-V A Study of Policies Relating to (a) Employment Policy. Environmental Policy: (a) Water Pollution, (b) Disposable Wastage.

Books Recommended

5. Larry N Gerston: Making Public Policy, Glenview, III Scott, Forsman (1983), USA.
Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.

Unit-I
Public Relations – Meaning, Need and role; Growth and Development of Public Relations in India. Public Relations: Tools and Methods.

Unit-II
Public Relations Department: Structure and functions; Public Relations - Laws and Ethics; Public Relations and Globalisation.

Unit-III

Unit-IV
Public Relations for Educational Institutions, Public Interest Issues in Higher Education; Public Relations and Technological Advancement.

Unit-V
Advertising – Meaning, functions and types, growth and Development of Advertising in India; Social and Economic Role of Advertising.

Reference Books:

2. Dyer Gillian, Advertising as Communication, Mathuen, Newyork. 1982
11. Narasimha Reddy, How to be a good PR.
Paper: XVIII/XIX  Electronic Governance

Theory: 80
Internal Assessment: 20  Time: 3 hours

Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question form each unit.

Unit-I  E – Governance: Concept, Stages, Models, Legal and Policy Framework and Significance. Information and Communication Technology: Concept and Components. ICTs: Role and Applications.

Unit-II  Role of ICT in Administration. Administrative Organisation Culture: Towards ICT Based Reforms. Role of ICT in Rural Development.


Unit-IV  Role of ICT in Delivery of Citizen Services. ICT in Indian Railway. E – Governance in Haryana.

Unit-V  Information Policy. Right to Information Act, 2005 ICT E- Seva Project: Implementation in Governance; Issues, Challenges and Suggestions.

Books Recommended:

1. Annual Report, 2008-09, Department of Information Technology, Government of India.


Note: Ten question will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.

Unit-I Legal Basis of Modern State, Government and Administration; Administration Law – its meaning, nature, and scope. Some Basic Constitutional Concepts in Relation to Administrative Law: (a) Rule of Law; (b) Doctrine of Separation of Powers; (c) Principles of Checks and Balances; and (d) Principles of Natural Justice.


Unit-IV Judicial Functions of Administration: Administrative Adjudication and Tribunals, Judicial Control of Administrative Authorities and Tribunals. Structure, Powers, Functions and Personnel of the following Tribunals: (a) Railway Rates Tribunals; and (b) Income Tax Appellate Tribunals.


Books Recommended:
Note: Ten questions will be set, selecting at least two questions from each unit. Candidates are required to attempt five questions, at least one question from each unit.


Unit-III Machinery at the State Level: Composition, powers and functions of State Departments and Directorates of Health and Family Welfare- the problems of their inter-relationships - Composition, Powers and Functions of State Medical Councils - Composition, Function and Role of State Hospitals. Composition functions and role of District Hospitals.

Unit-IV Machinery for Health & Family Welfare at the Local levels- Problems of Administration and Management of Municipal Hospitals and Primary Health Centres Dispensaries and Family Welfare Centres.

Unit-V Personnel System for Medical, Health and Family Welfare Administration: The problems for finding suitable personnel for these areas, with special reference to the idea of creation of an all India Service of Health and Family Welfare Administrators. Reforming Health Education with special reference to the idea of Curricula revision.

Books Recommended:
12. A. Cart Wright: Human Relations and Hospital (Latest ed.)