

PANJAB UNIVERSITY, CHANDIGARH-160014 (INDIA)
(Estd. under the Panjab University Act VII of 1947—enacted by the Govt. of India)

Note :

A candidate for M.A. examination shall offer Psychology or Sociology or Statistics or Public Administration only if he/she has completed the prescribed courses in an affiliated college or the Department concerned of this University.

**APPLICABILITY OF REGULATIONS FOR THE TIME
BEING IN FORCE**

Notwithstanding the integrated nature of a course spread over more than one academic year, the regulations in force at the time a student joins a course shall hold good only for the examinations held during or at the end of the academic year. Nothing in these regulations shall be deemed to debar the University from amending the regulations subsequently and the amended regulations, if any, shall apply to all students whether old or new.

GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT (20%) FOR REGULAR

**OUTLINES OF TESTS, SYLLABI AND COURSES OF READINGS IN THE SUBJECT OF
PUBLIC ADMINISTRATION FOR M.A. PART-II EXAMINATION, 2012**

OUTLINES OF TESTS

- Paper 1 : Development Administration (Compulsory paper for all the students)
- Group A : Applied Development Administration (with special reference to India)**
- Paper 2 : People's Empowerment and Local Governance (Compulsory)
- Any three papers from the following :*
- Paper 3 : Health and Educational Administration
- Paper 4 : Public Policy and Analysis
- Paper 5 : Administrative Law
- Paper 6 : Selected Aspects of Public Administration
- Paper 7 : Research Methods
- Paper 8 : Computer Applications and Information Technology
- Paper 9 : International and Comparative Administrative Systems
- Paper 10 : Disaster Management
- Group B : Economic Administration (Public Sector and Co-operatives with special reference to India)**
- Paper 2 : Economic Administration and Public Sector Management (Compulsory)
- Any three papers from the following :*
- Paper 3 : Company and Co-operative Laws
- Paper 4 : Financial Management and Accounting
- Paper 5 : Marketing and Materials Management
- Paper 6 : Human Resource Management and Industrial Relations
- Paper 7 : Research Methods
- Paper 8 : Computer Applications and Information Technology

Paper 9 : International and Comparative Administrative Systems

Paper 10 : Disaster Management

Group C : Social and Labour Welfare Administration (with special reference to India)

Paper 2 : Social Welfare Administration (Compulsory)

Any three papers from the following :

Paper 3 : Labour Laws and Administration

Paper 4 : Industrial Psychology

Paper 5 : Labour Economics

Paper 6 : Human Resource Management and Industrial Relations

Paper 7 : Research Methods

Paper 8 : Computer Applications and Information Technology

Paper 9 : International and Comparative Administrative Systems

Paper 10 : Disaster Management

Group D : Administrative Management (with special reference to India)

Paper 2 : Administrative and Office Management (Compulsory)

Any three papers from the following :

Paper 3 : Techniques of Administrative Improvement and Project Management

Paper 4 : Public Policy and Analysis

Paper 5 : Administrative Law

Paper 6 : Human Resource Management and Industrial Relations

Paper 7 : Research Methods

Paper 8 : Computer Applications and Information Technology

Paper 9 : International and Comparative Administrative Systems

Paper 10 : Disaster Management

UNIT-IV

Environment Policy and Sustainable Development.

Population Policy and Development.

Policies and Programmes for Women Development.

People's Participation, Role of Civil Society and Voluntary Organisations in Development.

15. Dhar, P.K. : Indian Economy – Its Growing Dimensions (New Delhi : Kalyani Publishers), Latest Edition.
16. Bava, Noor Jahan (ed.) : Non-governmental Organisations in Development : Theory and Practice (New Delhi : Kanishka), 1997.
17. Singh, Amita : The Politics of Environment Administration (New Delhi : Galgotia Publishing Company), 2000.
18. Basu, Rumki : The United Nations – Structure and Functions of an International Organisation (New Delhi : Sterling), Latest Edition.
19. Dwivedi, O. P. : Development Administration : From Underdevelopment to Sustainable Development (London : Macmillan), 1994.
20. Bhattacharya, Mohit : Development Administration (New Delhi : Jawahar Publishers), 2001.

(Group A)**Paper 2 : PEOPLE'S EMPOWERMENT AND LOCAL GOVERNANCE (Compulsory)**

Max. Marks	:	100
Theory	:	80 Marks
Internal Assessment	:	20 Marks
Time	:	3 Hours

INSTRUCTIONS FOR THE PAPER-SETTERS AND CANDIDATES :

- (i) The theory question paper will be of 80 marks and 20 marks will be for internal assessment.
- (ii) For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (ii) in the question paper.

The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory**

UNIT-II**Rural Government in India :**

- (i) Gram Sabha : Composition, Functions and Role.
- (ii) Gram Panchayat : Structure, Composition, Functions and Role.
- (iii) Panchayat Samiti : Structure, Composition, Functions and Role.
- (iv) Zila Parishad : Structure, Composition, Functions and Role.

UNIT-III**Urban Government in India :**

- (i) Municipal Corporation : Structure, Composition, Functions and Role.
- (ii) Municipal Council : Structure, Composition, Functions and Role.
- (iii) Problems of Small Towns and their Development.
- (iv) Challenges of Urbanization.

UNIT-IV

Personnel Administration in Rural and and Gr.891.18.9636(i)-11.1569(n)6.0241(i)-11.156L7(a)8903()-3.01205c/R12 9.96 Tf

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(a)-875944()-135 326()-3.011(e)-0.0241(s)28 0 e41(p)-18.0723(m)6.01536c52(t)-4.34 [((-)-4.34ev .Tf 109.8 0 lanR

8. Singh, Sahib Bhayana and Singh, Swinder : Local Government in India (Jalandhar : New Academic Publishing Company), 1991.
9. Mishra, S.N. : Panchayati Raj Bureaucracy and Rural Development (New Delhi : IIPA), 1986.
10. Chaturvedi, T.N. and Datta, Abhijit : Local Government (New Delhi : IIPA), 1984.
11. Bhadouria, B.D.S. and Dubey, V.P. : Panchayati Raj and Rural Development (New Delhi : Commonwealth Publishers), 1989.
12. Khanna, B.S. : Rural Development in South Asia (New Delhi : Deep & Deep), 1992 in four volumes.
13. Kaushik, S.L. : Leadership in Urban Government in India (Allahabad : Kitab Mahal), 1986.
14. Sivaramakrishanan, K.C. *et al* : Urbanization in India : Basic Services and People's Participation (New Delhi : ISS), 1993.
15. Bhattacharya, Mohit : Management of Urban Government in India (New Delhi : Uppal), Latest ed.
16. Jain, S.P. and Thomas W. Hodgesanat (eds.) : Emerging Trends in Panchayati Raj (Rural Local Self-Government) in India (Hyderabad : NIRD and Konard Abenauer Funcatici), 1994.
17. Mathur, S.N. : Nyaya Panchayats as Instruments of Justice (New Delhi : ISS), 1947.
18. Danny Burns, *et al* : The Politics of Decentralisation : Revitalising Local Democracy (London : Macmillan), 1994.
19. Oakley, Peter *et al* : Approaches to Participation in Rural Development (Geneva : I.C.O.), 1984.
20. Arora, Ramesh K. and Goyal, Rajni : Indian Public Administration (New Delhi : Wishwa Prakashan), 1996.

UNIT-IV

Organization and management of education at the central level with special reference to the Department of Education; role, functions and structure of other organizations : University Grants Commission, National Council of Educational Research and Training. Organization & Management of Education at the state level.

List of Readings :

1. Ghosh, Birendra Nath : A Treatise on Hygiene and Public Health (Calcutta : Scientific Publishing Company), 1970.
2. John, H. Hanlon : Principles of Public Health Administration (St. Louis : C.V. Moseley Co.), 1950.
3. Sanjivi, K.S. : Planning India's Health (Orient Longman), 1971.
4. Goel, S.L. : Health Care Administration (New Delhi : Sterling Publishers), Latest Edition.
5. Report of the Health Survey and Planning Committee Vol. 1, 1959-61.
6. Govt. of India : Report of the Education Commission, 1966 (Selected Chapters).
7. Mukerji, S.N. : Administration of Education, Planning and Finance (Baroda : Acharya Book Depot), 1962.
8. Lulla, B.P. and Murty, S.K. : Essentials of Educational Administration (Mohindra Capital Publishers), 1976.
9. Naik, J.P. : Policy and Performance in Indian Education (New Delhi : Orient Longman), 1975.
10. Naik, J.P. : Quantity, Quality and Equality in Indian Education (Bombay : Allied Publishers), 1975.
11. Goel, S.L. : Education Policy and Administration (Deep & Deep Publication), 1994.

Paper 4 : PUBLIC POLICY AND ANALYSIS

Max. Marks	:	100
Theory	:	80 Marks
Internal Assessment	:	20 Marks
Time	:	3 Hours

INSTRUCTIONS FOR THE PAPER-SETTERS AND CANDIDATES :

- (i) The theory question paper will be of 80 marks and 20 marks will be for internal assessment.
- (ii) For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (ii) in the question paper.

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The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory** and shall be short answer type containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks of each. Rest of the paper shall contain 4 units. Each unit shall have two questions and the candidates shall be given internal choice of attempting one question from each Unit – 4 in all. Each question will carry 15 marks.

UNIT-I

Public Policy –Meaning, characteristics, significance and types; Approaches.

Distinction between Policy, Decision and Goal.

Policy Analysis—Meaning and approaches.

Models for Policy Analysis – Systems Model; Institutional Model; Rational Policy-Making Model.

UNIT-II

Public Policy making—Structure and Processes; Inter-Governmental Relations, Role of Political

Public Policy Impact, Role of Judiciary. one of o niv-attres,-3.01205()TJ T09.74 0 Td []-10.2657(o)-6.0241(l)0.89126(i)

Major Determinants in Policy-making – Political Parties, Interest Groups, Mass-Media, Social Movements

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UNIT-II

Delegated Legislation : Need, Classification, Constitutionality and Control Mechanism.

Administrative Tribunals : Need, problems and modes of adjudication.

Judicial Review of Administrative Action : Principles and modes.

Liability of the Administration and Statutory Corporations; Contract and Tort.

UNIT-III

Institution of Ombudsman – Its development; working of Lok Ayuktas in India, Central Vigilance Commission.

Constitutional provisions relating to Public Services and Public Service Commission; Doctrine of Pleasure and Constitutional safeguards to civil servants.

UNIT-IV

Fundamentals of Conduct Rules and Departmental Enquiries; Charge-sheet drafting and its service to employee; Suspension during enquiry; Appointment of enquiry officer and enquiry proceedings; Major and minor penalties and the role of Punishing Authority; Judicial review in disciplinary matters.

List of Readings :

1. Sathe, S.P. : Administrative Law (Bombay : Tripathi), Latest Edition.
2. Kagzi, M.C.I. : Indian Administrative Law (Delhi : Metropolitan), Latest Edition.
3. Diwan, Paras : Indian Constitution (Allahabad : Law Agency), 1981.
4. Massey, I.P. : Administrative Law (New Delhi), Latest Edition.
5. Chhabra, S. : Administrative Tribunals (New Delhi : Deep and Deep), Latest Edition.
6. Sharma, S.K. : Directive Principles and Fundamental Rights (New Delhi : Deep & Deep), Latest Edition.
7. Mehta, S.M. : Indian Constitutional Law (New Delhi : Deep and Deep), Latest Edition.
8. Swami, P. Muthu : Swami's Manual of Disciplinary Proceedings for Central Government Employees (Madras : Swami Publishers), Latest Edition.

Paper 6 : SELECTED ASPECTS OF PUBLIC ADMINISTRATION

Max. Marks	:	100
Theory	:	80 Marks
Internal Assessment	:	20 Marks
Time	:	3 Hours

INSTRUCTIONS FOR THE PAPER-SETTERS AND CANDIDATES :

- (i) The theory question paper will be of 80 marks and 20 marks will be for internal assessment.
- (ii) For

List of Readings :

1. Sharma, P.D. : Police in India (Delhi), 1976.
2. Bayley, David : The Police and the Political Development in India (Princeton University Press), 1969.
3. Khanna, B.S. : Rural Development in South Asia (Select India) (New Delhi : Deep & Deep), 1991.
4. Singh, Mohinder : Rural Development and Anti Poverty Programmes (New Delhi : Deep & Deep) 1988.
5. Bhatia, B.M. : Indian Agriculture (New Delhi : Sage Publications), 1998.
6. Singh, Katar : Rural Development (New Delhi : Sage), 1986.
7. Kumar, B. Dass : Rural Development Through Decentralization (New Delhi : Discovery Publication House), 1992.
8. Singh, Shamsher : Urban Planning and Development (New Delhi : Metropolitan), 1991.
9. Goel, B.B. : Cooperative Management and Administ

UNIT-I

Meaning, Role, Evolution of Management Information Systems.
 The Information Systems Department; Building and Maintaining Information Systems.
 MIS and Related Management Activities; MIS and Decision Making.
 Components of MIS with special emphasis on data organisation and data base.

UNIT-II

General Model of a Computer System; Understanding Input Devices; Output Devices; Primary and Secondary Storage Devices and Media; CPUs.
 Classification of computers according to chronology, size and architecture.
 Operating System Basics; PC Operating Systems; OS and User Interface (Windows 98/2000).
 Hardware; Software; Types of Software. Steps in Developing a Computer Programme; Basics of Flow Charting.
 Networking; Local and Wide Area Networks.

UNIT-III

Word Processing Software : Uses, interface and special features (using MS Word).
 Spread Sheet Software : Uses, interface and special features (using MS Excel).
 Data Base Management Software : Uses, interface and special features (using MS Access).
 Introduction to the Internet; Internet basics (using Internet Explorer).

UNIT-IV

E-Governance : Concept, Significance and Scope.
 Computer Applications in Public Administration.
 Computer Security, Crime and Ethics.

List of Readings :

1. James O' Brien : Management Information Systems (Tata McGraw Hill), Latest ed.
2. Robert C. Murdick, : Information Systems for Modern Management (New Delhi : Prentice
 Joel E. Ross and Hall), Latest Edition.
 James R. Claggett
3. Gordon B. Davis & : Management Information Systems : Conceptual Foundations, Structure
 Margrethe A. Olson and Development (Tata McGraw Hill), Latest Edition.
4. Sinha, P.K. : Computer Fundamentals (New Delhi : BPB Publications), Latest
 Edition.

8. Hodson, Peter : Local Area Networks (New Delhi : BPB Publications), Latest Edition.
9. Crumlish, Christian : ABC's of the Internet (New Delhi : BPB Publications), Latest Edition.
10. Windows 2000 : The Complete Reference (New Delhi : Tata McGraw Hill Publishing Company Limited), 2000.
11. Jain, Madhulika *et al* : PC Software Made Simple (New Delhi : BPB Publications), 2002.
12. Sharon Crawford & Neil J. Salkind : ABC's of Windows 98 (New Delhi : BPB Publications), 1998.
13. Norton, Peter : Introduction to Computers (New Delhi : Tata McGraw Hill Publishing Company Limited), 2001.
14. Bedi, Kiran; Singh, Parminderjeet & Srivastava, Sandeep : Government @net (New Delhi : Sage Publications), 2001.

Paper 9 : INTERNATIONAL AND COMPARATIVE ADMINISTRATIVE SYSTEMS
(Same for Groups A, B, C and D)

Max. Marks	:	100
Theory	:	80 Marks
Internal Assessment	:	20 Marks
Time	:	3 Hours

INSTRUCTIONS FOR THE PAPER-SETTERS AND CANDIDATES :

- (i) The theory question paper will be of 80 marks and 20 marks will be for internal assessment.
- (ii) For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (ii) in the question paper.

The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory**

10. Subramaniam, V. : Public Administration in the Third World (New York : Greenwood Press), 1990.
11. Symposium on current trends in Public Administration in Socialist Countries, International Review of Administrative Sciences, 55 (I), March, 1989.
12. Viswanathan, V.N. : Comparative Public Administration (New Delhi : Sterling), 1995.
13. Basu, R. : Personnel Administration in the UN (New Delhi : Sterling), Current Edition.
14. Cable, V. : Globalization and Global Governance (London : Royal Institute of International Affairs), 1999.
15. Hewson, M. and Sinclair, T.J. : Approaches to Global Governance Theory (New York : State University of New York Press), 1999.
16. Hill, M. : The United Nations System : Coordinating its Economic and Social Work (Cambridge : Cambridge University Press), 1978.
17. Lemoine, J. : The International Civil Servant : An Endangered Species (The Hague : Kluwer Law International), 1995.
18. Loveday, A. : Reflection on International Administration (Oxford : The Clarendon Press), 1956.
19. Maron, T. : The United Nations Secretariat : The Rules and the Practice (Lexington : Lexington Books), 1977.
20. Narsimhan, C.V. : The United Nations : An Inside View (Delhi : Vikas), 1988.
21. Pitt, D. and Waiss, T.G. : Nature of United Nations Bureaucracies (London : Croom Helm), 1986. (eds.)
22. Saksena, K.P. : Reforming the United Nations : The Challenge of Relevance (New Delhi : Sage), 1993.
23. Singh, S. : Structure and Functions of the

PAPER 10 : DISASTER MANAGEMENT

Max. Marks	:	100
Theory	:	80 Marks
Internal Assessment	:	20 Marks
Time	:	3 Hours

INSTRUCTIONS FOR THE PAPER-SETTERS AND CANDIDATES :

- (i) The theory question paper will be of 80 marks and 20 marks will be for internal assessme

List of Readings :

1. Asian Development Bank : Disaster Mitigation in Asia and the Pacific (Manila : ADB), 1991.
2. Goel, S.L. : Encyclopaedias of Disaster Management (New Delhi : Deep & Deep), 2005.
3. Govt. of India/United Nations Development : Disaster Risk Management Programme (2002-2007) : Community Based Disaster Preparedness and Risk Reduction Through Participation of Committees and Local Self Governments.
[www.ndmindia.nic.in/EO Projects/goiundp2.0.pdf](http://www.ndmindia.nic.in/EO%20Projects/goiundp2.0.pdf).
4. Monappa, K.C. : Disaster Preparedness (Akshay Public Agencies : New Delhi), 2004.

The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory** and shall be short answer type

UNIT-IV

Government of India Co-operative Act, 1904 and 1912. Multi-State Cooperative Societies Act. The following aspects of the Punjab Co-operative Societies Act, 1961 are to be studied :
 Procedure for the Registration of Co-operative Societies. Management of Co-operative Society.
 Powers and duties of the Registrar.
 Privileges of Co-operative Societies.
 Settlement of Disputes.
 Winding up of Co-operative Societies.

List of Readings :

1. Sengupta, R.K. : Company Law (Calcutta : Eastern Law), Latest Edition.
2. Bhandari, M.C. : Guide to Company Law Procedures (Vol. 3) (Agra :Wadhwa and Company), Latest Edition.
3. Singh, Avtar : Company Law (Lucknow : Eastern Book), 1979, Latest Edition.
4. Singh, S.M. : Lectures on Company Law (Tripathi Pvt. Ltd.), Latest Edition.
5. Bedi, R.C. : Theory, History and Practice of Cooperation, Latest Edition.
6. Mamoria, C.B. : Cooperation in India (Bombay : Kitab Mahal), Latest Edition.
and Saxena, R.D.
7. Goel, B.B. : Cooperative Management and Administration (New Delhi : Deep & Deep Publication), Latest Edition.

Paper 4 : FINANCIAL MANAGEMENT AND ACCOUNTING

Max. Marks	:	100
Theory	:	80 Marks
Internal Assessment	:	20 Marks
Time	:	3 Hours

INSTRUCTIONS FOR THE PAPER-SETTERS AND CANDIDATES :

- (i) The theory question paper will be of 80 marks and 20 marks will be for internal assessment.
- (ii) For private candi952(r)-4.34747(k)6.0241(s)3.45915()-3.0120nt a, 915()-28.0723()18.9636(p)-6.0241(i)0h4nn i p 2e-6.02

UNIT-I

Basic Accounting, Concepts and Conventions.
 Accounting Mechanics : Accounting cycle leading to preparation of financial statements.
 Depreciation Accounting.
 Financial Statement Analysis : Ratio analysis, fund flow and cash flow analysis.
 Nature and attributes of financial statements.
 Parties demanding financial statement information.

UNIT-II

Nature, scope and objectives of financial management, financial management in Public Enterprises : Recent developments.
 Management of working capital—Concept, need and influencing factors, sources of working capital.
 Capital Structure : Designing of capital structure, EBIT/EPS analysis, financing of long-term requirements.

UNIT-III

Capital Budgeting : Principles and techniques.
 Cost of capital and its measurement.
 Management of Earnings : Dividend Policy.
 Cost-volume-profit analysis.

UNIT-IV

Role of Securities and Exchange Board of India (SEBI) in the Indian Capital Market.
 Mutual Funds : Genesis, growth and functions.
 New Financial Instruments in the International Capital Market : Global Depository Receipt (GDR) and Foreign Currency Convertible Bonds (FCCB).

List of Readings :

1. Bhattacharya and Dearden : Accounting for Management Text and Cases, Latest Edition.
2. Hingorani, Ramanathan and Grewal : Management Accounting, Latest Edition.
3. Sharma and Vithal : Financial Accounting Text and Cases, Latest Edition.
4. Chandra, Prasanna : Financial Management : Theory and Practice (New Delhi : Tata McGraw Hill), Latest Edition.
5. Kuchhal, S.C. : Financial Management – An Analytical and Conceptual Approach (Allahabad : Chaitanya Publishing House), Latest Edition.
6. Khan, M.Y. and Jain, P.K. : Financial Management (New Delhi : Tata McGraw Hill), 1987.
7. Yaraswy, N.J. : Finance for Non-Financial Executive (New Delhi : Allied Publishers), 1978.

Paper 6 : HUMAN RESOURCE MANAGEMENT AND INDUSTRIAL RELATIONS

Max. Marks	:	100
Theory	:	80 Marks
Internal Assessment	:	20 Marks
Time	:	3 Hours

INSTRUCTIONS FOR THE PAPER-SETTERS AND CANDIDATES :

- (i) The theory question paper will be of 80 marks and 20 marks will be for internal assessment.
- (ii) For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

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Paper 3 : LABOUR LAWS AND ADMINISTRATION

Max. Marks	:	100
Theory	:	80 Marks
Internal Assessment	:	20 Marks
Time	:	3 Hours

INSTRUCTIONS FOR THE PAPER-SETTERS AND CANDIDATES :

- (i) The theory question paper will be of 80 marks and 20 marks will be for internal assessment.
- (ii) For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be inc

3. **Trade Unions Act, 1926**

- (a) Introduction & Definitions.
- (b) Registration of Trade Unions.
- (c) Rights, Liabilities and Immunities of Registered Trade Unions.
- (d) Penalties and Procedure.

UNIT-III4. **The Workmen's Compensation Act, 1923**

- (a) Introduction and Definitions.
- (b) Employer's Liability and Amount of Compensation.
- (c) Commissioner's Powers and Functions.

5. **The Employee's State Insurance Act, 1948**

- (a) Introduction and Definitions.
- (b) Corporation Standing Committee and Medical Benefit Council.
- (c) Contributions.
- (d) Adjudication of Disputes and Claims/penalties.

UNIT-IV6. **The Minimum Wages Act, 1948**

- (a) Introduction and Definitions.
- (b) Fixation of Minimum Rates of Wages.
- (c) Miscellaneous Provisions.

7. **Payment of Wages Act, 1936**

- (a) Introduction and Definitions.
- (b) Payment of Wages and Deductions from Wages.
- (c) Authorities Under the Act.
- (d) Miscellaneous Provisions.

List of Readings :

1. Srivastava, K.D. : Commentaries on the Factories Act, 1948 (Eastern Book, 3rd Edition).
2. Srivastava, K.D. : The Industrial Employment Standing Orders Act, 1946 together with rules (Eastern Book), 1976.
3. Mishra, S.N. : An Introduction to Labour and Industrial Laws (Delhi : Pioneer Books), 1990.
4. Malhotra, O.P. : The Law of Industrial Disputes (Industrial Disputes Act, Vols. I and II), 1985.

Paper 4 : INDUSTRIAL PSYCHOLOGY

Max. Marks	:	100
Theory	:	80 Marks
Internal Assessment	:	20 Marks
Time	:	3 Hours

INSTRUCTIONS FOR THE PAPER-SETTERS AND CANDIDATES :

- (i) The theory question paper will be of 80 marks and 20 marks will be for internal assessment.
- (ii) For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (ii) in the question paper.

The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory** and shall be short answer type containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks of each. Rest of the paper shall contain 4 units. Each unit shall have two questions and the candidates shall be given internal choice of attempting one question from each Unit – 4 in all. Each question will carry 15 marks.

UNIT-I

Industrial Psychology : Meaning, nature, scope.
 Human Relations : Meaning, features; Hawthorne Studies.
 Employee Needs : Concept; Hierarchy of needs; Need Satisfaction.
 Groups : Meaning; types; inter-group relations.

UNIT-II

Attitude : Concept; Nature; Measurement.
 Industrial Morale : Concept; Nature, determinants.
 Motivation of Industrial Employees : Concept, determinants.
 Theories of Motivation : McGregor's Theory X and Theory Y; Herzberg's Theory; Maslow's Theory.

UNIT-III

Industrial Accidents : Concept; Causes; Remedies.
 Employee Turnover : Concept; Causes; Remedies.
 Absenteeism : Concept; Causes; Remedies.
 Job Satisfaction : Concept; Determinants.

UNIT-IV

Personality : Concept; Types.
 Fatigue : Concept; Types; Causes; Remedies.
 Monotony & Boredom : Concept; Causes; Effects.
 Work Stress and its management.

List of Readings :

1. Norman R.F. Maier : Psychology in Industry (Oxford & IBH), Latest Edition.
2. Brown, J.A.C. : The Social Psychology of Industry (Penguin), 1954.
3. Edgar Schein : Organizational Psychology (Prentice Hall), Latest Edition.
4. Katz & Kahn : Social Psychology of Organizations (Wiley Eastern), Latest Edition.
5. Ernest J. McCormerk and Joesph Tiffin : Industrial Psychology (Prentice Hall), Latest Edition.
6. Ganguli, H.C. : Structure and Process of Organization (Asia Publishing House), Latest Edition.
7. Stephan P. Robbins : Organizational Behaviour (Prentice Hall), Latest Edition.

Paper 5 : LABOUR ECONOMICS

Max. Marks	:	100
Theory	:	80 Marks
Internal Assessment	:	20 Marks
Time	:	3 Hours

INSTRUCTIONS FOR THE PAPER-SETTERS AND CANDIDATES :

- (i) The theory question paper will be of 80 marks and 20 marks will be for internal assessment.
- (ii) For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (ii) in the question paper.

The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory** and shall be short answer type containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks of each. Rest of the paper shall contain 4 units. Each unit shall have two questions and the candidates shall be given internal choice of attempting one question from each Unit – 4 in all. Each question will carry a35.542(w)119815(t)-4.3

UNIT-II

Nature, Extent, Determinants and Administrative Policy; Implications of wage differentials : Intra-Industry, Inter-Industry, Inter-Management and occupational.
 Geographical and Gender Wage Discrimination.
 Share of wages in National Income.
 Wages and Productivity Relationship.
 Labour Market : Meaning, features, segmentation and functioning of Labour Market.
 Systems of Incentives : Monetary and Non-monetary.
 Problems of Rationalization and Automation.

UNIT-III

Indian Labour : Sectoral composition and Growth of Labour Force in India; Factors Governing slow structural changes in the Sectoral Composition of Labour Force in India.
 Working condition of Labour.
 Problems of Agricultural Labour.
 Problems of Industrial Labour.
 Problems of Labour in the un-organised sector.

UNIT-IV

Wage-Policy and Regulation : Need for state regulation of wages, methods of wage regulation.
 Minimum Wages Act,1948.
 Payment of Wages Act, 1936.
 Machinery for Wage Fixation.
 Cost of living index.
 Economic Reforms and Labour in India.

List of Readings :

1. Butler, Arthur D. : Labour Economics and Institutions (New Delhi : Amerind Publishing Co. Pvt. Ltd.), Latest ed.
2. Bhagoliwal, T.N. : Economics of Labour and Industrial Relations (Agra : Sahitya Bhawan), Latest ed.
3. Government of India : Report of the National Commission on Labour, 1969.
4. Mamoria, C.B. : Dynamics of Industrial Relations (Bombay : Himalaya),1991.
5. Misra, S.N. : An Introduction to Labour and Industrial Laws (Allahabad : Allahabad Law Agency), Latest ed.
6. Dutt, Rudar and Sundaram, K.P.M. : Indian Economy (New Delhi : S. Chand), Latest Ed.

(Group C)

Paper 6 : HUMAN RESOURCE MANAGEMENT AND INDUSTRIAL RELATIONS
(SAME AS IN GROUP B, PAPER 6)

Paper 7 : RESEARCH METHODS
(SAME AS IN GROUPS A & B, PAPER 7)

Paper 8 : COMPUTER APPLICATIONS AND INFORMATION TECHNOLOGY
(SAME AS IN GROUPS A & B, PAPER 8)

UNIT-IV

Office procedure and office manuals; forms designin

The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory** and shall be short answer type containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks of each. Rest of the paper shall contain 4 units. Each unit shall have two questions and the candidates shall be given internal choice of attempting one question from each Unit – 4 in all. Each question will carry 15 marks.

UNIT-I

Management of Change, Innovation in Management. Introduction to Techniques of Administrative Improvement; Introduction to Project Management.

Quality Circles; Total Quality Management; ABC, VED, SDE and FSN Analysis; Management by Objectives; Work Study in Administration.

UNIT-II

Paper work simplification; Method study; Work Measurement; Standardisation and Work norms; Work measurement in the Government of India; Organization Analysis and Development of Organisational Structure.

UNIT-III

Project Formulation and Appraisal : Feasibility; Social cost benefit analysis—rationale; UNIDO and Little-Mirlees approaches, Social Rate of Discount; Shadow Pricing applications in India.

UNIT-IV

Project Planning through Network Analysis (PERT/CPM), Integrated Cost Planning and Budgeting; Monitoring, Monitoring Information; Reporting System and Evaluation.

List of Readings :

1. Currie, R. and Faraday : Work Study (London : Pitman),1972.
2. I.L.O. : Introduction to Work Study (Geneva, ILO), Latest Edition.
3. Srinath, I.S. : PERT and CPM—Principles and Applications (New Delhi : Affiliated
3. Roaih,-n-4.35041Ja2-50 :ooTeatevk Managementk b-3.012012(.)-3.01205Ob

8. David S. Clifton & David E. Fyefe : Project Feasibility Analysis (New York : John Wiley), Latest Edition
9. Harrison, F.L. : Advance Project Management (London : Gower, 2nd Edition).
10. Dennis Lock : Project Management (England : Gower), Latest Edition.
11. Planning Commission : Guidelines for Preparation of Feasibility Reports of Industrial Projects (Delhi : Government of India), 1975.
12. UNIDO : Guide to Practical Project Appraisal : Social Benefits Cost Analysis, Project Formulation and Evaluation (Delhi : Oxford and IBH), 1978.
13. Little, IMD and Mirlees, J.A. : Project Appraisal and Planning for Developing Countries (London : Heinemann Educational Books), 1976.

(Group D)

**Paper 4 : PUBLIC POLICY AND ANALYSIS
(SAME AS IN GROUP A, PAPER 4)**

**Paper 5 : ADMINISTRATIVE LAW
(SAME AS IN GROUP A, PAPER 5)**

**Paper 6 : HUMAN RESOURCE MANAGEMENT AND INDUSTRIAL RELATIONS
(SAME AS IN GROUP B, PAPER 6)**

**Paper 7 : RESEARCH METHODS
SAME A I**