

Syllabus & Courses of Reading
M.A. Public Administration

Semester – I

Paper No.	Nomenclature of the Paper	Max. Marks	Time
1	Administrative Theory	80+20	3 hours
2	Public Personnel Administration and Human Resource Management.	80+20	3 hours
3	Financial Administration.	80+20	3 hours
4	Organisational Behaviour Option A / Indian Constitution (Option B)	80+20	3 hours
5	Optional Papers: Choose any one of the following: - (a) Comparative Public Administration. (b) Public Administration and Computer Applications. (c) Environmental Policy and Administration (d) Business Administration. (e) Politics and Administration (f) Political Theory	Theory-60 Practical-20 Internal Assessment-20 Total= 100	3 hours 2hours 1 hour 3 hours

The Internal assessment will be based on assignments: 10 marks

Attendance: 5 marks

One class test: 5 marks

Paper-I: Administrative Theory

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Meaning, Nature, Scope and Significance of Public Administration, Public and Private Administration: Its Role in Developed and Developing Societies. Environmental Influences.

Unit-III Evolution of Public Administration as an independent discipline; New Public Administration; and New Public Management Perspective. Approaches to the study of Public Administration – Behavioural, System and Structural – Functional Approach.

Unit-IV Structure of Organisation: Chief Executive – Role and Functions. Line and Staff Agencies. Forms and Bases of Organisation, Departments, Corporations, Companies, Boards and Commissions. Accountability and Control – Concept of Accountability and Control, Legislative, Executive and Judicial Control over Administration.

Unit –V Citizens and Administration. Public Policy – Meaning and Relevance of Policy Making in Public Administration; Bases, Agencies and Process of Policy Formulation and Implementation.

Books:

1. Avasthi and Maheshwari: Public Administration, Laxmi Narain Aggarwal, Agra, 1988.
2. Hoshiar Singh & Pardeep Sachdeva, Administrative Theory, Kitab Mahal, New Delhi, 2005.
3. M.P. Sharma and B.L.Sadana: Public Administration in Theory and Practice, Kitab Mahal, Allahabad, 1988.
4. J.D. Straussman: Public Administration, Holt, Rinehart and Winslow, New York, 1985.
5. Mohit Bhattacharya: Public Administration, Calcutta: World Press (2nd Ed.) 1991.
6. A.R. Tyagi, Public Administration – Principles and Practices, Delhi Atma Ram & Sons (6th ed.) 1992.
7. S.L.Goel: Public Administration (Theory & Practice), New Delhi: Deep & Deep Publications 2003
8. C.P.Bhambhari: Public Administration – Theory and Practice, Meerut, Jaiparkash Nath Publishers (ed.) 1992-93.
9. Shahib Singh & Swinder Singh: Public Financial Administration, New academic Publisher Company, Jalandhar, 2007

Paper – II: Public Personnel Administration & Human Resource Management

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Public Personnel Administration – Concept, Nature, Scope and Significance. Bureaucracy: Meaning, Concepts, Types, Recent Trends and its Role in Modern Society. Public Personnel System in India with Reference to Civil Services: Recruitment, Training, Promotion and Salary Administration.

Unit – III Human Resource Management: Meaning, Nature, Scope and Significance. Human Resource Planning and Strategy. Job Analysis and Job Design. Employees' Capacity Building Strategies. Total Quality Management.

Unit – IV Human Resource Management and Employment Involvement. Code of Conduct, Discipline and Grievances.

Unit – V Assessing Human Resource Management Effectiveness. Human Resource Audit. Managing Change at Work Place. Stress Management.

Books:

1. David E. Kalinger: Public Personnel Management, IPMA, Prentice Hall Inc., Englewood Cliffs, New Jersey, 1986.
2. India: Administrative Reforms Commission, Report on Personnel Administration, 1969.
3. C.M.Jain, Public Personnel Administration, Jaipur, College Book Depot, 2003.
4. V.M.Sinha: Personnel Administration, (English & Hindi) Jaipur, RBSA Swai Man Singh Highway, 1985.
5. P Ghosh.: Personnel Administration, New Delhi, Sudha Publication, 1975.
6. O.Glenn Stanl: Public Personnel Administration, 7th Ed., Oxford IBH Publication Company, New Delhi, 1977.
7. S.L.Goel: Public Personnel Administration, New Delhi, Deep & Deep Publishers, 2004.
8. K.Aswathappa: Human Resource Management.
9. Tata McGraw Hill, New Delhi, 2008.
10. V.S.P.Rao, Human Resource Management, Excel Books, New Delhi, 2007.
11. A.K.Singh et. Al: Human Resource Management, Sun India Publications, New Delhi, 2005.
12. C.L.Chaturvedi: Manav Sansadhan Parbandh, Shri Mahavir Book Depot, 2603, Nai Sarak, Delhi.
13. Shahib Singh & Swinder Singh: Public Financial Administration, New academic Publisher Company, Jalandhar, 2007.

Paper – III: Financial Administration

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Basic Concepts and Budgetary system

Meaning, Scope, Significance of Financial Administration, Agencies involved in Financial Administration, Budget: Concept, Principles of Budget Making. Budgetary Process: Formulation, Enactment and Execution.

Unit – III Indian Financial System

Zero Based Budgeting, Performance Budgeting. Tax Administration, Centre-State Financial Relations. Fiscal Federalism: Issues and Objectives of the Fiscal Policy.

Unit – IV Financial Committees

Parliamentary Financial Control Committees - : Public Accounts Committees, Estimates Committees, Parliamentary Standing Committees. Finance Ministry: Organisation and working.

Unit – V Audit and Accounting

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

Books:

1. A. Sarapa: Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.
2. Manjusha Shanna & O.P.Bohra: Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi, 2005.
3. B.P.Tyagi: Public Finance, Meerut, Jai Prakash Nath, 1997.
4. G.S.Lal: Financial Administration in India, New Delhi, HPJ Kapoor, 1987.
5. MJK Thavaraj: Financial Administration in India, Delhi, Sultan Chand & Sons, 1996.
6. Andley, Sundharam: Public Finance, Agra, Rattan Prakash and Mandir, 1979.
7. Ruddar Dutt & K.P.Sundharam: Indian Economy, New Delhi, S.Chand & Co. Pvt. Ltd., 1997.
8. M.Y.Khan and P.K.Jain: Finance Management, New Delhi, Tata McGraw Hill 1982.
10. R.N.Srivastave: Management of Financial Institutions, Bombay, Himalaya Publishing House, 1988.
9. C.P.Bhambhri: Public Administration in India, Bombay, Vikas Publishing House, 1973.
10. S.L.Goel, Public Financial Administration, New Delhi, Deep & Deep Publications, 2004.
11. Dutt and Sundharam: Indian Economy, Delhi, S.Chand & Co.,2004.

Paper – IV (Optional-A): Organisational Behaviour

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Basic Concepts

Organisational Behaviour – Concept, Nature, Determinants and Models of Organizational Relationship between Organisational theory and Organisational Behaviour.

Unit – III Theories of Organization

Approaches to Organisational Behaviour: - Historical Perspective, Scientific Management, Behavioural, Contingency and Human-relation Approach.

Unit – IV Organizational Dynamics

Organisational Change And Development: - Concept, Need, Resistance Change Process and Forces of Change, Organisational Development: Concept and Objectives. Organisational Effectiveness: - Concept, Sources, Factors, Models of Organisational Effectiveness.

Unit –V Motivation Theorists

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

Books:

1. Stephen P. Robinson: Organisational Behaviour, 11th edition, New Delhi – 110001 Prentice – Hill of India Pvt.Ltd., 2007
2. Jit S Chandan: Organisational Behaviour, 3rd edition, 576, Masjid Road, Jangpura, N.D., New Delhi-1100014, Vikas Publishing House Pvt.Ltd., 2006, , ,.
3. N.K.Sahni: Management Concept and Organisational Behaviour, 5th edition, New Delhi, [B-15, Sector – 8, NOIDA] Kalyani Publishers, 2007.
4. B.P.Singh & TN Chhahra: Organisational Theory and Behaviour, 3rd edition, 1682, Nai Sarak, Delhi – 110006, 2000.
5. Luthans F.: Organisational Behaviour, 7th edition, New York, MC Graw Hill, 1995.
6. L.M.Prasad: Organisational Behaviour, New Delhi, Sultan Chand & Sons educational Pub., 2001.

Paper – IV (Optional-B) : Indian Constitution

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

UNIT – II Constitutional Development and Framing of Present Constitution. Preamble, Features and Significance of Indian Constitution. Citizen and State : Fundamental Rights; Fundamental Duties; Directive Principles of the State Policy and Rule of Law.

UNIT – III Parliament: Lok Sabha and Rajya Sabha – Their Compositions, Functions, Powers and Relationship. State Legislature: Vidhan Sabha and Vidhan Parishad – Their Composition, Powers, Functions and Relationships.

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:

1. Bombwall, K.R.: Government and Politics in India, Ambala Cantt.: Modern Publications, 1981.
2. D.D. Basu: Constitutional Law of India, Bombay: Prentice Hall of India.
3. B.K. Gokhle: The constitution of India and Its Working, Meerut City: Educational Publishers.
4. Austin Granville: The Indian Constitution, Corner Stone of a Nation, Oxford: Clarendon Press, 1966.
5. S.C. Dube (Ed.): Public Services and Social Responsibility, New Delhi: Vikas, 1979.
6. Anurud Prasad: Centre and State Powers Under Indian Federation, New Delhi: Deep & Deep Publications.
7. B.L. Fadia: Indian Government and Politics, Agra: Sahitya Bhawan, 1992.
8. Morris-Jones, W.H.: The Government and Politics in India, Bombay: B.I. Publishing, 1971.
9. Palmer-Norman, D.: Elections and Political Development, New Delhi: Vikas, 1976.
10. Shiva Rao: The Framing of Indian Constitution, Bombay: N.M. Tripathi & Co., 1969.
11. M.V. Pylee: Indian Constitution, Madras: Vishvanathan Publishers, 1985.

Paper – V (Opt.-A): Comparative Public Administration

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Comparative Public Administration: Concept, Nature, Scope and Significance. Public administration and Environment. Approaches and Methods to the Study of CPA – Institutional, Behavioural, Structural – Functional, Ecological and Systems Approach.

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.

Unit – IV Riggs Typology of Developing Societies with Particular Reference the Prismatic Society and Sala Model. Administration of Development and Administrative Development Problems and Prospects.

Unit – V A Study of Salient Features and Control Mechanism, of Administrative Systems in of UK, U.S.A., France.

Books:

1. W.J. Siffin: Towards the Comparative Study of Public Administration, Indian University Press, Bloomington, Indian 1959.
2. F. W. Riggs: Administration in Developing Countries - The Theory of Prismatic Society, Houghton Mifflin Co. Boston 1964.
3. F. Heady and Stokes: Papers in Comparative Public Administration, Institute of Public Administration, University of Michigan USA.
4. Lucian W. Pye: " Aspects of Political Development, Amerind Pub Co. Ltd. New Delhi, 1966.
5. RJS Baker: Administrative Theory and Public Administration, London: Hutchinson & Co. Ltd. 1972.
6. W. Robson (ed.): Civil Service in England and France, Hogarth, 1956.
7. U.K. Royal Commission in the Civil Service (2 Vols.) 1953-55.
8. National Productivity Council: Personnel Management in Japan, USA and Britain, New Delhi, NPC, 1963.

Paper-V (Opt.-B): Public Administration and Computer Applications
Part – A (Theory)

Max. Marks: 60

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Meaning, Nature, Need, Role, Evolution of Management through Information System. Relatedness of MIS with Management Activities. Management Functions and Decision-Making. Components of MIS with special emphasis in Reporting System, Data Organisation, Concept of Data Base. Data and Data Processing Operation, Database vs. Information System. Role of Computer Technology in Development and Maintenance of MIS. Introduction to Computers: A General Model of Computer System: Brief description of Various Components; Input/Output Devices; Types of Auxiliary storage, Data Storage on different types of Media, Classification of Computers on Chronology, Size and Architecture; Hardware vs. Software, Types of Software, Problems Solving on Computers; Steps in Problem Solving on Computers.

Unit – III Introduction to Operating System: Objectives and functions of an Operating System; Types of Operating System, Introduction to MS-Windows. Introduction to Word Processing, Word Processing Concepts; General Characteristics of Word Processing packages; Using MS Word.

Unit –IV Introduction to Spread Sheet: Data Organisation Concepts; Using MS-Excel, Data Organization Concepts, Graphs & Charts, Various Types of Functions like Statistical, Mathematical & Financial Function etc. Creating Spread-Sheets on the basis of Simple Formulas.

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: 20
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.

MS-Excel Spreadsheet: Entering/filling data in worksheets, working with different views, various toolbars of MS Excel, Graphs & Charts in MS-Excel, Using Various Types of Functions like Statistical, Mathematical & Financial Function etc., Using Format, Tools and Data menus in Excel.

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

Books Recommended:

1. Gear, C. Williams: Computer Organisation and Programming with an Emphasis on Personal Computer (IV Ed.), New York, McGraw Hill 1986.
2. P.K.Sinha, Computer Fundamentals, BPB, 3rd Ed.
3. R.K. Taxali: PC Software Made Simple, Tata McGraw Hill
4. Saxena & Steyer: Basic principles of Data Processing.
5. Murdic, Ross, Management Information System, Prentice Hall of India, latest Edition
6. P.K.Sinha, Foundations of Computing, BPB
7. S.K.Bajendra, Computer Today, Galgotia Publishers.

Paper – V (Opt.-C): Environmental Policy and Administration.

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Environment Meaning, Component, Eco-system, Ecology and Biosphere. Environment Problems, Environmental Pollution: Causes and factors.

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

Unit – IV Environment Laws and Planning- in India. Air Quality Management, Pollution Control, Pollution and Eco-System.

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

Books:

1. Hoshiar Singh (ed.): Environment Policy and Administration, Jaipur, Printwell Publishers, 1992.
2. Shyam Divan & Annin Rosenerang: Environmental Law and Policy in India, Oxford University Press, New Delhi, 2001.
3. Shekhar Singh (ed.): Environmental Policy in India, New Delhi, IIPA 1984.
4. India, NCEP: Draft Report of the State of the Environment, Delhi, December 1981.
5. O.P.Dwivedi, India: Pollution Control Policy and Programmes, International Review of Administrative Sciences, vol. XLIII, Nos. 2, 1977.
6. S.C. Bhatia (ed.): Papers in Environmental Education, Indian University Association for Continuing Education, 1981.
7. A.K. Sharma and A. Sharma (ed.): Impact of the Development of Science and Technology on Environment, Indian Science Congress Association, 1981.
8. Desh Bandhu: Environmental Management, Indian Environmental Society, 1981.
9. UNESCO: "Environmental Education in Asia and the Pacific" Bulletin of the UNESCO Regional Office for Education in Asia and the Pacific 1981.
10. H.N.Tiwari: Environmental Law, Allahabad Law Agency, Faridabad, 2001.
11. V.N. Srivastava & B.P. Rai, Environment and Ecology, Vasundra Publications, Gorakhpur, 1998
12. Report of the Committee for Recommending Legislative Measures and Administrative Machinery for Ensuring Environmental Protection, Department of Science and Technology, 1980.

Paper – V (Opt.-D): Business Administration

Max. Marks: 80

Time: 3 hours

Internal Assessment:20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Administrative Process in Business: Basic Concepts – Business, Industry, Trade, Commerce, Management and Administration. Importance of Scientific Management in Developed and Developing Economies.

Unit – III Administrative Tasks in Business Enterprises: Planning, Organizing, Implementing, Coordinating and Controlling, Goals and Policy Formulation.

Unit – IV Mechanics of Organizing a new Business Enterprise: Forms of Organisation, Nature of Business, Plant Location and Lay-out, Capital Budgeting and Financial. Production: Concept, Elements of Production Management. Planning and Control.

Unit – V Process of Decision-Making in Business Organisation: Identification of Problem, Search for Alternative Solutions, Comparative Analysis of Alternatives and The Final Choice. Business Communication: Basic Forms and Models. Marketing: Concept, Elements of Marketing Management with Special Reference to Sales Promotion

Books:

1. S.S.Khera: Government in Business, Delhi, National, 1977.
2. Samuel Paul: Managing Development Programmes: The Lessons of Success, Boulder, West view, 1982.
3. James C.Van: Financial Management and Policy (New Delhi, Prentice Hall of India).
4. D.J.Agrwala: Management Principles, Practices, Techniques, Deep and Deep Pub., New Delhi.
5. K.R.P.Singh: Organisation and Management of Public Enterprises, Deep and Deep Pub., Delhi.
6. Pfiffner & Sherwood: Administrative Organisation (New Delhi, 1968).
7. Peter F.Drucker: Management Tasks, Responsibilities, Select Chapters, Bombay, 1974, Practices.
8. Amitai Etzioni: Modern Organisations (Prentice Hall of India, 1972).
9. A.R.Palit: An Outcome of Materials Management (Bombay) Academic Book Ltd.
10. Philip Kotler: Marketing Management – Analysis: Planning and Control, New Delhi, Prentice Hall of India, 1976.
11. Edward W.Condiff Richard R., Still Normal A., V.Govoni: Fundamentals of Modern Marketing (New Delhi, Prentice Hall of India, 1974).
12. R.A.Bilas: Micro-Economic Theory, McGraw Hill, New York, 1971.
13. A.R.C.Govt. of India: Report on Public Sector Undertakings, Oct.1967.

Paper: V (E) Politics and Administration

Max. Marks: 80

Time: 3 hours

Internal Assessment:20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

UNIT – II Approaches to the Study of Political System – Structural Functional and System Approach. Political System, Its Concept, Common Properties of Political System. The Concept of Political Culture and Models of Political System.

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

UNIT – IV The Concept of Administrative System, Relationship between Administrative and Political System. Models of Administrative System with special reference to the contribution of F.W. Riggs. Bureaucracy – Weberian Interpretation – Studies in Bureaucracy by Blau and Merton.

UNIT – V The Concept of Administrative State. Bureaucracy and Political Ideology – Marxist Interpretation of Bureaucracy. Bureaucracy and Political Development. Bureaucracy and Social Changes. The Concept of Administrative Change.

Books Recommended:

1. Brecht: Political Theory: The Foundations of Twentieth Century Political Thought (Princeton: Princeton University Press, 1959).
2. M.N. Roy: Parties, Politics and Powers, Calcutta, 1960.
3. Lucian W. Pye: Aspects of Political Development, New Delhi: Amerind Pub. Co. Pvt. Ltd., 1966.

Paper: V (F) Political Theory

Max. Marks: 80

Time: 3 hours

Internal Assessment:20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

UNIT – II Major Traditions of Political Theory, Approaches to the study of Political Theory: Behaviour Approach, Structural Functional Approach and System Approach.

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

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

UNIT – V

Political Ideologies: Pluralism, Liberalism, Individualism and Idealism. Totalitarianism and Socialism, Marxism and Democracy.

Books Recommended:

1. C. James, Charlesworth (Ed.) Contemporary Political; Analysis, New York, 1967.
2. Robert Jahl: Modern Political Analysis, New Delhi, 1967.
3. C.L. Waper; Political Thought, London, 1973.
4. Andres Lacker – Political Theory: Philosophy, Ideology and Sciences, New York, 1961.
5. Lucian N. Pye: Aspects of Political Development, New Delhi: Amerind Publishing Co. Pvt. Ltd., 1966.
6. Gester, Jones and Lancaster; Masters Political Thought Vols, I,II and III, London: George Harper, 1959.
7. Ralph Miliband. Marxism and Politics, London, Oxford Univ. Press, 1977.
8. P. Chaterjee: The State of Political Theory, Calcutta: K.P. Bagchi and Co., 1978.
9. S.P. Verma: Modern Political Theory – A Critical Survey, Delhi: Vikas, 1975.
10. David Easton: The political System, II Varieties of Political Theories, Englewood, Cliffs, Prentice Hall, 1966.

Semester – II

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

The Internal assessment will be based on assignments : 10 marks

Attendance: 5 marks

One class test: 5 marks

Paper-VI: Organisational & Administrative Issues

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit-II Organisation: Classification and Concept, Good Governance, Citizen Charter, Right to Information 2005.

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

Unit-IV. Administrative Behaviour – Decision-Making and Contributions of Herbert Simon, Leadership, Communication, Morale and Motivation. Administrative Law: Concept and Importance of Administrative Law.

Unit –V Delegated Legislation – Meaning, Types, Advantages, Limitations and Safeguards. Citizens and Administration, Administrative Adjudication, Administrative Ethics and Transparency in Administration.

Books:

1. Avasthi and Maheshwari: Public Administration, Laxmi Narain Aggarwal, Agra, 1988.
2. Hoshiar Singh & Pardeep Sachdeva, Administrative Theory, Kitab Mahal, New Delhi, 2005
3. M.P. Sharma and B.L.Sadana: Public Administration in Theory and Practice, Kitab Mahal, Allahabad, 1988.
4. J.D. Straussman: Public Administration, Holt, Rinehart and Winslow, New York, 1985.
5. Mohit Bhattacharya: Public Administration, Calcutta: World Press (2nd Ed.) 1991.
6. A.R. Tyagi, Public Administration – Principles and Practices, Delhi Atma Ram & Sons (6th ed.) 1992.
7. S.L.Goel: Public Administration (Theory & Practice), New Delhi: Deep & Deep Publications 2003
8. C.P.Bhambhari: Public Administration – Theory and Practice, Meerut, Jaiparkash Nath Publishers (ed.) 1992-93.

Paper – VII: Financial Management

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Basic Concepts

Financial Management: Concept, Scope, Approaches to Finance Functions, Evolution and Goals. Fundamental Principles and Functions of Financial System.

Unit – III Financial Institution

Role of Financial Institutions: Industrial Financial Corporation of India, Industrial Development Bank of India, State Financial Corporation, State Industrial Bank of India.

Unit – IV Measurement Techniques

Cost Benefit Analysis: Meaning, Nature, Scope and Techniques, Marginal Costing - Concept Utility and Limitations, Working Capital-Concept, Components, Importance and Factors Affecting Working Capital.

Unit – V Monetary System

RBI and Monetary Management Organisation and Function, Monetary Policy and Bill Market, Working of Indian Monetary System, Indian Money Market: Composition, Features and Reforms.

Books:

1. A. Sarapa: Public Finance in India, Kanishka Publishers Distributors, New Delhi, 2004.
2. Manjusha Shanna & O. P. Bohra: Bhartiya Lok Vitta Prashasan, Ravi Books, Delhi, 2005.
3. B.P.Tyagi: Public Finance, Meerut, Jai Prakash Nath, 1997.
4. G.S.Lal: Financial Administration in India, New Delhi, HPJ Kapoor, 1987.
5. MJK Thavaraj: Financial Administration in India, Delhi, Sultan Chand & Sons, 1996.
6. Andley, Sundharam: Public Finance, Agra, Rattan Prakash and Mandir, 1979.
7. Ruddar Dutt & K.P.Sundharam: Indian Economy, New Delhi, S. Chand & Co. Pvt. Ltd., 1997.
8. M.Y.Khan and P.K.Jain: Finance Management, New Delhi, Tata McGraw Hill 1982.
10. R.N.Srivastave: Management of Financial Institutions, Bombay, Himalaya Publishing House, 1988.
9. C.P.Bhambhri: Public Administration in India, Bombay, Vikas Publishing House, 1973.
10. S.L.Goel, Public Financial Administration, New Delhi, Deep & Deep Publications, 2004.
11. Dutt and Sundharam: Indian Economy, Delhi, S. Chand & Co.,2004.

Paper – VIII : Administrative Thought

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Basic Concept

Administrative Thought: Concept and Evolution, Organisational Goals; Concept, Functions and Types, Goal Succession, Displacement and Distortion.

Unit – III Theories of Organization

Organisational Theories: Classical Theory, Bureaucratic Theory and Public Choice Theory.

Unit – IV Dichotomy and Classical Theories

Woodrow Willson, F.W.Taylor, Henry Fayol, Mary, P.Follet, Gullick Urwick, Max Weber.

Unit – V Human Relation, Behavioural and Indian Administrative Thinkers

Elton Mayo, Herbert Simon, Chester Barnard, F.W.Riggs, Kautilya and Gandhi.

Books:

1. Likert, K.: New Patterns of Management, New York: McGraw Hill, 1961.
2. A.Etzioni: Modern Organisation, 5th edition, New Delhi: Prentice Hall of India, 1981.
3. Shanna, RA.: Organisational Theory and Behaviour, New Delhi: Tata. McGraw Hill Pub. Co.1985.
4. Nisa Alia: Administrative Thinkers, New Delhi, Associated Pub., 1987.
5. R.S.Dwivedi: Human Relations and Organisational Behaviour, New Delhi, Oxford and IBH Pub.1987.
6. M.R.Minto: Management Thinkers, New Delhi, Allied Pub.Ltd., 1989.
7. R.K.Sapru: Theories of Administration, New Delhi, S.Chand & Co.Ltd., 1996.
8. MJ Mathew: Organisation, Theory and Behaviour, Jaipur, RBSA Pub. SMS Highway.

Paper – IX : Industrial Relations and Labour Laws

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Industrial Relations: Meaning, Nature, Objectives, Importance and Constituents of Industrial Relations, Role of State in Industrial Relations. Industrial Disputes and Industrial Relations Machinery, Employee Grievances: Meaning, Nature, Causes and Procedure of Grievances.

Unit – III Employee Counselling: Meaning, Nature and Functions of Counselling. 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
- 2) B.P.Singh, T.N.Chhabra, P.L.Taneja: Personnel Management and Industrial Relations., Dhanpat Rai & Co., Educational & Technical Publishers, 1710, Nai Sarak, Delhi -110006.
- 3) R.C.Saxena: Labour Problems and Social Welfare, Meerut: K.Nath and Co.1988.
- 4) M.L.Monga: Industrial Relations and Labour Laws in India, New Delhi, Deep & Deep 1984.
- 5) G.K.Sharma: Labour Movement in India, New Delhi, Sterling Publishers, 1972.
- 6) S.Malik: Industrial Law, Eastern Book Company, Delhi, 1983.
- 7) S.N.Mishra, Labour and Industrial Laws, Allahabad Law Agency, 1976.
- 8) C.B.Memoria & S.Memoria: Dynamics of Industrial Relations in India, Bombay, Himalaya Publishing House, 1987.
- 9) D.C.Sharma and R.C.Sharma: Personnel Management and Industrial Relations, Meerut, SJ Publishers, 1988.

Paper – X (Opt.-A): Development Administration

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Development Administration: Concept, Nature, Scope, Features and Significance, Objectives of Development Administration. Development Administration and Non-Development Administration Dichotomy. Ecology of Development Administration.

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

Unit – IV Development and Its Dimensions. Development and Modernization. Problems and Prospects of Development. Approaches of Development. Sustainable Development.

Unit – V Role of Administration in the Field of Development 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.
2. C.N.Bhalerao (ed.): Administration, Politics and Development in India, Bombay, Lal, Pani Publishing House, 1972.
3. R. Braibhanti and J.S.Spengler: Administration and Economic Development in India, Duke Univ. Press.
4. UNO: Development Administration: Current Approaches and Trends in Public Administration for National Development, New York, UNI 1975.
5. S.K.Sharma (ed.), Dynamics of Development (Two volumes), New Delhi: Concept Publishing House.
6. Fred W. Riggs (ed.), Frontiers of Development Administration, purham: N.C. Duke University Press, 1970.
7. Irwing, Swndlow (ed.): Development Administration: Concepts and Problems, Syracuse: NY Syracuse University Press, 1963.
8. Joseph, La Palombara (ed.): Bureaucracy and Political Development, Princeton: NJ Princeton University Press, 1963.
9. Preeta Joshi: Vikash Prashashan, Jaipur, RBSA, Swai Man Singh, Highway, Chaura Rasta 2nd Ed. 1991.
10. Gabriel Almond and G.B. Well: Comparative Politics: A Developmental Approach, Oxford & IBH Pub. Co. New Delhi, 1976.
11. Roy Macridis and B. Brown: Comparative Politics, 4th ed. Honwood, Dorsey Press 1972
12. Cherry Oertzel, Maure Goldschmidh and Donald Rotchild, Government and Politics in Kenya, Nairobi 1970.

Paper – X (Opt.-B): Management of Voluntary Agencies

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

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

Unit – III Organisational Structure of Voluntary Organisations. Legal and Policy Environment Including Registration, Statutory Returns, FERA and Income Tax. Welfare Schemes and Voluntary Organisations.

Unit – IV Voluntary Organisations and Mobilisation of Local Resources. Management Accounting, Foreign Currency Accounting, Procurement of Goods and Services. Voluntary Organisations and CAPART. Project Appraisal, Monitoring and Evaluation.

Unit – V Project Management, Project Cycle Approach, Logical Framework Analysis. Human Resource Management. Audit, Accountability and Control.

Books:

1. D.Paul.Chaudhary: Profile of Social Welfare and Development in India, M.N.Publishers & Distributors, New Delhi, 1985.
2. Mathivaanan: Voluntary Agencies and Social Change, Menas Publications, New Delhi, 1991.
3. Stephan, Hatch, Outside the State: Voluntary Organisations in Three English Towns, Croomhelm, London, 1980.
4. Avasthi and Maheshwari, Public Administration, Laxmi Narain Aggarwal, Agra, 1988.
5. Narman, Johnson: Voluntary Social Services, Basil Blackwell and Mortin Roberton Oxford, 1981.
6. Usha, Kapoor, Women Welfare: A Study of Voluntary Agencies, Indus Publishing Company, New Delhi, 1995.
7. P.D.Kulkarni, (ed.), Voluntary Action: Myth and Reality, NIPCCD, New Delhi, 1991.
8. R.B.Jain, (ed.), N.G.Os in Development Perspective, Vikas Publishing House, New Delhi, 1995.
9. E.A.Naryana, Voluntary Organisations and Rural Development in India, Uppal Publishing House, New Delhi, 1990.
10. IIPA: Special Issue, Vol.33, No.3, July – September, 1987.
11. S.L.Goel, Public Administration (Theory and Practice, Deep & Deep Publications, New Delhi, 2003.

Paper – X (Opt.-C): Corporate Governance

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Corporate Governance – A Conceptual Framework & Practice, C G – The New Paradigm. Corporate Governance in India and Trends in C G

Unit – III Trends in Corporate Governance, CG for Building Global Competance, CG: Issues and Challenges CG in.

Unit – IV Corporate Governance in Banking Sector, Scams in Indian Capital Market, Impact of CG on Household Investors, Ethics in Business – Bases for Corporate Governance. RTI and Corporate Governance; CG Reporting; CG and Corporate Social Responsibility.

Unit – V Financing Pattern of Indian Corporate Sector, Strengthening of Corporate Governance. Media and CG ; and CG in the Era of LPG. Implication of CG, Measures for Effective Corporate Governance.

Books recommended:

1. P.V. Sharma & S. Rajani, Corporate Governance – Contemporary Issues and Challenges, Kanishka Publishers, Distributors, New Delhi, 2007.
2. N. Gopalaswamy, Corporate Governance – The New Paradigm, Wheeler Publishing, A Division of A.H. Wheeler and Co. Ltd, New Delhi, 1998.
3. Task Force Report on Corporate Governance in India – An Investors’ Perspective, submitted by Institute of International Finance, February 2005.
4. P.P. Arya et.al., Corporate Governance, Deep and Deep Publishers Pvt. Ltd., 2003.
5. Vepakesam, “Corporate Governance”, Reserve Bank Bulletin, January, 2000, pp. 21-43.
6. Devi Singh and Subhash Garg, Corporate Governance, Excel Books, New Delhi, 2001.
7. Corporate Governance, What it means and what it needs, Management Review, July-Dec., 1996.
8. Corporate Governance: What needs to be Done, Fortune India, January 16-31, 1997.
9. Corporate Governance: Multi-faceted Issue, Chartered Secretary, October, 1997.

Paper – X (Opt.-D) : Police Administration

Max. Marks: 80

Time: 3 hours

Internal Assessment: 20

Note: There will be nine questions of equal marks in all and the candidate has to attempt five questions selecting one question from each. Question No. 1 in Unit-I is compulsory.

Unit-I There will one compulsory question in the UNIT-I and it will be short answer type comprises of eight parts and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

Unit – II Need and Concept of Police in Society. Evolution and Growth of Police System – Ancient, Medieval, British and Post Independence Periods with Emphasis on Various Commissions and Committees Constituted during Crown’s Rule and after Independence in India.

Unit – III Police and Policing in India – An Overview. Police and The Union Government. Ministry of Home Affairs, Indian Police Service, Central Police Forces and Organisations and Central Vigilance Commission. Police and Human Rights in India.

Unit – IV Organisation and Working of Police in Indian States. The District Police in India – District Police Organisations and Its Working. Metropolitan Police, Police and Panchayati Raj – Organisation of Village Force and Issues Related to it. Police and Executive. Police and Political Order (Political Parties and Political Change/Development).

Unit – V Emerging Issue in Police Administration
(a) Police and E-Governance .
(b) Measuring Police Efficiency in India
(c) Women Police.
(d) Police – Problems.
(e) Corruption in Police Administration.
(f) Police Reforms.
(g) Police – Public Relations.

Books:

1. Shanker Sen: Indian Police Today, New Delhi, Ashish Publishing House, 1994.
2. Sultan Akhar Khan: Power, Police and Public, Kurukshetra, Vishal Publications, 1983.
3. K.M. Mathur: Internal Security Challengers and Police in a Developing Society, RBSA, Jaipur, 1989.
4. Charles D. Hale: Fundamentals of Police Administration, Boston, Helbrook Press, 1977.
5. S.C. Mishra: Police Administration in India, 1970.
6. D.H. Bayley: The Police and Political Development in India (Latest Edition).
7. O.W. Wilson and Roy Clinton McLaran: Police Administration (Latest Edition).
8. K.M. Mathur: Problems of Police in a Democratic Society, RBSA Publishers, Jaipur, 1987.
9. N.S. Saksena: Law and Order in India, Abhinav Publications.
10. P.D. Sharma: Indian Police – A Development Approach (Latest Edition)

Journals

11. Indian Journal of Public Administration, July-September, 1985.