

**PANJAB UNIVERSITY, CHANDIGARH-160014 (INDIA)**

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

**FACULTY OF ARTS**

**SYLLABI**

*FOR*

**M.A. PUBLIC**

**ENGLISH**



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

- Internal Evaluation
- Continuous Assessment
- Continuous Assessment includes a written Examination, map test, art participation, Discussions in the class, etc. apart from Attendance etc.
- In order to incorporate an element of Continuous Internal Assessment of students in the College's Department will conduct tests as quant below
  - a. written test on papers, etc. refer to
  - b. map test refer to
  - c. art participation refer to
  - art participation, Class Discussions ( refer to
  - Attendance ( refer to

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

The attendance component out of marks or Continuous Assessment is available only to those students who attend 75% and more of class room lectures seminars workshops etc. in a year or attendance component of the papers shall be as under

*Attendance Component Mark/s for Theory Papers*

- a. an above up to (
- b. Above

It shall not be compulsory

**OUTLINES OF TESTS, SYLLABI AND COURSES OF READING IN THE SUBJECT OF  
PUBLIC ADMINISTRATION FOR M.A. SEMESTER SYSTEM (2014 -2015)**

The course in Public Administration is offered as a separate unit in the Curriculum of the Faculty of Arts and Commerce, University of Jammu. The course is designed to provide a comprehensive and practical perspective on the subject of Public Administration. The course is offered as a compulsory paper in the first semester of the M.A. programme. The course is designed to provide a comprehensive and practical perspective on the subject of Public Administration. The course is offered as a compulsory paper in the first semester of the M.A. programme.

The course is designed to provide a comprehensive and practical perspective on the subject of Public Administration. The course is offered as a compulsory paper in the first semester of the M.A. programme. Each paper is offered as a compulsory paper in the first semester of the M.A. programme.

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 Socio-economic and Environmental Administration (Compulsory)

III Population, Employment and Rural Governance (Compulsory)

I Development Administration

Administration of Government Enterprises

I Public Health Administration

II Development

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

II Economic Administration (Compulsory)

III Co-operative Law (Compulsory)

I Human Resource Administration

Financial Administration

I Corporate Governance

II Development

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

II Socio-economic and Environmental Administration

III Labour Economics (Compulsory)

I Human Resource Administration (Compulsory)

Administration of Government Enterprises

I Corporate Governance

II Development

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

II Administration and Economics Administration (Compulsory)

III Administrative Procedures

I Human Resource Administration

Administration of Government Enterprises (Compulsory)

I Corporate Governance

II Development

Semester –IV

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

Papers

I      E v r n Ar vas n ub. c A n strat on (Compulsory for all groups)

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

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

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

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

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**Paper III – Public Financial Administration**

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

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

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**Paper V – Indian Economic System**

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

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Paper VI – Indian Social System

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

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### UNIT-I

Advances in the study of Algebra  
Concepts and Elements of Algebraic Structures  
Groups and Rings  
Linear Algebra  
Vector Spaces  
Inner Product Spaces  
Quadratic Forms  
Diagonalization  
Eigenvalues and Eigenvectors  
Cayley-Hamilton Theorem  
Minimal Polynomials  
Invariant Factors and Elementary Divisors  
Jordan Normal Form

### UNIT-II

Linear Transformations  
Matrix Theory  
Orthogonal and Unitary Matrices  
Normal Matrices  
Hermitian and Skew-Hermitian Matrices  
Singular Value Decomposition  
Block Diagonalization  
Algebraic and Geometric Multiplicities  
Rational Canonical Form  
Primary Decomposition  
Cyclic Subspaces  
Companion Matrices  
Minimal Polynomials  
Invariant Factors  
Elementary Divisors  
Jordan Normal Form





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Paper II - Research Methods

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### UNIT-II

Concepts Definition Functions

How to Design Database and its properties  
Database Design Database Content and its properties  
Database and Case study

### UNIT-III

Application Concept and its properties

Database Data Collection Documents Observation Interview and Questionnaire  
Data Processing E t n Co n an t abu at on  
Graphic presentation

### UNIT-IV

Measures of Central Tendency and its properties

Differences  
Normal and Correlation  
Support ratio

### List of Readings

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Gupta

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Database Design and its properties  
New York Holt Rinehart and Winston

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Investigation  
on the English Language Book  
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Database Design and its properties  
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Database Design and its properties  
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Can an ons E t on pr nt

Elements of Statistics  
New York  
Tap Incorporated

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### Paper VI – Indian Administrative System

#### INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

## UNIT-II

Contractual relations in a strategic  
relations between organizations and  
Generalist and specialist in a strategic  
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### List of Readings

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

**Objective of the Paper:** In t r s st r a stu nts xposit to t cor ara o  
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**Special Note: This paper will be taught with special reference to India.**

**Objective of the Paper:** This paper attempts to address the various aspects of social welfare in India by providing a conceptual, procedural and administrative framework for social workers to set up and maintain social service organizations in the area.

### Unit-I

Concept and nature of social welfare  
Concept and objectives of social welfare  
Administrative aspects of social welfare

### Unit-II

Introduction to Social Work  
Professional Social Work  
Social Work and the State  
Social Work and the Community  
Social Work and the Family  
Social Work and the Individual  
Social Work and the Environment  
Social Work and the Society  
Social Work and the Culture  
Social Work and the Religion  
Social Work and the Politics  
Social Work and the Economics  
Social Work and the Law  
Social Work and the Health  
Social Work and the Education  
Social Work and the Media  
Social Work and the Information Technology  
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**Semester III (Group A)**

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

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

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

## List of Readings

Gabbar, C. A. and ...

Decentralisation and Development in the  
Industrialized and Developing Countries  
London: ...

Abu-Azza, ...

Decentralisation, Governance and  
Countries in Development ...

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**Semester III (Group A)**

**Paper-IV: Disaster Management**

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**Semester III (Group A)**

**Paper - V: Administration of Non-Government Organisations**

**(Common in Groups A, C & D; Compulsory for group D)**

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

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

**Objectives of the Course:** This course is designed to prepare future Government Administrators to understand the theoretical/conceptual foundation of Government Administration in a developing economy and society. At the end of this course, the student will have an understanding of the conceptual, analytical or strategic management structures pertinent to Government issues of governance, capacity building, accountability, human resources, and relevant applications and project proposals and also a





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### UNIT - III

Heart care services in India  
Factors for the development of heart care  
International trends in heart care  
Hospital accreditation functions

### UNIT - IV

International Institute of Health and Family Welfare structure functions  
National Council of Health Service structure functions  
Health structure functions in Asia

### List of Readings

Brundage Report

A treatise on Health and Public Health  
Calcutta Central Public Health Commission Report

Health in India

Reports of Public Health Administration

**Semester III – (Group A)**

**Paper-VII: Dissertation**

**(Common to Groups A, B, C & D)**

Dissertation option is open to those students who have completed the first two semesters of the course with a minimum of 50% marks in the first two semesters. The students who have completed the first two semesters with a minimum of 50% marks in the first two semesters are not eligible for the dissertation option.

The students who are interested in the dissertation option should submit a written proposal to the Head of the Department. The proposal should be submitted to the Head of the Department at least one month before the start of the semester. The Head of the Department will refer the proposal to the Board of Examiners for their approval. The Board of Examiners will recommend the students who are eligible for the dissertation option.

The students who are interested in the dissertation option should submit a written proposal to the Head of the Department. The proposal should be submitted to the Head of the Department at least one month before the start of the semester. The Head of the Department will refer the proposal to the Board of Examiners for their approval. The Board of Examiners will recommend the students who are eligible for the dissertation option.



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**Semester III (Group B)**

**Paper-III: Company and Cooperative Law (Compulsory)**

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

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

**Objective of the Paper:** The present paper is intended to acquaint students with the structure and characteristics of a Company and a Co-operative Business and to acquaint students with the capital structure of a company.



C B	History and Practice of Cooperation (9)
C B	Cooperation in a Bhabha Khabra's
B B	Cooperative and its Administration with Development and Development

**Semester III (Groups B)**

**Paper IV – Human Resource Management**

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

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

Maximum marks for this paper will be 100. This question paper will be of 3 hours. For private students who have not been assessed or for internal assessment only.

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UNIT-III

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### Semester III (Group B)

#### Paper V – Financial Management

#### INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

The maximum marks for this paper will be 100. The question paper will be of 3 hours duration. For private students who have not been assessed or for internal assessment the marks secured by the candidate in this paper will be proportionately increased in view of the internal assessment.  
**The Paper-Setter must put a note in question paper in this regard.**

The candidate is allowed to attempt questions in any order. The candidate is not to attempt more than the number of questions specified in the question paper. Each question will carry marks as indicated in the question paper. The candidate is not to attempt more than two questions out of the three questions. The candidate is not to attempt more than one question out of the three questions.

**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 and public enterprises. It will also discuss the structural, working capital requirements and also to analyze the profitability and resource management of the students will also be able to analyze the various financial management issues on various aspects of public enterprises and non-enterprises.

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J Yasasw	Financial Reporting: Financial Executives D. A. Subramanian
Basant Chandra	Corporate Financial Management: An Introduction D. Chandra Crawford
Jasjit Chohan	Financial Management: An Introduction D. Chohan
J. Batt	Financial Accounting: An Introduction D. Batt
George Foster	Financial Statement Analysis D. Foster
I. B. O.	Financial Markets and Institutions D. O.
R. Vastva	Financial Institutions B. Vastva

**Semester III (Group B)**

**Paper VI: Corporate Governance**

(Common in Groups B, C & D)

**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 concept of Corporate Governance with focus on the role of the Board and the role of the Board in the corporate sector. The paper will also discuss the role of the Board in the corporate sector.

### Unit-I

Corporate Governance Concept and its importance  
The role of Corporate Governance in the corporate sector  
The role of Corporate Governance in the corporate sector  
Economic Co-operation and Development (ECD)

### Unit-II

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

### Unit-III

The role of the Board of Directors and Investors  
Board of Directors and its Composition and Functions  
CEO Appointment and Functions

### Unit-IV

Evolution of Corporate Governance in India  
Corporate Governance in the Indian Enterprise  
Corporate Governance in India and Future Trends

### List of Readings

A C Fernandez	Corporate Governance: A Practical Guide Dorling Kindersley Pvt Ltd Mumbai, 2009
Gopalsa	Corporate Governance: A Practical Guide New Delhi, 1999
Daso rasi	Corporate Governance: A Practical Guide Harlow India Pvt Ltd

n

Anton M. S.

Christina A. M.

Corporate Governance: A Global Concepts  
Practice & Theory Book

Corporate Governance: A Global Concepts  
Practice & Theory Book

Corporate Governance: A Global Concepts  
Practice & Theory Book

**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**

Maximum marks for this paper will be 100. Question paper will be of 3 hours. For private students who are not being assessed or for internal assessment, the marks secured by them in this paper will be proportionately increased in the internal assessment.  
**The Paper-Setter must put a note in question paper in this regard.**



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**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**

Maximum marks for this paper will be 100. The question paper will be of 3 hours. For private students who have not been assessed for this internal assessment, the marks secured by them in this paper will be proportionately increased in the internal assessment.  
**The Paper-Setter must put a note in question paper in this regard.**

Candidates are allowed to put questions in a notebook for the copypaper and on the margin of our units. The copypaper questions shall be printed in the sort answer to the questions. Candidates are not allowed to be answer in words. Candidates are not allowed to be required to attend. Each question will carry marks. The total marks of the paper shall contain units. Each unit will have two questions out of which candidates are not expected to attend. Each question will be of 10 marks.

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

**Objective of the Course: A** n strat v c inc as at ts cor t s st at rat on o

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### Semester III – Group (D)

#### Paper III: Management of Disciplinary Proceedings

#### INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

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**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 in relation to Discipline and Control in the context of public servants. In a few instances, you will be asked to write the procedures of enquiry, punishment and application of disciplinary measures.

### UNIT-I

Discipline and Control: Concept and meaning  
Discipline of public servants under the Constitution and statutes  
Principles and scope of reasonable punishment  
Conduct rules

### UNIT-II

Major and minor suspensions, Dismissal and retirement  
Major and minor censures, Retardation and Incentives and rewards  
Finality of Departmental Enquiries

### UNIT-III

Principles and scope of Justices in Discipline and Control  
Corruption Ethics and Discipline

Government of India

Anti-Straight Forward Act (19) with  
its Counter Anti-Straight Forward

**Paper I: Emerging Areas in Public Administration (Compulsory Paper for all Groups)**

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

Maximum marks for this paper will be 100. The question paper will be in English. This is an international assessment of the candidates. It will be held for 2 hours. For private candidates who have not been assessed for this international assessment, the marks secured by





Darrin J. Brune

Humanities: An Introduction in a Popular  
Darrin J. Brune Education

Max J. Baucus

Public Enterprise: A History of  
Privatization in the  
Corporate World  
Darrin J. Brune  
Corporate

Max J. Baucus

Privatization in Developing Countries  
on the Outset  
Darrin J. Brune

Darrin J. Brune

Public Administration: A  
Historical Perspective  
Darrin J. Brune  
Corporate  
Darrin J. Brune

Max J. Baucus

Franchise or Infrastructure: A  
Historical Perspective  
Darrin J. Brune  
Corporate

Max J. Baucus

Corporate Infrastructure: A  
Historical Perspective  
Darrin J. Brune  
Corporate

### Semester IV (Group A)

#### Paper II: Education Policy and Administration (Compulsory)

**Objective of the Paper:** The basic objective of this paper is to assess the understanding of students with the concepts of various schemes of education and educational administration. In particular, this paper covers the provisions of the National Education Policy, 1986 and the various schemes of education and administrative arrangements for the education of various categories of students.

### UNIT – I

Education Administration Concepts and Concepts of Educational Administration for Education of Children and Adolescent Education, Autonomous Colleges, Schools and Canteens of Education Administration

### UNIT – II

National Education Policy, 1986 as amended, 1992 and the Act on Education of 1992, Education of 1992, Approach for the Investment in Education, a National Strategy for the Investment

### UNIT – III

Administration of Education at the Central level with special reference to the Department of Education, Investment Grants Commission, Functions of the National Council of Educational Research and Training, Functions of the

### UNIT – IV

economic objectives of Education, Development of Equitable and Appropriate Education and the role of the Government, Budget and Central Finance, Globalization of Education, Impact of Evaluation on the various schemes of Education

### List of Readings

Government of India	Report of the Education Commission, 1964-66
Kur	Administration of Education, Planning and Finance, Baroda Academic Book Depot, 1969
B. K. Murthy	Essentials of Educational Administration, 1969
J. A.	Education and the Role of the Government in India, Education of the World, 1969

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### Semester IV (Group A)

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

#### INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

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**Semester-IV (Group A)**

**Paper-V: International Administration**

### Unit-III

Secretary at International Functions and  
Future of International Relations  
Globalization and Global Governance

### Unit-IV

Access to International Disputes  
International Law and International Functions  
Role of International Law



**Objective of the Course** This paper is designed to introduce the student to the basic aspects of information technology and develop an understanding of how a network can be a platform for a public administration. The student will be able to post on an understanding of the network and the human resource input requirements of the network. The student will be able to understand the network applications and structural arrangements in the context of security and ethics.

### UNIT-I

Evolution of Information Technology  
 Components and activities of Information Technology  
 Operations and Information Classification  
 Information and Information Technology  
 Information Technology Department

### UNIT-II

Generalization of Computer Systems  
 Input devices Output devices  
 Storage devices and Data  
 Computer Basics Computer Systems and User Interface  
 Hardware of computer systems  
 Network and Area Networks

### UNIT-III

Processing of computer systems  
 Data Base and Information Systems  
 Introduction to the Internet  
 Internet basics  
 Internet Explorer

### UNIT-IV

E-Governance Concept and e-Governance  
 Computer Applications in Public Administration  
 Computer Security and Ethics

### List of Readings

Basanra	Computers for a New Digital India
B. K. Ranjan and R. Vastava	<u>Governance and Information Technology</u>
Bhatnagar, Subhas	E-Governance: From Vision to Implementation A Practical Guide with Case Studies New Delhi: Alpha Publications

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J. C. Yarrow

Department of Economics  
University of Cambridge

Government

Final Year

**Semester IV (Group B)**  
**Paper III: Marketing Management**

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

The maximum marks for this paper will be 100. The question paper will be 3 hours long. For private students who have not been assessed for this internal assessment, the marks secured by this paper will be proportionately increased in the final internal assessment.  
**The Paper-Setter must put a note in question paper in this regard.**

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







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**Semester IV (Group B)**

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

**Semester IV (Group C)**

**Paper-II: Labour Laws (Compulsory)**

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

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**Semester IV (Group C)  
Paper III- Organizational Psychology (Compulsory)  
(Common to Group C & D; compulsory in Group C)**

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

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**Objective of the Paper:** This paper will assess the students' understanding of the basic concepts of organizational structure. Functional aspects of organizational structure will be evaluated through the following questions:
 

- What are the objectives of organizational structure?
- What are the different types of organizational structure?
- What are the factors influencing organizational structure?
- What are the advantages and disadvantages of organizational structure?

### UNIT-I

Organizational Structure: Conceptual and Operational Aspects  
 Organizational Structure: Conceptual and Operational Aspects  
 Organizational Structure: Conceptual and Operational Aspects

### UNIT-II

Organizational Structure: Conceptual and Operational Aspects  
 Organizational Structure: Conceptual and Operational Aspects  
 Organizational Structure: Conceptual and Operational Aspects

### UNIT-III

Organizational Structure: Conceptual and Operational Aspects  
 Organizational Structure: Conceptual and Operational Aspects  
 Organizational Structure: Conceptual and Operational Aspects

### UNIT-IV

Organizational Structure: Conceptual and Operational Aspects  
 Organizational Structure: Conceptual and Operational Aspects  
 Organizational Structure: Conceptual and Operational Aspects

### List of Readings

**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**

Maximum marks for this paper will be 100. The question paper will be of 3 hours. For private students who have not been assessed for this international assessment, the marks secured by them in this paper will be proportionately increased in the international assessment.  
**The Paper-Setter must put a note in question paper in this regard.**

Candidates should attempt questions in all sections and also answer the questions covering the whole syllabus to be answered in the answer sheet. Each question will carry marks as mentioned in the question paper. Candidates should attempt two questions out of the three questions in each section. Each question should be attempted in the answer sheet.

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

**Objective of the Paper:** The main objective of this paper is to assess the students' awareness of the policies and strategies of labour problems in India, including labour policy, labour policy in Five Year Plans, problems of workers and their organization, set up of labour at the union level.

**UNIT-I**

Labour and its various aspects  
In an labour Characteristic

## UNIT-IV

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### List of Readings

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### 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

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

### INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

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4. We can also attempt questions in a non-empirical manner. For our  
units, we can pose questions as a series of short answer type questions.  
Covering the whole syllabus, to be answered in 15 words each, out of which  
can attempt would be required to attempt all. Each question will carry 4 marks. It  
is to be noted that the papers contain 15 units, each unit having two questions.



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**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)**

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