

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

**Semester -1**

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

**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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.

**Unit-II** I 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 (2<sup>nd</sup> Ed.) 1991.
6. A.R. Tyagi, Public Administration - Principles and Practices, Delhi Atma Ram & Sons (6<sup>th</sup> 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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, 7<sup>th</sup> Ed., Oxford IBH Publication Company, New Delhi, 1977.
7. S.L.Goel: Public Personnel Administration, New Delhi, Deep & Deep Publishers, 2004.
8. K.Aswhathappa: 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I**      There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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.Lai: Financial Administration in India, New Delhi, HP J Kapoor, 1987.
5. MJK Thavaraj: Financial Administration in India, Delhi, Sultan Chand & Sons, 1996.
6. Andlcy, 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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 Cllelland's Theory.

### **Books:**

1. Stephen P. Robinson: Organisational Behaviour, 11<sup>th</sup> edition, New Delhi- 110001 Prentice - Hill of India Pvt.Ltd., 2007
2. Jit S Chandan: Organisational Behaviour, 3<sup>rd</sup> 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, 5<sup>th</sup> edition, New Delhi, [B-15, Sector - 8, NOIDA] Kalyani Publishers, 2007.
4. B.P.Singh & TN Chhahra: Organisational Theory and Behaviour, 3<sup>rd</sup> edition, 1682, NaiSarak, Delhi-110006, 2000.
5. Luthans F.: Organisational Behaviour, 7<sup>th</sup> 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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 42<sup>nd</sup>, 44<sup>th</sup> and 52<sup>nd</sup> 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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: 2 hours**

**Internal Assessment: 20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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, Gurakhpur, 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising questions of two marks each. It will cover the whole 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.Aggrwala: 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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 Lahcastar; Masters Political Thought Vols, IJI 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

<b>Paper No.</b>	<b>Nomenclature of the Paper</b>	<b>Max. Marks</b>	<b>Time</b>
6	<b>Organisational and Administrative Issues.</b>	80+20	3 hours
7	<b>Financial Management.</b>	80+20	3 hours
8	<b>Administrative Thought.</b>	80+20	3 hours
9	<b>Industrial Relations and Labour Laws.</b>	80+20	3 hours
10	<b>Optional Papers: Choose any one of the following: -</b> (a) <b>Development Administration.</b> (b) <b>Management of Voluntary Agencies.</b> (c) <b>Corporate Governance</b> (d) <b>Police Administration.</b>	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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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 (2<sup>nd</sup> Ed.) 1991.
6. A.R. Tyagi, Public Administration - Principles and Practices, Delhi Atma Ram & Sons (6<sup>th</sup> 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.



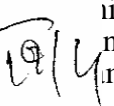
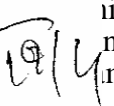
**Unit-II Basic Concepts** Financial Management: Concept, Scope, Approaches to Finance Functions, Evolution and Goals. Fundamental Principles and Functions of Financial System.

**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. 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:  erut, Jai Prakash Nath, 1997.
4. G.S.Lai: Finance Management in India, New Delhi, HPJ Kapoor, 1987.
5. MJK Thav:  inistration in India, Delhi, Sultan Chand & Sons, 1996.
6. Andley, Su  nance, Agra, Rattan Prakash and Mandir, 1979.
7. Ruddar Du  m: Indian Economy, New Delhi, S.Chand & Co. Pvt. Ltd., 1997.
8. M.Y.Khan and P.KJain: Finance Management, New Delhi, Tata McGraw Hill 1982.
9. R.N.Srivastave: Management of Financial Institutions, Bombay, Himalaya Publishing House, 1988.
10. 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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, 5<sup>th</sup> 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**

**Time: 3 hours**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

- UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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, Lai, 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, Durham: N.C. Duke University Press, 1970.
7. Irving, Swindlow (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 Goldschmidth 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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 CAP ART. 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. IIPA: Special Issue, Vol.33, No.3, July - September, 1987. 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 one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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. Gopaldaswamy, 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. Vepakasam, "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**

**Time: 3 hours**

**Max. Marks: 80**

**Internal Assessment: 20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole 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.

### **Semester-III**

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

**Training/Field Work:** The students will undertake 3 weeks training/field survey concerning their respective choice of paper/area after finishing their Illrd semester examinations. After completion of training, every student will write a project report and submit it till the completion of fourth semester examinations.

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

**The Internal assessment will be based on assignments : 10 marks**

**Attendance: 5 marks**

**One class test: 5 marks**

## **Paper-XI: Public Administration in India.**

**Max. Marks: 80**

**Time:3hours**

**Internal Assessment:20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.

Unit-II Evolution of Indian Administration: Ancient, Mughal Period and British Influences on Indian Administration; Constitutional Framework and of Features of Indian Administration. Federation and Parliamentary characteristics in Indian Administration

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

Unit-IV 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-V State Government Administration: Governor, Chief Minister and Council of Ministers. State Administration: State Secretariat; Chief Secretary and Directorate. Departments & Boards at State Level. District Administration: District Collector, Powers, Functions and his Changing Role. District Rural Development Agency and Special Development. Programmes.

### **Books Recommended:**

1. Hoshier Singh & Mohiner Singh: Public Administration in India: Theory & Practice, New Delhi: Sterling Pub., Reprint, 1990.
2. Hoshier Singh & D.P. Singh: Indian Administration: Current Issues and Problems, Jaipur: Aalekh Publishers, 1990.
3. G.P. Pilani & Hoshier Singh: Administration & Social Changes, Jaipur; Printwell Publishers, 1990.
4. Avasthi: Central Administrative, Tata McGraw Hill, Publishers Co. Put. Ltd. 1988, New Delhi.
5. R.B. Jain: Contemporary Issues in Indian Administration, Delhi: Vishal Publishers, 1976.
6. S.R. Maheshwari: Indian Administration, Delhi: Orient Longman, 1989.
7. CP. Bhambri: Public Administration in India, Delhi, Vikas 1973.
8. V. Bhaskara Rao and b. Venkateshwarlu ( ed.): Parliamentary Democracy in India: Trends and Issues, Delhi, Mittal Pub. 1987.
9. Pramatama Sharan: Public Administration in India, Meerut: Meenakshi Publications, 1978.



## Paper-XII: Public Sector Management

**Max. Marks: 80**

**Time: 3 hours**

**Internal Assessment:20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.

Unit-II Public Enterprises meaning, Definition, Growth and Environment of Public Enterprises. Rationale and Objectives. Government's Policy Towards Public Enterprises.

Unit-III 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 Management of Public Enterprises at Middle and Lower Levels. Financial Management. Personnel Management-Recruitment and Training. Business Ethics and Corporate Responsibility.

Unit-V Industrial Relations and Workers's Participation in Management. Project Management. Market Management. Public Relations and Profitability and Efficiency. Performance Evaluation Privatisation of Public Enterprises. Autonomy and Accountability of Public Enterprises.

### **Books Recommended**

1. A.N. Aggarwal: Indian Economy, Delhi: Wiley Eastern Ltd. 1987.
2. A. Ghosh: Indian Economy - its Nature and Problems, Calcutta: The World Press Pvt.
3. Dutt and Sundharam: Indian Economy, Delhi: S. Chand & Co., 2004.
4. B.L. Mathur: Economic Policy and Administration (Hindi), Jaipur: RBSA Publishers, SMS Highway 1990.
5. Hoshier Singh & Mohinder Singh - Public Administration In India - Theory and Practice, New Delhi: Sterling Publishers, 1990.
6. Mohinder Singh (ed.): Some Aspects of Public Enterprises in India - a Plea for Reforms, New Delhi: Uppal Publishing House, 1993.
7. V.V. Ramanadhan (ed.), Public Enterprises and Developing World, London: Groom Helm, 1984.
8. A.H. Hansen: Public Enterprises and Economic Development, London: Routledge and Kegan, 1972.
9. Laxmi Narain: Principles and Practice of Public Enterprises Management, New Delhi: S.Chand & Co.
10. S.C. Kuchhal: The Industrial Economy of India. Agra: Chitanya Pub. House, 1987.
11. Prahlad Kumar Basu: Public Enterprises: Policy Performance and Professionalism, New Delhi, Allied 1982.

## Paper-XIII Research Methodology

**Max. Marks: 80**

**Time: 3 hours**

**Internal Assessment:20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.

Unit-II Social Science Research: Meaning, Nature, Objectives and Types, Scientific Methods of Social Science Research-Meaning, Characteristics and Various Stages of Scientific Methods. Importance of Scientific Method in the Study of Public Administration.

Unit-III Identifications of Research Problem. Hypotheses: (Meaning, Significance, types & sources) research Design, ( Exploration Descriptive & Experiment) & Research Studies (Panel and Case). Selection of Universe & various Methods of Sampling.

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

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

### **Books Recommended:**

1. Goode & Hatt: Methods of Social Research, New Delhi, McGraw Hill Book Company, 1987.
2. Pauline V. Young: Scientific Social Survey & Research, New Delhi, Printice Hall of India, 1979.
3. John Galtung: Theory & Methods of Social Research, New Delhi, Colombia University Press, 1967.
4. B.M. Jain: Research Methodology, Research Publications (Hindi), Jaipur.
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.
7. S.R. Kothari: Research Methodology- Methods & Techniques (2<sup>nd</sup> Ed.), New Delhi; Wiley Eastern Ltd.
8. C.J. Pearsons: Thesis & Project Work, A Guide to Research & Thesis Writing, London; Allen & Unwin, 1973.
9. Jonathan Anderson: Berry, H. Durston, Millicent Poole Thesis & Assignment Writing, New Delhi; Wiley Eastern Limited, 1977.

## Paper-XIV/XV Urban Local Administration

**Max. Marks: 80**

**Time:3 hours**

**Internal Assessment:20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.

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

Unit-III Features of Urban Local Government in India. Structure Organisation and functions of Urban Local Government in India. Local Government Performs in India. Urban Poverty Alleviation.

Unit-IV Municipal Personnel Administration: Various types, Recruitment and Training Municipal in India. Urban Development: Issues and Challenges.

Unit-V Municipal Politics. People's Participation. Municipal Leadership. State Local Relationship in India. Urban Governments and Good Governance.

### **Books Recommended:**

1. Pardeep Sachdeva: Urban Local Government and Administration in India, Kitab Mahal, New Delhi, 2000.
2. Hoshiar Singh: Local Government in India, Britain, France and USA, Kitab Mahal, Allahabad, 1997.
3. Hoshiar Singh and Zia-U-Din Khan: leadership in Municipal Government, Jaipuer, RBSA Publishers.
4. Hoshiar Singh: State Surpevision and Control over Municipal Bodies, New Delhi: Associated Publishers.
5. S.L. Kaushik: Leadership in Urban Government in India, Allahabad: Kitab Mahal 1989.
6. Sahib Singh and Swinder Singh: Local Government in India, Jalandhar: New Academic Publishing Co., 1991.
7. Pardeep Sachdeva: Dynamics of Municipal Government and Politics in India, New Delhi, Kitab Mahal 1991.
8. David Wilson & Chris Game & Others: Local Government in the United Kingdom, London: Macmillan 1994.
9. Tony Byrne: Local Government in Britain, London: Penguin Press 5<sup>th</sup> Ed. 1990.
10. Vincent Ostrom and Others: Local Government in the United States, San Franscisco, California, ICS Press, 19987.
11. Michael Keating: Comparative Urban Politics, Edward Elgar Publishing Ltd. Hamshire, England, Cover House Croft Road, Aldershot, 1992.
12. D.A. Chandler (Ed.), Local Government in Liberal Democracies: An Introductory

**Paper: XIV/XV      Rural Local Administration**

**Max. Marks: 80**

**Time: 3 hours**

**Internal Assessment:20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I**      There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.

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

**Unit-IV**      Desert Development Programme, Drought Prone Development Programme, Rural Energy Programme, National Rural Employment Guarantee Scheme (NREGS) and Swaran Jayanti Gram Swa Rojgar Yojana (SGSY). Agriculture and Rural Development. Role of District Industry Centre and Rural Industrialization.

**Unit-V**      Ministries of Rural Development and Panchayati Raj-Organisation and Functions. IT and Rural Development. Cooperation and Rural Development-Role of Cooperatives, Cooperative Principles; Forms of Cooperatives. Cooperative Administration at the Centre, State and Local Levels.

**Books Recommended**

1. Hoshiar Singh: Administration of Rural Development in India, New Delhi, Sterling Publishers, 1995.
2. S.R. Maheswari: Local Government in India, New Delhi: Origin Longman, 1984.
3. Bhatnagar: Rural Development in India, New Delhi: Light and Life Publishers, 1978.
4. Hoshiar Singh: Rural Development in India, Jaipur: Printwell Publishers, 1985.
5. SR. Maheswari: Rural Development in India, A Public Policy Approach, New Delhi: Sage Publications, 1985.
6. S.N. Mishra: New Horizons in Rural Development Administration, New Delhi: Mittal Publications, 1989.
7. B.S. Khanna: Rural Development in India, New Delhi: Deep & Deep Publications, 1982.
8. Mohinder Singh: Rural Development in India - Current Perspectives, New Delhi: Intellectual Publishing House, 1992.
9. Kurukshetra: A journal of Rural Development, Government of India.
10. Journal of Rural Development, National Institute of Rural Development, Hyderabad.
11. Sahib Singh and Swinder Singh: Local Government in India, New Academic Publishing Co. Jalandhar, 1992.
12. A.S. Malik: Concept and Strategy of Rural Industrial Development, New Delhi: M.D. Publications, 1995.
13. Surat Singh and Mohinder Singh (Eds.): Rural Development Administration in 21<sup>st</sup> Century: A Multi Dimensional Study, New Delhi: Deep & Deep Publications, 2006.

## Paper: XIV/XV Social Welfare Administration

**Max. Marks: 80**

**Time:3 hours**

**Internal Assessment:20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.

**Unit-II** Social welfare: Meaning, Nature, Scope and Principles of Social Administration. Social Policy - A Study of Relevant Constitutional Articles and Provisions in the Five year Plan Documents. Legislations with Special Reference to legislation for Women and Children.

**Unit-III** Ministry of Social Justice and Empowerment: Organisation and Functions, Department of Women and Child Development at Central Level. Central Social Welfare Boards-its Composition, Functions. Social Planning and Five Year Plans.

**Unit-IV** Directorates of Social Justice and Empowerment, Welfare of SCs & BCs; and Women & Child Development - Composition, and Functions, State Social Welfare Advisory Board: Composition, Powers and Personal Practice in the Field of Social Administration. Major Social Sectors - Health and Education.

**Unit-V** National Commission for SCs and STs - Programmes for the Development of SCs and STs and Women. Welfare of the Disabled and Aged. Drug De-addition. Methods of Social Administration: Social Case Work; Group Work; and Community Organisation and their application in India. Role of Voluntary/ Non-Governmental Agencies in Socio-economic Development.

### **Books Recommended**

1. Surendra Kataria, Social Administration (Hindi), RBSA Publishers, SMS High Way, Jhaipur, 2002.
2. CP. Barthwal (Ed.), Social Justice in India, Bharat Book Centre, 17, Ashok Marg, Lucknow, 1998.
3. D.R. Sachdeva, Social Welfare Administration (English and Hindi), Kitab Mahal, Allahabad, 2004.
4. Davis C. March: An Introduction to Social Administration, Routledge and Kegan Paul, London, 1965.
5. P.D.Kulkarni: Centre Social Welfare Board, New Delhi: Asia Publishing House, 1961.
6. V. Jaganadhan: Social Welfare Organisation, New Delhi, IIPA 1966.
7. D.K.Mishra: social Administration (Hindi) Jaipur: College Book Depot, Tripolia Bazar, 1990.
8. D. Paul Chowdhry: Social Welfare Administration, New Delhi, Atma Ram & Sons, 1979.
9. S.L.Goel and R.K.Jain: Social Welfare Administration, vol. I, New Delhi: Deep & Deep, 1988.
10. T.N.Chaturvedi and S.K. Chandra: Social Administration Development and Change, New Delhi, IIPA 1980.
11. D.P. Chowdhry: Social Welfare Administration, Atma Ram & Sons, Delhi 1992.
12. Mohinder Singh (ed.): Social Policy and Administration in India, M.D. Publications Pvt.Ltd., New Delhi, 1996.

**Paper: XIV/XV Insurance Sector Administration in India.**

**Max. Marks: 80**

**Time:3 hours**

**Internal Assessment:20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.

**Unit-II** Life Insurance: Concept and Significance, Need of Security against economic difficulties, Risk and uncertainty; Individual values system, Individual Life Insurance. Nature and uses of Life Insurance.

Life Insurance Policies: Types and Their applicability to different situations. Important Life Insurance Policies issued by the Life Insurance Corporation of India. Administrative Set-Up of Life Insurance of India.

**Unit-III** 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. 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

**Unit-IV** Fire and Marine 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** Insurance, Finance and Legislation: Investment policy of LIC and GIC in India. Legislation-A Brief study of Indian Insurance Corporation of India Act, 1956; General Insurance Corporation of India Act, Export Credit and Guarantee Corporation Act ; Valuation of risk; and Indemnity contract and specific value contracts.

**Books Recommended:**

1. Huebner S.S. and Kennerth Black Jr. : Life Insurance (Prentice-Hall Inc. Englewood Chiffs, New Jersey).
2. Mehar Robert, L. Life Insurance; Theory and Practice (Business Publication, Texas).

3. Maclean Life Insurance.
4. Gupta, O.S. Life Insurance-(Frank Brother, New Delhi).
5. Mishra, M.N. Insurance Principle and Practice (Delhi Vikas Publishing House).
6. Palande, P.S. et. al Insurance in India, (New Delhi Sa Sage Publication).
7. Rodder Marine Insurance (Prentice Hall, New Jersey).
8. Winter, W.D. Marine Insurance.
9. Godmen Fire Insurance.
10. Cambell, H. Fire Insurance Contract Indian Policy (the Rough Notes Co.).
11. Srivastava, S. S. Insurance Administration and Legislation in India (Allahabad, Asia Book Depot).
12. Govt, of India Life Insurance Corporation of India Act, 1956.
13. 13 Govt, of India General Insurance Corporation of India Act, 1956.
14. General Insurance by Biakelhaupt and Magee, Eight Ediction, Published by Richard D. Irwin, Inc., Homewood, Illinois, Irwin Dorsey Limited, George-town, Ontario, Chapter: 1 to 7m, 13, 21, 27 & 28.

### SEMESTER- IVTH

Paper No.	Nomenclature of the Paper	Max. Marks	Time
16.	Issues in Indian Administration	80+20	3 hours
17.	Public Policy Analysis	80+20	3 hours
18 & 19	Optional Papers: Choose any two of the following:- (1) Public Relations & Governance (2) Electronic Governance (3) Administrative Law (4) Health and Hospital Administration	80+20. 80+20 80+20 80+20	3 hours 3 hours 3 hours 3 hours
20.	Project Report and Viva-Voce	75+25=100	

**The Internal assessment will be based on assignments : 10 marks**

**Attendance: 5 marks**

**One class test: 5 marks**



## Paper -XVI Emerging Issues in Indian Administration

Max. Marks: 80

Time: 3 hours

Internal Assessment:20

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

- UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.
- Unit-II 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-III Accountability of Public Administration: Parliamentary, Executive & Judicial control over Indian Administration.  
Ethics and Values in Administration.
- Unit-IV Integrity in Administration  
Right to Information Act, 2005  
Lok Pal and Lok Ayukas  
Good Governance  
Consumer Protection
- Unit-V Political and Permanent Executive  
Generalists and Specialists  
Administrative Culture  
Administrative Reforms  
IT & Public Administration  
E- Governance (National e-Governance Plan)

### Books Recommended:

1. Hoshier Singh & Mohinder Singh: Public Administration in India: Theory & Practice, New Delhi: Sterling Pub., Reprint, 1990.
2. Hoshier Singh & D.P. Singh: Indian Administration: Current Issues and Problems, Jaipur: Aalekh Publishers, 1990.
3. G.P. Pilani & Hoshier Singh: Administration & Social Changes, Jaipur; Printwell Publishers, 1990.
4. Avasthi: Central Administrative, Tata McGraw Hill, Publishers Co. Put. Ltd. 1988, New Delhi.
5. R.B. Jain: Contemporary Issues in Indian Administration, Delhi: Vishal Publishers, 1976.
6. S.R. Maheshwari: Indian Administration, Delhi: Orient Longman, 1989.
7. CP. Bhambri: Public Administration in India, Delhi, Vikas 1973.
8. V. Bhaskara Rao and b. Venkateshwarlu (ed.): Parliamentary Democracy in India: Trends and Issues, Delhi, Mittal Pub. 1987.
9. Pramatama Sharan: Public Adminstration in India, Meerut: Meenakshi Publications, 1978.

## Paper-XVII Public Policy Analysis

**Max. Marks: 80**  
**Internal Assessment:20**

**Time: 3 hours**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

- UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.
- Unit-II** Public Policy: Meaning, Nature, Scope, Importance and Types. Policy Formulation: Concept, Constitutional Framework for Policy Making, Role of Bureaucracy, Legislature and Judiciary and Political Parties in Policy Formulation making.
- Unit-III** Policy Implementation and Evaluation: Meaning Elements in Implementation; Implementation Techniques. Policy Evaluation: Meaning, Problems and Approaches in Policy Evaluation.
- 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

1. E. Lindblom Charles: The Policy Making Process, Englewood Cliffs, NJ Prentice Hall Incorporation 1968.
2. Paul H. Appleby: Policy and Administration, The University of Albara Press 1940.
3. E. Jacob Charles: Policy and Bureaucracy, P. Van Nostrand Co. 1976.
4. Jones Charles O., An Introduction to the Study of Public Administration Policy, Brooks Cole Pub. Co., Monterey California (3<sup>rd</sup> Ed.) 1986.
5. Larry N Gerston: Making Public Policy, Glenview, III Scott, Forsman (1983), USA.
6. O. Pardeep Sahni: Public Policy, Conceptual Dimension, Allahabad: Kitab Mahal, 1987.
7. Richard M. Hodgetts and Jr. Max. S. Wortman: Administrative Policy - Text and Cases in the Policy Science, New York: Wiely. George A. Steiner: Top Management Planning, Macmillan 1969.
8. R.B. Jain: Policy and Parliament in India, Indian Institute of Public Administration, New Delhi.
9. James F. Anderson: Public Policy Making, New York: Preager, 1979.

**Paper - XVIII/XIX: Public Relations and Governance**

**Max. Marks: 80**

**Time: 3 hours**

**Internal Assessment:20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

**UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.

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

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

**Unit-IV** Communication - Forms of Communication - Effective and Ineffective Communication, Complexity of Communication Techniques for Communication. 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:**

1. Chhunawalla and Sethia, Foundations of the theory and Practice of Advertising Himalaya Publisher, Bombay, 1986.
2. Dyer Gillian, Advertising as Communication, Mathuen, Newyork. 1982
3. Dunn S. Wastson, Advertising: Hold Sandaras International Editing.
4. Keval J. Kumar, Advertising: A Critical Approach, Niraali Prakan, Pune, 1992.
5. Kleppner otto, Advertising Procedure, Simon Schuster Procedure, Simon Schuster In nglewood, 1986.
6. Rathor B.S., Advertising Management, Himalaya Publishers, Bombay, 1986.
7. Willshurst John, The Fundamentals of Advertising, Henemann, London, 1986.
8. Cutlip and Centre, Effective Public Relations, Prentice Hall, New Jersey, 1982.
9. Anil Basu, Practical Public Relations.
10. BalanK.R., Chemistry of Public Relations.
11. Narasimha Reddy, How to be a good PR.
12. Sam Black, Practical Public Relations, Universal Book House, New Delhi, 1976.

**Paper: XVIII/XIX Electronic Governance**

**Max. Marks: 80**

**Time: 3 hours**

**Internal Assessment:20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

- UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.
- Unit-II E - Governance: Concept, Stages, Models, Legal and Policy Framework and Significance. Information and Communication Technology: Concept and Components. ICTs: Role and Applications.
- Unit-III Role of ICT in Administration. Administrative Organisation Culture: Towards ICT Based Reforms. Role of ICT in Rural Development.
- Unit-IV Panchayati Raj Institutions: Improving Self-Governance Through ICT. E -Learning: Role of ICT in Education and Training. E ~ Commerce.
- Unit-V Role of ICT in Delivery of Citizen Services. ICT in Indian Railway. E -Governance in Haryana. 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.
2. Government of India, Information Technology Act, 2000 (No. 21 of 2000).
3. Kroenke, David, 1992, Management Information Systems, McGraw Hill, New Delhi.
4. Srivastave, P., 2004, Management Information Systems: A New Framework, Shree Niwas Publication, Jaipur.
5. Menon, N., V., C, 2003, Applications of Information Technology in Disaster Risk Reduction, in P., Sahni, and Madhavi Malagoda Riyabandu, (eds.) Disaster Risk Reduction in South Asia, Prentice Hall of India; New Delhi.
6. Kapoor, Jagdish, IT and Good Governance, UP A, July-September 2000, Vol., XLVI, No.3.
7. Gupta, M., P., P., Kumar, and J., Bhattacharya, 2004, Government Online- Opportunities and Challenges, Tata McGraw-Hill Publishing Company Ltd., New Delhi.
8. Bhatnagar, Subhash, 2004, E-Government-Form Vision to Implementation-A Practical Guide with Cast Studies, Sage, New Delhi.
9. Bhatnagar, Subhash, and Robert, Schware, 2000, Information and Communication Technology: Cases from India, Sage, New Delhi.
10. Emery, Dale, Resistance as a Resource, Cutter IT Journal, 10 Oct. 2001.
11. Derby, Esther, n.d., A Manager's Guide to Supporting Organisational Change, n.p.

12. Harris, Philip, R., Robert, T., Moran, and Sarah, V., Moran, 2004, *Managing Cultural Difference: Global Leadership Strategies for the 21<sup>st</sup> Century*, Business and Economics, n.p.
13. Prabhu, C, S., R., 2004, *E-Governance: Concepts and Case Studies*, Prentice-Hall of India Private Ltd., New Delhi.
14. Satyanarayana, J., 2004, *E-Government... The Science of the Possible*, Prentice-Hall of India Private Ltd., New Delhi.
15. Vayandan, E., and Dolly Mathew, (Ed.) 2003, *Good Governance Initiatives in India*, Prentice-Hall of India Private Ltd., New Delhi.
16. *Indian Journal of Public Administration*, Special Number on Governance for Development, New Delhi, Vol. No. 1, Jan-March, 2004.
17. *Indian Journal of Public Administration*, Special Number on IT and Indian Administration, New Delhi, Vol. XLVI, No. 3, July-Sept., 2003.
18. Karim, Muhmmad, Raisabdul, *Technology and improved Service Delivery: Learning Points from the Malysian Experience*, *International Review of Administrative Sciences*, Vol. 69, Number 2, SAGE Publication, June, 2003.
19. Agarwal, Sunil, *Technology Development and Transfer at Grassroots Level*, *Kurukshetra* Vol. 50, No. 5, March 2002.
20. Ghosh, Souvik, *Information and Communication Technologies in Rural Development*, *Kurukshetra*, November 2001 Prabha, C, S., R., 2004, *E-Governance: Concepts and Case Studies*, Prentice-Hall of India Private Ltd., New Delhi,
21. Jha, Rajesh, K., *E-Panchayat: Role of IT in Empowering PRIs*, *Kurukshetra*, Vol. 52, No. 10, August 2004, pp. 34-38.
22. Report, Working Group on Information Technology, Planning Commission, Government of India, November 2001.
23. Gupta, N., and R., Singhal, *Appropriate Strategy for E-Training in Government*, paper presented in Eastern Regional Organisation of Public Administration, Nineteenth General Assembly and Conference, New Delhi, 6-9 Oct. 2003.
24. Goel, S.L., 2008, *Right to Information Act, 2005*, Deep & Deep, New Delhi.

**Paper-XVIII/XIX: Administrative Law**

**Time: 3 hours**

**Max. Marks: 80**

**Internal Assessment:20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

- UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.
- Unit-II** 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-III** Doctrine and Ultra-Vires. Relation between Constitutional Law and Administrative Law. Concept and Courts of Administrative Law (Droit Administrative) in France, including Courts of Conflicts.
- Unit-IV** Classification of Administrative Functions and Difficulties of Classification. Legislative Functions of Administration: (a) Delegated Legislation - its Meaning, Nature and Causes for its Growth, (b) Forms and Classification of Delegated Legislation, (c) Constitutionality of Legislative Delegation, (d) Control over Delegated Legislation: (i) Parliamentary Control, and (ii) Judicial Control over Delegated Legislation. Administrative Law relating to Public Corporations. Constitutional Protection to Civil Servants.
- Unit-V** 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. Legal Redressal of Grievances - Government Liability, Tortuous and Contractual; (b) The Ombudsman - The Lokpal and the Lok Ayuktas.

**Books Recommended:**

1. H. WR. Wade: Administrative Law (5<sup>th</sup> Ed., 1982).
2. Griffith and Street: Principles of Administrative Law (4<sup>th</sup> Ed.), 1967.
3. M.A. F: Judicial Control of Administrative Action in India, Pakistan (Oxford Clarendon Press, J 1969).
4. S.P. Sathe: Administrative Law in India, 1970.
5. B. Ganguly: Administrative Legislation in Modern India, 1968.
6. A.P. Hassumani: Some Problems of Administrative Law in India, 1964.
7. M.P. Jain and S.N. Sain: Principles of Administrative Law, 1971.
8. M.C.I. Kaozi, Indian Administrative Law (2<sup>nd</sup> Ed.), 1969.

## **Paper -XVIII/XIX (Group - G): Health and Hospital Administration**

**Max. Marks: 80**

**Time: 3 hours**

**Internal Assessment:20**

**Note: There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.**

- UNIT-I** There will be one compulsory question of multiple choice comprising eight questions of two marks each. It will cover the whole syllabus.
- Unit-II** Basic Concept: Meaning, Nature, Scope and Principles of Health Administration Evolution of Health Administration as a Discipline. A Critical Study of the Health and Family Welfare Policies in India.
- Unit-III** Machinery at the Central Level: A Critical Study of the Composition; Powers and functions of Ministry of Health and Family Welfare, Directorate General of Health & Family Welfare - their Inter-relationship. The Composition, powers and functions of Indian Medical Council- Indian Council of Medical Research.
- Unit-IV** 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. 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:**

1. G. Ramesh Waram: Medical and Health Administration in Rural India, New Delhi: Ashish Publishing House, 1989.
2. The Central Health Education, Health Today, Director-General of Health Services, New Delhi, 1971.
3. S. L. Goel: Health Care Administration - levels and Aspects. New Delhi: Sterling Publishers 1980.
4. S. L. Goel: Health Care Administration: Ecology Principles and Modern Trends, New Delhi: Sterling Publishers Pvt. Ltd. 1980.
5. S.L. Goel: Public Health Administration : New Delhi: Sterling Publishers Pvt. Ltd 1984.
6. N.V. Ram Raghun: Health Administration and Policy Development, Hyderabad: Ramkrishna Printers and Publishers, 1971.
7. G. Brooker: Health in Independent India (Latest Edition).
8. J.K. Owen Madan: Concepts of Hospital Administration (Latest Edition).
9. Brown and Fraling: The Doctor-Patient Relationship (Latest Edition),
10. C.A. Robinson: Hospital Administration (Latest Edition)
11. M.T. Mac Eachirun: Hospital Organisation and Management (Latest Edition).
12. A. Cart Wright: Human Relations and Hospital (Latest ed.)