

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** component out of 20 marks for Continuous Assessment shall be available only to those students who attend **75% and more** of classroom lectures/seminars/workshops. The break-up of marks for **attendance component** for theory papers shall be as under:

Attendance Component Marks for every papers

- (a) 75% and above up to 85% :
1
- (b) Above 85% : 2

2. It shall **not be compulsory** to pass in Continuous Internal Assessment. Thus whatever marks are secured by a student out of 20% marks, will be carried forward and added to his/her

OUTLINES OF TESTS, SYLLABI AND COURSES OF READING I

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**)

List of Readings

Felix, A. Nigro and C. Nigro

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

John Pfiffner and Frank Sherwood

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. New()106395(

List of Readings

Prem Chand	Control of Public Expenditure in India (New Delhi : Allied Publishers, 2nd Edition, 2010)
Prem Chand	Performance Budgeting (New Delhi : Allied Publishers, 2010)
Jesse Burkhead	Government Budgeting (New York : Wiley Sons, 1956)
B.N. Gupta	Indian Federal Finance and Budgetary Policy (Allahabad : Chaitanya Publishing House, 2006)
M.J.K. Thavaraj	Financial Administration in India (Delhi, Sultan Chand, 6 th edition, 2001)
G.S. Lall	Public Finance and Financial Administration in India (New Delhi : Kapoor, 1979)
Indian Administrative Reforms Commission	Report on: (i) Financial Administration (ii) Finance, Accounts and Audit (iii) Centre-State Relations (New Delhi: Manager of Publications, Government of India, 1969)
Indian Institute of Public Administration	Special Number on Administrative Accountability (New Delhi: Vol.XXIX, No.3, 1983)
M.M. Sury	Government Budgeting in India (New Delhi: Commonwealth Publishers, 1990)

Paper IV – Public Personnel 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 syllabus of the paper attempts to familiarize the students with the concept of Public Personnel Administration, career system in India and various aspects of Human Resource Development and Rules of Services and the Negotiation Machinery.

UNIT-I

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

UNIT-II

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

UNIT-III

Constitutional Provisions with regard to Civil Services in India
Pay Commissions in India
Union Public Service Commission (UPSC): Role and Functions

UNIT-IV

Administrative Ethics; Code of Conduct
Disciplinary Action
Employer-Employee Relations: Staff Associations and Union; Joint Consultative and Negotiation Machinery

List of Readings

O. Glenn Stahl

Public Personnel Administration (New Delhi:
Oxford and IBH Publishing, 6

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)

UNIT-I

Relevance of Sociology to Public Administration

Concept and Elements of Social Structure: Groups; Status and Role; Norms and Values.

Social Stratification: Caste, Class - Difference and Convergence.

Social Institutions: Marriage and Family.

UNIT-II

Semester-II

Paper I – Administrative Thought

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.

Objective of the Paper: This paper attempts to make the students of Public Administration aware of various theories and thoughts of various classical, neo-classical and modern thinkers in the area of administration and organization.

UNIT-I

F.W. Taylor, Henri Fayol, Luther Gulick and L. B. Urwick

UNIT-II

Max Weber, Elton Mayo, Mary Parker Follett, Chester I. Barnard

UNIT-II

Concepts – Definition and Functions
 Hypotheses: Definition; Features, Types and Testing Procedures
 Research Design: Definition, Contents 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
Deustch, Staurt W. Cook | Research Methods in Social Relations Morton
(New York: Holt Rinehart and Winston, 1959) |
| 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) |
| William J. Goode and Paul K. Hatt | Methods in Social Research (McGraw Hill
Series; Surjeet publication, 2006) |
| S.P. Gupta | Statistical Methods (New Delhi: Sultan
Chand and Sons, 30 th Edition Reprint, 2001) |
| Arthur L. Bowley | Elements of Statistics (New York: Staples
Press Incorporated, 1937) |

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 (New York: St. Martin's Press, Revised Edition, 1981)
Delbert C. Miller and Neil J. Salkind	Handbook of Research Design and Social Measurement (New Delhi: Sage Publications India Private Limited, 6 th ed.)

Paper III – Public 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 Course: 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.

UNIT-I

Public Policy: Concept, Significance and Scope; Evolution of Policy Sciences

Policy Transfer: Concept, Rationale and Types: (Copying, Adaptation, Hybridization and Synthesis).

Policy Analysis: Concept and Significance; Approaches with special reference to the Incrementalist and Rationalist Paradigms

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) |
| 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 5-24) |
| Dubhashi, P.R | Policy and Performance (New Delhi: Sage Publications, 1986) |
| Dye, Thomas | Understanding Public Policy (New Delhi: Pearson Education Singapore (P) Ltd., 2002) |
| Henry, Nicholas | Public Administration and Public Affairs, (New Jersey: Prentice Hall, Eleventh Edition, 2009) |

Paper IV - Administrative Law**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

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)

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 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 (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 : M2.30341(e)9.21631(e)21.7n s.

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
Head Quarter- Field Relationship

UNIT-II

Centre-State Relations: Legislative and Administrative
Relationship between Political and Permanent Executive
Generalist and Specialist in Administration
Indian Administration: Problems and Challenges

List of Readings

Sriram Maheshwari	Indian Administration (New Delhi: Macmillan, 6th edition 2001)
Herbert H. Hyman	Political Socialization: A Study in the Psychology of Political Behavior (New Delhi: American Publishing, 1972)
Ramesh K.Arora and Rajni Goyal	Indian Public Administration (New Delhi: Vishwa Parkashan, 1997)
Avasthi and Avasthi	Indian Administration (Agra: Luxmi Narain Aggarwal, 2001)
Mohinder Singh and Hoshiar Singh	Public Administration in India (New Delhi: Sterling Publishers, 1989.)
Hoshiar Singh (ed.)	Indian Administration (Jaipur: Aalekh Publishers, 2008)
D.D. Basu	Introduction to the Constitution of India (New Delhi: Wadhwa and Company, 20 th edition, 2008)

Semester III (Groups A, B, C and D)**Paper-I: Development 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 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

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 Programme
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.S8(:)17.1297731(ve)9.2187(Y)4.60948(e)30.9554(a)-12.5228(r)-14.8262()-10.8696(P)-9.21631(l)17.1297(a)-12

- Vijay Rattan Women and Child Development Programme Administration (Vol.1: “Women and Child Development and Sustainable Human Development”, 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

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

Unit-II

Social Legislation in India: An Overview
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
Wor43m Pro6g-1 4.60815(;17.18(s)-2.3031(l)-4.60882(i)17.1303

Sankhdher, M.M.

Welfare State (New Delhi: Deep & Deep,
1995)

Gangrade, K.D.

Social Legislation in India (Delhi: Concept
Publishing House, 2011)

J.Fand, Bulsara & R.M.Verma 5202(e)9.21-246pt Perspectives in Social Wel10.8696(H)-17.1297(o)21.7301(us)-24.

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)

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)

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

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/
Voluntary Action Network India (VANI)	www.Vaniindia.org .
OXFAM India	www.oxfamindia.org .

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.

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,

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

Objective of the Paper: This paper would be compulsory for the students specializing in Economic Administration (with special reference to India) and during the course of study they will be familiarized with the economic models of the government, industrial policies and economic legislations. In addition, the students would be taught about the promotional role of state by referring to various promotional and infrastructural public sector undertakings.

Unit-I

S.C. Kuchhal

Industrial Economy of India (Allahabad :
Chaitanya Publishing House, 1989)

S.S. Marathe

Regulation and Development (New Delhi:
Sage Publishers, 1986)

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

Raising of Funds, Prospectus, Contents and Registration
 Share Capital and Debentures; Meaning, Types, Allotment and Transfer
 Borrowing and Investment by the Company

Unit-III

Company Management – Appointment, Position, Powers and Duties of the Board of Directors and Managing Director
 Reconstruction, Amalgamation and Winding up of Companies

Unit-IV

Co-operatives: Concept, Significance and Types
 Salient Features of Government of India Cooperative Societies Act 1904
 Procedure for Registration of a Society
 Registrar: Powers, Duties and Role

List of Readings

M.C. Bhandari	Guide to Company Law Procedures (Vol.3) (Agra: Wadhwa and Company, 20 th Edition, 2009)
Avtar Singh	Company Law (Lucknow: Eastern Book, 15 th edition, 2007)
S.M.Shah	Lectures on Company Law (Tripathi Pvt.Ltd., 1975)

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, 1976)
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 requirements and also to analyses their profitability and resource ma

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-te

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, 2002)
J.Batty	Management Accountancy (London: Macdonald and Evans, 1975)
George Foster	Financial Statement Analysis (New Delhi: Prentice Hall of India, 1986)
I.L.Bhole	Financial Markets and Institutions (New Delhi: Tata McGraw Hill, 1994)
R.M.Srivastva	Management of Indian Financial Institutions (Bombay : Himalaya Publishing House, 1995)

Semester III (Group B)

Paper VI: Corporate Governance

(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 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

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

Objective of the Paper: The Present 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 & Practices (Dorling Kindersley Pvt. Ltd., 3 rd Edition 2009)
N. Gopalsamy	Corporate Governance – The New Paradigm (Wheeler Publishing, 1998)
Desho Prasad	Corporate Governance (New Delhi: Prentice Hall of India Pvt. Ltd., 2006)

S. Singh

Corporate Governance – Global Concepts &
Practices (New Delhi: Excel Books, 2005)

Anthony Williams

Corporate Governance : Who Will guard the

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

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)

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

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UNIT-I

Administrative and Office Management: Nature and Scope

Government of India

Administrative Tribunals Act, 1985 with
Rules Central Administrative Tribunal
(Procedure) Rules, 1987

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

Unit-IV: Regulatory Administration

Regulatory Administration: Concept and Significance

Telecom Regulatory Authority of India: Structure, Functions and Role

Insurance Regulatory and Development Authority of India: Structure, Functions and Role

Central Electricity Regulation Commission: Structure, Functions and Role.

List of Readings

- | | |
|---------------------------------|--|
| Ganesh Kawadia & Kanhaiya Ahuja | Environmental Issues of Development (Ambala Cantt., India: The Associated Publishers, 2006) |
| S.N.Chary & Vinod Vyasalu | Environment Management and Indian Perspective (Macmillan, 2000) |
| P.S.Jaswal and Jaswal Nishtha | Environmental Law (Pioneer Publications, 2000) |
| Rajan Gobind Mukund | Global Environmental Policies (Oxford University Press, 1997) |
| Gurnax Singla | Law of Consumer Protection,(Jaipur: Bharat Law Publications, 1993) |
| V.K.Aggarwal | Consumer Protection Law & Practice (New Delhi: BLH Publishers Ltd., 1993) |
| Cheena Gambhir | Consumer Protection Administration (New Delhi: Deep & Deep Publications, 2007) |
| Adaikkalam Subbian | Human Rights: Philosophy, Promotion, Protection and Perspectives (Ambala Cantt., (India): The Associated Publishers, 2006) |
| M.R.Ansari | Protecting Human Rights (New Delhi: Maxford Books, 2006) |
| Janusz Symonides | Human Rights: Concepts and Standards (New Delhi: Rawat Publications, 2002) |
| J.S.Verma | The Universe of Human Rights, (Delhi: |

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

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 adm

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 rationale of Urbanization and Urban Local Government besides tracing its history since the British era. It would help them to understand the types of Urban Local Governments and the Challenges faced by them post 74th Amendment Act.

UNIT-I

Urbanisation and Urban Challenges in India
Issues in Urban Development Policy
Problems of Development of Small and Medium Towns
Evolution of Urban Local Government in India with special focus on the 74th Constitutional Amendment Act.

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 Dbechure, Ctd

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)

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

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/ |

Objective of the Paper: This paper is designed to introduce the student to the basic aspects of information technology and develop an understanding of the ways in which this technology can be adopted and adapted in public administration. The student will ultimately be in a position to understand and integrate the technology and the human resource input requirements for designing effective management information systems, e-governance applications and structural arrangements mindful of the issues of security and ethics.

UNIT-I

Meaning, Role, Evolution of Management Information Systems
Components and activities of an Information System
Operations and Management Classification of Information Systems; MIS and Decision Making
Building and Maintaining Information Systems; The Information Systems Department

UNIT-II

General Model of a Com0 11.i60948(e)9.21631(m)17.122621764(l)17.131(h)387(9)-48554tTm (91(d)21.7391()-1

The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-

United Nations	Organisation, Management and Supervision of Public Enterprises in Developing Countries (New York: V.N., 1974)
Government of India	Administrative Reforms Commission, Report on Public Undertakings (New Delhi: 1974)
United Nations	Measures for Improving the Performances of Public Enterprises in Developing Countries (New York: 1970)
K. R. Gupta	Issues in Public Enterprises (New Delhi: S. Chand, 2nd edition, 1975)
Laxmi Narain	Principles and Practices of Public Enterprises Management (New Delhi: S. Chand, 1980)
L.K.Jha	Economic Administration in India – Retrospects and Prospect (New Delhi: IIPA, 1986)
P.R.Dubhashi	Economics, Planning and Public Administration (Bombay: Somaiya Publications, Pvt. Ltd., 1976)
S.C.Kuchhal	Industrial Economy of India (Allahabad: Chaitanya Publishing House, 1976)
S.S.Marathe	Regulation and Development (New Delhi: Sage Publishers, 2008)
V.V.Ramanadham	The Working of Public Sector (Bombay: Allied Publishers, 1988)
World Bank	Bureaucrats in Business – The Economics and Politics of Government Ownership (New York: World Bank, 1995)
Stephen J. Bailey	Public Sector Economics: Theory, Policy and Practice (London : Palgrave, 2 nd ed., 2001)
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.

Semester IV (Group B)
Paper III: Marketing 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.

Objective of the Paper: This course has the objective of providing a comprehensive introducing to the subject of marketing management. By the end of the semester the student should have gained conceptual clarity of various aspects of marketing including strategic planning, demand forecasting, markets, market segmentation, pricing and management of sales activities and online marketing. The special focus on rural marketing is relevant in the Indian context.

Unit-I

Marketing Management: Concept, Scope and Significance
Market Oriented Strategic Planning
Demand Measurement and Forecasting

Unit-II

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

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Objective of the Paper:

List of Readings

K.D. Srivastava	Commentaries on the Factories Act, 1948 (Eastern Book, 3 rd edition)
K.D. Srivastava	The Industrial Employment Standing Orders Act, 1946 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, 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)
(Common to Group C & D; Compulsory in Group C)

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.

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

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 policies and administration of labour problems in India including the labour policy, labour policy in Five Year Plans, employee welfare and the organizational set up for labour at the union and state levels.

UNIT-I

State and Labour: Theoretical Aspects
 Indian Labour: Characteristics
 Industrialisation and Growth of Indian Labour

UNIT-II

Evolution of Labour Policy in India
 Labour Policy and Five Year Plans
 Labour Policy with special reference to Terms and Conditions of Employment; Industrial Relations and Wages

UNIT-III

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

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.

Objective of the Course: Administrative improvement is an important aspect of administrative management. The objectives of this course are to comprehensively deal with the varied reference points leading to promoting administrative efficiency. The students will therefore gain an understanding of the ways in which change can be managed in an organization at the operations and policy planning levels. A thorough study of the reports of the Government of India Commissions on Administrative Improvement and Reforms and the working of the O&M Division of the Government of India will link the theoretical and operational aspects of administrative improvement in public administration.

UNIT-I

Work Study in Administration: Paper Work Simplification; Method study
Work Measurement; Standardization and Work Norms

UNIT-II

Organisation Analysis and Development of Organisational Structure
Techniques of Materials Management: ABC, VED, SDE and FSN Analyses

UNIT-III

Management of Change; Innovation in Management
Quality Circles; Total Quality Management
Management by Objectives

UNIT-IV

Working of O and M Division in the Government of India
The Sixth Pay Commission's Recommendations on Administrative Improvement
The ARCs' and Administrative Improvement in Indian Administration

List of Readings

Armstrong, Michael

Handbook of Management Techniques (New
Delhi: Excel Books, 1995)

- 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 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 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 Objectives (New York : 2 -14.64 Td-203.76 -14.6493.72.4(H)4.60948(a)-12miln, 73

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 Groups A, B, C & D; compulsory in Group D)**

Published By: Prof. A.K Bhandari, Registrar, P.U., Chandigarh