

PANJAB UNIVERSITY, CHANDIGARH-160014 (INDIA)

(Estd. under the Panjab University Act VII of 1947—enacted by the Govt. of India)

FACULTY OF ARTS

SYLLABUS 012T q BT /F100184426.48 Tm

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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.

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.

**GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT (20%) FOR
REGULAR STUDENTS OF POST GRADUATE COURSES OF PUBLIC
ADMINISTRATION (SEMESTER SYSTEM)**

1. (i) Terminal Evaluation 80%
- (ii) Continuous Assessment 20%
- (iii) Continuous Assessment may include Written Assignment, Snap Test, Participation in Discussions in the class, Term Paper, Attendance etc.
- (iv) In order to incorporate an element of Continuous Internal Assessment of students, the Colleges/Department will conduct tests as quantified below:
 - (a) Written Test (one per semester): 25 (reduced to 5)
 - (b) Snap Test : 25 (reduced to 5)
 - (c) Term Paper/s : 25 (reduced to 5)
 - (d) Participation in Class Discussions: 15 (reduced to 3)
 - (e) Attendance: 10 (reduced to 2)*

Total: 100 reduced to 20 (100 will be reduced to 10 in case of papers with Max. Marks: 50)

*Weightage of 2 marks for Attendance

**OUTLINES OF TESTS, SYLLABI AND COURSES OF READING IN THE SUBJECT OF
PUBLIC ADMINISTRATION FOR M.A. SEMESTER SYSTEM (2012 -2013)**

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 paper is of four (4) credits except for papers V and VI in Semester I and Semester II that are of two (2) credits each. A candidate must successfully complete 20 credits at the end of 2nd Semester to join the 3rd Semester and 28 credits at the end of the 3rd Semester to enable him to join the 4th Semester. There will be six contact hours per week (4 lectures and two tutorials per 4 credits).

The specialized groups are:

- Group A: Applied Development Administration (with special reference to India)
- Group B: Economic Administration (with special reference to India)
- Group C: Human Resource Management (with special reference to India)

Semester-III

Note: Students of all the Groups have to take a total of 5 papers including the 3 compulsory papers.

Papers

I Development Administration (**Compulsory for all groups**)

Group A: Applied Development Administration (with special reference to India)

II Social Policy and Welfare Administration (**Compulsory**)

III People's Empowerment and Rural Governance (**Compulsory**)

IV Disaster Management

Semester –IV

Note: Students of all the Groups have to take a total of 5 papers including the 3 compulsory papers.

Papers

I Emerging Areas in Public Administration (**Compulsory for all groups**)

Group A: Applied Development Administration (with special reference to India)

II Education Policy and Administration (**Compulsory**)

III People's Empowerment and Urban Governance (**Compulsory**)

IV Police Administration

V International Administration

VI Information Technology and Computer Applications in Public Administration

Group B: Economic Administration (with special reference to India)

II Public Enterprise Management (**Compulsory**)

III Marketing Management

IV Industrial Relations

V Project Management (**Compulsory**)

VI Information Technology and Computer Applications in Public Administration

Group C: Human Resource Management (with special reference to India)

II Labour Laws (**Compulsory**)

III Organisational Psychology (**Compulsory**)

IV Industrial Relations

V Labour Policy and Administration

VI Information Technology and Computer Applications in Public Administration

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

II Techniques of Administrative Improvement (**Compulsory**)

III Organisational Psychology

IV Industrial Relations

V Project Management

VI Information Technology and Computer Applications in Public Administration
(**Compulsory**)

**M.A. (PUBLIC ADMINISTRATION)
SEMESTER SYSTEM (2012 - 13)
Semester-I**

Paper I –

List of Readings

Felix, A. Nigro and C. Nigro	Modern Public Administration (New York: Lloyd Harper and Row, 7 th edition, 1989)
John Pfiffner and Frank Sherwood	Administrative Organization (New Delhi: Prentice Hall, 1984)
Peter F. Drucker	Management: Tasks, Responsibilities, Practices (Bombay: Allied Publishers, Reprinted, 1999)
H. Koontz and Cyril O'Donnell	Principles of Management, (Tokyo: McGraw Hill, 4 th ed, 1986)
Amitai Etzioni	Modern Organizations (New Delhi: Prentice Hall, 1995)
Robert T. Golembiewsky	Public Administration as a Developing DiscHall, 1

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- J.S. Vickers and George K. Yarrow Privatization : An Economic Analysis (Cambridge : MIT Press, 7th edition, 1997)
- David Osborne and T. Gaebler Re-inventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector (New York: Addison Wesley, 1993)
- Government of India, Cabinet

UNIT-III

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

UNIT-IV

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

List of Readings

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 Behaviour (New York: McGraw Hill, 5th ed., 2009)
Thomas Cook	Management and Organisational Behaviour (New York: McGraw Hill, 1993)
Ken Blanchard and Hersey Blanchard	Management of Organisational Behaviour (Washington: Pearson Higher Education, 9th edition, 2009)
Stephen P. Robbins, Seema Sanghi, Timothy Judge	Organisational Behaviour: Concepts, Controversies and Applications (New Delhi: Pearson, 13 th edition, 2009)
Nigel Nicholson	Encyclopaedic Dictionary of OB (London: Blackwell Publishers, 1998)
Geert Hofstede and Bob Garratt	Cultures and Organisations: Inter Cultural Cooperation and its Importance for Survival (New York: Profile Books, 2003)
Mirza S. Saiyadain	Organisational Behaviour (New Delhi : Tata McGraw Hill, 2nd ed., 2006)

List of Readings

Prem Chand	Control of Public Expenditure in India (New Delhi : Allied Publishers, 2nd Edition, 1966)
Prem Chand	Performance Budgeting (New Delhi : Allied Publishers, 1966)
Jesse Burkhead	Government Budgeting (New York : Wiley Sons, 2010)
B.N. Gupta	Indian Federal Finance and Budgetary Policy (Allahabad : Chaitanya Publishing House, 2006)
M.J.K. Thavaraj	Financial Administration

- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-

Paul Pigors and C.A. Myers	Personnel Administration: A Point of View and a Method (McGraw Hill, Kogakusha, 6th Edition, 1969)
Rustom S. Davar	Personnel Management and Industrial Relations in India (New Delhi: Vikas Publishing House, 2nd Edition, 2008).
Edwin B. Flippo	Principles of Personnel Management (McGraw Hill, Kogakusha, 4 th Edition, 2008)
John E. Rouse	Public Administration in American Society (ed.) (Michigan: Gale Research, 2008)
United Nations	New Approaches to Personnel Policy for Development (New York: 2008)
A.P. Saxena	Training and Development in Government (New Delhi: 2010)
H. Koontz and Cyril O'Donnell	Principles on Management, (Tokyo: McGraw Hill, 5th ed., 2008)
Administrative Reforms Commission	Report on Personnel Administration (New Delhi: 2010)
S.L. Goel and Shalini Rajneesh	Public Personnel Administration (New Delhi: Sterling, 2002)
Sahib Singh Bhayana and Swinder Singh	Public Personnel and Financial Administration (Jalandhar: New Academics, 4th ed., 1993)
Government of India	Report of the Commission on Centre-State Relations (Nasik: General Manager, 1988)

Paper V – Indian Economic System

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- The Maximum Marks for the paper will be 50. The question paper will be of 40 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.

The Paper-Setter must put a note in question paper in this regard.

- 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 25-30 words each, out of which the candidate would be required to attempt any 5. 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 required to attempt one. Each question from the units will carry 15 marks.

Objective of the Paper: The endeavour of the paper is to make the students aware about the basic concepts of economics and their relevance in the field of Public Administration. The paper will lay emphasis on the basic concepts of national income, competition, monopoly, economic system and Indian economy.

UNIT-I

Relevance of Economics to Public Administration

Concepts: Market Mechanism, Perfect Competition, Monopoly, Monopolistic Competition, National Income

Concept and Features: Free Market Economy; Centrally Planned Economy; Mixed Economy

UNIT-II

Features of the Indian Economy

Growth and Structure of the Indian Economy

Indian Economic Reforms: Concept, Rationale and Evaluation

List of Readings

Paul A. Samuelson

Economics (Tokyo: McGraw-Hill, New Delhi, 2006)

Alfred W. Stonier & Douglas C. Hague

A Text Book of Economic Theory (Pearson Education (Singapore) Pvt. Ltd. Indian Branch : New Delhi, 2004)

A. Koutsoyiannis	Modern Micro-Economics (Macmillan Press Ltd. : Hound mills, Basingstoke, Hampshire and London, 1979)
H. L. Ahuja	Modern Economics (New Delhi: S. Chand, 2010)
Richard G. Lipsey	An Introduction to Positive Economics (London: English Language Book Society, 1971)
Edward Shapiro	Macro-Economics Analysis (New Delhi: Galgotia Publications, 2005)
V.L. Mote, et.al.	Managerial Economics: Concepts and Cases (New Delhi: Tata McGraw Hill, 1982)
Rudar Dutt and K.P.M.Sundram	Indian Economy (New Delhi: S. Chand, 2010)
G.N. Halm	Economic System-Comparative Analysis (New York: Rinehart, 1951)
Sampat Mukherji	Modern Economic Theory (New Delhi: Prentice Hall of India Pvt. Ltd., 2003)

Paper VI – Indian Social System

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- The Maximum Marks for the paper will be 50. The question paper will be of 40 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. **The Paper-Setter must put a note in question paper in this regard.**

- 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 25-30 words each, out of which the candidate would be required to attempt 2 questions. Many e.n gah -316(q)20(u)-22(e)30(s)-326(h)arrymarks..nR [(T-22(e)30(s)

UNIT-I

Semester-II

Paper I – Administrative Thought

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES



S.Pollard	The Genesis of Modern Management (London: Arnold, 2nd ed., 2009)
Michel Foucault	Discipline and Punishment (Hammondsworth: Penguin, 2 nd edition, 1975)
Claude S.George	The History of Management Thought (New Delhi: Prentice Hall, 2nd ed., 2010)

Paper II - Research Methods

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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.9981 37oSrivatv(h).

UNIT-II

Concepts – Definition and Functions
Hypotheses: Definition; Features and Types and Testing Procedures
Research Design: Definition, Content and Types
Survey Research and Case Study Method

UNIT-III

Sampling: Concept and Types
Methods of Data Collection: Documents, Observation, Interview and Questionnaire
Data Processing: Editing, Coding and Tabulation
Graphic Representation

UNIT-IV

Measures of Central Tendency: Mean, Median and Mode
Dispersion
Linear and Rank Correlation
Report Writing

List of Readings

Clarie Seltiz, Marie Jahoda
Deutsch, Staurt W. Cook

Research Methods in Social Relations Morton
(New York: Holt Rinehart and Winston, 1964)

C.A. Moser and G. Kalton

Survey Methods in Social Investigation
(London: The English Language Book Society
and Heinemann Educational books, Paperback
Edition, 1993)

Pauline V. Young

Scientific Social Research and Surveys
(India: Asia Publishing House, Paperback
Edition, 2007)

Murray R. Spiegel

Theory and Problems of Statistics (New York:
Mc Graw-Hill International Book Company,
Paperback Edition, 2008)

David Nachmias and Chara Nachmias

Research Methods in the Social Sciences

UNIT-II

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.

UNIT-III

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.

UNIT-IV

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.

List of Readings

- | | |
|----------------------------------|--|
| Anderson, James E | Public Policy Making (New York: Houghton Mifflin Co., Sixth ed., 2005) |
| 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, 2008) |
| Dolowitz, David P. and Marsh, D. | Learning from Abroad: The Role of Policy Transfer in Contemporary Policy-Making (Governance: An International Journal of Policy) |

- Madan, K.D. et. al. Policy Making in Government (New Delhi: Publications Division, Government of India, 1982)
- Mathur, Kuldeep Development Policy and Administration (New Delhi: Sage, 1996)
- Munger, Michael C. Analysing Policy: Choices, Conflicts and Practices (New York: W.W. Norton & Company, 2000)
- Nagel, Stuart, S Public Policy: Goals, Means and Methods (New York: St. Martin Press, 1991)
- Nedley, Anthony Policy Transfer and the Developing-Country Experience Gap: Taking a Southern Perspective (Available at the website <http://www.york.ac.uk/depts/poli/news/sem3esrc.htm>)
- Page, Edward. C Future Governance and the Literature on Policy Transfer Lesson Drawing (Available at the website <http://www.hull.ac.uk/futgov/Papers/EdPagPaper1.pdf>)
- Rabin J., W Hildreth & G. Miller Handbook of Public Administration (Florida: Taylor & Francis Group, Third edition, 2007)
- Rose, R. Lesson-Drawing in Public Policy: A Guide to Learning Across Time and Space (New Jersey: Chatham House, 1993)
- Sapru, R.K Public Policy: Art and Craft of Policy Analysis (New Delhi: Prentice Hall of India , 2nd Edition, 2011)
- Stone, Diane

UNIT-IV

Institution of Ombudsman: Concept and Genesis
 Lok Pal and Lok Ayukta in India: Significance, Functions and Role
 Fundamentals of Departmental Proceedings: Suspension, Chargesheet, Enquiry and Penalties.

List of Readings

S.P. Sathe	Administrative Law (Bombay: Tripathi, 6 th Edition, 1998)
M.C.J. Kagzi	Indian Administrative law (Delhi: Metropolitan, 2 nd edition, 2008)
Paras Diwan	Indian Constitution (Allahabad: Law Agency, 2nd ed., 2007)
I.P. Massey	Administrative Law (New Delhi: Eastern Book Company, 2008)
S. Chhabra	Administrative Tribunals (New Delhi: Deep and Deep, 1990)
S.K. Sharma	Directive Principles and Fundamental Rights (New Delhi: Deep and Deep, 2007)
S.M. Mehta	Indian Constitutional law (New Delhi: Deep and Deep, 1990)
P. Muthu Swami	Swami's Manual of Disciplinary Proceedings for Central Government Employees (Madras, Swami Publishers, 1989)

Paper V – Indian Political System**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

- The Maximum Marks for the paper will be 50. The question paper will be of 40 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.
The Paper-Setter must put a note in question paper in this regard.

- 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 25-30 words each, out of which the candidate would be required to attempt any 5. 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 required to attempt one. Each question from the units will carry 15 marks.

Objective of the Paper: This paper attempts to familiarize the students of Public Administration with the basic features of Indian Constitution, particularly those having relevance for the administrative set up in India.

UNIT-I

Unitary and Federal Features of the Indian Constitution
 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; Judicial Reforms.

UNIT-II

Stakeholders in the Political System: Political Parties; Pressure Groups; Interest Groups; Civil Society
 Election Commission: Structure, Functions and Role
 Electoral Reforms

List of Readings

Gabriel A. Almond and James S. Coleman	The Politics of Developing Areas (New Jersey : 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, (New Delhi : 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, 5 th ed., 1993)

Paper VI – Indian Administrative System

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- The Maximum Marks for the paper will be 50. The question paper will be of 40 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. **The Paper-Setter must put a note in question paper in this regard.**
- 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 25-30 words each, out of which the candidate would be required to attempt any 5. 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 required to attempt one. Each question from the units will carry 15 marks.

Special Note: This paper will be taught with special reference to India.

Objective of the Paper: 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.

UNIT-I

Central Secretariat: Structure, Functions and Role
 Cabinet Secretariat: Significance, Functions and Role
 Prime Minister Office: Significance, Functions and Role
 HeadQuarter- Field Relationship

- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 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 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question from the units will carry 15 marks.

Special Note: This paper will be taught with special reference to India.

Objective of the Paper: In the third semester, all students exposed to the core area of Development Administration, besides being offered opportunities for pursuing individual areas of interest in the applied areas through elective courses in the next semester as well. The aim of the paper is to provide introductory knowledge and skills needed to formulate, analyze and evaluate policy considerations, besides implementation, related to various dimensions of Development Administration. Through coverage of interdisciplinary topics students gain a wholistic theoretical insight of the specialized areas of the course. The coursework covers concept and significance of Development, Sustainable Development and Development Administration, how countries are characterized into developing and developed worlds, besides covering Planning, Public Enterprises, Population, United Nations, Role of Bureaucracy, Administrative Capability and People's Participation.

UNIT-I

Concept and Significance of Development
Sustainable Development: Concept and Significance
Development Administration: Concept and Significance
Main Characteristics of Developed and Developing Countries

UNIT-II

Administrative Capability and Development Administration
Organization for Development Planning at Centre, State and District Levels
Role of United Nations System in Development

UNIT-III

Public Enterprises: Concept and Rationale
Forms of Organisation: Departmental Undertakings, Statutory Corporations and Government Companies
Industrial Policies: 1956, 1991 and major subsequent developments

UNIT-IV

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

List of Readings

- | | |
|---------------------------------|---|
| 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, 1984) |
| 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, 1975) |
| United Nations | Enhancing Capabilities for Administrative
Reforms in Developing Countries (New York,
1985) |
| Planning Commission | Five Year Plan Documents |
| R.K.Sapru | Development Administration (New Delhi :
Sterling Publishers, 2002) |
| S. K. Sharma, S.P. Verma | Comparative Public Administration (New
Delhi: IIPA, 1985) |

Special Note: This paper will be taught with special reference to India.

Objective of the Paper: 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.

Unit-I

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

Unit-II

Social Legislation in India: An Overview
Suppression of Immoral Traffic in Women and Girls Act, 1956
Protection of Women from Domestic Violence Act, 2005
The Juvenile Justice (Care and Protection of Children) Act, 2000

Unit-III

Organisation and Functions of Union Ministry of Social Justice and Empowerment;
State Social Welfare Department; Central Social Welfare Board; State Social Welfare Board
Role of NGOs/Voluntary Organisations for Social Welfare

Unit-IV

Policy, Programmes and Administration for Welfare of SC/ST
Policy, Programmes and Administration for Welfare of Women and Child
Policy, Programmes and Administration for Welfare of Aged
Policy, Programmes and Administration for Welfare of Drug Addicts

List of Readings

- | | |
|--|--|
| Friedlander, Walter A & Apte, Robert Z | Introduction to Social Welfare (New Delhi: Prentice Hall, 5th ed. 2006) |
| Madan, G.R. | Indian Social Problems, (Vol. II: Social Work) (New Delhi: Allied Publishers Ltd., 2006) |

Sankhdher, M.M.	Welfare State (New Delhi: Deep & Deep, 1995)
Gangrade, K.D.	Social Legislation in India (Delhi: Concept Publishing House, 2009)
J.Fand, Bulsara & R.M.Verma	Perspectives

List of Readings

- G. Shabbir Cheema and Poinelli D. (eds) Decentralisation and Development Policy Implementation in Developing Countries (London: Sage, 1983)
- 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, 1994)
- M.A. Oommen and Abhijit Datta Panchayats and their Finance (New Delhi: ISS, 1995)
- 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, 1984)
- 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

S.N. Mathur	Nyaya Panchayats as Instruments of Justice (New Delhi: ISS., 1997)
Danny Burns, et. al.	The Politics of Decentralisation: Revitalising Local Democracy (London: Macmillan, 1994)
Peter Oakley, et. al.	Approaches to participation in Rural Development (Geneva: I.C.O., 1984)
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, 1995)

Semester III (Group A)

Paper-

UNIT-I

Disaster: Concept & Dimensions

Natural Disasters: Earthquakes, Volcanic Eruptions, Floods, Cyclones, Climate Change

Man-made Disasters: Anthropogenic, Soil degradation, Desertification, Deforestation

UNIT-II

Disaster Management Act 2005

Organisational Framework for Disaster Administration in India at the Union, State and Local levels (including Nodal Agency, National Disaster Management, Authority, State Authority)

UNIT-III

Role of Information and Communication Technology Systems in Disaster Management

Interstate and International Cooperation for Disaster Management

Role of NGOs and Army in Disaster Management

UNIT-IV

Disaster Risk Reduction – Sustainable Development

Disaster Preparedness; Relief and Rehabilitation

Disaster Management Training

List of Readings

- | | |
|---|--|
| Asian Development Bank. | Disaster Mitigation in Asia and the Pacific
(Manila: ADB, 1991) |
| Goel, S.L | Encyclopedia of Disaster Management (New
Delhi: Deep and Deep, 2006) |
| Govt. of India/UNDP | Disaster Risk Management Programme (2002-
07): Community Based Disaster Preparedness
and Risk Reduction through Participation of
Committees and Local Self Governments
www.ndmindia.nic.in/EQProjects/goiundp2.0.
pdf |
| Monappa,K.C. | Disaster Preparedness (New Delhi : Akshay
Public Agencies, 2004) |
| Sahni,P.and Ariyabandu,
M.M.,Malagoda,M.(eds.) | Disaster Risk Reduction in South Asia, (New
Delhi: Prentice Hall, 2003) |

Special Note: This paper will be taught with special reference to India.

Objectives of the Course: This course is designed to prepare future NGO and Public Administrators to understand the theoretical conceptualization of the NGO and the NGO Sector in the framework of a developing economy and society. At the end of the course the student will have an understanding of the commonly adopted organizational forms and governance structures pertaining to NGOs; issues of governance, capacity building and accountability; funding sources, making grant applications and project proposals; and also gain an understanding of the NGO-

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. CAPART, (New Delhi:

Planning Commission	Proceedings of the All India Conference On The Role of The Voluntary Sector in National Development, 2002. http://pcserver.nic.in/ngo/reports.aspx
-----(2002)	Report of the Steering Committee on Voluntary Sector for the Tenth Five-year Plan (Planning Commission: New Delhi, 2002) http://pcserver.nic.in/ngo/reports.aspx
-----(2007)	Report of the Steering Committee on Voluntary Sector for the Eleventh Five-year Plan (Planning Commission: New Delhi, 2007) http://planningcommission.nic.in
-----	Voluntary Organisations Database and Reports http://pcserver.nic.in/ngo/
-----(2007)	Eleventh Five Year Plan (2007-12), Planning Commission, New Delhi
Poonam Smith-Sreen	Accountability in Development Organisations : Experiences of Women Organisations in India (New Delhi: Sage Publication, 1995)
Rose, Kalima	Where Women Are Leaders: The Sewa Movement in India (New Delhi: Vistaar Publications, 1992)
R.B. Jain	NGOs in Development Perspective (New Delhi: Vivek Prakashan, 1995)
Self Employed Women's Association	http://www.sewa.org/
United Nations Development Programme	http://www.undp.org.in/

Semester III (Group A)

Paper VI: Public Health Policy and Administration

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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.
The Paper-Setter must put a note in question paper in this regard.

UNIT – III

Healthcare Programmes in India - Family Welfare Programme; Reproductive Child Healthcare; Immunization Programme; National Rural Health Mission (NRHM)
Hospital Management: Organization, Function and Role

UNIT – IV

National Institute of Health and Family Welfare: Structure, Functions and Role
Medical Council of India: Structure, Functions and Role
WHO: Structure, Functions and Role in Asia

List of Readings

Birendra Nath Ghosh

A treatise on Hygiene and Public Health
(Calcutta: Scientific Publishing House, 1960) ISBN 81-7031-165-2

Semester III – (Group A)
Paper-VII: Dissertation
(Common to Groups A, B, C & D)

(i)

Special Note: This paper will be taught with special reference to India.

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, 1965)
World Bank	Bureaucrats in Business – The Economics and Politics of Government Ownership (New York: World Bank, 1995)
Steppan J. Beiley	Public Sector Economics: Theory, Policy and Practice (London, 1995)
Govt. of India, Planning Commission	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)

Semester III (Group B)

Paper-III: Company and Cooperative Law (Compulsory)

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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.
The Paper-Setter must put a note in question paper in this regard.
- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 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 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question from the units will carry 15 marks.

Special Note: This paper will be taught with special reference to India.

Objective of the Paper: The present paper is designed to make the students familiar about the structure, types and characteristics of a Company and a Co-operative. Besides making the students familiar with the capital structure, it would give them the insight of various sources of Finances. The paper would also familiarize the students with the new concepts like mergers and amalgamation of the company. It would also give them insight about various aspects of co-operatives.

Unit-I

Company: Meaning, Characteristics, Types and Advantages
Procedure of Incorporation, Registration of a Company under the Indian Companies Act 1956
Procedure of Conversion of a Private Limited Company into Public Limited Company and vice-versa

Unit-II

R.C.Bedi	Theory, History and Practice of Cooperation (1981)
C.B.Mamoria and R.D.Saxena	Cooperation in India (Bombay: Kitab Mahal, 1973)
B.B.Goel	Cooperative Management and Administration (New Delhi. Deep and Deep Publication, 1984)

Semester III (Groups B)

Paper IV –

UNIT-I

Human Resource Management: Concept and Significance
 Manpower Planning: Concept, Significance and Steps
 Job Analysis and Job Description: Concept and Significance

UNIT-II

Recruitment: Concept, Sources; Methods and Modes
 Promotion: Concept, Types
 Training – Concept, Types, Techniques
 Employee Appraisal: Concept and Techniques

UNIT-III

Wages: Concept, Types and Determinants
 Job Evaluation: Concept and Techniques
 Fringe Benefits: Concepts and Types

UNIT-IV

Industrial Accidents: Concepts, Causes and Remedies
 Employee Turnover: Concept, Causes and Remedies
 Absenteeism: Concept, Causes and Prevention

List of Readings

Paul Pigors and Charles Myers	Personnel Administration: A Point and a Method (McGraw Hill, 6th edition, 2008)
Dale Yoder	Personnel Management and Industrial Relations (Prentice Hall of India, 7th edition, 2008)
Edwin Flippo	Principles of Personnel Management (McGraw Hill, 4th edition, 2008)
Rustam S. Davar	Personnel Management and Industrial Relations in India (Vikas Publishing House, 2nd edition, 2008)
P. Ghosh	Personnel Administration in India (Sudha Publications, 2006)

C.B. Mamoria	Personnel Management, (New Delhi: Himalaya Publishing House, 23rd ed, 2008)
V.S.P. Rao	Human Resource Management (New Delhi: Excel Books, 2008)
R.D. Aggarwal	Dynamics of Personnel Management in India (New Delhi: Tata McGraw Hill, 1973)
K. Aswathappa	Human Resources and Personnel Management (New Delhi: Tata McGraw Hill, 2008)

Semester III (Group B)

Paper V – Financial Management

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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.
The Paper-Setter must put a note in question paper in this regard.
- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 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 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question from the units will carry 15 marks.

Special Note: This paper will be taught with special reference to India.

Objective of the Paper: The Paper will introduce to the students with the concept of financial management of public enterprises. It will also discuss their capital structure, working capital

Unit-I

Nature and problems of financial management in public enterprises and non-credit cooperatives;
Government control over finances; appointment of financial advisors

Unit-II

Capital structure; sources of funds – short term and long-term; fixed and working capital; terms
of provision, cost of capital
Capital Budgeting and Cost Benefit Analysis

Unit-III

Techniques of Financial Statement analysis (ratio analysis, current ratios, long terms financial
solvency ratios, profitabilitycy ratia–

N.J.Yasaswy	Finance for Non-Financial Executives (New Delhi: Allied Publishers, 1978)
Basant C.Raj	Corporate Financial Management : An Introduction (New Delhi : Tata McGraw Hill, 1987)
James C.Van Horne	Financial Management and Policy (New Delhi: Prentice Hall of India, 2007)
J.Batty	Manageme

Special Note: This paper will be taught with special reference to India.

Objective of the Paper: The paper will help the students to understand the modern concept of Corporate Governance with focus on Stake-holders, Agency and Sociological theories. Besides this, how Public Sector Organisations will face the challenges of Corporate Governance in Public Sector.

Unit-I

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)

Unit-II

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

Unit-III

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

Unit-IV

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

List of Readings

A.C.Fernando

Corporate Governance – Principles, Policies
&

- S. Singh Corporate Governance – Global Concepts & Practices (New Delhi: Excel Books, 2005)
- Anthony Williams Corporate Governance (Mumbai : Jaico Publishing House, 2007)
- Christine A. Millin Corporate Governance (New Delhi: Oxford University Press, 2007)
- Surendar Kumar Corporate Governance – A Question of Ethics (New Delhi: Galgotia Publishing Company, 2002)
- S.M.Dewan Corporate Governance in Public Sector Enterprises (Doeling Kindersley India Pvt. Ltd., 2006)
- Anjali Hazarika Corporate Governance – Balancing Value Creation & Obligation in Oil Industry (New Delhi: Tata McGraw Hill Publishing Company Ltd., 1999)
- U.C. Mathur Corporate Governance and Business Ethics (New Delhi: Macmillan India Ltd., 2005)
- M.K.Sehgal Corporate Governance & Restructuring of Industries (Ambala: Wisdom Publications, 2004)
- S.K. Bhatia Business Ethics and Corporate Governance (New Delhi: Deep and Deep Publication Pvt. Ltd., 2004)
- Reddy, Raju Corporate Governance in Banking & Finance (New Delhi: Tata McGraw Hill Publishing Company Ltd., 2000)
- C.L.Bansal Corporate Governance – Law Practice & Procedures with Case Studies (New Delhi: Taxmann Allied Services Pvt. Ltd., 2005)
- Xavier Vives Corporate Governance Theoretical & Empirical Perspectives (Cambridge University Press, USA, 2000)

Semester III – (Group B)
Paper-VII: Dissertation
(Common in Groups A, B, C & D)

Semester III (Group C)

Paper –II: Social Policy and Welfare Administration
(Common in Groups A & C)

Semester III (Group C)
Paper III – Labour Economics (Compulsory)

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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. **The Paper-Setter must put a note in question paper in this regard.**
- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 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 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question from the units will carry 15 marks. G313(ut)-1(i)16(n)203(w)3(a)- Tm [(D)81 0 0 s(-)m [(G3(l)16(-)11(F)-10(e)30(a)-13(t)-6(m)37(8)

Special Note: This paper will be taught with special reference to India.

Objective of the Paper: The paper attempts to make the students familiar with the basic concepts of Labour Economics like, unemployment, wage policy, wage fixation and differentials, and automation in addition to make them aware of the problems of industrial and agricultural labour.

UNIT-I

Labour Economics: Nature and Scope

Concept of Labour as a factor of Production

General Features and Problems of Labour in Developing and Developed Co 1 149() TJ ET Q5T(e)826polics oJ E

UNIT-III

Factors Governing Slow Structural Changes in the Sectoral Composition of Labour Force in India
Agricultural Labour: Problems and Issues
Industrial Labour: Problems and Issues
Labour in the Unorganised Sector: Problems and Issues

UNIT-IV

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

List of Readings

Arthur D. Butler	Labour Economics and Institutions (New Delhi : Amerind Publishing Co.Pvt.Ltd., 1961)
T.N. Bhagoliwal	Economics of Labour and Industrial Relations (Agra: Sahitya Bhawan, 5th ed., 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 Laws (Allahabad : Allahabad Law Agency, 1994)
Rudra Dutt and K.P.M. Sundaram	Indian Economy (New Delhi, S. Chand, 2006)
A.K. Sharma	Labour Economics (New Delhi, Anmol Publications, 2006)
M.V. Joshi	Labour Economics & Labour Problems (New Delhi, Atlantic, 1999)

Semester III – Group (C)
Paper IV: Human Resource Management (Compulsory)
(Common in Groups B, C & D Paper-IV)

Semester III – (Group (C)
Paper V: Administration of Non-Government Organisations
(Common in Groups A, C &D; compulsory for Group D)

Semester III (Group C)
Paper VI: Corporate Governance
(Common in Groups B, C & D)

Semester III – (Group (C)
Paper-VII: Dissertation
(Common in Groups A, B, C & D)

Semester III (Group D)
Paper II: Administrative and Office Management (Compulsory)

UNIT-I

Administrative and Office Management: Nature and scope
Office organization: Role, functions and qualifications of office supervisor/office manager
Office layout and Space management

UNIT-II

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

UNIT-III

Office communication: Role, Types & Means; handling incoming and outgoing mail
Records Management: Features of good records management; Filing, Classification and Indexing of records; Records Retention Schedules; Preservation of records and Disposal of unwanted records; Centralized and Decentralized record keeping systems

UNIT-IV

Office procedure and office manuals; forms designing and control
Quantitative and Qualitative office work control
Statutory and other Meetings: Drafting, Circulation, Preparation of agenda; Preparation and Confirmation of minutes and proceedings of meetings

List of Readings

- | | |
|--------------------|--|
| Chopra, R.K. | Office Management (Mumbai: Himalaya Books, 2008) |
| Gadkari, S. | Office Management for Public Administration-Principles and Techniques (N. Delhi: Concept Publishing Company, 1997) |
| Ghosh, Prasanta K. | Office Management: Principles and Practice (New Delhi: Sultan Chand & Sons, 2003) |
| Gopalkrishan, P. | Handbook of MaterialC, ia |

Heyel, Carl (ed.)	Handbook of Office Management and Administrative Services, (New York: Mc Graw Hill, 1972)
Leffingwel, W.H. I and E.M.Robinson	Text Book of Office Management, (N.Delhi: McGraw Hill, 1986)
Littlefield, Rachel and Others	Management of Office Operations (New Delhi: Prentice Hall, 1981)
Quible, Zane K.	Introduction to Administrative Office Management (Cambridge: Winthrop. Publishers, 1977)
Reddy, P. N. and H. R. Appannaiah	Office Organisation and Management (New Delhi: Himalaya Publishing House, 1990)
Sharma, R.K. Shashi K. Gupta & Sushil Nayyar	Office Management (Ludhiana: Kalyani Publishers, 2002)
Terry, G.R	Office Management and Control: The Administrative Managing of Information (Irwin: Home Wood, 1958)
Whitehead, G.	Office Practice Made Simple (London: The English Language Book Society, 1982)

Semester III – Group (D)

Paper III: Management of Disciplinary Proceedings

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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 the

Special Note: This paper will be taught with special reference to India.

Objective of the Paper: This paper covers an important area of Public Administration relating to Disciplinary Proceedings and the remedies available to public servants in India. The students would be made familiar with the procedures of enquiries, punishments and application of other legal measures.

UNIT-I

Disciplinary Proceedings: Concept and Significance
Position of Public Servants under the Constitution and Statutes
Meaning and Scope of Reasonable Opportunity
Conduct Rules

UNIT-II

Major Punishments: Suspension; Dismissal; and Termination
Minor Punishments: Censure; Withdrawal of Promotion and Incentives; Pay Recovery
Fundamentals of Departmental Enquiries

UNIT-III

Role and Scope of Rules of Natural Justice in Disciplinary Proceedings
Corruption/Embezzlement in Public Services
Application of Legal Measures

UNIT-IV

Remedies for Public Servants against Unconstitutional and Illegal Actions of the State

- 1) Departmental Remedies
- 2) Tribunal Remedies
- 3) Ombudsmanic Remedies
- 4) Court Remedies

List of Readings

B.R. Ghaiye	Law and Procedure of Departmental Enquiries (Lucknow: Eastern Book Company, 3 rd ed., 1988.)
D.D. Basu	Constitution of India (New Delhi: Wadhwa and Company Law Publishers, 20 th ed., 2008)
D.R. Saxena	Ombudsman-Lokpal (New Delhi: Deep and Deep Publication, 1987)
Girhar B. Sharma	Implementation of Ombudsman Plan in India (New Delhi: Ashish Publishing House, 1981)

Government of India	Administrative Tribunals Act, 1985 with Rules Central Administrative Tribunal (Procedure) Rules, 1987
H.W.R. Wade	Administrative Law (Oxford: Clarendon Press, 2009)
I.P. Massey	Administrative Law (Lucknow: Eastern Book Co., 1985)
M.C.J. Kagzi and Balbir Singh	A Case book of Administrative Law (New Delhi: Metropolitan Book Company Ltd., 1979)
M.P. Jain and S.N. Jain	Principles of Administrative Law (Nagpur: Wadhwa and Company. 4 th ed., 1979)
S. R. Maheshwari	Administrative Reforms in India (New Delhi: Macmillan India Ltd., 2002)
P.V. Rama Krishna	Guide to Departmental Enquiries against Government Servants (Andhra Law Times: 1974)
P. Muthuswamy	Swamy's Manual on Disciplinary Proceedings (Madras: Swamy Publishers, 1993, 5th ed.)

Semester III – Group (D)

Paper IV: Human Resource Management

(Common in Groups B, C & D ; compulsory for Group C)

Semester III – Group (D)

Paper V: Administration of Non-Government Organisations (Compulsory)

(Common in Groups A, C & D; compulsory for Group D)

Semester III (Group D)

Paper VI: Corporate Governance

(Common in Groups B, C & D)

Semester III – (Group (D)

Paper-VII: Dissertation

(Common in Groups A, B, C & D)

Semester IV (Groups A, B, C and D)

Paper I: Emerging Areas in Public Administration (Compulsory Paper for all Groups)**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

- 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.
The Paper-Setter must put a note in question paper in this regard.
- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 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 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question from the units will carry 15 marks.

Special Note: This paper will be taught with special reference to India.

Objective of the Paper: The paper will familiarize the students with new frontiers and Emerging Areas in the discipline of Public Administration. The paper will focus on the concept, legislation and administrative setup in the areas of environment, consumer protection, human rights and regulatory administration.

Unit-I: Environmental Administration

Environmental Administration: Concept and Significance
The Environment (Protection) Act, 1986
Central Pollution Control Board: Organisation, Functions and Role.
Punjab Pollution Control Board: Organisation, Functions and Role

Unit-II: Consumer Protection and Administration

Consumer Protection: Concept and Significance
Consumer Protection Act, 1986 (with amendments)
Administrative Setup of the Consumer Disputes
Redressal Agencies: National, State and District Level

Unit-III: Human Rights and Administration

Human Rights: Concepts and Significance
Universal Declaration of Human Rights 1948
National Human Rights Commission: Organisation, Functions and Role
Punjab state Human Rights Commission: Organisation, Functions and Role

Darren J. O'Byrne	Human Rights: An Introduction, (Singapore, Delhi: Pearson Education, 2004)
Laxmi Narain	Public Enterprise Management and Privatization (New Delhi: S. Chand & Company Ltd., 2005)
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)

Semester IV (Group A)

Paper II: Education Policy and Administration (Compulsory)

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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.
The Paper-Setter must put a note in question paper in this regard.
- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 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 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question from the units will carry 15 marks.

Special Note: This paper will be taught with special reference to India.

Objective of the Paper: The basic objective of this paper is to familiarize the students with the concepts of various systems of education and educational administration in India. In particular, the paper covers the provisions of the National Policy on Education, Five Year Plans and Sarv Shiksha Abhiyan. The organizational set up for administration of education and various agencies would also be taught.

UNIT – I

Educational Administration: Concept, Significance and Scope
Concepts: Universalization of Elementary Education, Non-Formal Education, Vocationalization of Secondary Education, Autonomous Colleges
Problems and Challenges of Educational Administration

UNIT – II

National Policy on Education, 1986 as modified in 1992 (Plan of Action, 1992)
Education and Five-Year Plans: Approaches, Priorities and Investments; RTE
Main Features, Organisation and administration of an Indian University

UNIT – III

Organization and Administration of Education at the Central Level with special reference to the Department of Education
University Grants Commission: Structure, Functions and Role
National Council of Educational Research and Training: Structure, Functions and Role

UNIT – IV

Socio-economic Problems of Educational Development – Equality of Opportunity Employment and Productivity, Nation Building and Citizenship; Globalization and Education

J.P. Naik	Quantity, Quality and Equality in Indian Education (Bombay: Allied Publishers, 1975)
S.L. Goel	Education Policy and Administration (New Delhi: Deep and Deep Publication, 1994)

Semester IV (Group A)

Paper -III: People's Empowerment and Urban Governance (Compulsory)

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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.
The Paper-Setter must put a note in question paper in this regard.
- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 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 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question from the units will carry 15 marks.

Special Note: This paper will be taught with special reference to India.

Objective of the Paper: The present paper would make the students understand the concept and

UNIT-II

Urban Local Bodies in India:

Municipal Corporation: Structure, Composition, Functions and Role

Municipal Council and Nagar Panchayat: Structure, Composition, Functions and Role

Relationship between Deliberative and Executive wings

Role of other Urban Bodies: Cantonment Boards; Improvement Trusts; Development Authorities.

UNIT-III

Urban Finance: Sources and Problems

State Finance Commission: Composition, Functions and Role with special reference to Urban Local Bodies

Personnel Administration in Urban Governance: Role and Functions of Municipal Commissioner; Executive Officer

Provincialisation of Municipal Services

UNIT-IV

Swarna Jayanti Shahari Rozgar Yojana (SJSRY); Jawaharlal Nehru National Urban Renewal Mission (JNNURM)

Problems and Challenges of Rural–Urban Relationship

State Control over Local Government Institutions

List of Readings

- | | |
|------------------------------------|---|
| S.L. Kaushik | Leadership in Urban Government in India (Allahabad: Kitab Mahal, 1986) |
| K.C. Sivaramakrishanan, et. al. | Urbanisation in India: Basic Services and People's Participation (New Delhi: ISS, 1993) |
| Mohit Bhattacharya | Management of Urban Government in India (New Delhi: Uppal, 1976) |
| Charanjeev Singh and Meenu Kaushik | Urban Poverty and its Alleviation Programmes (Chandigarh: APH, 2005) |
| G. Cheema and Poinelli D. (eds) | Decentralisation and Development Policy Implementation in Developing Countries (London: Sage, 1983) |
| Abdul Aziz (eds.) | Decentralised Governance in Asian Countries (New Delhi: Sage, 1996) |

S.R. Maheshwari	Local Government in India (Agra: Lakshmi Narain Aggarwal, 2003)
Sahib Singh Bhayana and Swinder Singh	Local Government in India (Jalandhar: New Academic Publishing Company, 1991)
T.N. Chaturvedi and Abhijit Datta	Local Government (New Delhi: IIPA, 1984)
Danny Burns, et. al.	The Politics of Decentralisation: Revitalising Local Democracy (London: Macmillan, 1994)
Ramesh K. Arora and Rajni Goyal	Indian Public Administration (New Delhi: Vishwa Prakashan, 1996)

Semester IV (Group A)

Paper IV: Police Administration

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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.
The Paper-Setter must put a note in question paper in this regard.
- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 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 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question from the units will carry 15 marks.

Special Note: This paper will be taught with special reference to India

Objective of the Paper: 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 Relation, setup a

Unit-II

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

Unit-III

Police Personnel IPS and State Police Service
 Recruitment, Promotion, Training, Conduct and Discipline

Unit-IV

Police Citizen Relationship
 Community Policing: Concept, Role and Significance
 Reforms in Police Administration

List of Readings

R.K.Bhardwaj	Indian Police Administration (University of Michigan: National Press, 1978)
Srikanta Ghosh	Police Administration: Organisation and Procedure (Eastern Law House, 1973)
Police Administration Act	Regulation Part X – Transitional Matter for Police Administration Amendment (Powers and Liability) Act, 2005
Chares R. Swanson Leonard, Territo Robert W.Taylor	Police Administration (Prentice Hall, Edition 8, 2011)
Ronald D. Hunter, Thomas Barker	Police Community Relations and the Administration of Justice, (Prentice Hall, 8 th Edition , 2010)
J.C. Chaturvedi	Police Administration and Investigation of Crime, (New Delhi, Gyan Books Pvt. Ltd., 2006)
Gautam Ghosh	Re-legitimizing Indian Police (New Delhi: Radha Publication, 2010)
Mahila Rohtagi	Spy System in Ancient India (New Delhi: Gyan Books Pvt. Ltd., 2007)

Rohit Chaudhary

Policing Reinvention Strategies in a Marketing Framework, (New Delhi: Sage Publication, 2009).

K.S. Subramaniam

Political Violence and the Police in India (New Delhi: Sage Publication, 2007).

Semester-IV (Group A)

Paper-V: International Administration

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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.
The Paper-Setter must put a note in question paper in this regard.
- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-

Unit-III

UN Secretariat: Organisation, Functions and Working
Future of the United Nations
Globalization and Global Governance

Unit-IV

Machinery to Settle International Disputes
Organs and Specialized Agencies of the United Nations: Functions, Programmes and Role with special reference to UNESCO, UNICEF, ILO, WHO, UNDP

List of Readings

S.L.Goel	International Administration (New Delhi: Sterling Publishers, 1976)
K.P.Saksena	Reforming the United Nations: The Challenge of Relevance (New Delhi: Sage, 1993)
V. Cable	Globalization and Global Governance (London: Royal Institute of International Affairs, 1999)
C.V.Narsimhan	The United Nations: An Inside View (New Delhi: Vikas, 1988). www.un.org/ www.saarc-sec.org/ www.ilo.org/ www.aseansec.org/

Semester IV – Group A

Paper VI: Information Technology and Computer Applications in Public Administration (Common in Groups A, B, C & D; compulsory for Group D)

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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.
The Paper-Setter must put a note in question paper in this regard.
- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short

Objective of the Course

Brien, James O' & Marakas, George M.

Management Information Systems (Tata McGraw Hill Publishing Company Limited, India, 2008)

Davis, Gordon B. & Olson, Margrethe A

Management Information Systems: Conceptual Foundations, Structure and Development (New

- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 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 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question from the units will carry 15 marks.

Special Note: This paper will be taught with special reference to India

Objective of the Paper: This paper covers various aspects of Public Sector and Public Sector Undertakings in India. In particular, the paper covers various forms of organization, governing boards, privatization and performance of central public sector enterprises in India.

Unit-I

Public Enterprise: Concept, Rationale and Objectives
Role of Public Sector in the Indian Economy
Organisational Forms: Departmental Undertaking; Public Corporation; and Government Company

Unit-II

Governing Boards: Types, Functions, Size and Composition
Legislative Control over Public Enterprises
Ministrial Control over Public Enterprises

Unit-III

Pricing and Public Enterprises
Public Sector Reforms: Rationale; Performance Contract System/Memorandum of Understanding (MOU)
Professionalisation of Boards of Governance in India

Unit-IV

Disinvestment: Objectives, Methods, Machinery and Assessment
Privatisation: Theory, Objectives, Methods, Procedure, and Assessment; Lessons from the U.K. Experience
Contracting Out: Concept & Rationale; Contracting Out Local Services

List of Readings

S.S.Khera

Government in Business (Delhi: National,

J.Vickers and G. Yarrow

Privatization: An Economic Analysis
(Cambridge: MIT Press, 1988)

Govt. of India

Five Year Plan Documents.

Semester IV (Group B)
Paper III: Marketing Management

Semester IV (Group B)
Paper IV – Industrial Relations
(Common in Groups B, C & D)

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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 in the previous semester, the examination will be held in the next semester.

UNIT-IV

Participative Management: Concept, Objectives and Types
Schemes of Employee Participation in India
International Labour Organisation (I.L.O.) – Structure; Objectives

List of Readings

- | | |
|---|--|
| Rustam S. Davar | Personnel Management and Industrial Relations in India (New Delhi : Vikas Publishing House, 1997) |
| P. Ghosh | Personnel Administration in India (New Delhi : Sudha Publications, 1969) |
| C.B. Mamoria and S.V. Gankar | Personnel Management, (New Delhi: Himalaya Publishing House, 2003) |
| C.B. Mamoria, S. Mamoria
And S.V. Gankar | Dynamics of Industrial Relations in India (New Delhi: Himalaya Publishing House, 1997) |
| R.D. Aggarwal | Dynamics of Personnel Management in India (New Delhi: Tata McGraw Hill, 1973) |
| K. Aswathappa | Human Resources and Personnel Management (New Delhi: Tata McGraw Hill, 2007) |
| Ratna Sen | Industrial Relations in India: Shifting Paradigms (New Delhi: Macmillan, 2003). |

Objective of the Course: Project Management continues to grow as a profession. Project management techniques are now used outside the traditional project industries and a management-by-project approach has increasingly been adopted in development projects funded by the UN, World Bank and other international agencies; it is also sought to be adopted in government funded welfare and development projects. The relevance of the course is derived from this context and the objectives are to impart a deep understanding of all the stages of project management and the techniques supporting project management.

UNIT-I

Project Management: Organisation, Planning including Prerequisites for successful Project Implementation and Control

Project Planning: Resource Allocation Framework; Generation and Screening of Project Ideas

UNIT-II

Project Analysis: Market and Demand Analysis; Technical Analysis; Financial Analysis

Project Selection I: Project Appraisal Criteria – Project Cash Flow; Time Value of Money; Cost of Capital

UNIT-III

Project Selection II

Project Risk Analysis;

Social cost benefit analysis: Rationale and approaches;

Shadow Pricing applications in India

UNIT-IV

Project Implementation

Project Management Techniques: Network Analysis (PERT/CPM),

Project Monitoring and Review: Integrated Cost plementatiotaaction I:

Clifton, David S. and Fyefe, David E.	Project Feasibility Analysis, (New York: John Wiley, 1977)
Harrison, F.L.	Advanced Project Management (London: Gower, 2 nd ed., 1992)
Little, I.M.D. and Mirlees, J.A.	Project Appraisal and Planning for Developing 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, 1975)
Prasanna, Chandra	Projects: Preparation; Appraisal, Implementation (Tata McGraw Hill, 1995)
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)

Se-~~per~~ IV (GroC, 199[()] TJ ET Q q BSEmE2er110300rBup0) 0.72832rg 0.9981
 Paper VI: Information Technology and Computer Applications (origin0.9981 0.1) ormat

Objective of the Paper: 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.

UNIT-I

Industrial Disputes Act, 1947

- (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

UNIT-II

Factories Act, 1948

- a) Introduction and definitions
- b) Inspecting Staff
- c) Health
- d) Safety
- e) Welfare

List of Readings

K.D. Srivastava	Commentaries on the Factories Act, 1948 (Eastern Books, 3 rd edition)
K.D. Srivastava	The Industrial Employment Standing Orders Act, 1946 together with rules (Eastern Books, 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, 1985)
Anil Kumar	Labour Welfare and Social Security: Awareness, Implementation and Utility of Labour Laws, (New Delhi: Deep and Deep, 2003)
R. Jayaprakash Reddy	Labour Legislation (New Delhi: APH, 2004)
A.M. Sarma	Industrial Jurisprudence and Legislation (Mumbai: Himalaya Publishing House, 2004)
E.M. Rao	Industrial Jurisprudence (New Delhi: Lexis Nexis, 2004)

Semester IV (Group C)

Paper III– Organizational Psychology (Compulsory)

Objective of the Paper: The paper will make the students familiar with the basic concepts of Organisational Psychology. Functional aspects of Organizational Psychology like human relations, employment, attitudes, groups, personality and work stress would be taught to the students.

UNIT-I

Organisational and Industrial Psychology: Concept, Nature and Scope
Human Relations: Concept, Features and Hawthorne Experiments
Employee Needs: Concept, Hierarchy of Needs and Need Satisfaction

UNIT-II

Attitude: Concept, Nature and Significance
Industrial Morale: Concept, Nature and Determinants
Motivation of Industrial Employees: Concept and Determinants

UNIT-III

Personality: Concept, Significance and Types
Job Satisfaction: Concept, Significance and Determinants
Groups: Concept, Types and Inter-Group Relations

UNIT-IV

Fatigue: Concept, Causes and Remedies
Monotony and Boredom: Concept, Causes and Effects
Work Stress and its Management

List of Readings

Norman R.F.Maier	Psychology in Industry (Oxford and IBH, 1970)
Brown, J.A.C.	The Social Psychology of Industry (Penguin,1954)
Schein, Edgar	Organizational Psychology (Prentice Hall, 1988)
Katz and Kahn	Social Psychology of Organizations (Wiley Easter, 1979)
Ganguli, H.C.	Structure and Process of Organization (Asia Publishing House, 1983)
Stephan P. Robbins, Seema Sanghi, Timothy Judge	Organizational Behaviour: Concepts, Controversies and Applications (New Delhi: Pearson 13 th Edition, 2009)

Semester IV (Group C)
Paper IV- Industrial Relations
(Common in Group B, C & D)

Semester IV (Group C)
Paper V - Labour Policy and Administration

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- 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.
The Paper-Setter must put a note in question paper in this regard.
- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 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 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question from the units will carry 15 marks.

Special Note: This paper will be taught with special reference to India

Objective of the Paper: The main objective of this paper is to make the students aware of the

UNIT-IV

Labour Policy and Legislation in India
Employee Welfare: Concepts; Significance; Approaches
2nd National Commission on Labour

List of Readings

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, 2004)
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 Laws (Allahabad: Allahabad Law Agency, 2 nd edition, 2002)

Semester IV (Group C)

Paper VI – Information Technology and Computer Applications in Public Administration
(Common in Group A, B, C & D; compulsory in Group D)

Semester IV – Group D

- The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt ahe

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

Management in Government, Quarterly

Semester IV (Group D)**Paper III – Organisational Psychology****(Common in Groups C & D; compulsory in Group C)****Semester IV (Group D)****Paper IV– Industrial Relations****(Common in Groups B, C & D)****Semester IV (Group D)****Paper V– Project Management****(Common in Groups B &D; compulsory in Group B)****Semester IV (Group D)****Paper VI: Information Technology and Computer Applications in Public
Administration (Compulsory)****(Common in Group A, B, C &D; compulsory in Group D)**
