

**Scheme of Examination**  
**Under Choice Based Credit System**  
**(w.e.f. Session 2016-17 & 2017-18)**

**M.A. Public Administration**

**Programme Specific Outcomes**

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

The programme specific outcomes of the Two Year (Four Semester) M.A. Public Administration programme are as under:

- PSO-1.** Deliberate about the administrative techniques, process and ethics.
- PSO-2.** Encourage the students for effective participation in governance process.
- PSO-3.** Boost in the confidence level of students while dealing with administrative officials and political leaders.
- PSO-4.** Increase awareness level about administrative procedures and documentation.
- PSO-5.** Help various job holders to easily adapt in administrative environment regarding code of conduct, service rules and their duties.
- PSO-6.** Capacity building in managing the administrative and social conflicts.
- PSO-7.** Enhance leadership qualities such as problem solving, effective communication, public dealing, decision making, critical thinking and managing multiple tasks.
- PSO-8.** Development in the research aptitude and a habit of seeing things differently angle. Students would be able to participate in social awareness activities such as workshops/conferences, NGOs, awareness campaigns etc.

**M.A Public Administration (Semester I, II, III & IV)**

(As per Choice Based Credit System w.e.f. the academic year 2016-17)

The entire course will be of four semesters. In Semester I and II there would be five Core courses in each semester. In semester III and IV there would be two Core courses and three Discipline Specific courses in each semester. Each student will opt for at least One Foundation Course of minimum 02 Credits in Semester-II. Each student will opt for at least 02 Open Elective Courses, one in 2<sup>nd</sup> and another in 3<sup>rd</sup> semester.

Choice Based Credit System Scheme of Examination for M.A. (Public Administration) Semester- I (w.e.f. Session 2016-17)

Paper Code	Title of the Paper	Hrs/week L+T+P	Internal Assessment	Semester end Exam.	Total Marks	Examination (hrs)	Credits L+T+P
		<b>Core Papers</b>					
16PUB 21C1	Administrative Theory (i)	4+1+0=5	20	80	100	3 hrs	4+1+0=5
16PUB 21C2	Administrative Thought (i)	4+1+0=5	20	80	100	3 hrs	4+1+0=5
16PUB 21C3	Indian Administration	3+1+0=4	20	80	100	3 hrs	3+1+0=4
16PUB 21C4	Comparative Public Administration (i)	3+1+0=4	20	80	100	3 hrs	3+1+0=4
16PUB 21C5	Financial Administration(i)	3+1+0=4	20	80	100	3 hrs	3+1+0=4

**Total Credits : 22**

**Scheme of Examination for M.A. (Public Administration) Semester- II (w.e.f. Session 2016-17)**

<b>Paper Code</b>	<b>Title of the Paper</b>	<b>Hrs/week L+T+P</b>	<b>Internal Assessment</b>	<b>Semester end Exam.</b>	<b>Total Marks</b>	<b>Examination (hrs)</b>	<b>Credits L+T+P</b>
<b>Core Papers</b>							
16PUB 22C1	Administrative Theory (ii)	4+1+0=5	20	80	100	3 hrs	4+1+0=5
16PUB 22C2	Administrative Thought (ii)	4+1+0=5	20	80	100	3 hrs	4+1+0=5
16PUB 22C3	State Administration	3+1+0=4	20	80	100	3 hrs	3+1+0=4
16PUB 22C4	Comparative Public Administration (ii)	3+1+0=4	20	80	100	3 hrs	3+1+0=4
16PUB 22C5	Financial Administration(ii)	3+1+0=4	20	80	100	3 hrs	3+1+0=4
<b>Foundation Elective</b>							
To be Chosen from the pool of foundation electives provided by the university.						2	
<b>Open Elective</b>							
To be Chosen from the pool of open electives provided by the university (excluding the open elective prepared by the Department of Public Administration)						3	

**Total Credits : 27**

**Scheme of Examination for M.A. (Public Administration) Semester- III (w.e.f. Session 2017-18)**

<b>Paper Code</b>	<b>Title of the Paper</b>	<b>Hrs/week L+T+P</b>	<b>Internal Assessment</b>	<b>Semester end Exam</b>	<b>Total Marks</b>	<b>Examination (hrs)</b>	<b>Credits L+T+P</b>
<b>Core Papers</b>							
17PUB 23C1	Development Administration (i)	4+1+0=5	20	80	<b>100</b>	3 hrs	4+1+0=5
17PUB 23C2	Research Methodology	4+1+0=5	20	80	<b>100</b>	3 hrs	4+1+0=5
<b>Discipline Specific Elective (DSE) Papers</b>							
17PUB 23DA1 Or 17PUB 23DA2	Human Resource Development(i) Or Public Policy	4+0+0=4	20	80	<b>100</b>	3 hrs	4+0+0=4
17PUB 23DB1 OR 17PUB 23DB2	Social Welfare Admn(i) Or Disaster Management(i)	4+0+0=4	20	80	<b>100</b>	3 hrs	4+0+0=4
17PUB 23DC1 Or 17PUB 23DC2	Labour Welfare Admn(i) Or Administrative Law	4+0+0=4	20	80	<b>100</b>	3 hrs	4+0+0=4
<b>Open Elective</b>							
To be Chosen from the pool of open electives provided by the university (excluding the open elective prepared by the Department of Public Administration)							3

**Total Credits : 25**

Scheme of Examination of **M.A. (Public Administration) Semester- IV(w.e.f. Session 2017-18)**

Paper Code	Title of the Paper	Hrs/week L+T+P	Internal Assessment	Semester end Exam.	Total Marks	Examination (hrs)	Credits L+T+P
<b>Core Papers</b>							
17PUB 24C1	Development Administration (ii)	4+1+0=5	20	80	<b>100</b>	3 hrs	4+1+0=5
17PUB 24C2	Research Methodology (ii)	4+1+0=5	20	80	<b>100</b>	3 hrs	4+1+0=5
<b>Discipline Specific Elective Papers</b>							
17PUB 24DA1 Or 17PUB 24DA2	Human Resource Development(ii) Or E-Governance in India	4+0+0=4	20	80	<b>100</b>	3 hrs	4+0+0=4
17PUB 24DB1 Or 17PUB 24DB2	Social Welfare Admn(ii) Or Disaster Management(ii)	4+0+0=4	20	80	<b>100</b>	3 hrs	4+0+0=4
17PUB 24DC1 Or 17PUB 24DC2	Labour Welfare Admn(ii) Or Consumer Protection Administration	4+0+0=4	20	80	<b>100</b>	3 hrs	4+0+0=4

**Total Credits : 22**

**Note 1:** The Criteria for award of internal assessment of 20% marks shall be as under:

A) Class test	:	10 marks.
B) Assignment & Presentation	:	5 marks
C) Attendance	:	5 marks
Less than 65%	:	0 marks

<i>Upto 70%</i>	:	<i>2 marks</i>
<i>Upto 75%</i>	:	<i>3 marks</i>
<i>Upto 80%</i>	:	<i>4 marks</i>
<i>Above 80%</i>	:	<i>5 marks</i>

Note:2: The question paper will consist of 5 units containing 9 questions. The students are required to attempt one question from each unit. Question no.9 consisting of eight short answer questions covering entire syllabus is compulsory.

Note 3: Optional papers can be offered subject to availability of requisite resources/faculty.

## M.A. (P) Semester-I

## Hard Core

Paper Code-16PUB21C1 (Hard Core)

### **Administrative Theory (i)** **w.e.f. 2016-17**

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs

### **Note:**

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

### **Course Outcomes**

**CO-1.** Now the students are capable to understand the administrative system of any country and they are in a position to understand the latest developments in the discipline.

**CO-2.** Organization is the base of an administrative system, so the students secured enough knowledge to understand the operational working of an organizational structure.

**CO-3.** Students got the ability to identify the nature of agency operating in a system whether line, staff or auxiliary and the relationship between field and headquarters.

**CO-4.** They got knowledge about the means of ensuring accountability in the administrative system.

### **UNIT-I**

Concept of Public Administration-Meaning, Nature, Scope and Significance; Public and Private Administration; Public Administration: Science or an Art; Evolution of Public Administration; New Public Administration, New Public Management Perspective

### **UNIT-II**

Organization-Meaning and Bases; Types-Formal and Informal; Principles of Organization, Hierarchy, Span of Control, Unity of Command, Coordination, Delegation, Centralization and Decentralization

### UNIT-III

Structure of Organization-Chief Executive-Types, Functions and Role; Line, Staff and Auxiliary Agencies; Department, Public Corporation, Board and Commission; Headquarter and Field Relationship

### UNIT-IV

Concept of Accountability and Responsibility; Control over Public Administration: Legislative, Executive and Judicial; Delegated Legislation; Administrative Adjudication

#### **Suggested Readings:**

1. White, L.D., Introduction to the Study of Public Administration, New York, Macmillan, 1995.
2. Maheshwari, S.R., Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
3. Self, Peter, Administrative Theories and Politics, London, George Allen and Urwin, 1969
4. Golembiewski, Robert T., Public Administration as a Developing Discipline, New York, Marcel Dekker, Inc, 1977.
5. Sharma, M.P. and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006 (English & Hindi Medium)
6. Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
7. Marx, F.M. (ed.) Elements of Public Administration, New Delhi, Prentice Hall of India, 1964.
8. Srivastav, Om, Public Administration and Management-The Growing Horizons, Mumbai (Vol.II), 1991.
9. Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984
10. Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
11. Presthus, Robert, Public Administration, New York, the Ronald Press, 1975.
12. Goel, S.L., Advance Public Administration, Delhi, Deep & Deep Publication, 2003.
13. Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000 (Hindi Medium)
14. Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition, 2004.
15. Kataria, Surender , Public Administration, Jaipur, Malik & Company, Latest edition(Hindi Medium)
16. Tyagi, A.R., Public Administration (Principles and Practice) Delhi, Atma Ram and Sons, 2001.
17. Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000



18. Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
19. Leary Rosemary O' , The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown University Press, 2011.
20. Polinaidu, S., Public Administration, New Delhi, Galgotia, 2010.
21. Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
22. Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.

M.A. (P) Sem-I          Hard Core

**Paper Code- 16PUB21C2 (Hard Core)**

**Administrative Thought-(i)**

w.e.f. 2016-2017

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### **Note:**

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

### **Course Outcomes**

**CO-1.** Helps in knowing the impact of Kautilya's administrative thought in the modern world

**CO-2.** Helps in knowing the ethical values which can contribute in reducing corruption from administration

**CO-3.** Helps in knowing the history of administrative reforms and which reforms have great impact in administration.

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

**CO-5.** Helps in knowing the role of Bureaucratic theory of Max Weber in society

### **UNIT-I**

**Kautaliya, Mahatma Gandhi, Jawaharlal Nehru.**

### **UNIT-II**

**Sardar Vallabhbhai Patel, Swami Vivekanand, Paul H. Appleby.**

### **UNIT-III**

**Woodrow Wilson, Henry Fayol, F.W. Taylor**

### **UNIT-IV**

**Luther Gullick, Max Weber, M.P. Follet**

#### **Suggested Readings:**

1. Nisha Ali, S.S. , Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998
2. Maheshwari ,S.R. , Administrative Thinkers, New Delhi: Macmillan, India Ltd., 1998
3. Prasad, Ravindra; V.S. Prasad and Satyanarayan (ed.), Administrative Thinkers, New Delhi, Sterling, 2010.(Hindi & English)
4. Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003, Fourth Edition, (Hindi Medium) reprint in 2010.
5. Kumar, Umesh and Sanjay Kumar Singh, Prachin Avm Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
6. Sarkar Monoranjan , Administrative Thinkers, Delhi: Wisdom Press, 2013.
7. Sapru, R.K. , Administrative Theories and Management Thought, New Delhi: PHI Learning, 2009 (2<sup>nd</sup> Edition).
8. Theory, Narender Kumar, Theory, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)
9. Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
10. Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 (Reprint of 2004 Edition)

## **M.A. (P) Sem-I**

## **Hard Core**

Paper Code-16PUB21C3 - Hard Core

### **Indian Administration**

**w.e.f. 2016-17**

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### **Note:**

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

### **Course Outcomes**

**CO-1.** Students got knowledge about the evolution of Indian administration.

**CO-2.** Students acquired knowledge about the operation working of Chief Executive and various ministries in India.

**CO-3.** They became aware about the role of civil services in India as well as the Generalists Vs Specialist Controversy.

### **UNIT-I**

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

### **UNIT-II**

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

### **UNIT-III**

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

## **UNIT-IV**

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

### **Suggested Readings:**

Jain, R.B. , Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.

Maheshwari, S.R. Indian Administration, New Delhi, Orient Longman, 2000.

Mehta, Vinod, Reforming Administration in India, New Delhi, Har-Anand, 2000.

Ministry of Personnel Public Grievances and Pension's, Annual reports on Administration, Govt. of India

Mishra, B.B., Government and Bureaucracy in India (1947-1976), New Delhi, OUP, 1986.

Prasad, Kamala., Indian Administration, Politics, Policies and Prospects, New Delhi, Pearson Longman, 2006.

Chaubey, P.K. , Urban Local Bodies in India: Governance with Self-Reliance, New Delhi, IIPA, 2004.

Dhalimal, S.S., Good Governance in Local Self Government, New Delhi, Deep & Deep, 2004.

Kumar, Amnia & Anitha L. Financing of Urban Local Government, Jaipur, Printwell, 1995.

Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: Alfa Publications, 2013

M.A.(P) ) Sem-I

Hard Core

**Paper Code- 16PUB21C4 - Hard Core**

**Comparative Public Administration (i)**  
w.e.f. 2016-17

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

**Note:**

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

**Course Outcomes**

**CO-1.** It helps in developing the global perspective of the students by gaining knowledge about various administrative systems.

**CO-2.** It aids the student in understanding the environmental forces and their impact on the administrative system.

**CO-3.** It is helpful in understanding the operational working of the chief executives in parliamentary, presidential, quasi-parliamentary and quasi-presidential and collegial systems.

**UNIT-I**

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

**UNIT-II**

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

### **UNIT-III**

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

### **UNIT-IV**

Chief Executive of UK, USA, France, Japan & Switzerland

#### **Suggested Readings:**

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

M.A. (P) Sem-I

Hard Core

**Paper Code-16PUB21C5 (Hard Core)**

**Financial Administration-(i)**

w.e.f. 2016-17

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### **Note:**

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

**Course Outcomes:** After Completing this course the Students would be able to:

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

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

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

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

### **UNIT-I**

Financial Administration: Evolution, Meaning, Nature, Scope and its Significance;  
Financial Administration in the era of Liberalization, Privatization and Globalization.

### **UNIT-II**

Budget: Evolution, Meaning and its Principles.

Types of Budget: Line Item Budget, Performance Budget, Zero Base Budgets

Process of Budget: Formulation, Enactment and Execution



Organization and Functions: Ministry of Finance, Estimates Committee, Public Accounts Committee and Committee on Public Sector Undertakings, Budget as a tool of Financial Control & Socio-Economic Development

#### **UNIT-IV**

Organization and Functions of Finance Commission, Comptroller and Auditor General of India, **RBI: Composition & Function**, Problems and Prospects of Financial Administration in India.

#### **Suggested Readings:**

1. Lal, G.S. , Financial Administration in India, Delhi HPJ Kapoor, 1969
2. Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973
3. Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.
4. Chaturvedi, T.N. and K.L. Handa, Financial Administration, New Delhi, IIPA, 1992.
5. Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986
6. Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995
7. Radhey Sham, Financial Administration, New Delhi, Surjeet Book Deport, 1992.
8. Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
9. Mukerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Deport, 1980.
10. Singh, Sahib and Swinder Singh, :Personnel and Financial Administration, Chandigarh, New Academic, 1994.
11. Report of the Ist ARC on Centre State Relations; Delegation of Financial and Administrative Powers.
12. Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
13. Report of the 2<sup>nd</sup> ARC on Financial Management.
14. Tiwari, A.C. , Problems of Fiscal Management in the Government, Delhi: SHIPRA Publications, 1995.
15. Chaturvedi, T.N. and K.L. Honda, Financial Administration, New Delhi: Indian Institute of Public Administration, 1986.
16. Verma, V.P., Financial Administration-Concept and Issues, New Delhi:Alfa Publications, 2008.
17. Baisya, K.N., Financial Administration, New Delhi:Omsons Publications, 1992.
18. Goel, S.L., Public Financial Administration, New Delhi: Deep & Deep, 2008.
19. Mahajan, Sanjeev Kumar & Anupma Puri Mahajan, Financial Administration in India, New Delhi, PHI Learning Pvt. Limited, 2014.

M.A. (P) Sem-II  
Paper Code- 16PUB22C1 (Hard Core)

Hard Core

**Administrative Theory-(ii)**  
( w.e.f. 2016-17)

**Total Credit: 3+1+0 =4**  
**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

**Note:**

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

**Course Outcomes**

**CO-1.** Student became well versed with the theories of Public Administration.

**CO-2.** They got knowledge about the Organizational Behaviour in an administrative system.

**CO-3.** They came to know about the role of Grievances Redressal Agencies and other initiatives taken towards citizen centric administration.

**CO-4.** They got awareness about the Emerging Trends in Public Administration

**UNIT-I**

Theories of Public Administration: Classical and Neo Classical, Scientific Management, Human Relations,, Bureaucratic Theory.

**UNIT-II**

Organizational Behaviour: Morale and Motivation, Supervision, Leadership and Communication.

**UNIT-III**

Administrative Corruption, Grievance redressal Institutions, Ombdusman, Lokpal & Lokayukta, Ethics & Integrity in Administration

## UNIT-IV

Emerging Trends in Public Administration: Good Governance: Transparency & Public Accountability, and e-governance, Public Private Partnership.

Impact of Liberalization, Privation & Globalization on Public Administration

Initiatives towards Citizen Centric Administration

### **Suggested Readings:**

- 1 White, L.D. , Introduction to the Study of Public Administration, New York, Macmillan, 1995.
- 2 Maheshwari, S.R. , Theories and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- 3 Self, Peter, Administrative Theories and Politics, London, George Allen and Urwin, 1969
- 4 Golembiewski, Robert T. , Public Administration as a Developing Discipline, New York, Marcel Dekker, Inc, 1977.
- 5 Sharma, M.P. and B.L. Sadana, Public Administration in Theory and Practice, Allahabad, Kitab Mahal, 2006 (English & Hindi Medium)
- 6 Marini, Frank (ed.) Toward a New Public Administration-The Minnowbrook Perspective, C.A. Chandler, Novato Publishing Co., 1971.
- 7 Marx, F.M. (ed.) Elements of Public Administration, New Delhi, Prentice Hall of India, 1964.
- 8 Srivastav, Om , Public Administration and Management-The Growing Horizons, Mumbai (Vol.II), 1991.
- 9 Arora, Ramesh K. (ed.), Administrative Theory, New Delhi, IIPA, 1984
- 10 Nigro, Felix and Lyoyd G. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
11. Presthus, Robert, Public Administration, New York, The Ronald Press, 1975.
- 12 Goel, S.L. , Advance Public Administration, Delhi, Deep & Deep Publication, 2003.
- 13 Puri, K.K. and G.S. Brara, Public Administration: Theory and Practice, Jalandhar, Bharat Prakashan, 2000 (Hindi Medium)
- 14 Avasthi and Avasthi, Administrative Theory, Agra, Luxmi Narain Aggarwal, Latest edition , 2004.
- 15 Kataria, Surender , Public Administration, Jaipur, Malik & Company, Latest edition(Hindi Medium)
- 16 Tyagi, A.R., Public Administration (Principles and Practice) Delhi, Atma Ram and Sons, 2001.
- 17 Fadia, B.L. and Kuldeep Fadia, Public Administration, Agra, Sahitya Bhawan Publication, 2000
- 18 Basu, Rumki, Public Administration: Concept and Theories, New Delhi, Sterling Publishers, 1990.
- 19 Leary Rosemary O' , The Future of Public Administration. Around the World: The Minnowbrook Perspective, New York: Georgetown

- University Press, 2011.
- 20 Polinaidu, S. , Public Administration, New Delhi, Galgotia, 2010.
- 21 Sahni, Pardeep & Etakula Vayunandan, Administrative Theory, New Delhi, Learning 2010.
- 22 Henry, Nicholas, Public Administration and Public Affairs, Delhi: Pearson, 2013.

M.A. ( P ) Sem-II                      Hard Core

Paper Code-16PUB22C2 (Hard Core)

**Administrative Thought-(ii)**  
w.e.f. 2016-17

**Total Credit: 3+1+0 =4**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

**Note:**

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

**Course Outcomes**

**CO-1.** Help in knowing that how behavioural aspects of human affect the output of the organization.

**CO-2.** Help in knowing the different factors which can motivate the person to work efficiently.

**CO-3.** Help in knowing that how the management techniques can be used to increase the performance of the administration.

**CO-4.** Impart the knowledge of student about Policy formulation and Implementation.

**UNIT-I**

Elton Mayo, C.I. Barnard, Herbert Simon

**UNIT-II**

Abraham Maslow, Douglas McGregor, Fredrick Herzberg,

**UNIT-III**

Chris Argyris, Rensis Likert, Peter Drucker,

## UNIT-IV

Karl Marx, Yehezkal Dror, Dwight Waldo, Paul H Appleby

### Suggested Readings:

1. Nisha Ali, S.S. , Eminent Administrative Thinkers, Delhi, Associated Publishing House, 1998
2. Maheshwari ,S.R. , Administrative Thinkers, New Delhi: Macmillan, India Ltd., 1998
3. Prasad, Ravindra; V.S. Prasad and Satyanarayan (ed.), Administrative Thinkers, New Delhi, Sterling, 2010.(Hindi & English)
4. Sudha G.S., History of Management Thought, Jaipur, RBSA, 2003, Fourth Edition, (Hindi Medium) reprint in 2010.
5. Kumar, Umesh and Sanjay Kumar Singh, Prachin Avm Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
6. Sarkar Monoranjan , Administrative Thinkers, Delhi: Wisdom Press, 2013.
7. Sapru, R.K. , Administrative Theories and Management Thought, New Delhi: PHI Learning, 2009 (2<sup>nd</sup> Edition).
8. Theory, Narender Kumar, Theory, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002 (Hindi Medium)
9. Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
10. Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 (Reprint of 2004 Edition)

## **M.A. (P) Sem-II**

**Paper Code-16PUB22C3 (Hard Core)**

### **State Administration**

**w.e.f. 2016-17**

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### **Note:**

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

### **Course Outcomes**

**CO-1.** Student acquired knowledge about the operation working of Chief Executive and various departments at the state level.

**CO-2.** Students got knowledge about the operational working of important Commissions in Haryana state.

**CO-3.** They became aware about the operational working of Administration at Divisional and District level.

**CO-4.** They got knowledge about the operational working of District Planning Committee 73rd & 74<sup>th</sup> Constitutional Amendment Act.

### **Unit-I**

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

### **Unit-II**

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

### **Unit-III**

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

### **Unit-IV**

Organization and Functions of Divisional Commissioner, Deputy Commissioner, District Police Administration, District Rural Development Agency (DRDA) and District Planning Committee, Salient features of 73<sup>rd</sup> & 74<sup>th</sup> Constitutional Amendment Act.

### **Suggested Readings:**

- Arora, Ramesh K. and Rajni Goyal, Indian Administration: Institutions and Issues, New Delhi, Wishwa Prakashan, 2000.
- Arora, Ramesh K. (ed.), Public Administration in India: Tradition, Trends and Transformation, New Delhi, Paragon, 2006.
- Barthwal, C.P., Indian Administration Since Independence, Lucknow, Bharat Publishers, 2003.
- Bava, Noorjahan. (ed.), Public Administration in the 21st Century, New Delhi, Kanishka, 2004.
- Bhambhri C.P., Public Administration in India, New Delhi, Vikas, 1976.
- Aziz Abdul (eds.). Decentralised Governance in Asian countries, New Delhi, Sage, 1996.
- Bajpai, A. Panchayati Raj in India: A New Thrust, Delhi, Sahitya Prakashan, 1995.
- Bandhopadhyay, D. & Amitava Mukherjee, New Issues in Panchayati Raj, New Delhi, 2004.
- Chakravarty, Bidyut & Mohit Bhattacharya, Administrative Change and Innovation, New Delhi, OUP, 2005.
- Goyal, Vijay Kumar and B.K. Garg, Rural Development Administration, New Delhi: Alfa Publications, 2013.



**M.A. ( P) Sem-II**  
**Paper Code-16PUB22C4 (Hard Core)**

**Comparative Public Administration (ii)**  
**w.e.f. 2016-17**

**Total Credit: 4+1+0 =5**  
**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

**Note:**

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

**Course Outcomes**

**CO-1.** Students become aware about the contribution of the leading scholars in the field of Comparative Public Administration.

**CO-2.** It helps the students in gaining knowledge about the operational working of local governments in parliamentary, presidential, dual and plural executive systems.

**CO-3.** Students became aware about the accountability mechanism of administrative systems in various developed countries.

**CO-4.** It further helps the students in learning how the complaints of the citizens in these developed countries are handled.

**Unit-I**

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

**Unit-II**

Local government of UK, USA, France, Japan & Switzerland

**Unit-III**

Accountability of Administration: Control Machinery in UK, USA, France, Japan & Switzerland.

#### **Unit-IV**

Redressal of Public Grievances: Machinery in UK, USA, France, Japan & Switzerland

#### **Suggested Readings:**

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

M.A. (P) Sem-II  
Paper Code-16PUB22C5 (Hard Core)

**Financial Administration-(ii)**  
w.e.f. 2016-17

**Total Credit: 4+1+0 =5**  
**+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

**Note:**

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

**Course Outcomes:** - After Completing this course the Students would be able to:

**CO-1.** Acquaint with the role of Monetary, Fiscal and Ex IM Policy in Socialist, Capitalist and Mixed Economy.

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

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

**CO-4.** Describe the organization and Function of Central Board of Direct Taxes and Central Board of Excise and Custom. The student also explains about the features of different committees and Commission of Tax Reforms

**Unit-I**

Financial Administration under Capitalist, Socialist and Mixed Economy, Economic Policies: Monetary Policy, Fiscal Policy and **Exim** Policy.

**Unit-II**

Centre-State Financial Relations in India, Delegation of Financial Powers, Parliamentary Control over Public Finance, IInd ARC and Financial Management

**Unit-III**

Accounting System in India: Meaning, Objectives and Characteristics, Modified Accounting System in India Auditing System in India: Meaning, Objectives and Characteristics, Performance Audit.

#### **Unit-IV**

Tax Administration: Meaning and Characteristics, Types of Taxation, functions of Central Board of Direct Taxes and Central Board of Excise and Custom, Tax Reforms in India, Recommendations of Chelliah & Kelkar Committee

#### **Suggested Readings:**

1. Lal, G.S. , Financial Administration in India, Delhi HPJ Kapoor, 1969
2. Sundharam, KPM, Indian Public Finance and Financial Administration, New Delhi, S. Chand, 1973
3. Wattal, P.K., Parliamentary Financial Control in India, Bombay, Minerva, 1962.
4. Chaturvedi, T.N. and K.L. Handa, Financial Administration, New Delhi, IIPA, 1992.
5. Handa, K.L. (ed), Financial Administration, New Delhi, IIPA, 1986
6. Thavaraj, MJK, Financial Administration in India, New Delhi, S. Chand, 1995
7. Radhey Sham, Financial Administration, New Delhi, Surjeet Book Deport, 1992.
8. Gautam, P.N., Bhartiya Vitt Prashsan, Chandigarh, Haryana Sahitya Academy, 1993.
9. Mukerjee, S.S. Financial Administration in India, Delhi, Surjeet Book Deport, 1980.
10. Singh, Sahib and Swinder Singh, Personnel and Financial Administration, Chandigarh, New Academic, 1994.
11. Report of the Ist ARC on Centre State Relations; Delegation of Financial and Administrative Powers.
12. Sharma, Manjusha and O.P. Bohra, Bhartiya Lok Vit Prashashan, Delhi: Ravi Books, 2005.
13. Report of the 2<sup>nd</sup> ARC on Financial Management.
14. Tiwari, A.C. , Problems of Fiscal Management in the Government, Delhi: SHIPRA Publications, 1995.
15. Chaturvedi, T.N. and K.L. Honda, Financial Administration, New Delhi: Indian Institute of Public Administration, 1986.
16. Verma, V.P., Financial Administration-Concept and Issues, New Delhi:Alfa Publications, 2008.
17. Baisya, K.N., Financial Administration, New Delhi:Omsons Publications, 1992.
18. Goel, S.L., Public Financial Administration, New Delhi: Deep & Deep, 2008.
19. Mahajan, Sanjeev Kumar & Anupma Puri Mahajan, Financial Administration in India, New Delhi, PHI Learning Pvt. Limited, 2014.

## **M.A.(P) Sem-II**

**Soft Core Courses for the students who will not opt for open elective**

**Paper Code- 16PA22SOI Soft Core**

### **Administrative Literacy**

**Total Credit: 3+0+0 =3**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### **Note:**

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

### **Course Outcomes**

**CO-1.** The students became aware about the Administrative Structures operating at Central Level.

**CO-2.** The students got knowledge about the Administrative Structures operating at State Level.

**CO-3.** Students acquired awareness about the Administrative Structures at Division & District Level.

**CO-4.** Students got Full acquaintance about the Flagship Programmes of Central Government

### **Unit-I**

Administrative Structure at Central Level – Office of President, Prime Minister’s Office, Cabinet Secretariat & Central Secretariat

### **Unit-II**

Administrative Structure at State Level – Office of Governor, Chief Minister’s Office, State Secretariat & Chief Secretary.

### **Unit-III**

Administrative Structure at Division & District Level: Divisional Commissioner, Deputy Commissioner, Superintendent of Police, District Rural Development Agency, Haryana Urban Development Authority, District Development & Panchayat Officer

#### **Unit-IV**

Flagship Programmes of Central Government: Mahatma Gandhi National Rural Employment Guarantee Scheme, Rashtriya Swasthya Bima Yojana, Pradhan Mantri Kaushal Vikas Yojana, Mid-day Meal, Integrated Community Development Scheme,, Targeted Public Distribution System.

#### **Suggested Readings:**

1. Maheshwari, S.R., Evolution of Indian Administration, New Delhi: Orient Longman, 1974.
2. Maheshwari, S.R., Indian Administration, New Delhi: Orient Longman.
3. Arora, R.K. and Rajni Goyal, Indian Public Administration, New Delhi: Wishwa, 1997..
4. Misra, B.B., The Central Administration of East India Company, London: Manchester Press, 1959..
5. Sarkar, J.N., Mughal Administration, Calcutta: M.C. Sarkar, 1935.
6. Ray, Anirudh , Some Aspects of Mughal Administration, New Delhi: Kalyani 1984.
7. Khosla, R.P. , Administrative Structure of the Great Mughals, Delhi: Kanti Publications, 1991.
8. Prasad K. Nayak, S. Sen and G.S. Mansukhani (Eds.), Indian Administration, New Delhi: Unique Publishers, 2007
9. Fadia, B.L., Indian Administration, Agra: Sahitya Bhawan, 2007.
10. Chand Ashok, Indian Administration, London: Allen and Unwin, 1967.
11. Singh Hoshier, Indian Administration Allahabad: Kitab Mahal, 1998.
12. Kataria, Surender , Indian Administration, Jaipur: RSBA
13. Maheshwari, S.R., State Governments in India, New Delhi: Macmillan, 2000.
14. Padhi, A .P., State Administration in India, Delhi: Uppal, 1998.
15. Sharma, Ashok, Bharat Mein Prashashnik Sansthan, Jaipur: RSBA,2003.
16. Arora, Ramesh and Geeta Chaturvedi, Bharat Mein Rajya Prashashan, Jaipur, RSBA, 2001
17. Sharma, Harish Chander, State Administration in India (Hindi) Haipur: College Book Dept, 2002.

M.A. (P) Semester-II  
**Soft Core Courses for the students who will not opt for open elective**  
Paper code 16PA22SO2 Soft Core  
Environment **Protection** Administration  
w.e.f. 2016-17

**Total Credit: 3+0+0 =3**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

**Note:**

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

**Course Outcomes**

**CO-1.** Students got knowledge about the challenges faced by Environment.

**CO-2.** They get acquaintance about environment protection and Bio-Diversity and its Conservation.

**CO-3.** They are equipped with the measures to check environment pollutions.

**CO-4.** They got knowledge about the environmental issues.

**Unit-I**

Environment: Meaning, definition, scope and significance

Environment Ethics

Environment Challenges in India

**Unit-II**

Environment Protection: Meaning, Definition and Significance.

Environment Protection Act, 1986

Bio-Diversity and its Conservation

Bio-Diversity Conservation Act, 2002

**Unit-III**

Environment Pollution, Meaning, causes, effects and control mechanism

Types of pollution, Environment Education, Air Pollution (Prevention and Control) Act, 1981

Water Pollution (Prevention and Control) Act, 1974

#### **Unit-IV**

Environmental Issues:

People's Participation in Environment Protection

Role of NGO and Panchayats in Environment Protection

Environment Management

#### **Suggested Readings:**

- Murthy,D.B.N. Environmental Awareness & Protection : A Base Book on EVS, New Delhi: Deep & Deep, 2004
- Radha , S. & A.S. Sankhyan, Environment Challenges of the 21<sup>st</sup> Century, New Delhi : Deep & Deep, 2004.
- Tiwari, A.K., Environmental Planning and Management, New Delhi : Deep & Deep, 2006.
- Murthy,D.B.N., Environmental Planning and Management, New Delhi : Deep & Deep, 2005
- Garg, Bansal and Tiwari, Environment Pollution & Protection, New Delhi, Deep & Deep, 2006
- Verma S.B. and S.K. Singh, Environment Protection and Development, New Delhi : Deep & Deep 2005
- Singh, P.P. & S. Sharma, Teaching of Environment, New Delhi: Deep & Deep, 2004
- Tiwari, K.L. and S.K. Jadhav, Paryavaran Vigian, New Delhi: I.K. International, 2009.
- Chatterjee, Benimadhab , Environmental Laws: Implementation Problems and Perspectives, New Delhi, Deep & Deep, 2002.
- Venkat, Aruna , Environmental Law and Policy, New Delhi, PHI Learning, 2011.
- Upadhayay, Jai Jai Ram , Paryavaran Vidhi, Allahabad, Central Law Agency, 2013.
- Sengar, Dharmendra S., Environmental Law, New Delhi, PHI, 2012.
- Tiwari K.L and S.K. Jadhav, Paryavaran Vigian, New Delhi, **I.K. Internation**, 2009.
- Ganesamurthy, V.S., Environmental Status and Policy in India, New Delhi: New Century Publications, 2011



M.A. ( Final) Sem-III  
Paper Code-17PUB23C1 (Hard Core)

Development Administration (i)  
w.e.f. 2017-18

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

**Note:**

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

**Course Outcomes:** - After studying this paper, students would be able to:

**CO-1.** Explain about the Nature, Features, Scope, Significance, Models and approaches of Development & Development Administration.

**CO-2.** Familiar with the improving arrangements of administrative capability and ecology of Development

**CO-3.** Describe the role of Bureaucracy in Development Policy Process.

**CO-4.** Generate awareness about the Development Programme GOI like MNREGA, NRHM, NRLM, JNNURM etc.

**CO-5.** Point out the importance socio-economic background of bureaucracy in management of Development Activities.

**Unit-I**

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

**Unit-II**

Administrative Capability: Meaning, Nature and Importance, Institutional and Organisational Arrangement for Improving Administrative Capability. Ecology of

Development Administration: Interaction with Political, Social, Cultural and Economic Systems.

### **Unit-III**

Influence of socio-economic background on Development Administration, Representative Bureaucracy, Neutral Vs Committed Bureaucracy, Role of Bureaucracy with special reference to Policy Making & Implementation.

### **Unit-IV**

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

### **Suggested Readings:**

1. Kundu, Rajesh, Development Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2015.
2. Riggs, F.W., Frontiers of Development Administration, Durham, Duke University Press, 1970.
3. Palombra, Joseph La, Bueaucracy and Political Development, Princeton, N.J. University Press, 1967.
4. Verma, S.P. and Sharma, S.K., Development Administration, IIPA, New Delhi.
5. Swerdlow Irwing, Development Administration: Concept and Problems, New York, Syracuse University Press, 1963.
6. Sapru, R.K., Development Administration, New Delhi. Sterling, 1994.
7. Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Prentice Hall, Englewood Cliff, 1996.
8. Dwight, Waldo, Temporal Dimension of Development Administration, Durham, Duke University Press, 1970.
9. Pai Panadikar, V.A., Development Administration in India, Delhi Macmillan, 1974.
10. Joshi, Preeta, Vikash Prashashan, Jaipur: RBSA, 1991
11. Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 (reprint of 2004 Edition).
12. Sahni, Pardeep and Etakula Vayunandan, Administrative Theory, New Delhi: PHI Learning, 2010.
13. Goel, S.L., Development Administration, New Delhi: Deep and Deep, 2010.
14. Chatterjee, S.K. , Development Administration, New Delhi: Surjeet, 1990.
15. Bhattacharya, Mohit, Development Administration, Kolkata, World Press, 1997.
16. Dwivedi, Development Administration: From under Development to Sustainable Development, London: Mac Millian, 1994.
17. Inamdar N.R. , Development Administration in India, Jaipur: Rawat, 1992.

M.A. (Final) Sem-III  
Paper Code-17PUB23C2 (Hard Core)

Research Methodology (i)  
w.e.f. 2017-18

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

**Note:**

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

**Course Outcomes**

**CO-1.** Students gained knowledge about the use of scientific method in social research.

**CO-2.** Students became capable to select the appropriate problem by testing it on various criteria.

**CO-3.** The students got capability to frame fruitful hypotheses.

**CO-4.** They got the expertise prepare a research design on any topic of their own choice.

**CO-5.** They became aware to adopt sampling and how to ensure objectivity in their research

**Unit-I**

Science: Meaning, Characteristics and basic assumptions, Scientific method: Meaning, Characteristics and steps of scientific method; Difference between natural and social science; Public Administration as a science.

**Unit-II**

Social Research: Meaning, nature and objectives; Types of social research: Pure and Applied, Utility of social research; Selection of Research Problem: Meaning, Definition & Criteria.

**Unit-III**

Objectivity & Hypothesis: Meaning, types, importance and sources of hypothesis; Qualities of a workable hypothesis; Testing of hypothesis; Research Design: Meaning, types and its formulation, Problem of objectivity in social research and the measures to enhance it in social research.

#### **Unit-IV**

Sampling: Meaning, merits and demerits, Types of sampling: Random, Stratified Purposive, Quota and Multi Stage; Procedure for selecting a representative sample.

#### **Suggested Readings:**

1. Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
2. Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979
3. Seltiz, Clair ., Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
4. Galtung, John., Theory and Methods of Social Research, New York, Columbia University, 1967.
5. Shukla and Trivedi (Hindi)., Research Methodology, College Books Depot, Jaipur
6. Nachmias, David and Ferrel Nachmias., Research Methods in Social Science, New York, St. Murthin Press, 1981.
7. Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.
8. Sarantakos, S., Social Research, MacMillian Publishers, Australia Pvt Ltd 2<sup>nd</sup> ed. 1988.
9. Tripathi, PC. & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
10. Panneerselvam, R., Research Methodology (2<sup>nd</sup> ed.) PHI Learning Private Ltd, Delhi 2014.
11. Ahuja, Ram , Research Methods, Rawat Publications, New Delhi, 2002 (Hindi & English).
12. Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Kamla Nagar Delhi (2006)
13. Kumar, Ranjeet, Research Methodology, Sage Publications, Pvt. Ltd., New Delhi, 2014.
14. Kothari,C.R., Research Methodology: Methods & Techniques,New Age International (P) Ltd., New Delhi, Reprint 2012.

**M.A. (Final) Sem- III (Group-A) (Any Three)**  
**Soft Core**

**Paper Code-17PUB23DA1 -Soft Core**

**Human Resource Development (i)**

**w.e.f. 2017-18**

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

**Note:**

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

**Course Outcomes**

**CO-1.** Helps in knowing what is the process and types of recruitment.

**CO-2.** Helps in knowing the impact of promotion and training in human resource development

**CO-3.** Helps in knowing the different employee-employer relations like conduct rules, disciplinary actions.

**CO-4.** Helps in knowing the various issues of human resource development and how they affect to any organisation.

**CO-5.** Helps to students to know about morale and motivation methods

**Unit-I**

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

**Unit-II**

Human Resource Planning, Recruitment, Promotion, Training and Development

### **Unit-III**

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

### **Unit-IV**

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

#### **Suggested Readings:**

Tiwari, T.D., Human Resource Development: A New Perspective. Shanti Prakashan Rohtak.

Gosh, Biswanath , Personnel Management, World Press Pvt. Ltd., Calcutta 1976.

Rudrabasavaraj, M.N,Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.

Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.

Manappa, Arun and S. Saiyadain Mirza, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.

Stahl,O. Glenn , Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.

Pattanayak, Bishwajeet, Human Resource Management, Prentice Hall of India, Pvt. Ltd., New Delhi, 2001.

Venkata, Ratnam, C.V., , B.K. Srivastva., Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993

Rao, VSP, Human Resource Management, New Delhi: Excel Books, 2005.

Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, Deep & Deep Publications, New Delhi, 2002.

Krishnaveni R., Human Resource Development, New Delhi , Excel, 2008.

Mankin, David. Human Resource Development, Oxford University Press, 2009.

Sharma, Sudhir . Human Resource Development, New Delhi: Maxford Books, 2009.

Sheikh, A.M., Human Resource Development and Management, S. Chand & Company, New Delhi, 2009.

**M.A. (Final) Sem-III          Group – A      Soft Core**

Paper Code-17PUB23DB1 (Soft Core)

**Social Welfare Administration (i)**  
w.e.f. 2017-18

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

**Note:**

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

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

**CO-1.** Discuss the Role of Social Welfare in the Country during different time period.

**CO-2.** Explain the Role of Social Welfare Administration in resolving various Social problems.

**CO-3.** Help the various segments of the society to available the benefits from various Social Welfare policies and programmes.

**CO-4.** Aware about the rights and privileges ment for Women, Backward classes, Minorities and SC and STs.

**Unit-I**

Evolution of Social Welfare in India: Ancient Period, Medieval Period, The British Period and Independent India, Provisions of Social Welfare in Indian Constitution

**Unit-II**

Concept of Welfare State: Meaning, Characteristics, Objectives and Functions. Concept of Social Welfare Administration: Meaning, Scope, Significance and Principles, Social Reforms in India.

### **Unit-III**

Social Welfare Policies and Programmes for Aged, Disabled, Youths and Drug Addicts at Central and State Levels.

### **Unit-IV**

Composition and Functions of National Commission for Women, National Commission for Scheduled Castes and Scheduled Tribes, National Commission for Backward Classes, and National Commission for Minorities.

Suggested Readings:

1. Friedlander Walter- A , Introduction to Social Welfare, Delhi Prentice Hall, 1932
2. Madan, G.R. Indian Social Problems Vol. II Allied Publishers Ltd.,New Delhi, 1995.
3. Robson William, A., Welfare State and Welfare Society : Illusion and Reality, (London: Allen and Unwin), 1976.
4. Sankhdher, M.M., Welfare State, Deep & Deep Publications, New Delhi, 1985
5. Gangrade, K.D., Social Legislation in India, Delhi: Concept Publishing House, Vol. 1, 1978.
6. Fand, J. Bulsara & Verma, Perspective in Social Welfare in India, New Delhi: S. Chand & Co., 1985.
7. Chowdhary, D. Paul, Social Welfare Administration, Delhi: Atma Ram and Sons, 1979.
8. Sachdeva, D.R., Social Welfare Administration, Allahabad: Kitab Mahal, Latest Edition.
9. Roy, Kalpana. Women and Child Development, New Delhi: Common Wealth Publishers, 2000.
10. Yogi, Praveen. Social Justice and Empowerment, Delhi: Kalpag Publications, 2000
11. Encyclopaedia of Social Welfare in India, New Delhi: Ministry of Information and Broadcasting Vols. 4, 1987.
12. Encyclopaedia of Social Change, New Delhi: Anmol Publishers, Vol, 45, 1996.
13. Relevant Acts of Parliament and Reports of Commission, Committee & Study Teams.
14. Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.
15. Goel, S.L. & R.K. Jain, Social Welfare Administration, Vol I & II, New Delhi, Deep & Deep Publications, 1990.
16. Kataria, Surendra , Social Welfare Administration, Jaipur: RBSA Publications, 2002.



M. A. (F) Sem-III

Group-A (Soft Core)

Paper Code-17PUB23DC1 (Soft Core)

Labour Welfare Administration (i)

w.e.f. 2017-18

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### **Note:**

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

### **Course Outcomes**

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

**CO-2.** Help in knowing the problems of organised and unorganised labour and how it can be solved.

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

**CO-4.** Help in knowing the role of Ministry of Labour & employment and central chief labour commissioner in labour welfare.

### **Unit-I**

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

### **Unit-II**

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

### **Unit-III**

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

### **Unit-IV**

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

### **Suggested Readings:**

1. Vaid, K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970
2. Singh, V.B., Industrial Labour in India, Bombay, Asia Publishing House, 1967
3. Joshi, E.K. & S.N. Dhyani., Labour Administration, Department of Adult Education, Jaipur, University of Rajasthan, 1969.
4. India, Report of the Commission on Labour, 1969 & 2002.
5. Singh, R.C.P., Labour Welfare Administration, Deep and Deep Publication, Delhi, 1989.
6. Sexena, R.C., Labour Problems and Social Welfare, Meerut, Jai Parkash Nath, 1974.
7. Bhagoliwal T.N., Economics of Industrial Relations and Labour Welfare in India.
8. Mamoria, C.B. , Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.
9. Mongia M.L., Industrial Relation and Labour Laws in India, New Delhi: Deep & Deep Publications, 1984.
10. Sharma S.N., Labour and Industrial Laws, Allahabad: Central Law Publications, 1994.
11. Mishra, Surya Narayan. Shram and Audhogik Vidhi, Allahabad: Central Law, 2014.
12. Sharma, Ganga Shaya. Sharmik Vidhiyan, Allahabd: Central Law Agency, 2014.
13. Padhi , P.K. , Labour and Industrial Laws, Delhi: PHI Learning, 2012.
14. Sivarethnamohan, R., Industrial Relations and Labour Welfare, Delhi: PHI. Learning, 2010.
15. Pandey, Baleshwar , Shram Kalyan aur Audhogik Sambhandh, Jaipur: Rawat, 2014.

- 16 Saxena, R.C. , Shram Samashayen Evam Samaj Kalyan, Maruth: K. Nath & Co., 2007.
- 17 Kumar, Anil. Labour Welfare and Social Security, New Delhi: Deep & Deep Learning, 2003.

M.A. (F) Sem- III

Group-A (Soft Core)

Paper Code-17PUB23DC2 (Soft Core)

## Administrative Law w.e.f. 2017-18

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### **Note:**

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

### **Course Outcomes**

**CO-1.** The students got knowledge about the scope of administrative Law.

**CO-2.** They came to know the operational function of Administrative courts in France.

**CO-3.** They came to know about the importance of delegated legislation and the operational working of administrative tribunals in India.

**CO-4.** They are in a position to file PILs in the courts of Law.

### **Unit-I**

Administrative Law- Meaning, Nature, Scope and Characteristics, Reasons for its growth, Sources of Administrative Law, Relations between Constitutional Law and Administrative Law.

### **Unit-II**

Rule of Law-Meaning, Nature & Scope, Dicey's Thesis on Rule of Law, its Criticism, Ultra-Virus : Meaning & Types, Courts of Administrative Law (Droit Administration) in France.

### **Unit-III**

Delegated Legislation- Meaning, Types, Causes of its Growth, Advantages and Disadvantages, Safeguards.

#### **Unit-IV**

Administrative Adjudication- Meaning Causes for its Growth, Administrative Tribunals- Meaning, Composition and features.

Public Interest Litigation: Meaning, Nature, Reasons of Growth, Judicial activism: Meaning, Origin, Reasons for growth, criticism.

#### **Suggested Readings:**

1. Basu, D.D., Administrative Law, New Delhi: Prentice Hall of India Pvt. Ltd. 1986.
2. Jain, M.P. S.N. Jain, Principles of Administrative Law, New Delhi: Wadhwa and Co., 2002
3. Kesri, U.P.D., Administrative Law, Allahabad: Central Law Agency, 1988.
4. Cecil, Carr, Delegated Legislation, Cambridge, Cambridge University Press 1921.
5. Kagzi, M.C. Jain., Indian Administrative Law, Delhi, Universal, 2002.
6. Massey, I.P., Administrative Law, New Delhi: Eastern Book Company, 2006.
7. Craig, PP, Administrative Law, 5<sup>th</sup> Edition, London Thomson, 2003.
8. Justice Tahkkor, C.K. Administrative Law, Lucknow: Eastern Book Company, 2015.
9. Takwani, C.K. Lectures on Administrative Law, Lucknow, Eastern Book Company, 1979.
10. Wale, H.L.R. & Forsyth, C.F. Administrative Law, Ninth Edition, OUP, 2015
11. Jain, M.P. & S.N. Jain, Principles of Administrative Law, Gurgoan, Lexis Nexis, 2013..
13. Joshi, K.C. , Prasha snik Vidhi, Lucknow: Eastern Book Company, 2012.
14. Bandyopadhyay, Rathin, and Rajendra Dhar Dubey, An Introduction to Administrative Law, New Delhi: Paragon International ,2013.
15. Baplawat, Abhishek Administrative Law, New Delhi, Wisdom Press, 2014.

M.A. (F) ) Sem- III  
Paper Code-17PUB23DA2

Group-A (Soft Core)

## Public Policy

(w.e.f. 2017-18)

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### **Note:**

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

### **Course Outcomes**

**CO-1.** The students came to know about the importance of public policy in the process of modern governance.

**CO-2.** Students got knowledge about the policy making process and the role of state and non-state actors in this process.

**CO-3.** Students gained knowledge about the problems faced in the process of policy implementation.

**CO-4.** Students came to know the importance of policy analysis and evaluation.

### **Unit-I**

Public Policy: Meaning, nature & Scope, Types of Public Policies, Importance of Public Policy, Models of Public Policy.

### **Unit-II**

Policy Making Process, Role of Legislature, Executive & Judiciary in Policy Making Process, Role of Bureaucracy in Policy Making, Role of Non-Policy Makers in Policy Making, Political Parties, Pressure-groups, Interest groups, Public opinion & Mass Media

### **Unit-III**

Policy Implementation Process, Role of governmental & non-governmental Agencies, Constraints in Policy Implementation, Policy-Analysis: Meaning, features and Methods.

#### **Unit-IV**

Policy Evaluation: Need of Policy evaluation, Policy Evaluation Agencies, Problems of Policy Evaluation. Salient Features of Agricultural & Industrial Policy in India

#### **Suggested Readings:**

- Williamn, N Dunn, Public Policy Analysis: An Introduction, Library of Congress Cataloging Publication, 1981.
- Michael, Hill, The Policy Process in the Modern State, Prentice Hall Englewood Cliffs, New Jersey, 1984.
- Ann Majchrzak, Methods for Policy Research, Sage Publication, New Delhi, 1984.
- Brian, W. Hogwood, Policy Analysis for the Real World, Oxford University Press Published, New York, 1984.
- R.S. Gunpaphty, Public-Policy and Policy Analysis in India, Sage Publications, New Delhi, 1985.
- M. Kistaiah, Public Policy and Administration, Sterling Publishers Private Ltd, New Delhi, 1986.
- Pradeep, K. Saxena, Comparative Public-Policy, Rawat Publications, Delhi, 1993.
- Pradeep, K. Saxena, Neeti Vigyan evam Lok Prashashan, R.B. S.A. Publishers, Jaipur, 1993.
- Thomas R. Dye, Understanding Public-Policy, Prentice Hall, Englewood Cliffs, New Jersey, 1995.
- Devika Paul, Public-Policy: Formulation and Implementation in India, Devika Publications, Delhi, 1995.
- Prashant K. Mathur, Public Administration Policy and Planning, Kanishka Publisher, Distributers, New Delhi, 1996.
- Sinha, Manoj. Prashashan evam Lok Neeti, Oriental Black Swan Prakashan, New Delhi, 2010.
- Michael Howlett, Designing Public Policies: Principles and Instrument, Routledge Taylor Francis Group Publications, London, New York, 2011.
- Sapru, R.K. Public Policy Art and Craft of Policy Analysis, Second Edition, PHI Learning Private Limited, New Delhi, 2011.
- Peter Huge, Public Policy, Sage Publications, New Delhi, 2012.
- Kuldeep Mathur, Public Policy and Politics in India, Oxford University Press Publications, New Delhi, 2013.
- Charles O. Jones, An Introduction to the Study of Public Administration, Poicy Book Cale Pub. Co., Monterey California (3<sup>rd</sup> ed.)

- Sahni, Pardeep. Public Policy Conceptual Dimension, Kitab Mahal Publications, Allahabad, 1987.
- George A. Stenier, Top Management Planning, Macmillan
- James, F. Anderson, Public Policy Making, New York: Oreagetm, 1979.
- Paul H. Appley, Policy and Administraion, The University of Albama Press, 1949.
- E. Jacole Charles, Policy and Bureaucracy, D. Van Nostrand Co., 1970.
- Frank Fischer, Gerald J. Miller and Mara S. Sidney, Handbook of Public Policy Analysis: Theory, Politics and Methods, New York: CRC Press, 2007.
- Jain,Rita. Public Policy Art and Craft: Policy Analysis,: Signature Books,Delhi, 2013.
- Manoj Sinha, Prashasan Evam Lokniti, Hyderabad, Orient Black Swan, 2010.
- Supreet Singh and Anil JK. Gupta, Administrative Accountability and Control, New Delhi: Wisdom Press, 2013.



M.A. (F) Sem- III  
Paper Code-17PUB23DB2

Group-A (Soft Core)

**Disaster Management (i)**  
(w.e.f. 2017-18)

**Total Credit: 4+1+0 =5**  
**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

**Note:**

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

**Course Outcomes**

**CO-1.** The students have acquired an understanding about disaster and its various aspects.

**CO-2.** They acquired knowledge how to manage the disaster in India.

**CO-3.** They also got knowledge regarding the Disaster Management in Mountainous Regions, Disaster Management in Riverine Regions, and Disaster Management in Coastal Regions.

**CO-4.** They are well versed with the role and responsibilities of disaster manager and have become eligible to discharge this role.

**UNIT – I**

Fundamental of Disasters: Meaning, Causes, Approaches, Classification, Categorization, Typology of Disasters and Impacts.

**UNIT- II**

Disaster Management Perspective, Anthropology of Disaster Management: An Indian Perspective, Disaster Management Cycle, Genesis and Management of Anthropogenic and Natural Hazards in Service Industry.

**UNIT-III**

Development Perspective of Disaster Management, Disaster Management in Mountainous Regions, Disaster Management in Riverine Regions, Disaster Management in Coastal Regions

**UNIT-IV**

Role and Functions of Disaster Manager, Incident Command System: A Managerial Tool, Disaster Manager: Skills and Techniques, Changing Complexion of Disaster Management.

**Recommended Books:**

- Naseem Ahmed, Managing Disasters, New Delhi: Kilo Books, 2003.
- G.K. Ghosh, Disaster Management, New Delhi: APH Publications, 2006
- Prabha C. Sinha, Disaster Relief, Rehabilitation and Emergency Humanitarian Assistance, New Delhi: SBS Publication, 2006.
- S.L. Goel, Encyclopedia of Disaster Management, New Delhi: Deep & Deep, 2006.
- S.L. Goel, Disaster Administration and Management: Text and Case Studies, New Delhi: Deep and Deep, 2007.

## M.A. (Final) Sem-IV

**Paper Code-17PUB24C1 (Hard Core)**

### Development Administration (ii) w.e.f. 2017-18

Time = 3 hrs.

**Total Credit: 4+1+0 =5**  
**L+T+P**

Total Marks = 100  
Semester End Exam = 80  
Internal Assessment = 20

#### **Note:**

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

**Course Outcomes:** - After studying this paper, students would be able to:

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

**CO-2.** Analyze the role of NITI Aayog, State Planning Board and District Planning committee in socio-economic development of Indian People.

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

**CO-4.** Evaluate the Problems and prospects of Sustainable Development, Environment protection and conservation of natural resources.

#### **Unit-I**

Development Policy – Concept, meaning, nature and scope. Formulation & Implementation of Public Policy, Models of Public Policy, Relationship of Bureaucrats & Politicians in Policy making process.

#### **Unit-II**

Development Planning: Meaning, nature & Types, Importance of Planning in Development Administration. Planning Process-Formulation, Implementation & Evaluation Process, Planning Machinery at Central, State & District Level

### **Unit-III**

People's participation in Development Administration, Role of NGOs in Development Administration Programmes & Projects Formulation and Implementation, Role of Panchayati Raj Institutions in Development.

### **Unit-IV**

Sustainable Development – Concept, Challenges of Sustainable Development and Strategies to Combat these Challenges, Problem of Environment-Degradation; Causes & Strategies to Combat Environmental Degradation, Conservation of Non-Renewable Resources- Land, Water & Energy.

### **Suggested Readings:**

1. Kundu, Rajesh, Development Administration, Mumbai: Centre for Distance Education, S.N.D.T. Women's University, 2015.
2. Riggs, F.W., Frontiers of Development Administration Durham, Duke University Press, 1970.
3. Palombra, Joseph La, Bueaucracy and Political Development, Princeton, N.J. University Press, 1967.
4. Verma, S.P. and Sharma, S.K., Development Administration, IIPA, New Delhi.
5. Swerdlow Irwing, Development Administration: Concept and Problems, New York: Syracuse University Press, 1963.
6. Sapru, R.K. Development Administration, New Delhi. Sterling Publication, 1994.
7. Heady, Ferrel, Public Administration: A Comparative Perspective, N.J. Prentice Hall, Englewood Cliff, 1996.
8. Dwight, Waldo. , Temporal Dimension of Development Administration, Durham, Duke University Press, 1970.
9. Pai Panadikar, V.A., Development Administration in India, Delhi Macmillan, 1974.
10. Joshi, Preeta, Vikash Prashashan, Jaipur: RBSA, 1991
11. Polinaidu, S., Public Administration, New Delhi: Galgotia, 2010 reprint of 2004 Edition.
12. Sahni, Pardeep and Etakula Vayunandan, Administrative Theory, New Delhi: PHI Learning, 2010.
13. Goel, S.L., Development Administration, New Delhi: Deep and Deep, 2010.
14. Chatterjee, S.K. Development Administration, New Delhi: Surjeet, 1990.
15. Bhattacharya, Mohit, Development Administration, Kolkata, World Press, 1997.
16. Dwivedi, Development Administration: From under Development to Sustainable Development, London: Memillan, 1994.
17. Inamdar N.R. , Development Administration in India, Jaipur: Rawat, 1992.

# M.A.(Final)Sem-IV

Paper Code-17PUB24C2 (Hard Core)

## Research Methodology (ii)

w.e.f. 2017-18

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### Note:

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

### Course Outcomes

**CO-1.** The students came to know the use of data collection techniques.

**CO-2.** They got the knowledge about the processing of data.

**CO-3.** They acquired knowledge about the analysis of data by doing the practical use of statistical methods.

**CO-4.** They came to know the practical application of the SPSS while doing research.

**CO-5.** They are now practically sound how to write the research report by adopting its various steps

### Unit-I

Data-Collection: Sources of Data Collection, primary and secondary. Techniques of Data Collection, Interview, Questionnaire, Schedule and Observation

### Unit-II

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

### **Unit-III**

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

### **Unit-IV**

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

### **Suggested Readings:**

1. Moser, C.A. and Kalton, Survey Methods in Social Investigation, London, 1947.
2. Young, P.V., Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979
3. Clair Seltiz., Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
4. John, Galtung., Theory and Methods of Social Research, New York, Columbia University, 1967.
5. Shukla and Trivedi (Hindi)., Research Methodology, College Book Depot, Jaipur.
6. Nachmias, David and Ferrel Nachmias., Research Methods in Social Sciences, New York, St. Murthin Press, 1981.
7. Kerlinger, F.N., Foundations of Behavioural Research, New York, Hold Rinehart and Winston, 1973.
8. Sarantakos,S, Social Research MacMillian Publishers Australia Pty Ltd 2<sup>nd</sup> Ed. , 1988.
9. Tripathi, PC & Dr. Anita Shukla, Research Methodology in Social Sciences, Sultan Chand & Sons, New Delhi, 2003.
10. Panneerselvam,R., Research Methodology (2<sup>nd</sup> Ed.) PHI Learning Private Ltd, Delhi, 2014.
11. Ahuja, Ram , Research Methods, Rawat Publications, New Delhi, 2002. (Hindi & English).
12. Goode, William J. & Paul K. Hatt, Methods in Social Research, Surjeet Publications, Delhi ,2006.
13. Kumar, Ranjeet, Research Methodology, Sage Publications, India, Pvt. Ltd., New Delhi, 2014.
14. Kothari,C.R., Research Methodology: Methods & Techniques, New Age International (P) Ltd., New Delhi, Reprint 2012.

**M.A. (Final) Sem-IV**

**Group – B (Any Three) Soft Core**

**Paper Code-17PUB24DA1 (Soft Core)**

**Human Resource Development (ii)**

**w.e.f. 2017-18**

**Total Credit: 4+1+0 =5**

**L+T+P**

**Total Marks = 100**

**Semester End Exam = 80**

**Internal Assessment = 20**

Time = 3 hrs.

### **Note:**

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

### **Course Outcomes**

**CO-1.** Help in knowing the way of identifying and measuring the data about human resource and how it can be used in decision making.

**CO-2.** Help in knowing the value of information while making policies.

**CO-3.** Help in knowing the difference between the Job description, Job specification and Job enrichment.

**CO-4.** Help in knowing that what are modern trends and challenges in human resource development and how they affect to any organisation.

### **Unit-I**

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

### **Unit-II**

Management Information System, Organizational Development Organizational Behaviour, Interpersonal Communication

### **Unit-III**

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

#### **Unit-IV**

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

#### **Suggested Readings:**

Tiwari, T.D., Human Resource Development, a New Perspective. Shanti Prakashan Rohtak.

Gosh, Biswanath., Personnel Management, World Press Pvt. Ltd., Calcutta 1976.

Rudrabasavaraj, M.N., Dynamic Personnel Administration, Himalaya Publishing House, Delhi, 1991.

Singh, Bhawdeep and Prem Kumar., Current Trends in Human Resource Development, Deep & Deep Publications, New Delhi, 1995.

Manappa, Arun and Mirza. S. Saiyadain, Personnel Management, Tata Mc Graw Hill Publishing Company Ltd., New Delhi, 1979.

Stahl, O. Glenn, Public Personnel Administration, Oxford and IBH Publishing Company, New Delhi, 1975.

Pattanayak, Bishwajeet. Human Resource Management, Prentice Hall of India Pvt. Ltd., New Delhi, 2001.

Venkata Ratnam, C.S., B.K. Srivastva, Personnel Management and Human Resources, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1993.

Rao, VSP., Human Resource Management, New Delhi: Excel Books, New Delhi, 2005.

Goel, S.L. & Shalni Rajnish, Public Personnel Administration: Theory & Practice, New Delhi, Deep & Deep, 2002.

Krishnaveni, R., Human Resource Development, Excel Publications, New Delhi, 2008.

Mankin, David, Human Resource Development, Oxford University Press, 2009.

Sharma, Sandhir, Human Resource Development, Maxford Books, New Delhi, 2009.

Sheikh, A.M., Human Resource Development and Management, New Delhi: S. Chand & Company, New Delhi, 2009.



## **M.A. ( Final) Sem-IV Group-B (Soft Core)**

Paper Code-17PUB24DB1 (Soft Core)

Social Welfare Administration (ii)

w.e.f. 2017-18

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### **Note:**

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

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

**CO-1.** Appreciate the working of Social Welfare Ministry and the Department of Women and Child Development.

**CO-2.** Take advantage of Social Welfare Administration at State and District Levels.

**CO-3.** Gain from various families Welfare programmes available to the public.

**CO-3.** Appreciate the role and functions of UNESCO, UNICEF, ILO and WHO.

### **Unit-I**

Social Welfare Administration at Union Level: Ministry of Social Justice and Empowerment, Department of Women and Child Development, Central Social Welfare Board: Organisation & Functions

### **Unit-II**

Social Welfare Administration at State Level: Department of Social Welfare, Organisation & Functions, State Social Welfare Advisory Board and Social Welfare Administration at District Level.

### **Unit-III**

Role of NGO's , Civil Society and Self Help Groups, Family Welfare Programmes: Meaning, Importance, Implementation and Achievement, Difficulties in the way of Family Welfare Programmes in India, Measures to make Family Welfare Programmes successful.

### **Unit-IV**

Social Welfare Agencies at International Level: Organisation, Functions and Role of UNESCO, UNICEF, ILO and WHO.

#### **Suggested Readings:**

1. Friedlander Walter, A., Introduction to Social Welfare, New Apte, Robert Z., Delhi Prentice Hall, 1932.
2. Madan, G.R., Indian Social Problems Vol. II Allied Publishers Ltd., New Delhi, 1995.
3. Robson, William A., Welfare State and Welfare Society: Illusion and Reality, London: Allen and Unwin, 1976.
4. Sankhdher, M.M., Welfafre State, New Delhi: Deep & Deep, 1985.
5. Gangrade, K.D., Social Legislation in India, Delhi: Concept Publishing House, Vol. 1, 1978.
6. Fand, J. Bulsara & Verma, Perspective in Social Welfare in India, New Delhi: S. Chand & Co., 1985.
7. Chowdhary, D. Paul, Social Welfare Administration, Delhi: Atma Ram and Sons, 1979.
8. Sachdeva, D.R., Social Welfare Administration, Allahabad: Kitab Mahal, Latest Edition.
9. Roy, Kalpana, Women and Child Development, New Delhi: Common Wealth Publishers, 2000.
10. Yogi, Praveen, Social Justice and Empowerment, Delhi: Kalpag Publications, 2000.
11. Encyclopaedia of Social Welfare in India (New Delhi: Ministry of Information and Broadcasting Vols. 4, 1987.
12. Encyclopaedia of Social Change, (New Delhi: Anmol Publishers, Vol, 45, 1996.
13. Relevant Acts of Parliament and Reports of Commission, Committee & Study Teams.
14. Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports.
15. Goel, S.L. & R.K. Jain, Social Welfare Administration, Vol I & II, New Delhi: Deep & Deep Publications, 1990.
16. Kataria, Surendra. Social Welfare Administation, Jaipur: RBSA Publications, 2002.

M.A. (F) Sem-IV

Group- B (Soft Core)

Paper Code- 17PUB24DC1 (Soft Core))

Labour Welfare Administration (ii)

w.e.f. 2017-18

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### **Note:**

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

### **Course Outcomes**

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

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

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

### **Unit-I**

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

### **Unit-II**

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

### **Unit-III**

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

#### **Unit-IV**

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

#### **Suggested Readings:**

1. Vaid K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970.
2. Singh V.B., Industrial Labour in India, Bombay Asia Publishing House 1967
3. Malhotra., The Law of Industrial Disputes, 1968.
4. Sabramaniam C.N., Labour Management Relations in India.
5. Joshi E.K. & Dhyani, S.N., Labour Administration, Department of Adult Education, University of Rajasthan, Jaipur, 1969.
6. India, Report of the Labour Investigation Committee.
7. India, Report of the Commission on Labour, 1969 & 2002.
8. Singh, R.C.P., Labour Welfare Administration, Delhi: Deep and Deep 1989.
9. Sexena, R.C., Labour Problems and Social Welfare, Meerut: Jai Parkash Nath, 1974.
10. Matoria, C.B. Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.
- 11 Mongia, M.L., Industrial Relation and Labour Laws in India, New Delhi, Deep & Deep, 1984.
- 12 Sharma, S.N., Labour and Industrial Laws, Allahabad: Central Law Publications, 1994.
13. Mishra, Surya Narayan , Shramik and Audhogik Vidhi, Allahabad, Central Law, 2014.
- 14 Sharma, Ganga Shaya, Sharmit Vidhiyan, Allahabd: Central Law Agency, 2014.
- 15 Padhi, P.K., Labour and Industrial Laws, Delhi: PHI Learning, 2012.
- 16 Sivarethnamohan, R., Industrial Relations and Labour Welfare, Delhi: PHI, 2010.
- 17 Pandey, Baleshwar Shram Kalyan aur Audhogik Sambhandh, Jaipur: Rawat, 2014.
- 18 Saxena, R. C. , Shram Samashayen Evam Samaj Kalyan, Meerut: K. Nath & Co. 2007.
- 19 Kumar, Anil, Labour Welfare and Social Security, New Delhi, Deep & Deep, 2003

M.A. (F) Sem-IV

Group- B (Soft Core)

Paper Code- 17PUB24DB2 (Soft Core))

Disaster Management (ii)

w.e.f. 2017-18

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### **Note:**

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

### **Course Outcomes**

**CO-1.** The students got awareness how to overcome natural disaster.

**CO-2.** Students acquired knowledge about flood and the measures to control flood. They got practical knowledge about the case studies of Floods: Gorakhpur Flood (2000), Tsunami Flood (2004) and Mumbai Flood (2005).

**CO-3** Students got acquaintance about earthquakes and their mitigation. They got practical experience from the Case Studies of Earthquake: Lature Earthquake (1993), Bhuj Earthquake (2001) and Tsunami Generated Earthquake (2004).

**CO-4.** Students acquired knowledge about drought and the measures to control it. He got practical knowledge about the case studies of Gujarat and Rajasthan Drought, 2002.

### **UNIT – I**

Natural Disaster: Meaning and Nature, Types of Natural Disasters in India, Disaster Profile of India: Regional and Seasonal, Effects of Disasters and Efforts to Mitigate Disasters.

### **UNIT-II**

Floods: Meaning, Nature and Types

Floods: Causes and Impacts

Floods: Forecasting, Warning and Monitoring

Case studies of Floods: Gorakhpur Floods (2000), Tsunami Floods (2004) and Mumbai Floods (2005).

### **UNIT-III**

Earthquakes in India

Earthquake: Occurrence and Measurement

Impact of Earthquake and Risk Mitigation of Earthquake

Case Studies of Earthquake: Lature Earthquake (1993), Bhuj Earthquake (2001) and Tsunami Generated Earthquake (2004)

### **UNIT-IV**

Drought: Types, Causes and Characteristics

Drought: Vulnerability, Impact and Drought Prone Area in India

Drought: Forecasting, Warning and Mitigation.

Drought Case Studies: Gujrat and Rajasthan Drought, 2002.

### **Recommended Books:**

- Prasad, Purendra. Famines and Droughts: Survival Strategies, New Delhi & Jaipur: Rawat, 1998.
- Mark Pelling, Natural Disasters and Development in a Globalizing World, London & New York.
- Goel, S.L., Management of Natural Disaster, New Delhi: Deep & Deep, 2010.
- Kadambari Sharma and Avinash Chiranjeev, Engineering for Natural Disaster Management, New Delhi: Jnanada, 2010.
- R.B. Singh, Natural Hazards and Disaster Management: Vulnerability and Mitigation, Jaipur: Rawat, 2006.

M.A. (F) Sem-IV

Group- B (Soft Core)

Paper Code- 17PUB24DA2 (Soft Core))

E-Governance in India

w.e.f. 2017-18

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

### **Note:**

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

**Course Outcomes:** - After Completing this course the Students would be able to:

**CO-1.** Explain the role of e-governance in development, sustainable development in the era of Liberalization, Privatization and Globalization.

**CO-2.** Describe the mediums of ICT like radio, telephone, television, computer software, satellite in management of information for governance.

**CO-3.** Analyze the importance, pre-requisites, components of internet applications and precaution from virus.

**CO-4.** Evaluate the essential components and role of ICT in reforming Administrative organizations, issues and challenges of governance reforms.

### **UNIT-I**

Evolution of E-Governance in India

E-Governance: Concepts, Meaning, Nature, Scope, Significance and Problems, E-Governance and Development, E-Governance and Leadership, E-Governance and Sustainable Development, E-Governance and Globalization, Emerging Trends in E-Governance.

### **UNIT-II**

Information and Communication Technology (ICT): Concept, Meaning, Nature, Components, Role and Application, ICT Implementation in Technologies for Information and Communication: Telephone, Radio, Television, Computer Hardware, Computer

Software, Local Area Network, Wide Area Network, Satellite, Very Small Aperture Terminal and Ham Radio.

### **UNIT-III**

Internet and Its Applications: Meaning, Definition and Importance of Internet, Application of Internet in India, Pre-requisite for Establishing and Internet Computer Virus: Meaning, Types and Precautions.

### **UNIT-IV**

ICT and Administration: Its Role, Essential Components, ICT and Internal Service Delivery, ICT and Decision Making, ICT and Service Delivery, ICT Based Reforms towards Administrative Organization, E-Governance and 2<sup>nd</sup> ARC, ICT Implementation in Governance: Issues and Challenges

### **Suggested Readings:**

- Aggarwal, Kamlesh & Murli D. Tiwari, IT and E-Governance in India, New Delhi: McMillan, 2002.
- Indian Journal of Public Administration, Special Issue on IT and Indian Administration, New Delhi: Vol. XL VI, No.3, July-September, 2003.
- Indian Journal of Public Administration, Special Issue on Governance for Development, New Delhi: Vol. No.9, Jan-March, 2004.
- P. Srivastva, Management Information System; A New Framework, Jaipur: Shree Niwas Publications, 2004.
- M.P. Gupta, P Kumar and J. Bhattacharya, Government On Line-Opportunities and Challenges, New Delhi: Tata McGraw Hill, 2004.
- Subhash Bhatnagar, E-Governance From Vision to Implementation-A Prentice Hall, 2004.
- C.S.R., Prabhu, E-Governance: Concepts and Case Studies, New Delhi: Prentice Hall, 2004.
- Vasu Deva, E-Governance in India: A Reality, New Delhi: Commonwealth, 2005.
- Planning Commission of India, Report of the Working Group on Convergence and E-Governance 2002-2007 for 10<sup>th</sup> Five Year Plan.
- Ashok Agarwal and V. Venkata Ramana, Foundations of E-Government, New Delhi: GIFT Publication, 2008.
- G.P. Sahu, Adopting E-Governance, New Delhi: GIFT Publication, 2008.
- Amitabh Ojha, E-Governance in Practice, New Delhi: GIFT Publication, 2009.
- G.P. Sahu, Emerging Technologies in E-Governance Practice, New Delhi: GIFT Publications, 2009.
- IGNOU, E-Governance, MPA-017, New Delhi: School of Social Sciences, IGNOU, 2006.



M.A. (F) Sem- IV

Group-B (Soft Core)

Paper Code: 17PUB24DC2 (Soft Core)

**Consumer Protection Administration**  
w.e.f. 2017-18

**Total Credit: 4+1+0 =5**

**L+T+P**

Total Marks = 100

Semester End Exam = 80

Internal Assessment = 20

Time = 3 hrs.

**Note:**

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

**Course Outcomes**

**CO-1.** The students gained the knowledge about the consumer movements in India and abroad.

**CO-2.** They got knowledge about the Consumer Grievance Redressal Machinery at National, State and District Level.

**CO-3.** They are well versed with various consumer protection Acts passed by the government for the welfare of consumers.

**Unit-I**

Consumer Movement: Origin and Growth, Features, Issues and Trends of Consumer Movement in India, Consumer Environment and Consumer Rights. Evolution of Consumer Protection Laws, Consumer Protection Act 1986: Basic features and Limitations.

**Unit-II**

Consumer Grievance Redressal Machinery at National, State and District Level: Composition, Powers & Functions.

**Unit-III**

Consumer Acts: Standardization of Goods, Weight and Measurement Act 1976, Food and Adulteration Act, 1940, Drugs and Cosmetics Act.

#### **Unit-IV**

Bureau of Indian Standards Act, 1986; Monopolies and Restrictive Trade Practices (MRTP) Act, 1969, MRTP Commission: Organization and Functions, Ministry of Consumer Affairs: Organisation & Functions..

#### **Suggested Readings:**

1. Verma, Yoginder S. & Chander Kant Sharma, Consumerism in India, 1994.
2. Seth, Mohini & Seetharaman Premvarthy, Consumerism A Growing Concept, 1994.
3. Bangia, R.K. , Consumer Protection Laws and Procedures, Allahabad Law Agency, 1996.
4. Singh Avtar , Upbhokta Sanrakshan: Sidhant Evam Prakriya, Eastern Book Company, 1995.
5. Chahar S.S. , Consumer Protection Movement in India, New Delhi: Kanishka Publishers, 2007.
6. Chaudhary, RNP, Consumer Protection Law: Provisions and Procedure, New Delhi: Deep & Deep, 2005.
7. Gambhir, Cheena, Consumer Protection Administration: Organization and Working, New Delhi: Deep & Deep, 2007.
8. Sharma, F.C., Consumer Protection, Delhi: Shree Mahavir Book Depot Publishers, 2008.
9. Bangia, R.K. , A Handbook of Consumer Protection Laws & Procedure, Faridabad: Allahabad Law Agency, 2004.
10. Singh, Inderjeet,. Upbhokta Sanrakshan Vidhi, Allahabad: Central Law Publication, 2004.
11. Lata Prem , Upbhokta Adalten Savroop Evam Sambhavnayen, New Delhi, Radha Krishan, 2006.