

KURUKSHETRA UNIVERSITY KURUKSHETRA
M.A. (FINAL) SEMESTER SYSTEM
PUBLIC ADMINISTRATION

SCHEME OF EXAMINATION W.E.F. 2013-14

Semester-III

Paper No.	Nomenclature of the Paper	Max. Marks	Time
11.	Public Administration in India	80+20	3 hours
12	Public Sector Management	80+20	3 hours
13.	Research Methodology	80+20	3 hours
14. & 15	Optional Papers: Choose any two of the following:- (1) Urban Local Administration (2) Rural Local Administration (3) Social Welfare Administration (4) Insurance Sector Administration in India	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: 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 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. Hoshiar Singh & Mohiner Singh: Public Administration in India: Theory & Practice, New Delhi: Sterling Pub., Reprint, 1990.
2. Hoshiar Singh & D.P. Singh: Indian Administration: Current Issues and Problems, Jaipur: Aalekh Publishers, 1990.
3. G.P. Pilani & Hoshiar 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. Venkateswarlu (ed.): Parliamentary Democracy in India: Trends and Issues, Delhi, Mittal Pub. 1987.
9. Pramatama Sharan: Public Adminstration 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 (2nd 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 5th Ed. 1990.
10. Vincent Ostrom and Others: Local Government in the United States, San Fransisco, Califoronia, 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 73rd 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 21st 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-addiction. 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
 4. Gupta, O.S.
 5. Mishra, M.N.
 6. Palande, P.S. et. al
 7. Rodder
 8. Winter, W.D.
 9. Godmen
 10. Cambell, H.
 11. Srivastava, S. S.
 12. Govt, of India
 13. 13 Govt, of India
 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.
- Life Insurance.
Life Insurance-(Frank Brother, New Delhi).
Insurance Principle and Practice (Delhi Vikas Publishing House).
Insurance in India, (New Delhi Sa Sage Publication).
Marine Insurance (Prentice Hall, New Jersey).
Marine Insurance.
Fire Insurance.
Fire Insurance Contract Indian Policy (the Rough Notes Co.).
Insurance Administration and Legislation in India (Allahabad, Asia Book Depot).
Life Insurance Corporation of India Act, 1956.
General Insurance Corporation of India Act, 1956.

KURUKSHETRA UNIVERSITY KURUKSHETRA

**M.A. (FINAL) SEMESTER SYSTEM
PUBLIC ADMINISTRATION**

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

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 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 (3rd 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 Case Studies, Sage, New Delhi.
9. Bhatnagar, Subhash, and Robert, Schwere, 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 21st 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 (5th Ed., 1982).
2. Griffith and Street: Principles of Administrative Law (4th 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 (2nd 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. Broker: 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 Eachir: Hospital Organisation and Management (Latest Edition).
12. A. Cart Wright: Human Relations and Hospital (Latest ed.)