



PANJAB UNIVERSITY, CHANDIGARH-160014 (INDIA)

(Es n r n n rs A o n o o n

FACULTY OF ARTS

SYLLABI

FOR

M.A. PUBLIC ADMINISTRATION (Semester System)

EXAMINATIONS, 2011-2012

--: 0 :--

© The Registrar, Panjab University, Chandigarh.

A

**A C A B Y F E A F E E
BE F CE**

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.

o

A candidate for M.A. examination shall offer Psychology or Sociology or Statistics or Public Administration only if he/she has completed the pre

1 E F E Y 1 1 A B A D C E F EAD E B EC F
 B 1 CAD A F A (B 1 CAD A
 E E E Y E (; ;

The M.A. Programme in Public Administration is job oriented, multi-disciplinary and the Curriculum integrates theoretical and practical perspectives in the field of Public Administration. The sequence of the courses has been scientifically planned in a manner that they constitute building-blocks for four groups of specialization.

The Programme is being run on Semester System. Each

s r

o n s o ro ps o o o p p rs n n o p sor p p rs

p rs

I : Development Administration (Co p sor or ro ps

s r

o n s o r o p s o o o p p r s n n o p s o r p p r s
p r s

I : Emerging Areas in Public Administration (Co p sor or ro ps

ro p A App D op n A n s r on (sp r r n o n

II : Education Policy and Administration (Co p sor

III : People's Empowerment and Urban Governance (Co p sor

IV : Police Administration

V : International Administration

VI : Information Technology and Computer Applications in Public Administration

ro p B E ono A n s r on (sp r r n o n

II : Public Enterprises Management (Co p sor

III : Marketing Management

IV : Industrial Relations

V : Project Management (Co p sor

VI : Information Technology and Computer Applications in Public Administration

↳ s o n s

Felix, A. Nigro and C. Nigro

Modern Public Administration (New York: Lloyd Harper and Row, 7th edition, 1989)

John Pfiffner and Frank Sherwood

Administrative Organization (New Delhi: Prentice Hall, 198)

Peter F. Drucker

Management: Tasks, Responsibilities, Practices (Bombay: Allied Publishers,

Decision Making: Concept; Types and Process.
Leadership: Concept; Theories – Trait; Situational; Contingency.
Motivation: Concept; Types; Motivation and Performance.

Group Dynamics: Concept, Types and Dynamics of Group Formation.
Conflict and Negotiations: Concept, Rationale and Strategies.
Organisational Change: Concept; Process; Resistance to change.

Foundations of Organizational Structure: Designing and contingent Factors.
Organisational Effectiveness: Concept and Approaches.
Organisational Development: Concept and Rationale.

A s o n s

Keith Davis, John W. Newstrom et al

Organisation Behaviour: Human
Behaviour at Work (New York:
McGraw Hill, 13th ed., 2010)

Steven Mcshane and Mary von Glinow

Organisation Behaviour88 TL (i)-11.1 69(g)6.02 t0 1(0 1(k)-6.0
120 (11)-2. 6 9 (c)-1.0120 (-)-3.0120 (-)-

(r)- .3 0 1(g)636 . 6(-)-336 . 6(-)-336 . 6(-)-336 . 6(-)-336 . 6(-)-3.0120 (11)-2. 6 9 (c)-1.0120 (-)-3.0120 (-)-

A E B A C F A C A A D A
C F A E E E A D C A D D A E

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

p r r s p n o n q s o n p p r n s r r

The candidate shall attempt questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 1 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 1 marks.

p o s p p r s p r r n o n

o p r This paper shall make an attempt to familiarize the students of Public Administration regarding various aspects of financial administration particularly Budgeting in India. In addition, the students would be made aware of the role of Comptroller and Auditor General, mobilisation of resources and centre-state relations.

Meaning and Significance of Public Financial Administration.

Budget: Concept, eta-3.0120C82 2(i)0.8(t)0.89126(3 0 1(a)-1.782 2(t)0126.02 1(e)-12)-18.0723()rTj /.0120 (A)-0.126(a)-1.7.

s(A (; (; ((; ((n ; (; ((r (((((

.782 (h)6.0241(F2(e)-1.78252(g)-6.02(a)-1.d [(a)-1.78252(l)0.89126()-147.5941(e)-1.78252(r)-4.350(c)-1.78252(v)6.0241(i)-11.1569s)3.45

Meaning and Significance of Public Personnel Administration
Role of Public Services
Career Systems – Concept and Types
Position Classification – Concept and Bases

Concepts and Significance: Human Resource Development, Human Resource Planning, Recruitment, Training, Promotion and Performance Appraisal.

Doctrine of Pleasure: Safeguards against Arbitrary Punishment.
Determinants of Pay Policy
Administrative Ethics; Code of Conduct
Disciplinary Action

Employer-Employee Relations
Staff Associations and Unions: Significance and Growth.
Joint Consultative and Negotiation Machinery

A s o n s

O. Glenn Stahl

Public Personnel Administration (New Delhi: Oxford and IBH Publishing, 6th Edition 1971)

Paul Pigors and C.A. Myers

Personnel Administration: A Point of View and a Method (McGraw Hill, Kogak

The candidate shall attempt 3 questions in all (one compulsory and one each from two units). The compulsory question shall comprise of 8 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any . Each question will carry 2 marks. Rest of the paper shall contain 2 units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 1 marks.

p o s p r s p r r n o n

o p r The endeavour of the paper is to make the students aware about the basic

E E E

p r A n s r o

Peter M.Blau	Bureaucracy in Modern Society (New York: Random House, 3rd ed., 2008)
Amitai Etzioni	Modern Organisations (New Delhi: Prentice Hall, 2007)
V.L.Allen	Social Analysis, (London: Longman, 2007)
Nicbs P.Mouzelis	Organization and Bureaucracy – An Analysis of Modern Theories (London: Routledge, 3rd ed. 2009)
Dwight Waldo	The Administrative State (New York: Ronald, 2nd ed. 2007)
Danniel A.Wren	The Evolution of Management Thought (New York: Ronald, 6th edition 2009)
Bertram Gross	Organisations and their Managing (New York: Free Press, 1968)
D. Ravindra Prasad, V.S.Prasad and P.	Administrative Thinkers (New Delhi: Sterling, 1989)
Tom Peters	Liberation Management (New York: Fawcett Columbine, 199)
G.Hofstede and M.S.Kassem (eds.)	European Contributions to Organisation Theory (Assen: Van Gorcum, 1976)
Harold R.Pollard	Further Development in Management Thought (London Heinemann, 2010)
Jerzy Zeacki	History of Social Thought (West post: Greenwood, 2nd edition 2009)
S.Pollard	The Genesis of Modern Management (London: Arnold, 2nd ed. 2009)
Michel Foucault	Discipline and Punishment (Hammondsworth: Penguin, 2 nd edition 197)
Chaude S.George	The History of Management Thoughts (New Delhi: Prentice Hall, 2nd ed. 2010)

p r s r o s

C F A E E E A D CA D DA E

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

p r r s p n o n q s on p p r n s r r

The candidate shall attempt questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 1 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to

↳ **s o n s**

p o s p r s p r r n o n

o Co rs : This core course on Public Policy comprehensively introduces the concept and significance of public policy, the history of policy sciences and the public policy process. At the end of the course the student will have an understanding of the growth of policy sciences, the significance and different stages of the public policy process in terms of the theoretical formulations as well as the working of this process with special reference to India.

Public Policy: Concept; Evolution of Policy Sciences, Significance and Scope
Policy Transfer: Concept, Rationale and Types: Copying, Adaptation, Hybridization and Synthesis.
Policy Analysis: Concept; Significance; Incrementalist and Rationalist Paradigms

Public Policy Making Process: Role of Legislature, Executive and Judiciary; Planning Commission and NDC
Other Stakeholders in Policy-making: Political Parties, Interest Groups, Mass-media, Civil Society, and International Agencies.

Public Policy Implementation, Monitoring and Control: Approaches to Policy Implementation; Role of Executive (with Special reference to Bureaucracy), Legislature, Judiciary, Non-Governmental Organisations, Pressure Groups; Major Issues and Problems in Policy Implementation.

Policy Evaluation: Approaches to Policy Evaluation and Policy Impact; Criteria for Evaluation; Role of Staff, CAG, Parliamentary and Departmental Committees in Evaluation; Problems in policy evaluation.

As o n s

- | | |
|----------------------------------|--|
| Anderson, James E | Public Policy Making (New York: Houghton Mifflin Co., Sixth ed., 200) |
| Ayyar, Vaidyanathan R V | Public Policy Making in India (N. Delhi: Pearson, 2009) |
| Basu, D.D. | Constitution of India (New Delhi: Prentice Hall of India, 20 th Edition) |
| Dolowitz, David P. and Marsh, D. | Learning from Abroad: The Role of Policy Transfer in Contemporary Policy-Making (Governance: An International Journal of Policy and Administration, Vol.13, No.1, January, pp -2) |
| Dubhashi, P.R | Policy and Performance (New Delhi: Sage Publications, 1986) |

Dye, Thomas

Understanding Public Policy (New Delhi: Pearson
Education Singapore (Pte) Ltd., 2002)

Henry, Nicholas

Public Administration and Public Affairs, (New

Paras Diwan

Indian Constitution (Allahabad: Law Agency,
2nd ed. 2007)

Political Executive at the Union Level: President, Prime Minister and Council of Ministers
 Union Legislature - Lok Sabha and Rajya Sabha: Composition and Functions
 Judiciary: Supreme Court; Judicial Review

Books

Gabriel A. Almond and James S. Coleman	The Politics of Developing Area (Princeton University Press, 1966)
Lucian Pye	Aspects of Political Developments (Boston: Little Brown, 1966)
Norman D. Palmer	Elections and Political Development: The South Asian Experience, (Vikas Publishing House, 1976)
Norman D. Palmer	Indian Political System (London: George Allen and Unwin Ltd., 1961)
Iqbal Narain (ed.)	State Politics in India (Meerut, Meenakshi, 1976)
Granville Austin	Indian Constitution (Oxford: Clarendon, 2009)
D.D. Basu	Introduction to the Constitution of India (New Delhi : Wadhwa and Company, 20 th edition 2008).
J.S. Badyal	Indian Political System (Jalandhar : Sohal Lal Khanna th ed. 1993.

Principles

Course Objectives

The Maximum Marks for the paper will be 0. The question paper will be of 0 marks and internal assessment of 10 marks. Time allowed will be 2 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

Prerequisites

The candidate shall attempt 3 questions in all (one compulsory and one each from two units). The compulsory question shall comprise of 8 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any . Each question will carry 2 marks. Rest of the paper shall contain 2 units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 1 marks.

Programme Objectives

This paper covers the administrative set up and structure at central level in addition to critical areas like centre-state relations and generalist/specialist relationship.

Structure of Central Administration: a Ministry; a

Public Enterprises: Concept and Rationale
Forms of Organisation: Departmental Undertakings, Statutory Corporations and Government Companies
Industrial Policies: 1960, 1991 and major subsequent developments

Population Policy and Development
Role of Bureaucracy in Development
People's Participation in Development
Women and Development

As o n s

- | | |
|---------------------------------|--|
| Kuldeep Mathur (ed.) | Development Policy and Administration
(New Delhi: Sage, 1996) |
| V.Subramaniam | Public Administration in Third
World (London: Greenwood, 1990) |
| Kirit S. Parikh (ed.) | Indian Development Report (Delhi:
Oxford, 1999) |
| Hari Mohan Mathur | Administering Development in the
Third World: Constraints and Choices (New Delhi:
Sage, 1986) |
| Fred W. Riggs (ed.) | Frontiers of Development Administration
(Durham: Duke University Press, 1970) |
| S.P.Verma and S.K.Sharma (eds.) | Development Administration (New Delhi:
IIPA, 198) |
| Edward W. Weidner (ed.) | Development Administration in Asia
(Durham : Duke University Press, 1970) |
| United Nations | Administration of Development
Programmes and Projects; Some Major Issues (New
York, 1971) |
| United Nations | Development Administration, Current
Approaches and Trends in Public Administration for
National Development (New York, 197) |
| United Nations | Enhancing Capabilities for Administrative
Reforms in Developing Countries (New York, 198) |
| Planning Commission | Five Year Plan Documents |

R.K. Sapru	Development Administration (New Delhi: Sterling Publishers, 2002)
Sharma, Verma	Comparative Public Administration (New Delhi: IIPA, 198)
Vijay Rattan	Women and Child Development Programme Administration (Vol.1: "Women and Child Development and Sustainable Human developmen", Vol.II: "Integrated Child Development Services Programme Administration"), (New Delhi: S. Chand, 1997)
P.K.Dhar	Indian Economy – Its Growing Dimensions (New Delhi: Kalyani Publishers, 2007)
Noor Jahan Bava (ed.)	Non governmental Organisations in Development: Theory and Practice (New Delhi: Kanishka, 1997)
Amita Singh	The Politics of Environment Administration (New Delhi: Galgotia publishing Company, 2000)
Rumki Basu	The United Nations – Structure and Functions of an

syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 1 marks.

o p r The paper attempts to familiarize the students with various aspects of social welfare in India by emphasizing on policy, programmes and administration of the weaker sections, the administrative set up and the legislations in this area.

n

Social Welfare: Concept and Significance
Social Policy: Concept and Significance
Welfare State: Concept and Philosophy
Social Welfare Administration: Concept, Nature and Scope

n

Social Legislation in India: An Overview
Suppression of Immoral Traffic in Women and Girls Act, 19 6
Protection of Women from Domestic Violence Act, 200
The Juvenile Justice (Care and Protection of Children) Act, 2000

n

Sankhdher, M.M.	Welfare State (New Delhi: Deep & Deep, 199)
Gangrade, K.D.	Social Legislation in India (Delhi: Concept Publishing House, 2009)
J.Fand, Bulsara & R.M.Verma	Perspective in Social Welfare in India (New Delhi: S. Chand & Co., 2006)
D.Paul Chowdhary	Social Welfare Administration (Delhi : Atma Ram and Sons, 1976)
Sachdeva. D.R.	Social Welfare Administration (Allahabad Kitab Mahal, 2009)
Roy, Kalpana	Women and Child Development (New Delhi: Commonwealth Publishers, 2000)
Government of India, Planning Commission	Eleventh Five Year Plan (2007-12) (New Delhi: Planning Commission)
Government of India, Research, Reference and Training Division.	India 2010 – A Reference Manual (New Delhi: Publications Divisions).
Govtment of India	Encyclopaedia of Social Welfare in India (New Delhi: Ministry of Information and Broadcasting, 1987) Vols
_____	Relevant Acts of Parliament and Reports of Commission, Committees & Study Teams
_____	Govt. of India, Ministry of Social Justice & Empowerment, Recent Annual Reports
Anmol Publishers	Enclopaedia of Social Change (New Delhi: Anmol Publishers), Vols.

s r (ro p A

p r op sE po r n n r o rn n (Co p sor

C F A E E E A D CA D DA E

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have

- Abdul Aziz (eds.) Decentralised Governance in Asian Countries (New Delhi: Sage, 1996)
- Peter Oakley Projects with People: The Practice of Participation in Rural Development (Geneva: I.L.O., 1991)
- S.N. Mishra New Panchayati Raj in Action (New Delhi: Mittal Publication, 1996)
- S.R. Maheshwari Local Government in India (Agra: Lakshmi Narain Aggarwal, 2003)
- George Mathew Panchayati Raj in India: From Legislation to Movement (New Delhi: ISS, 199)
- M.A. Oommen and Abhijit Datta Panchayats and their Finance (New Delhi: ISS, 199)
- Sahib Singh Bhayana and Swinder Singh Local Government in India (Jalandhar: New Academic Publishing Company, 1991)
- S.N. Mishra Panchayati Raj Bureaucracy and Rural Development (New Delhi: IIPA, 1986)
- T.N. Chaturvedi and Abhijit Datta Local Government (New Delhi: IIPA, 198)
- B.D.S. Bhadouria and V.P. Dubey Panchayati Raj and Rural Development (New Delhi: Commonwealth Publishers, 1989)
- B.S. Khanna Rural Development in South Asia (New Delhi: Deep and Deep, 1992) in four Volumes
- S.P. Jain and Hodgesanat (eds.) Emerging Trends in Panchayati Raj Thomas W. Rural Local Self-Government) in India (Hyderabad: NIRD and Konard Abenauer Funcatici, 199)
- S.N. Mathur Nyaya Panchayats as Instruments of Justice (New Delhi: ISS. 1997)

Peter Oakley, et. al.

Approaches to participation in Rural Development (Geneva: I.C.O., 198)

Ramesh K. Arora and Rajni Goyal

Indian Public Administration (New Delhi: Vishwa Prakashan, 1996)

M.A. Oommen

Devolution of Resources from the State to the Panchayati Institutions (New Delhi: ISS, 199)

s r (ro p A

p r D s s r n n

C F A E E E A D CA D DA E

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

p r r s p no n q s on p p r n s r r

The candidate shall attempt questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 1 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 1 marks.

o p r This paper has been introduced for the students of Public Administration to make them aware about different types of disasters and their management in India. Awareness about disasters and disaster management which has become an area of

A67(A6)0.8 (7(A6)0.8)-1 9.639(w)23.20 1(i)0.6.02 1(da)-1.782 2(r)- .3 0 1(t)0.89126(i)0.89126(c)-1.782 2(i)0.78

Wamsley, Gary L. and
Aaron D. Schroeder

Escalating in a Quagmire: Changing

Issues of Governance; Capacity Building; Autonomy; Ethics
Accountability of NGOs: Rationale, Mechanisms and Problems
Formulation of a Welfare/Development Project Proposal including Monitoring and Evaluation arrangements

Case Studies:

Self Employed Women's Association (SEWA): Organisation, Functions and Working

Red Cross Society of India: Organisation, Functions and Working

UNDP: Organisation, Functions and Working

References

Ashoke Chatterjee

NGOs: An Alternative Democracy in Hiranmay Karlekar
Independent India: The First Fifty Years (New Delhi: Indian
Council for Cultural Relations and Oxford University Press,
1998)

Charles Handy

Understanding Voluntary Organizations – How to make them
Function Effectively (London: Penguin Books, 1990)

Government of India

An Action Plan to bring about Collaborative Relationship
between Voluntary Organizations and Government. CAP

not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

p r r s p n o n q s o n p r n s r r

The candidate shall attempt questions in all (one

not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

p r r s p n o n q s o n p p r n s r r

The candidate shall attempt questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 1 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 1 marks.

o p r

L.K.Jha	Economic Administration in India – Retrospects and Prospect (New Delhi: IIPA)
S.C. Kuchhal	Industrial Economy of India (Allahabad: Chaitanya Publishing House, 1989)
S.S.Marathey	Regulation and Development (New Delhi: Sage Publishers, 1986)
V.V.Ramanadham	The Working of Public Sector (Bombay: Allied Publishers, 196)
World Bank	Bureaucrats in Business – The Economics and Politics of Government Ownership (New York: World Bank, 199)
Steppan J. Beiley	Public Sector Economics: Theory, Policy and Practice (London, 199)
Govt. of India	Five Year Plan Documents
Taxmann’s	Economic Laws (New Delhi: Taxmann Publications (P) Ltd., 2009)
S.K.Mishra and V.K.Puri	Indian Economy – Its Development Experience (Himalaya Publishing House, New Delhi, 2010)

s r (ro p B
p r Co p n n Coop r (Co p sor

C F A E E E A D CA D DA E

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

p r r s p no n q s on p p r n s r r

The candidate shall attempt questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 1 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 1 marks.

B.B.Goel

Cooperative Management and
Administration (New Delhi. Deep and Deep
Publication, 198)

s r (ro ps B

Industrial Accidents: Concepts, Causes and Remedies

Hingorani, Ramanathan and Grewal

Management Accounting (Sultan Chand & Sons, New Delhi, 200)

Sharma and Vithal

Financial Accounting Text and cases (2009)

Prasanna Chandra

Financial Management : Theory and Practice (New Delhi: Tata Mc Graw-Hill, 2009)

S.C.Kuchhal

Financial Management-An Analytical and Conceptual Approach (Allahabad : Chaitanya Publishing House, 1990)

M.Y.Khan and P.K.Jain

Financial Management (New Delhi: Tata McGraw-Hill, 1992)

N.J.Yasaswy

Finance for Non-Financial executive (New Delhi: Allied Publishers, 1978)

Basant C.7007 ()TJ /R -1 .120 (C) .o

The candidate shall attempt questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 1 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 1 marks.

o p r The present paper will help the students to understand the modern concept of Corporate Governance giving focus on Stake-holders, Agency and Sociological theories. Besides this, how Public Sector Organisations will face the challenges of Corporate Governance in Public Sector.

n

Corporate Governance: Concept & Rationale
Theories of Corporate Governance: Stakeholders Theory; Agency Theory; Sociological Theory
Principles of Corporate Governance with special reference to Principles of Organisation for Economic Co-operation and Development (OECD)

n

Corporate Governance: Issues and Challenges
Corporate Governance and Ethics
Corporate Social Responsibility

n

Rights and Privileges of Share Holders and Investors
Board of Directors: Types; Composition & Functions
CEO: Appointment, Functions & Role

n

Evolution of Corporate Governance in India
Corporate Governance in Public Enterprise
Corporate Governance in India and Future Trends

As o n s

A.C.Fernando

Corporate Governance – Principles, Policies & Practices (Dorling Kindersley Pvt. Ltd., 2006)

s r (ro p(B
 p r D ss r on
 (Co on n ro ps A B C & D

A (B A CAD A
 E E E Y E (; ;
 s r (ro p C

p r o o n - r A n s r on
 (Co on n ro ps A & C

s r (ro p C
 p r A o r E ono s (Co p sor

C F A E E E A D CA D DA E

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

p r r s p no n q s on p p r n s r r

The candidate shall attempt questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 1 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain units, each unit having two questions, out of w-6.02 1(r)- .3 0 1(i)-11.1 69(s)3. 91 (e)-1.782 2(-b(e)-1.78)02 1(t)0.89R70u2(

Problems of Agricultural Labour
Problems of Industrial Labour
Problems of Labour in the Unorganised Sector

Wage-Policy and Regulation: Need for State Regulation of Wages, Methods of Wage Regulation
Machinery for Wage Fixation
Economic Reforms and Labour in India

As o n s

Arthur D. Butler

Labour Economics and Institutions (New
Delhi : Amerind Publishing Co.Pvt.Ltd.,
1961)

T.N. Bhagoliwal

Economics of Labour and Industrial

A (B CAD A
 E E E Y E (; ;
 s r (ro p D

p r A n s r n n n (Co p sor

C F A E E E A D CA D DA E

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

p r r s p no n q s on p r n s r r

The candidate shall attempt questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 1 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 1 marks.

o **Co rs** Administrative efficiency has, at its core, the systematization of organization and procedures thereby evolving work systems that are appropriate and procedures that eliminate unnecessary delays and allow the office work to be done effectively and at a reasonable cost. The objective of the course is to train the student to look at the setting up and working of an efficient and cost-effective office by familiarizing him with the core areas and issues of office administration

Administrative and Office Management: Nature and scope

Office organization: Role, functions and qualifications of office supervisor/office manager

Office layout and Space management

Physical and Psychological factors in the office – colour, light, noise, air-conditioning, safety

Office Furniture, Machines and Equipment

Office Stationery and Supplies: standardization and codification; purchase, receipt, issue, disposal; store layout and store accounting

Office communication: Role, Types & Means; handling incoming and outgoing mail

s r (ro p (D
 p r D ss r on
 (Co on n ro ps A B C &D

A (B C AD A
 E E E Y E (; ;
 s r (ro ps A B C n D

p r E r n Ar s n A n s r on (Co p sor p r or ro ps

C F A E E E A D CA D DA E

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

p r r s p no n q s on p r n s r r

The candidate shall attempt questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 1 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain units, each unit having two questions, out of which the candida

Jagannath Mohanty	Human Rights: New Trends and Innovations (New Delhi: Deep & Deep, 200
Darren J. O'Byrne	Human Rights: An Introduction, (Singapore, Delhi: Pearson Education), 200
Laxmi Narain	Public Enterprise Management and Privatization (New Delhi: S. Chand & Company Ltd., 200)
V.V.Ramanadham	Privatization in Developing Countries (London: Routledge,1989)
David Rosenbloom	Public Administration: Understanding Management Politics and Law in the Public Sector. (New York: McGraw Hills Book Company, 1989)
S.Sunder and S.K.Sarkar	Framework for Infrastructure Regulation (Tata Energy Research Institute Press, 2000)
S.K.Sarkar & Leena Srivastava(eds.)	Reforms in the Infrastructure Sectors : Next Steps (Tata Energy Research Institute, 2002)

s r (ro p A
p r E on o n A n s r on (Co p sor
C F A E E E A DCA D DA E

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the

s r (ro p A
p r op s E po r n n r n o rn n (Co p sor

C F A E E E A D CA D DA E

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

p r r s p no n q s on p p r n s r r

The candidate shall attempt questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 1 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 1 marks.

o p r The present paper would make the students uaquNDEa akly emk(k)6.02 1(s)3. 91 (-)1 7. 9(a)18.830

The candidate shall attempt questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 1 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 1 marks.

o p r This paper will generally cover various aspects of Police and the police setup at the National, State and District levels. Related issues like Human Resource Management of Police Personnel, Community Policing, Police-Citizen Relationship and Reforms would also be covered.

n

Police Administration: Concept, Nature and Significance
Police: Powers and Functions
Disorder and Crime: Causes and Remedies

n

Police set up at National Level: Organisation, Functions and Role
Police set up at State Level: Organisation, Functions and Role
Police set up at District Level: Organisation, Functions and Role

n

As o n s

S.L.Goel

International Administration (New Delhi

General Model of a Computer System; Understanding Input devices; Output Devices; Primary and

Lucas, Henry C. Jr.

Information Technology for Management (New
Delhi: Tata McGraw-Hill, 2000)

Murdick, Robert, C. Ross, Joel E. &
Claggett, James R

Information Systems for Modern and
Management (New Delhi: Prentice Hall, 198)

Norton, Peter

Introduction to Computers (New Delhi: Tata
Publications, 2006)

n

Pricing and Public Enterprises

Public Sector Reforms: Rationale; Performance Contract System/Memorandum of Understanding (MOU)

Professionalisation of Boards of Governance in India

n

Disinvestment: Objectives, Methods, Machinery and Assessment

Privatisation: Theory, Objectives, Methods, Procedure

World Bank	Bureaucrats in Business – The Economics and Politics of Government Ownership (New York: World Bank, 199)
Steppan J. Beiley	Public Sector Economics: Theory, Policy and Practice (London, 199)
Dieter Bos	Privatization: A Theoretical Treatment (Oxford, 1991)
J.Vickers and G. Yarrow	Privatization: An Economic Analysis (Cambridge: MIT Press, 1988)
Govt. of India	Five Year Plan Documents.

s r (ro p B

Analysis of Marketing Opportunities; Consumer Markets and Buyer Behaviour; Producer, Reseller and Government Markets
Elements of Marketing Research

Kotler, Philip	Marketing Management: A South Asian Perspective (N. Delhi: Pearson Education, 2008)
Kumar, S. Ramesh	Marketing Nugggets: Conceptual Dimensions in Marketing (New Delhi: Vikas Publishing House Ltd., 2001)
Kurian Verghese	Unfinished Dream (New Delhi: Tata McGraw Hill, 1997)
Molenaar, C.N.A.	Future of Marketing: Practical Strategies for Marketers in the Post-Internet Age (Great Britain: Pearson Education Ltd., 2002)
William J. Stanton, Etzel, Michael J & Walker Bru	Marketing (Japan: McGraw Hill Kogakusha Ltd., 200)

s r (ro p B
p r n s r ons
(Co on n ro ps B C & D

C F A E E E A D CA D DA E

The Maximum Marks for the pa

s r ro ps B
p r ro n n
(Co on n ro ps B & D o p sor n ro p B

C F A E E E A DCA D DA E

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will

References

Burke, Rory Project Management: Planning and Control Techniques (Singapore: John Wiley & Sons Asia (Pte Ltd.), 200)

Choudhry, Sadan Project Scheduling and Monitoring in Practice, (Delhi: South Asian Publishers, 1988)

Clifton, David S. and Fyefe, David E. Project Feasibility Analysis, (New York: John Wiley, 1977)

Harrison, F.L. Advance Project Management (London: Gower, 2nd ed., 1992)

Little, I.M.D. and Mirlees, J.A. Project Appraisal and Planning for Development Countries (London : Heinemann Educational Books, 1976)

Lock, Dennis Project Management, (England: Gower, 2007)

Planning Commission Guidelines for Preparation of Feasibility Reports of Industrial Projects (Delhi: Government of India, 197)

Prasanna, Chandra Projects: Preparation; Appraisal, Implementation (Tata McGraw Hill, 199)

Srinath, L.S. PERT and CPM-Principles and Applications (New Delhi: Affiliated East-West Press, 1996)

UNIDO Guide to Practical Project Appraisal: Social Benefits Cost Analysis, Project Formulation and Evaluation (Delhi: Oxford and IBH, 1978)

References

pr n or on no o n Co p r App ons n A ns r on
(Co on n ro ps A B C & D o p sor n ro p D

s r (ro p C
p r l o r l s (Co p sor

C F A E E E A D CA D DA E

The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 Hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

p r r s p no n q s on p p r n s r r

The candidate shall attempt questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 1 short-answer type questions, covering the whole syllabus, to be answered in 2 -30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 1 marks.

o p r This paper covers five major labour legislations in India which are crucial for harmonious employer-employee relations. The detailed provisions of these legislations with reference to the cases would be taught to the students.

Industrial Disputes Act, 19 7

- (a) Introduction and Definitions
- (b) Authorities under the Act
- (c) Notice of Change
- (d) Reference of Disputes to Boards, Courts of Tribunals
- (e) Procedure, powers and duties of authorities
- (f) Strikes and Lock-outs
- (g) Lay-off and Retrenchment
- (h) Penalties
- (i) Miscellaneous Provisions

Factories Act, 19 8

- a) Introduction and definitions
- b) Inspecting Staff
- c) Health
- d) Safety
- e) Welfare
- f) Working Hours of Adults
- g) Employment of young persons
- h) Annual Leave with wages
- i) Penalties and Procedures

The Workmen's Compensation Act, 1923

- a. Introduction and definitions
- b. Employer's Liability and amount of compensation
- c. Commissioner's Powers and functions

The Minimum Wages Act, 19 8

- a. Introduction and Definitions
- b. Fixation of minimum rates of wages
- c. Miscellaneous provisions

Books

K.D. Srivastava	Commentaries on the Factories Act, 19 8 (Eastern Book, 3 rd edition)
K.D. Srivastava	The Industrial Employment Standing Orders Act, 19 6 together with rules (Eastern Book, 1976)
S.N. Mishra	An Introduction to Labour and Industrial Laws (Delhi: Pioneer Books, 2010)
O.P. Malhotra	The Law of Industrial Disputes (Industrial Disputes Act, Vol. I and II, 198)
Anil Kumar	Labour Welfare and Social Security: Awareness, Implementation and Utility of Labour Laws, (New Delhi: Deep and Deep, 2003)

Evolution of Labour Policy in India
Labour Policy and Five Year Plans
Labour Policy on – Terms and Conditions of Employments; Industrial Relations and Wages

Organisation, Functions and Role of Union Ministry of Labour and Employment; Labour Bureau and Directorate General of Labour Welfare of Government of India
Labour Department at the State Level

Labour Policy and Legislation in India
Employee Welfare – Concept; Types; Approaches and Administration
Setting up and Major Recommendations of the 2nd National Commission on Labour

Authors

Anil Kumar	Labour Welfare and Social Security: Awareness, Implementation and Utility of Labour Laws, (New Delhi: Deep and Deep, 2003)
Kuriakose Mamkoottam	Labour and Change: Essays on Globalisation, Technological Change in Labour in India (New Delhi: Response Book, 2003)
Jagdish (ed.)	Labour Welfare Administration: Theories and Legal Provisions (New Delhi: Akansha, 200)
T.N. Bhagoliwal	Economics of Labour and Industrial Relations (Agra: Sahitya Bhawan, 1982)
Government of India	Report of the National Commission on Labour, 1969
C.B. Mamoria	Dynamics of Industrial Relations (Bombay: Himalaya, 1991)
S.N. Misra	An Introduction to Labour and Industrial

pr nor on no o n Co p r App ons n A ns r on
(Co on n ro pA B C & D o p sor n ro pD

pr nq so A ns r ro pD
pro n

Armstrong, Michael	Handbook of Management Techniques (New Delhi: Excel Books, 199)
Currie, R. and Faraday	Work Study (London: Pitman, 1972)
Gopalkrishan, P.	Handbook of Materials Management (New Delhi: Prentice Hall of India, 1999)
Government of India	<i>n n n o n n</i> , Quarterly Journal published by the Department of Personnel and Administrative Reform (Administrative Reforms Wing)
Government of India	Second Administrative Reforms Commission Reports, 2008
Government of India, Ministry of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training	Report of Sixth Pay Commission, 2008
I.L.O.	Introduction to Work Study (Oxford & IBN Publishing Co. Pvt. Ltd: 2008)
Maheshwari, S. R.	Administrative Reforms in India (New Delhi: Macmillan India Ltd., 2002)
Maheshwari, S. R.	Indian Administration (New Delhi: Orient Longman Private Limited, 2006)
Reddin, W.J.	Effective Management by Obj e io126()-3.0120 (a(9e)-1.782 2(d1 DnM. Dn()-3h-6.2-1.6.02 1(na .0602(L)8-3.012r)- dd.1 6 89 (.)N-0.8

s r (ro pD
p r r ns on s oo
(Co on n ro ps C & D o p sor n ro p C

s r (ro pD
p r n sr ons
(Co on n ro ps B C & D

s r (ro pD
p r ro n n
(Co on n ro ps B & D o p sor n ro p B

p r n or on no o n Co p r App ons n
A ns r on (Co p sor
(Co on n ro p A B C & D o p sor n ro p D
