

**M.A. PUBLIC ADMINISTRATION ( Revised CBCS Course Structure – 2017 -18 onwards)**

<b>TITLE OF THE PAPER</b>	<b>CORE/ELECTIVE</b>	<b>HOURS/WEEK</b>	<b>CREDIT</b>
<b>I SEMESTER</b>			
1. Administrative Thought	Core	6	4
2. Organizational Behaviour	Core	6	4
3. Indian Constitution	Core	6	5
4. Public Relations Management	Core	6	5
5. Health Administration and Environmental Management	Elective	6	5
(OR) Tourism Administration			
			---23
<b>II SEMESTER</b>			
6. Modern Administrative Systems	Core	6	4
7. Public Policy Analysis	Core	6	4
8. Public Financial Administration	Core	6	5
9. Indian Administration	Core	6	4
10. Social Welfare Administration	Elective	6	5
(OR) Administration of Non –Governmental Organizations			
			---22
<b>III SEMESTER</b>			
11. Human Resource Management	Core	6	5
12. Development Administration	Core	6	4
13. Local Government in India	Core	6	5
14. Research Methodology	Core	6	4
15. International Organizations	Elective	6	5
(OR) Disaster Management			
			---23
<b>IV SEMESTER</b>			
16. Administrative Law	Core	6	4
17. E-Governance in India	Core	6	4
18. Administration of Public Enterprises	Core	6	4
19. Dissertation with Viva Voce	Core	6	5
20. Human Rights Administration	Elective	6	5
(OR) Event Management			
			---22
Soft Skills Programme		4	8
Internship			2
<b>TOTAL CREDITS</b>			<b>100</b>

# **M.A SYLLABUS**

**SEMESTER-I**

**PAPER: 01 CORE**

**CREDITS-04**

**COURSE CODE: 182PA1M01  
ADMINISTRATIVE THOUGHT**

**UNIT –I**

**Administrative Theory:** Concept, evolution and theory building in Public Administration

**Dichotomy Theorists:** Woodrow Wilson, Frank Good now

**UNIT –II**

**Indian Theorists:** Kautilya, Thiruvalluvar

**Classical Theorists:** Fredrick Winslow Taylor, Henry Fayol, Luther Gullick and Lyndall Urwick

**UNIT –III**

**Human Relations Theorists:** Elton Mayo, M.P.Follet, Parisian Clerical Agency

**Bureaucratic Theorists:** Max Weber, Karl Marx

**UNIT –IV**

**Behavioral Theorists:** Chester Barnard, Herbert Simon, Chris Argyris

**Management & Leadership Theorists:** Rensis Likert, P.F. Drucker

**UNIT – V**

**Motivation Theorists:** Abraham Maslow, Douglas McGregor, WilliamOuchi, Fredrick Herzberg

**Modern Theorists:** Y.Dror, Fred.W. Riggs, Dwight Waldo

## BOOKS FOR REFERENCE

1. Ravindra Prasad, V.S.Prasad and Sathya Narayana, *Administrative Thinkers*, Sterling Publishers Pvt. Ltd., New Delhi, 2011.
2. Maheshwari. S.R., *Administrative Thinkers*, Macmillan Publications, New Delhi, 2014.
3. Amitoi Etzioni, *Modern Organisation*, Englewood Cliffs, N.J., Prentice-Hall, New Jersey, 1964.
4. Peter Self, *Administrative Theories and Politics: An Enquiry into the Structure and Processes of Modern Government*, Harper Collins Publishers Ltd, London, 1977.
5. Fadia. B.L., Kuldeep Fadia, *Public Administration-Administrative Theories And Concepts*, Sahityabhawan Publications, New Delhi, 2010.
6. Ashok Kumar, *Administrative Thinkers*, Saurabh Publishing House, New Delhi, 2008.
7. Rakesh Hooja , Ramesh K Arora , *Administrative Theories: Approaches, Concepts and Thinkers in Public Administration*, Rawat Publications, New Delhi 2007.
8. Rumki Basu, *Public Administration: Concepts and Theories*, Sterling Publication, New Delhi, 2004.
9. Rajam.M. *Thirukkural: Pearls of Inspiration*, Rupa& Co, Kolkata, 2009.
10. Sapru. R.K., *Administrative theories and Management Thought*, India Learning Pvt. Ltd, New Delhi. 2013.
11. Vikram Singh, *Public Administrative Thought*, Jawahar Publishers, New Delhi, 2003
12. Hoshiar and Pradeep Sachdeva, *Administration Theory*, KitaB Mahal Publication Allahabad, 2005.

**COURSE CODE: 182PA1M02**  
**ORGANIZATIONAL BEHAVIOUR**

**UNIT - I**

**Organizational Behaviour:** Meaning and Evolution - Importance –Types - Contemporary Challenges

**Models:** Autocratic, Custodial, Supportive and Collegial Models.

**UNIT – II**

**Individual Dimensions of Organization Behaviour:** Foundations of Individual Behaviour: Personal, Psychological, Organizational systems and resources, Environmental Factors.

**Basic Attributes :** Personality : Psychological assessment tools : 16 PF, MBTI, FIROB, EQ – Perception - Learning – Attitudes and values - Motivation : Theories and Practices.

**UNIT – III**

**Group Dimensions of Organizational Behaviour:** Interpersonal behavior –Transactional Analysis

**Group Dynamics:** Formal and Informal groups – Group Decision Making - Teamwork – Leadership – Communication – Organizational Conflicts - Stress Management – Group Shift and Diversity

**UNIT – IV**

**Organizational Dynamics:** Power and Politics, - Organization Structure - design and forms, - Ethical Behavior, Corporate Social Responsibility - Organizational Culture - Organizational Effectiveness – Sensitivity Training

**UNIT-V**

**Development Interventions:** Macro Perspectives - Organizational Change and Development - Processes in Planned Change, Change Innovation - International Organizational Behaviour - Emerging challenges – globalization - technology transformation — case studies

## BOOKS FOR REFERENCE

1. Dwivedi R.S., *Human Relations and Organizational Behaviour*, Oxford & IBH, New Delhi, 1979
2. Frances James G & Milbourn Gene, *Human Behaviour in work Environment: Managerial Perspective*, Good Year Publication Co, New York, 1980
3. Inancewich Gibson, *Organizations: Behavior, Structure and Process*, Business Publications, Texas, 1979
4. Korman Abraham K. Luthans Fred, *Organizational Behavior*, Prentice Hall, NJ, 1997.
5. Newfrom John W. & Davis, *Organizational Behaviour*, Tata McGraw Hill, New Delhi, 2004
6. Prasad L.M., *Organizational Theory and Behaviour*, Sultan Chand and Co, New Delhi, 2005
7. Prasad Lallan Banerjee, *Management of Human Resources*, Sterling, New Delhi, 1985
8. Robbins Stephen P., *Organizational Behaviour*, Prentice Hall, New Delhi, 2005
9. Singh Nirmal, *Organizational Behaviour: Concept, Theory and Practice*, Deep and Deep Publications, New Delhi, 2003.
10. Richard Pettinger, *Organizational Behaviour: Performance Management in Practices*, Routledge, 2010.
11. Treven, Sonja, Mulej, Mumtaz, Lynn, Monty, *The Impact of Culture on Organizational Behavior, Management*, Journal of Contemporary Management Issues, Vol 13, No.2, July1, 2008.
12. Von Rosenstiel, Lutz, *Employee Behavior in Organizations on the Current State of Research, Management, Review*, Vol 22, No.4, Oct 1, 2011.
13. Ricky W.Griffin, Anne M. O'Leary Kelly, Bass, *The Dark Side of Organizational Behavior*, 2004.
14. Jeong-han, Han Sang, *A Typology of Organizational Behavior: At the Cross Road of Risk and Uncertainty, Development and Society*, Vol 39, No. 2, December 2010

**SEMESTER-I**

**PAPER: 03**

**CORE**

**CREDITS-05**

**COURSE CODE: 182PA1M03**

**INDIAN CONSTITUTION**

**UNIT – I**

**Introduction** : Historical Background – Constituent Assembly of India – Philosophical Foundations of the Indian Constitution – Preamble – Fundamental Rights – Directive Principles of State Policy – Fundamental Duties – Citizenship including provisions of the Indian Citizenship Act, 1955 – Constitutional Remedies for Citizens

**UNIT – II**

**Union Government** : President – Vice President – Prime Minister – Cabinet – Parliament – Supreme Court of India – Judicial Review

**UNIT – III**

**State Government:** Governor – Chief Minister – Cabinet – State Legislature – Judicial system in States – High Courts and other Subordinate Courts.

**UNIT – IV**

**Constitutional Bodies** : Election Commission – Union Public Service Commission- State Public Service Commission – Finance Commission – National Commission for SC/ST – Comptroller and Auditor General – Attorney General of India – Advocate General of India.

**Non Constitutional Bodies** : Planning Commission – National Development Council – National Human Rights Commission – State Human Rights Commission - Central Information Commission – State Information Commission – Central Vigilance Commission – Central Bureau of Investigation – Lokpal and Lokayukta

**UNIT – V**

**Constitutional Functions:** Indian Federal System – Centre State Relations – President's Rule – Constitutional Amendments – Assessment of the working of the Parliamentary system in India.

## **BOOKS FOR REFERENCE**

1. Hoshiar Singh, *Indian Administration*, Kitab Mahal, Allahabad, 1999
2. Durga Das Basu, *Introduction to the Constitution of India*, Prentice Hall of India, New Delhi, 2014.
3. Ramesh K. Arora and Rajani Goyal, *Indian Administration: Institutions and issues*, Vishwa Prakashan, New Delhi, 1996
4. Maheshwari S.R., *Public Administration in India*, Oxford University Press, New Delhi, 2005.
5. Fadia B.L., Kuldeep Fadia, *Public Administration – Administrative Theories and Concepts*, Sahitya Bhawan Publications, New Delhi, 2010.
6. Amreshwar Avasthi, Shriram Maheshwari, *Public Administration*, Lakshmi Narain Agarwal, Agra, 2010.
7. Bidyut Chakrabarty and Prakash Chand, “*Indian Administration: Evolution and Practice*”, Sage Publications India Pvt.Ltd., 2016



**SEMESTER-I**

**PAPER: 04**

**CORE**

**CREDITS-05**

**COURSE CODE: 182PA1M04**

**PUBLIC RELATIONS MANAGEMENT**

**UNIT- I**

**The field of Public Relations:** Working definitions of PR- Four basic elements of PR- 'PUBLICS' in Public relations- Evolution of Public Relations- Need for PR activities

**Public Relation and other forms of Communication:** Public Relations and Advertising- Public Relations and Marketing- Sales Promotion- Publicity and Public Relations- Propaganda and Lobbying

**UNIT – II**

**Public Relations in Organisation :** Organizing a Public Relations Department- In-house Public Relations- Public Relations as Staff and Line Function- CEO and Public Relations- Public Relations structure in Government and Private sectors

**Functions of Public Relations:** Role of Public Relations officer- Formulation of Public Opinion- The communication process- Employee Communication- Group Communication

**Press and Public Relations-** Press and democracy- Press and Public- Press Council- Right to information- Languages and Press- Freedom of Press

**UNIT - III**

**Media and Public Relations-** Role of TV and Radio- Audio Visual Communication- Documentary films- Satellite Broadcasting- Film Censorship

**Public Relations through Publications and Journal:** Producing a house journal- History and types of house journals- Production and editing of House journals- Role of book publishing

**Oral Communication:** Forms of Oral Communications- Formal speeches- Round table conferences- Panel discussions- Questions and Answer discussion- Fundamental elements of effective speaking

**Social Media :** Importance and Impact – Digital PR

**UNIT-IV**

**Tools and techniques of PR**

Traditional and Modern Public Relations Media and their role- Folk drama, Community Songs and Dances, Puppetry, Outdoor media, Oral Communication, Cinema slides and Quickies, Labels, Neo Signs, Sky writing, Boards, Folk Art, Photographs, exhibition and fairs.

**Public Relations Writing:** Keys to effective Public Relations writing- News release- Annual Report and Balance sheets- Writing feature articles

**Corporate Public Relations:** Basic Principles- Corporate and identity- Corporate Social Responsibility- Public Relations and Industrial Relations- Public Service Communication- Corporate Advertising

## **UNIT- V**

**Public Relations and Professional Bodies-** Public Relations and Professional Bodies- Public Relations and Local Government, Voluntary bodies- Public Relations and International Organizations- Public Relations and Environmental protection, AIDS

**Public Relations and Media Laws:** Copyrights Act- The official Secrets Act- The Press (objectionable matters) Act- Libel- Slander - Contempt of Court- Right to Privacy

**Public Relations and Professional Code:** Code of Athens- Personal Credo of Bateman- Professional standards for the practice of Public Relations, Journalist Guild, Reuters, Press Trust of India.

## **BOOKS FOR REFERENCE**

1. Sam Black, *Practical Public Relations*, Universal Book Hall (Fourth Edition), New Delhi, 1976.
2. Frazier Moore and Kalupa, B. Frank, *Public Relations – Principles, Cases and Problems*, Surjeet Publications, New Delhi, 2005.
3. Sachdeva, S. Iqbal, *Public Relations – Principles and Practices*, Oxford University Press, New Delhi, 2009.
4. Mehta. D.S., *Handbook of Public Relations in India*, Allied Publishers, New Delhi, 2005.
5. Balan. K.R., *Lectures on Applied Public Relations*, Sultan and Chand, New Delhi, 1994.

**SEMESTER-I**

**PAPER: 05**

**ELECTIVE**

**CREDITS-05**

**COURSE CODE: 182PA1E01**

**HEALTH AND ENVIRONMENTAL ADMINISTRATION**

**UNIT-I**

**Environmental Administration:** Meaning, Nature and Significance of Environmental Administration-Environmental Degradation- Global Environment, Conferences, Impact , Introduction to ISO 4001.

**UNIT-II**

**Causes, Sources and Effects of Environmental Pollution:** Main Causes of Environmental Pollution- Sources and Effects of Pollution – Air – Noise – Water - Land Pollution- Tourism and Environment- Eco-Friendly Model for Industrial Complexes

**UNIT-III**

**Law, Policy and Organizational Design for Environmental Protection:** Environmental Policy-Environmental Information System (ENVIS) - Constitution and Statutory Laws- Public Interest Litigation- Judicial Approach – Strategies for Environment Management

**UNIT-IV**

**Health Care Administration:** Nature, scope and Objectives of Health Care Administration- History and Evolution of HealthCare Administration- Relationship between Health and Environment

**UNIT-V**

**Health Policies and Programmes:** Mechanism for Health Policy Formulation and Implementation- State and National Approach-Health Policies and Programmes- Ministry of Health at State and National Level- Role of WHO- NGOS

## BOOKS FOR REFERENCE

1. Francis C.M., *Hospital Administration*, J.B.Medical Publishers, New Delhi, 1995
2. Goel .S.L., *Health Care Management and Administration*, Deep and Deep, New Delhi,2004
3. SudhirDawra, *Hospital Administration and Management*, Mohit Publications, New Delhi, 2002.
4. Kailash Thakur , *Environmental Protection-Law and Policy in India*,Deep& Deep Publications,New Delhi,1999
5. Ghaliatwal, G.R., *Encyclopaedia of Environmental Management*, New Delhi, 2001.
6. Pearson S.D., Sabin J, Emanuel E.J, “*Health-care Organizations and the Quest for Ethical Evidence*, New York, Oxford University Press; 2003.
7. Steinzor R., Shudtz M, “*Sequestering Science: Secrets Threatening Public Health*, CPR White Paper, 2007..
8. Teutsch S.M, “*The evidence for evidence-based public health*, Journal of Public Health Management and Practice, 2008.
9. United Nations, ” *The Rio Declaration on Environment and Development*, United Nations Conference on Environment and Development; June 13–14; Rio de Janeiro. 1992.
10. Wagner W, Steinzor R, “*Rescuing science from Politics: Regulating and the Distortion of Scientific Research*. CPR, White Paper, 2006.

**SEMESTER-I**

**PAPER: 05**

**ELECTIVE**

**CREDITS-05**

**COURSE CODE: 182PA1E01**

**TOURISM MANAGEMENT**

### **UNIT -I**

**Introduction:** Definitions and Concepts, tourist destination, services and industry, definition and historical development, Post world war, National Tourism Policy, General Tourism Trends.

**Types of Tourists:** Visitor, Traveller, and Excursionist–Definition and differentiation. Tourism, recreation and leisure, their inter–relationships.

### **UNIT -II**

**Tourism Products & Attraction:** Nature, Characteristics and Components of Tourism Industry - Why is it different from other types of consumer product?

Elements and characteristics of tourism products, production system, tourism product life cycle and typology of tourism products.

### **UNIT -III**

**Types of Tourism:** Inter–regional and intra–regional tourism, inbound and outbound tourism, domestic, international tourism.

**Forms of Tourism:** religious, historical, social, adventure, health, business, conferences, conventions, incentives, sports and adventure, senior tourism, special interest tourism like culture or nature oriented, ethnic or ‘roots’ tourism and VFR.

**Tourist Transportation:** Air transportation - The airline industry present policies, practices. Functioning of Indian carriers. Air Corporation Act, Air charters.

### **UNIT -IV**

**Surface Transport:** Rent-a-car Scheme and Coach-Bus Tour, Fare Calculation, Transport & Insurance documents, All-India Permits

**Rail Transport:** Major Railway Systems of World, (Euro Rail and Amtrak) General information about Indian Railways, Types of rail tours in India: Palace-on-Wheels and Royal Orient, Deccan Odyssey, Toy Trains and rail Pass.

**Water Transport:** Historical past, cruise ships, ferries, hovercrafts, river and canal boats, Fly-cruise.

## **UNIT –V**

**Issues :** Tourism and environment, Tourism and employment, Tourism and economy, eco tourism, technological impact, globalization.

**A study of International Tourism Organizations:** Origin, location and functions of WTO, IATA, PATA, ASTA, UFTAA, and ICAO.

## BOOKS FOR REFERENCE

1. Mill and Morrison, *The Tourism System: An Introductory Text*, Prentice Hall, 1992.
2. Cooper, Fletcher et al, *Tourism Principles and Practices*, Pitman, 1993.
3. Burkart and Medlik, *Tourism: Past, Present and Future*, Heinemann, ELBS, 1981.
4. Mill, R.C., *Tourism: The International Business*, Prentice Hall, New Jersey, 1990.
5. Brotherton, B., *Researching Hospitality and Tourism, A Student Guide*, Sage Publications, 2008.
6. Veal, A. J., *Research Methods for Leisure and Tourism, A Practical Guide*, 3rd ed, Prentice Hall, 2006.
7. Mills, M. and Rob Law (Editors), *Handbook of Consumer Behaviour, Tourism and the Internet*, Haworth Press Inc., U.S. 2005.
8. Ghodsee, Kristen R., *The Red Riviera: Gender, Tourism and Post Socialism on the Black Sea*, Duke University Press, 2005.
9. Gyr, Ueli, *The History of Tourism: Structures on the Path to Modernity*, European History Online, Mainz: Institute of European History, 2012.
10. A.k.Bhatia, *Tourism Development : Principles & Practice*, Sterling Publishers, New Delhi, 2015.
11. Kshitiz Sharma, *Introduction to Tourism Management*, McGraw Hill Education (India) Private Limited, New Delhi, 2014.



**SEMESTER-II**

**PAPER: 06**

**CORE**

**CREDITS-04**

**COURSE CODE: 182PA2M01**

**MODERN ADMINISTRATIVE SYSTEMS**

**UNIT-I**

**Constitution of USA :** Salient features – Executive – Legislature – Judiciary

**Administrative System of USA :** Civil Service – Local Government

**UNIT-II**

**Constitution of U.K. :** Salient features – Executive –Legislature – Judiciary

**Administrative System of U.K :** Civil Service – Local Government

**UNIT-III**

**Constitution of France :** Salient features – Executive – Legislature - Judiciary

**Administrative System of France :** Civil Service – Local Government

**UNIT IV**

**Constitution of Japan :**Salient features – Executive – Legislature - Judiciary

**Administrative System of Japan :** Civil Service – Local Government.

**Constitution of China :** Salient features – Executive – Legislature – Judiciary

**Administrative System of China :** Civil Service – Local Government

**UNIT -V**

**Constitution of Switzerland :**Salient features – Executive –Legislature - Judiciary

**Administrative System of Switzerland :** Civil Service – Local Government

## BOOKS FOR REFERENCE

1. Almond, Gabriel. A. and Coleman, James. S., *The Politics of the Developing Areas*, Princeton University Press, Princeton, 1970.
2. Vishnoo Bhagwan and Vidhya Bhushan, *World Constitutions*, Sterling Publishers Private Limited, New Delhi, 2006.
3. Gokulesh Sharma, *Select World Constitutions*, Deep & Deep Publications Pvt. Ltd., Sultan Chand Publications, New Delhi, 1998.
4. Kapoor A.C., *Select Constitutions*, Sterling Publishers Private Limited, 2006.
5. Maheshwari S.R., *Comparative Government and Politics*, Lakshmi Narayan Agarwal, 2001
6. Merk Peter. H., *Modern Comparative Politics*, Rineheart and Winston, New York, 1970.
7. Bhagawan and Vishnoo., *World Constitution – A Comparative Study*, Sterling, New Delhi, 2012.
8. Kapur A.C., *Select Constitutions*, S.Chand, New Delhi, 2011
9. J. C Johari., *World Constitutions* , Lotus Press, New Delhi, 2012.

**SEMESTER-II**

**PAPER: 07**

**CORE**

**CREDITS-04**

**COURSE CODE: 182PA2M02**

**PUBLIC POLICY ANALYSIS**

**UNIT – I - Introduction**

**Concept of Public Policy:** Meaning of Public and Policy – Nature - Scope and Significance, Public Policy Cycle

**Models of Public Policy Studies:** - --Approaches : System's Model – Institutional Approach – Rational Policy Making Model – Simon's Bounded Rationality – Lindblom's Incremental Approach – Public Choice Approach

**Types of Public Policy:** Regulatory – Welfare – Distributive and Re-distributive

**UNIT – II – Policy Formulation**

**Constitutional Framework for Policy Making: Institutional Factors:** Legislative – Executive – Judiciary

**Forces in Policy Making:** Policy Advocacy, Policy Lobbying, Policy engagement, Citizens – Media – Pressure Groups – Political Parties

**External Agencies:** World Bank – IMF – ADB

**UNIT - III Policy Implementation**

**Public Policy Delivery Agencies:** Elements in implementation - Implementers and Implementation techniques- Bureaucracy and other Administrative Organizations, Legislative bodies, Judicial bodies, Community groups, Influence of political structures

**Approaches to Policy Implementation:** Top- down model, Bottom-Up Model, Policy Action Model, Managerial Approaches, inter-organizational interaction approach, synthesis of bottom-up and top-down implementation approaches

**Problems in Policy Implementation:** Conceptual – Political and Administrative problems – Conditions for successful Implementation

**UNIT – IV Policy Evaluation**

**Policy Monitoring:** Approaches and Techniques – Constraints – Measures for Effective Monitoring

**Policy Evaluation:** Functions - Criteria - Forms of Policy evaluation – Evaluating Agencies - Techniques and problems in Policy evaluation

## **UNIT – V: Public Policies**

Food Policy, Housing Policy, Employment Policy, Education Policy, Population Policy, Right to Information, Energy Policy, Information Technology policy

### **BOOKS FOR REFERENCE**

1. Pardeep Sahni, O., *Public Policy- Conceptual Dimension*, Kitab Mahal, Allahabad, 1987.
2. Sapru R.K.: *Public Policy – Art and Craft of Policy analysis*, PHI Learning Pvt. Ltd., New Delhi, 2011.
3. Frank Fischer, Gerald. J. Miller, Mara S. Sidney, *Handbook of Public Policy Analysis*, C.R.C. Press, New York, 2006.
4. Parson.D.W., *Public Policy: An Introduction to the Theory and Practice of Policy Analysis*, Edward Elgar Publishing, 2010.
5. Prabir Kumar De, *Public Policy and Systems*, Pearson Education India, New Delhi, 2012.
6. Sapru R.K., *Public Policy – Formulation, Implementation and Evaluation*, Sterling Publishers Pvt. Limited., New Delhi, 2010.
7. Vaidyanatha Ayyar, *Public Policy Making in India*, Pearson Education India, New Delhi, 2009.

**SEMESTER-II**

**PAPER: 08**

**CORE**

**CREDITS-05**

**COURSE CODE: 182PA2M03**

**PUBLIC FINANCIAL ADMINISTRATION**

**UNIT-I**

**Public Financial Administration:** Nature, scope, significance evolution and principles.

**Fiscal and Monetary policies:** Constitutional provisions and Acts.

**UNIT -II**

**Budget :** Concept -Functions - Principles

**Contemporary Approaches to Public Budgeting –**

- a) Line Item Budgeting
- b) Performance Budgeting
- c) Planning, Programming and Budgeting System
- d) Zero Based Budgeting

**Budgetary Process in India**

- (a) Formulation of Budget – Stages /Process
- (b) Enactment of Budget –
  - (i) Constitutional Provisions
  - (ii) Stages in Enactment
- (c) Execution of Budget –
  - (i) Expenditure Part
  - (ii) Revenue Part.

**Budgetary Process:** UK and USA

**UNIT-III**

**Accounting System in India:** Concepts of Accounts -Separation of Accounts from Audit  
Departmentalization of Accounts - Controller general of Accounts

**Tax Administration in India:** Central Board of Direct Taxes - Indirect taxes, Tax reforms,  
GST

**Union – State Financial Relations:** Division of Powers and Functions -Division of  
Resources

## **UNIT –IV**

**Ministry of Finance:** Organizational Structure, powers and functions

**Finance commission of India:** Role and functions.

### **Control over Public Finance in India**

- a) Administrative Control Over Public Expenditure
- b) Parliamentary Control Over Public Expenditure
  - (i) Estimates Committee
  - (ii) Public Accounts Committee
  - (iii) Committee on Public Undertakings
- c) Audit Control Over Public Expenditure
  - (i) Role of Audit
  - (ii) Comptroller and Auditor General of

India Investment decisions in Government

## **UNIT –V**

**Deficit Financing : Concepts – Role of Deficit Financing**

**Public Debt Management in India:** Concepts and Challenges

**Revenue Mobilization:** Resources and current Challenges

**Liberalization, Privatization and Globalization in India. :** Issues and Trends

## **BOOKS FOR REFERENCE**

1. Fadia B.L., Kuldeep Fadia, *Public Administration-Administrative Theories and Concepts*, Sahitya Bhawan Publications, New Delhi, 2010.
2. Amreshwar Avasthi, Shriram Maheshwari, *Public Administration*, Lakshmi Narain Agarwal, Agra, 2010.
3. Batsya. K.N., *Financial Administration in India*, Haryana Sahitya Academy, Chandigarh, 1993.
4. Goel. S.L., *Public Financial Administration*, Deep & Deep Publications, New Delhi, 2002.
5. Lal G.S., *Financial Administration in India*, Sterling Publications, New Delhi, 1998.
6. Handa. K.L., *Financial Administration in India*, IIPA, New Delhi, 1988.

**SEMESTER-II**

**PAPER: 09**

**CORE CREDITS-04**

**COURSE CODE: 182PA2M04**

**INDIAN ADMINISTRATION**

**UNIT-I**

**UNIT –I**

**Introduction** : Kautilya's Arthashastra, Mughal administration, Legacy of British rule in politics and administration – Evolution of Indian Administration in the Colonial Period - Post Independence Indian Administration

**UNIT- II**

**Union Administration:** Cabinet Secretariat, Prime Minister's Office, Central Secretariat, Ministries and departments, Boards and Commission

**State Administration:** State Secretariat, Chief Secretary, Directorates.

**District Administration:** Changing role of the Collector, Union-State local relations, District administration and democratic decentralization

Urban and Rural Administration in India

**UNIT- III**

**Civil Services:** Constitutional Position, structure, recruitment, training and capacity building, Good Governance initiatives, code of conduct and discipline, staff associations, political rights, Grievance redressal mechanism, Civil service neutrality, Civil service activism.

**UNIT- IV**

**Introduction to Police Administration:** Nature and Scope, Evolution and Approaches of Police Administration

**Organisation and Structure:** Ministry of Home Affairs- State Home Department-Police Organisation and Structure- the Police Personnel- the Departments- National, State and District levels–Traffic Police Administration- All Women Police Stations

**Branches of Police and Police Forces:** Central Intelligence Bureau- National Crime Records Bureau- Central and State Level Police Forces- Specialized and Auxiliary Forces

**UNIT- V**

**Issues in Indian Administration** : Administrative reforms in India : Major Committees and Commissions, Generalist Vs Specialists.

**Major Debates** – Centralization Vs Decentralization; Inter-State Water Disputes; Corruption and Accountability; Peoples' Participation – Regulatory Commissions - Values and Ethics in administration

## **BOOKS FOR REFERENCE**

1. Subash C.Kashyap, *Our Constitution*, National Book Trust, India, 2011.
2. Subash C.Kashyap, *Our Parliament*, National Book Trust, India, 2011.
3. Subash C.Kashyap, *We, The People and Our Constitution*, Universal Law Publishing, LexisNexis, Nagpur, 2017.
4. Hoshiar Singh, *Indian Administration*, Kitab Mahal, Allahabad, 1999
5. Ramesh K. Arora and Rajani Goyal, *Indian Administration: Institutions and issues*, Vishwa Prakashan, New Delhi, 1996
6. Maheshwari S.R., *Public Administration in India*, Oxford University Press, New Delhi, 2005.
7. Fadia B.L.,Kuldeep Fadia, *Public Administration – Administrative Theories and Concepts*, Sahitya Bhawan Publications, New Delhi, 2010.
8. Amreshwar Avasthi, Shriram Maheshwari, *Public Administration*, Lakshmi Narain Agarwal, Agra, 2010.
9. Bidyut Chakrabarty and Prakash Chand, “*Indian Administration: Evolution and Practice*”, Sage Publications India Pvt.Ltd., 2016



**SEMESTER-II**

**PAPER: 10**

**ELECTIVE**

**CREDITS-05**

**COURSE CODE: 182PA2E05**  
**SOCIAL WELFARE ADMINISTRATION**

**UNIT – I**

**Social Welfare Administration:** Evolution – Concept – Nature - Theoretical approaches to the study of Social Welfare

**Social Welfare Policies:** Central and State Government since Independence

**Social Welfare:** National and International perspectives

**UNIT – II**

**Social Welfare Administration at Central Level:** Constitutional Provisions for Women and Child -Ministry of Welfare – Ministry of Social Justice and Empowerment - Activities of the Ministry – Development — Ministry of Human Resource Development – Department of Women and Child Development - Activities of the department – CSWB - Social Audit

**Social Welfare Administration at State Level with reference to Tamil Nadu :**

Administrative Organization and Activities of the Department – Child and Women Welfare schemes – General welfare schemes – Tamil Nadu State Social Welfare Board.

**Social Defense :** National Institute of Social Defense

**UNIT – III**

**Welfare of the Differently Abled :** Magnitude of the problem – National Institute for the Disabled

**Welfare of the Drug Addicts:** Factors contributing to Drug Addiction and Drug Trafficking – Drug Abuse in India – Welfare Programmes for the Addicts – Public awareness and Prevention education Prisoners Welfare, Juvenile Delinquency

**UNIT - IV**

**Concept of Non-Governmental Organizations** – Nature - Scope - Importance Of Non-Governmental Organizations.

**Non Governmental Organizations:** Registration, Components of Bye-laws ,Structure of NGOs.

-Foreign Aid to Voluntary Organizations – FCRA,

## **UNIT – V**

**Role of Voluntary Organization in India :** CRY, Banyan, SOS

**NGOs in Community Development:** Different areas of involvement by NGO's – Financial and Administrative Autonomy of NGOs – Need for reforms in NGOs

**International Agencies of Social Welfare:** World Vision, Amnesty International, International Council for Social Welfare (ICSW)

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**SEMESTER-II**

**PAPER: 10**

**ELECTIVE**

**CREDITS-05**

**COURSE CODE: 182PA2E05**

**ADMINISTRATION OF NON-GOVERNMENTAL ORGANISATIONS**

**UNIT-I**

**Concept of Non-Governmental Organizations** – Nature - Scope - Importance of Non-Governmental Organizations.

Evolution of Voluntary Action in India: During Pre and Post Independence.

**UNIT-II**

**Role of Voluntary Organizations in Social Welfare**–NGOs in Community Development

– Different Areas of Involvement by NGOs -

**UNIT-III**

**Non Governmental Organizations:** Registration, Components of Bye-laws ,Structure of NGOs.

-Foreign Aid to Voluntary Organizations – FCRA,

**UNIT-IV**

**Management of NGOs** - Personnel Management in Non-Government Organizations- Financial and Administrative Autonomy of NGOs –Relationship between Government and Voluntary Organizations – Fundraising : Sources, rules and practices

Role of Home Ministry , Ministry of Social Welfare of Government of India

**UNIT-V**

**Challenges , issues and problems of NGOs-** Challenges of NGO's in Globalised

Economy-Role of NGO's in Environmental Protection-Issue of Ethics-integrity,

–Need for reforms in NGOs.

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1. Petter Wittels, *The influence of Non Governmental Organization in the UN System*, The Brookings, Institute, Washington D.C. 1996
2. Alnoor Ebrahim, *NGOs and Organizational Change – Discourse, Reporting and Learning*, Cambridge University Press, England, 2003.
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6. Bernal, Victoria and Inderpal Grewal (eds.), *Theorizing NGO : States, Feminisms, and Neoliberalism.*, Durham: Duke University Press, 2014.
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**SEMESTER-III**

**PAPER: 11**

**CORE**

**CREDITS-05**

**COURSE CODE: 182PA3M01**  
**HUMAN RESOURCE MANAGEMENT**

**UNIT – I**

**Introduction to Human Resources Management:** Evolution - Objectives – Importance - Functions of a HR Manager.

**Human Resource Policies:** Need and Importance – Types – Scope –Essentials of Sound Human Resources Policies.

**Human Resource Planning:** Meaning – Importance – Factors affecting Human Resource Planning – Planning Process - Job Analysis and Design– Requisites and Barriers of Human Resource Planning

**UNIT – II**

**Recruitment and Selection:** Meaning – process - Sources and Techniques– recruitment policy – Competency mapping - Placement, Induction, Training, Transfers and Promotions.

**Training and Development:** Meaning – Need – Objectives – Principles of Training – Training Process and Methods: On-the-job method and off-the-job-method – Impediments to Effective Training

**Termination of Services:** Resignation, Dismissal, Lay off, Retrenchment, Closure and Voluntary Retirement Schemes, Exit Interviews, Prevention of employee turnover.

**UNIT – III**

**Wage and Salary Administration:** Compensation Management – Issues and Components - Principles – Factors affecting wages – Methods of Wage Payment – Process of Wage Determination – Wage Policy in India – Employee Motivation - Incentive Compensation.

**Employee Records, Research and Audit:** Objectives – Significance of Human Resource Reports – Techniques of Human Resource Research – Concept of Human Resource Audit – Objectives of HR Audit.

**Employee Welfare and Social Security:** Types of Welfare Services – Statutory Provisions - Employee Welfare Programmes and Social Security in India – concept and scope.

**UNIT – IV**

**Performance Appraisal:** Importance – objectives – Process - Performance Appraisal methods – Essential of a Good Appraisal System and Challenges

**Job Evaluation:** Objectives – process – advantages – limitations – Essentials of successful job evaluation – methods

**Discipline and Grievance Redressal:** Types of Discipline -Causes of indiscipline —  
Principles and Procedure for Disciplinary Action - Essentials of a Good Disciplinary System  
–Code of Discipline – Grievance Redressal in Indian Industry.

#### **UNIT - V**

**Collective Bargaining:** Meaning – Features and Importance of Collective Bargaining –  
Benefits of Collective Bargaining – Process of Negotiations – Condition Essential for  
successful Collective Bargaining

**Industrial Relations:** Nature – Importance – Approaches. Industrial Disputes: Causes –  
Prevention and Settlement

**Trade Union:** Nature – Objectives – Functions – Trade Union Movement in India -  
Organization Structure – Registration – Rights and Liabilities of a Registered Trade Union –  
Recognition – Problems and Shortcomings of Trade Unions.

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**SEMESTER-III**

**PAPER: 12**

**CORE CREDITS-04**

**COURSE CODE : 182PA3M02**

**DEVELOPMENT ADMINISTRATION**

**UNIT- I**

**Introduction :** Concept, Nature, Scope and importance of Development administration- Approaches and Strategy for Development Administration - New Public Administration- Public Choice Approach- New Public Management.

**Comparison between Traditional Administration and Development Administration–** Similarities and Differences between Public administration and Development administration, Significant features and problems encountered by developing countries and Political Modernization.

**UNIT - II**

**Sustainable Development:** Meaning - Conventions- Challenges.

**Development Economics:** Economic Growth and Development, Income and Poverty, Public Economics and the Government, Human Development and HDI.

**Comparative Approach to Development Administration:** Evolution–Significance– Scope- Approaches to the study of Comparative Public Administration–F.W. Riggs - Edward Weidner - Paul Appleby –A.D. Gorwala.

**UNIT-III**

**Machinery of Development:Planning at the Central level:** Role of Planning Commission and National Development Council in making national plans, Five year plans –an evaluation.

**Planning at the State level:** State Planning Boards –Objectives and functions - their role in regional development.

**Planning at the local level:** Role of District Planning Committee in making District Plan, District Rural Development Agency (DRDA),Block Level Planning, Development Bureaucracy - need and changes in the structure and nature of bureaucracy at the grass roots,role of community development and Panchayati Raj in rural development.

**UNIT-IV**

**Fields of Development Administration:** Area Development and Tribal Development Administration, Agricultural Development-Green Revolution, White Revolution, Blue Revolution - Social Forestry.

**Industrial Development:** Heavy and Large Scale Public Sector Enterprises, Medium Industries, Small Scale and Cottage Industries, Co-operative Sectors - Infrastructural Development and Human Resources Development - Information and Communication Technology.

## **UNIT-V**

**Development Administration- Recent trends:** Role of International agencies in development –World Bank,IMF, IFC and Asian Development Bank.

**Challenges for Development Administration:** Administrative Accountability and Transparency, Administrative Communication, Role of Middlemen and Corruption, People's participation

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1. Goel.S.L.,*Development Administration*,Deep & Deep Publications Pvt. Ltd. New Delhi, 2010.
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**SEMESTER-III**

**PAPER: 13**

**CORE**

**CREDITS-05**

**COURSE CODE: 182PA3M03**

**LOCAL GOVERNMENT IN INDIA**

### **UNIT - I**

**Concepts:** Democracy – Types of Democracy: Direct and Representative – Basic Principles of Democracy: Pluralism, - Decentralization – Types: Deregulation, Decentralisation, Delegation and Devolution – Major Principles: Subsidiary and Autonomy – Democratic Decentralization – Challenges to Democratic Decentralization

### **UNIT - II**

**Local Government:** Meaning, Nature and Importance – Community Development Programmes– Important Committees: Balwant Rai Mehta (1957), Ashok Mehta (1978), LM Singhvi (1986) - 64th Constitutional Amendment Bill (1989) - 65th Constitutional Amendment Bill (1989)

### **UNIT - III**

**Rural Local Government:** 73rd Amendment Act (1992) - Major Features - 11th Schedule of the Constitution – Significance of Gram Sabha – Resources for Panchayati Raj Institutions (PRI) – Control over Rural Local Bodies - Difficulties and Issues in functioning – Suggestions for empowerment of PRIs

### **UNIT - IV**

**Urban Local Government:** Emerging trends of Urbanisation in India, 74th Amendment Act (1992) – Major Features – 12th Schedule of the Constitution - Types of Urban Local Government Institutions (LGI) – Major sources of revenue – Control over Urban Local Bodies - Difficulties and Issues in functioning – Suggestions for empowerment of Urban LGIs

### **UNIT - V**

**Major Rural Development Programmes:** Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) – Swarna Jayanti Gram Swarozgar Yojana (SGSY) / National Rural Livelihood Mission (NRLM) - Indira Awaas Yojana (IAY) - National Rural Health Mission (NRHM) - Total Sanitation Campaign/Swachh Bharat Abhiyan – Recent Schemes

**Major Urban Development Programmes:** Jawaharlal Nehru National Urban Renewal Mission (JNNURM), Swarna Jayanti Shahari Rozgar Yojana (SJSRY) and Rajiv Awaas Yojana (RAY). - Recent Schemes

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**SEMESTER-III**

**PAPER: 14**

**CORE**

**CREDITS-04**

**COURSE CODE : 182PA3M04**  
**RESEARCH METHODOLOGY**

**UNIT – I**

**Research Methodology:** Meaning, Objectives, Types of research, Social Science Research and its Scope.

**Traditional methods of Inquiries:** Philosophical, Historical, Legal and Institutional

**UNIT – II**

**Social Science Research:** Problem formulation and Hypothesis – Identification Variables, Scientific methods in social science research - – Problems of Values in Social Science research.

**UNIT – III**

**Research Design:** :Definition, Essentials of Research Design, Significance, Kinds of Research Designs –

**Data Collection:** Sources : Primary and Secondary, Methods : Observation, Survey, Questionnaire Schedule and Interview, Case Study, Panel Study.

**UNIT – IV**

**Sampling :**Principles, process and types of sampling

**Scaling :**Techniques, Types and Comparison of measurement scales

**UNIT – V**

**Data Processing:** Steps in Data Processing, Tools and Techniques, Data Analysis, Data Interpretation .Report/Thesis Writing

**Current Trends and Ethical Issues in research:** Mono and Multidisciplinary Research – Citation methods and rules- Plagiarism and self-Plagiarism, use of computer electronic devices in research, – significance of theoretical contribution ( Social Issue v/s theoretical perspective)

**BOOKS FOR REFERENCE**

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**SEMESTER-III**

**PAPER: 15**

**ELECTIVE**

**CREDITS-05**

**COURSE CODE : 182PA3M04**

**INTERNATIONAL ORGANIZATIONS**

**UNIT – I**

**International Organizations** : Definition, Purpose, Types, Role and Significance, Evolution : The Peace Settlement of 1919, Treaty of Versailles 1919.

**UNIT – II**

**United Nations Organization & its Principal organs:** The General Assembly, The Security Council, the Economic and Social Council, The Trusteeship Council, International Court of Justice, The Secretariat

**Specialized Agencies of the UNO:** Food and Agriculture Organization (FAO ) -International Atomic Energy Agency (IAEA) -International Maritime Organization (IMO)-International Trade Center - - World Health Organization (WHO)

**UNIT – III**

**International Financial Institution and Development Politics:** International Monetary Fund (IMF)-World Bank (WB) - Asian Development Bank (ADB) - Impact of Multi-National Companies(MNC's)&Trans-National Companies (TNC's).

**UNIT – IV**

**International Humanitarian Organizations:** - International Labor Organization (ILO) – UNICEF – UNAIDS-United Nations Children's Fund (UNICEF)-United Nations Education Scientific And Cultural Organization (UNESCO)- United Nations Human Rights Council (UNHRC), United Nations Fund for Population Activities(UNFPA), Role of Non state Actors

**UNIT – V**

**Global & Regional Organizations:** Group of 8 (G8)-Group of 20 (G20) -Group of 77 (G77) - Oil and Petroleum Exporting Countries (OPEC), BRICS, BIMSTEC, TPP

**Multilateral Agencies :**North Atlantic Organization (NATO), European Union (EU), Asia-Pacific Economic Cooperation (APEC), Association of Southeast Asian Nations (ASEAN), South Asian Association of Regional Cooperation (SAARC), Commonwealth Nations

**BOOKS FOR REFERENCE**

1. Khanna.V.N.,*International Relations*, Vikas Publishing House, U. P(Noida), 2008.
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**SEMESTER-III**

**PAPER: 15**

**ELECTIVE**

**CREDITS-05**

**COURSE CODE : 182PA3E01**

**DISASTER MANAGEMENT**

### **UNIT-I**

**Introduction:** Meaning- Definition- Goals and Significance of Disaster Management- Traditional and New Disaster Threats- Aspects of Disaster-Vulnerability and Risk Assessment and reduction -Decision Making in Crisis Management

### **UNIT-II**

**Types of Disasters: Natural :**Wind- Cyclone Storm- Tidal Wave- Bush Fires- Water-Flood- Flash flood- Drought- Tsunami- Earthquake- Landslide- Epidemics-Volcanic.

**Man Made -** Communal Riot- Road Accident- Industrial Accident- Fire – Cross Border Terrorism –Oil Spills – Chemical War – Biological War

### **UNIT-III**

**Disaster Management in India :**Administrative machinery at Union, State and District Level.

**Tools and Techniques of Disaster Management:** Role of Information Technology in Disaster Management and Satellite control mechanism, Early warning system.

**Disaster Legislation:** National Disaster Management Act 2005, National Disaster Management Authority (NDMA), State Disaster Management Authority (SDMA), District Disaster Management Authority (DDMA) and Local Disaster Management Authority

### **UNIT –IV**

**Disaster Management Cycle :** Prevention-Mitigation- Preparedness-Response- Recovery- Logistics-Post Disaster Review- Role of Stakeholders- Allocation of fund - Coordination

### **UNIT-V**

**Institutional Framework of Disaster Management:** Role of Non- governmental organization-Inter Agencies – Specified Agencies and their role- International, National (National Response Force) , State and District - Research in Disaster Management- GIS, Remote Sensing

## BOOKS FOR REFERENCE

1. Mukesh Kapoor, *Disaster Management*, Saurabh Publishing House, New Delhi, 2010.
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**SEMESTER-IV**

**PAPER: 16**

**CORE**

**CREDITS-04**

**COURSE CODE : 182PA4M01**

**ADMINISTRATIVE LAW**

### **UNIT -I**

**Administrative Law:** Nature – Scope - Reasons for the growth and development of Administrative Law - Constitutional Law and Administrative Law.

**Rule of Law:** Meaning - Rule of Law and Administrative Law - Rule of Law under the Indian Constitution.

**Droit Administration :** Meaning and Development – Conseil D’Etat of France.

**Doctrine of Separation of Powers:** Historical Background - Meaning and Importance – Separation Of Powers in U.S.A., U.K., and India.

### **UNIT -II**

**Delegated Legislation:** Meaning - Growth of Delegated Legislation, Permissible and Impermissible Delegation - Types of Delegated Legislation: Normal type, Exceptional type, Henry VIIIth Clause, Delegated Legislation excluding Judicial Review.

**Control Over Delegated Legislation :** (a) **Procedural control** –Prior consultation of interests likely to be affected by proposed Delegated Legislation - Prior publicity of proposed rules and regulations - Publication of Delegated Legislation (b) **Parliamentary control:** Parliamentary control in India - The practice of ‘Laying in England’ - Scrutinizing Committees (c) **Judicial control:** The Enabling Actor Delegating Statute being unconstitutional - The subordinate Legislation violating the Constitution - The Subordinate Legislation is ‘Ultra Virus’ in the Delegating Act - Case Laws.

### **UNIT-III**

**Administrative Tribunals and Administrative Adjudication:** Meaning of Administrative Tribunals - Salient features - Distinction between Administrative Tribunals and Courts.

**Principles of Natural Justice – “Doctrine of Bias” :** Meaning and Scope -Types of Bias: Pecuniary Bias – Case Laws - Personal Bias – Case Laws - Bias as to Subject Matter – Case Laws.

**Audi AlteramPartem– Rule of Natural Justice :** Meaning and Definition -Incidents of Audi AlteramPartem Rule : Notice - Hearing - Right to represent by the counsel - Exceptions to the Audi AlteramPartem Rule.

#### **UNIT -IV**

**Ombudsman:** Needs and Importance - Office of Ombudsman - Lokpal and Lokayukta - The Central Vigilance Commission.

**Judicial Control over Administrative Action:-** General Principles – Judicial Review in India.

**Constitutional Remedies :**Writ of Habeas Corpus -Writ of Mandamus- Writ of Certiorari - Writ of Prohibition - Writ of Quo-Warranto

#### **UNIT –V**

**Public Interest Litigation:** Meaning of Public Interest Litigation - Growth of Public Interest Litigation - Characteristics of Public Interest Litigation

**Equitable Remedies:** Injunction. - Declaratory Action - Action for Damages

**Suits against Government in Torts and Contracts:** Liability for Torts - Act of State

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**SEMESTER-IV**

**PAPER: 17**

**CORE**

**CREDITS-04**

**COURSE CODE: 182PA4M02**

**E – GOVERNANCE IN INDIA**

### **UNIT-I**

**E-Governance:** Definition, Meaning , Scope and Importance, Traditional Governance –Need For Reform – Re-Engineering And Government Process – Government Policy On E-Governance, Citizen Centric Government -E-Government Services-Differentiation Of G2C, G2G, G2B, G2E - Stages of E-Government development, Current Status-Indian and Global Foundations.

### **UNIT-II**

**Models and Trends in E-Governance:** E-Governance Maturity Model -6C Model –Concept of Public Private Partnership-Technology Frame work for E-governance, E-government and E-Governance, E-Governance and Good Governance.

### **UNIT-III**

**Prospects of E-governance at Union , State and local level :**National E-Governance Plan - Central Mission Mode Projects-State Mission Mode Projects-Integrated Mission Mode Projects -Implementation Strategy -Components – IT Act 2000, National E-Governance Plan Programme Management Unit- National Informatics Center – - Information Technology Enabled Service (ITES)

**E-governance in Rural Local Bodies:** Urban Local Bodies-E-Management of Development Projects at Rural and Urban local bodies (JNNURM) -Effective Service Delivery through E-Governance -Transparency and Accountability at Grass root Level.

### **UNIT-IV**

**Role of E-Governance in various sectors:** Major E-governance Projects: Gyandoot, Warna, E-choupal, E-Bhoomi, E-Governance in Noida City, Raj Nidhi, RakshaBhoomi. E-Seva (Electronic Citizen Services) -PDS, transport, agriculture, Health, Education, Judiciary, ELCOT

### **UNIT-V**

**Issues and Challenges of E-governance :**Women and E-Governance – Asynchronous Learning-Cyber Security–Surveillance-Socio-Economic Issues -Digital Divide-Capacity Building -Socio-Political implications of E-Governance -Issues of integration –Networking with NGOs, CBOs -Government resource planning and process re-engineering, Challenges of e-Governance.

## BOOKS FOR REFERENCE

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**SEMESTER-IV**

**PAPER:18 CORE**

**CREDITS-04**

**COURSE CODE: 182PA4M03**  
**ADMINISTRATION OF PUBLIC ENTERPRISES**

**UNIT-I**

**Evolution and Scope:** Public Enterprises in India- Philosophy, Objective and Performance, their contribution to the economy

**Economic Administration of the State:** Nature and Scope - the rationale for Governmental intervention in the economy, the State versus Market debate

**UNIT-II**

**Types of Public Enterprises:** Boards, Public Corporation, Public Company, Department form, Bureau of Public Enterprises

**Management of Public Sectors: PSEB,** Personnel Management - Recruitment, Training and development in Public Enterprises, Pay, Promotion, Retirement and Grievance Redressal in Public Enterprises

**UNIT- III**

**Pricing Policies in Public Enterprises:** Pricing theories - Marginal Cost theory, Average Cost theory, Import Parity Theory, Two part tariff theory, Import - export theory.

**Efficiency and Ethical Behaviour in Public Enterprises:** Efficiency criteria- Profit or loss, contribution to national economy, external auditing, minimisation of wastage, social responsibility, Department of Public Enterprises- Code of ethics and business conduct for the employees of Public sectors - code of ethics for Indian Industry.

**UNIT-IV**

**Impact of Economic Reforms:** Globalization & its impact on Public Enterprises - Privatization, Disinvestment and efforts for reviving Public Enterprises in India.

**Accountability and Control:** Techniques of Legislation and Ministerial control - Autonomy, Accountability & Reforms in Public Enterprises.

**UNIT-V**

**Case Studies**

- a. British Broadcasting Corporation
- b. Damodar Valley Corporation
- c. Tennessee Valley Corporation
- d. ELCOT

Industrial Development of Vidarbha and Impact of post liberalisation of policies on Rural Industrialisation

## BOOKS FOR REFERENCE

1. Ghosh, *Indian Economy- Its nature and problems*, The World Press Pvt., Calcutta, 1998.
2. Hoshier Singh and Mohinder Singh, *Public Enterprises in India- A Plea for reforms*, Sterling Publishers, New Delhi, 1990.
3. Aggarwal. A.N., *Indian economy*, Wiley Eastern Ltd., Delhi, 1987.
4. LaxmiNarain, *Principles and Practice of Public Enterprises Management*, S. Chand, New Delhi, 2005.
5. Om Prakash, *The Theory and Working of State Corporations*, Orient Longman, New Delhi, 1996.
6. Ananda Rao, C. R., *Public Enterprises and Parliamentary Committee in India*, Chung Publications, Allahabad, 1998

**SEMESTER-IV**

**PAPER: 19          CORE**  
**COURSE CODE: 182PA4M03**  
**DISSERTATION**

**CREDITS-05**

**SEMESTER-IV**

**PAPER: 20          ELECTIVE**

**CREDITS-05**

**COURSE CODE : 182PA4E01**

**HUMAN RIGHTS ADMINISTRATION**

### **UNIT – I**

**Introduction to Human Rights:** Evolution, Nature , Scope, Theoretical Foundations of Human Rights.

**Approaches to Human Rights:** Natural Rights Approach, Utilitarian Approach, Liberal-Egalitarian Approach.

**Human Rights in the International Legal Framework:** Obligations in International Law, Development of Human Rights as part of International Law, International Tribunals.

### **UNIT–II**

**International Humanitarian Law:** Origin and development– Principles - Protection.

**United Nations Human Rights Commission:** UDHR

**Human Rights in the Indian Constitutional Framework:** Civil and Political Rights, Economic, Social and Cultural Rights, Fundamental Duties.

**International Covenants in Human Rights:** Economic, Social and Cultural Rights – Civil and Political Rights - Optional Protocols

### **UNIT– III**

**National Human Rights Commission:** Structure - Functions – Powers – Procedures relating to inquiry.

**State Human Rights Commission:** Structure - Functions – Powers – Procedures relating to inquiry.

**Human Rights of SC's and ST's:** Constitutional Protection - Legal Protections – The SC/ST (Prevention of Atrocities) Act, 1989.



## **UNIT– IV**

**Human Rights of Child:** Convention on the Rights of Child, Constitutional Protection, Child Labor – Causes of Child Labor, Constitutional Protection and Legislations Concerning child Labor, National Commission on Child Labor.

**Human Rights of Women:** Constitutional Guarantees - Protection under other Laws - International Conventions - Contemporary Issues – National Commission for Women, Vishaka guidelines, Nirbhaya.

**Human Rights of Prisoners:** Prison System in India, The Indian Prisons Act 1894, Constitutional Provisions.

**Human Rights of Refugees:** International Instrument, Convention on the Status of Refugees, Refugee Protection in India.

**Human Rights of Differently Abled Persons:** Causes for Disability, Declaration on the Rights of Disabled, Persons with Disabilities Act, 1995.

## **UNIT– V**

**Role of Media and Judiciary in Protection of Human Rights**

**National NGOs** for Human Rights in India.

**International NGOs-** Human rights Watch, Red Cross, Amnesty International.

## **BOOKS FOR REFERENCE**

1. Subramaniam, S., *Human Rights Training*, Manas, Delhi, 2000.
2. Vadakkanchery James, *Human Rights and Police in India*, APH Publishing Corporation, New Delhi, 1996.
3. Mehartaj S. and Neena Verma, *Human Rights under Indian Constitution*, Deep & Deep Publications, New Delhi, 1999.
4. Vinod Sharma, *Human Rights Violation– A Global Phenomenon*, APH Publishing Corporation, New Delhi, 2002
5. SivagamiParamasivam, *Human Rights- A Study*, Sriram Publishers, Salem, 1998.
6. Chiranjeevi.Nirmal, *Human Rights in India: Historical, Social and Political Perspectives*, Oxford University Press, June 2012
7. Michael Freeman, *Human Rights*, Polity Press, May 2017

**SEMESTER-IV**

**PAPER: 20**

**ELECTIVE**

**CREDITS-05**

**COURSE CODE : 182PA4  
EVENT MANAGEMENT**

**UNIT – I**

**Event Management:** Definition, Scope and Importance, - Types of Events-Cultural, festivals, religious, business etc.

**Need of event management** - Key factors for best event management - Case study of some cultural events (Ganga Mahotsava, Lucknow Mahotsava and Taj Mahotsava)

**UNIT – II**

**Concept of Meetings Incentives, Conferences and Exhibitions(MICE):**Introduction of meetings, incentives, conference/conventions, and exhibitions - Definition of conference and the components of the conference market ,mobilizing target audience.

**Conference markets and conventions:** The nature of conference markets and demand for conference facilities – the impact of conventions on local and national communities.

**UNIT – III**

**Management of Conference at Site** - Trade shows and exhibitions - principal purpose - types of shows – benefits - major participants - organization and Membership - evaluation of attendees.

**Convention/exhibition facilities** - Benefits of conventions facilities - Inter-related venues - Project planning and development.

**UNIT – IV**

**Budgeting a Conference Exhibition:** Use of Budget preparation – Estimating - fixed and variable costs - cash flow - sponsorship and subsidies.

**Abiding Procedures in an event :**Registration - Seating Arrangements – Documentation - interpreting Press Relation - Computer Graphics – Teleconferencing - Recording and Publishing Proceedings; Interpretation and language.

**UNIT – V**

**Management of Conferences:** Role of travel Agency in the management of conferences - Hotel Convention - Service Management: Human Resources Management Transportation - Group Fares - Airline Negotiation - Extra Services - Cargo Transportation.

**Case Study:** History and function of International Congress and Convention Association (ICCA) - Role of ICCA - Roles and function of International Conference on International Business (ICIB).

## **BOOKS FOR REFERENCE**

1. Coleman, Lee & Frankle, *Event Management, Powerhouse Conferences*, Educational Institute of AH & MA, New York, 1991.
2. Hoyle, Dorf & Jones, *Meaning conventions & Group business*, Educational institute of AH & MA, New York, 1995.
3. Glen Bowdin, *Event Management*, Routledge Publishers, UK, 2010.
4. Sanjay Singh Gaur, *Event Marketing and Management*, Jain Book Agency, India, 2014.
5. Ratandeep Singh, *Event and Destination Management*, Jain Book Agency, India, 2006.
6. Bernadette Quinn, *Key Concepts in Event Management*, Dublin Institute of Technology, Sage Key Concepts Series, 2013.

**M.PHIL**  
**SYLLABUS**

**MADRAS CHRISTIAN COLLEGE (AUTONOMOUS)  
DEPARTMENT OF PUBLIC ADMINISTRATION  
CURRICULUM FOR M.PHIL IN PUBLIC ADMINISTRATION  
(FROM 2015-16)**

<b>TITLE OF THE PAPER</b>	<b>CORE/ELECTIVE</b>	<b>CREDIT</b>	<b>TOTAL</b>
<b>I SEMESTER</b>			
1. <b>Advanced Research Methodology</b>	<b>Core</b>	<b>5</b>	<b>5</b>
2. <b>Contemporary Public Administration And Theories</b>	<b>Core</b>	<b>5</b>	<b>5</b>
3. <b>Content Paper</b>	<b>Elective</b>	<b>5</b>	<b>5</b>
<b>II SEMESTER</b>			
1. <b>Dissertation</b>	<b>Core</b>	<b>21</b>	<b>21</b>
<b>TOTAL CREDITS</b>			<b>36</b>

**DEPARTMENT OF PUBLIC ADMINISTRATION  
MADRAS CHRISTIAN COLLEGE  
M.PHIL PUBLIC ADMINISTRATION  
REVISED SYLLABUS -2015**

**RESEARCH METHODOLOGY**

**SEMESTER I**

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**PAPER I**

**UNIT I - Foundations/Fundamentals of Research**

Positivist Research- Post-positivism- constructivist research- Theory building – Facts – Concepts- Constructs and definitions- Variables and attributes- Creativity- Innovation- Originality- Development of Knowledge and Application to the society- Theoretical perspective in Educational Research- Critical Theory- Post-modernism- Feminist Theory- Participatory- Empiricism- Hermeneutics- debates around Scientific Method- Explanation Casualty and Law functional mode of Explanation.

**UNIT II – Qualitative and Quantitative Research**

Basic features,Principles, benefits and limitations of Qualitative and Quantitative approaches- Data Collection Techniques in Qualitative and Quantitative approaches- Interviews- Focus groups- Reflective Journals- Field notes- Observation. Concept of measurement- What is measured- Problems in Measurement in Research- Validity and Reliability- Levels of Measurement- Nominal- Ordinal- Interval- Ratio. Principles of Qualitative and Quantitative Data Analysis- Merging of two Approaches-Causality- Generalization- Replication.

**UNIT III – Planning and Design**

Planning Social Research: Steps in the Research Process- Theoretical framework of the study- selection and formulation of research problem- Types of social research- Utility of social research- Methods of social research- Data for Social Research- Documentary and Field investigations- Research Design: concept and importance in Research- Features of good research design- Exploratory, Descriptive, Experimental Research Designs- Sample- Sampling- Techniques and Design- Review of Literature, Formulation of Hypotheses, Operationalization (Testing of hypothesis)

**UNIT IV - Working with Data**

Data analysis for specific type of data- Measures of Central tendency- Dispersion-Measures of Dispersion-Correlation-- Regression- Use of Parametric Tests-Analysis of Variance (ANOVA)- Standard Deviation and Coefficient of Variation- -Use of Chi-square- Steps involved in applying Chi-square Test- Two sample-t-test and Paired t-test-Non-parametric or free distribution tests- Spearman Test, Mann Whitney Test, Kruskal-Wallis Test, Wilcoxon test, Friedman's test-Testing of Hypothesis for non-parametric data.

## **UNIT V – Report writing**

-Organization of research report- Types, structural components- Evaluation of research report- Evaluating empirical studies- Ethical Issues in social research- Principles of Ethically acceptable research- confidentiality, Anonymity and Data protection- Code of Ethics- Ethics Committees- Research Ethics in online research.

### **Suggested Readings**

1. Gestinger ,L. & Katz, *Research Methods in the Behavioral Sciences*, New Delhi, Amerind, 1976.
2. Eazarsteld P.F. & M. Rosenberg, *The Language of Social Research*, New York, NY, FP, 1995.
3. Johnson J. B. and R.A. Joslyn, *Political Science Research Methods*, Washington, DC, C.Q. Press, 1986
4. Babbie Earl, *The Basics of Social Research*, Printed at Thomson Higher Education, USA, 2008.
5. David A de Vaus, *Research Design in Social Research*, Sage, New Delhi, 2005.
6. Eric L Einsprunch, *An Introductory Guide to SPSS for Windows*, Sage, New Delhi, 2005.
7. Kothari, CR, *Research Methodology –Methods and Techniques*, New Age International (P) Limited Publishers, New Delhi, 2004.
8. Wilkinson and Bhandarkar, *Methodology and Techniques of Social Research*, Bombay: Himalaya, 2009.
9. Jacques M. Chevalier and Daniel J.Buckles- *Participation Action Research. Theory and Methods for Engaged Inquiry*, Rutledge Publication, 2013
10. Gomm Roger, *Social Research Methodology: A Critical Introduction*, Palgrave Macmillian, New York, 2008
11. Osborne W. Jason, *Best Practices in Quantitative Methods*, Sage Publications, London, 2008

## **CONTEMPORARY PUBLIC ADMINISTRATION**

**SEMESTER I**

-

**PAPER II**

### **UNIT I – Changing Perspectives on Public Administration**

Evolution of Public Administration- New Public Administration -Theoretical Perspectives- Bureaucracy in the 21<sup>st</sup> Century- Post modern Public Administration- -New Public Management- The science, concise history of the field- Women, Society and State-Human Right Issues- and Public Policy Formulation.

### **UNIT II – Contemporary Debates in Public Administration**

Accountability and governance, State and Corporate Ethics- Corporate Governance framework- Creating alternative institutional arrangements- Citizens' Charter initiatives- From Legal Rational to Moral Legal Rational Bureaucracy- Post- Liberalization and Constitutional Amendments- Virtual Organization –Corporate Social Responsibility-- recent trends- FDI, Public-Private Partnership

### **UNIT III – Development Dynamics**

Concept of development- changing profile of development Administration- Anti-development Thesis- Bureaucracy and Development- strong state versus the Market debate- impact of liberalization on administration in developing countries-women and development- The self-help group movement – Sustainable development- Good Governance , Rural and Urban development, development planning.

**UNIT IV –The role of International Organizations in Development-** Global and Regional organizations-UN and its agencies- WORLD BANK- IMF-ADB-BRICS- ASEAN –SAARC- Asia Pacific Economic Co-operation.

### **UNIT V – Issues in Public Administration**

Reforms in Public Administration-Political and Administrative Corruption- Anti-corruption strategies- Consumer Protection Act- Problems of Administration in Coalition regimes, law enforcement agencies and human rights- Union-State Relations-Role of Judiciary in Indian Administration- Impact of Information and communication technology-IRTI-RTI.



### **Suggested Readings**

1. Alka Dhameja (Ed.) *Contemporary Debates in Public Administration*, Prentice-Hall, New Delhi, 2003
2. Ewan Ferlie, Laurence E-Lynn, Jr. & Christopher Pollitt, *The oxford handbook of Public Management*, Oxford University Press, New York, 2005
3. Adams, Guy. B, *Enthralled with Modernity: 'The Historical context of Knowledge and Theory and development in Public Administration'* in Jay D.White and Guy B.Adams (Eds), *Research in Public Administration: Reflections on Theory and Practice*, Sage, UK,2010
4. Kumar, Krishnan, *From post Industrial to Post Modern Society: New Theories on Contemporary World*, Black, UK, 1995
5. S.L.Goel and Shalini Rajnish, *Management Technique: Principles and practices*, Deep and Deep, New Delhi, 2007
6. Charles J, and Hugh T .Miller, *PostModern Public Administration: Toward a Discourse*, Sage California, 1995

## PAPER – I

### HRM AND INDUSTRIAL RELATIONS

#### UNIT I

**Introduction to Human Resource Management:** Concept, Significance and functions of HRM, Significance of Human Resources – Concept of Personnel Management – Concept and Significance of Human Resource Management – HRM strategy – Structure of Human Resources Department - Functions of HRM –HR Challenges: Sustaining High Performance Employees, Performance Management System (PMS), Ethical HR Practices, HR in Multi- Cultural Environment: Cross-cultural Management, Cultural Orientations and managerial implications.

#### UNIT II

**Maintenance of Human Resources:** Maintenance of productive Population, Next generation talent management, HR Succession Planning, Compensation Management – Job Enrichment- Job Analysis and Job Evaluation – Rewards Systems – Quality of Work Life – Total Quality Management - Emerging Trends in Human Resources Management.

#### UNIT III

**Industrial Relations Concept and Definition** - Employee discipline - Industrial Relations in the New Economy: From disputes to relationships; Employee engagement and High Performance Work Cultures; industrial relations in the service economy - Industrial conflicts - Anatomy of Industrial Conflicts, Methods of achieving industrial peace, Industrial Disputes Act 1947 – Employee grievance handling - Industrial democracy and workers party in management.

#### UNIT IV

**Employee relations:** Employment Relationship Philosophies - Collective Bargaining: tactics and strategies – collective bargaining in India - its effectiveness and relevance - worker's participation in management – Labor legislation. Trade unions: Trade unionism in India – trade union legislation - Principles of Labor Legislation, Main Provisions of the following Acts: The Factories Act, 1948 – The Industrial Dispute Act, 1947 - Act 1946 - The Payment of Gratuity Act, 1972.

#### UNIT V

**HRM in the future** – Recruitment, training, selection , promotion, changing environment of HRM, Generic Uncertainty, Technology Revolutions, New Competitors, 8 Market fragmentation, Demand for quality, Need for responsive organization, Changing role of HR managers, Major forces of change in HRM, Current trends and their implications for the future Decline of Unions.

#### BOOKS FOR REFERENCE

1. Aswathappa. K., Human Resource Management, 6<sup>th</sup> Edition, Tata Mc-GrawHill Education Pvt. Ltd., New Delhi, 2010.
2. Mamoria. C.B and S.V, Personnel Management, Himalaya Publishing House, Mumbai, 2011.
3. SubhaRao. P, Personnel and Human Resource Management, Himalaya Publishing House, Mumbai, 2009.
4. Gupta. C.B., Human Resource Management, Sultan Chand & Sons, New Delhi, 2009.

**PAPER II**  
**ORGANIZATION AND MANAGEMENT OF NGOS**

**UNIT I**

**Nature, scope and role of NGOS.**

Concepts, theories, advantages and disadvantages – Types of NGOs: By orientation and level of orientation, Essentials of NGOs – Integrating NGOs and Government Action – NGOs Networking - Creation of NGOs as a Trust - Creation of NGO under Societies Registration Act- Incorporation as a non-profit company u/s 2(1) of Company Regulation, 1956.

**UNIT – II**

**Genesis, growth and development of NGOS.**

History of NGOs in India - functioning of NGO in other countries with reference to US, UK, Germany and Australia – Leading International NGOs and their Structure, Functions and Roles in the context of Human Rights, Disaster Management and Rehabilitation and Reconstruction.

**UNIT III**

**NGOs and legislations**

Societies Registration Act 1860 - Charitable Endowment Act 1890 (with Charitable Endowment Central Rules 1942, Cooperative Societies Act 1912, Indian Trust Act 1882, Company's Act 1956, Foreign contribution Regulatory Act, Income Tax 1961 (nature and scope of section 10, income tax exception under section 11 and 12, Relate under sections 80G and 35AC of ITA).

**UNIT IV**

**Management of NGOs**

Organization and structure – Bye-law, Staffing, Training, Management Control-Management of NGO - Government Relationship - Central and State Control – Agencies of Control – NGOs and Financial Management: Types of Funds, Techniques and Sources of Fund Raising.

**UNIT V**

**Challenges of NGOS in the new millennium**

NGOs and Need of Autonomy: need for reforms in NGOs –NGOs and Ethical Considerations: Need for honest and committed NGOs – NGO and transparency of functioning and objectives of funding particularly from foreign countries.

## **BOOKS FOR REFERENCE:**

1. S.L. Goel and R. Kumar, *Administration and Management of NGOs*, Deep and Deep, New Delhi, 2005.
2. Alagappa, Muthiah. *Civil Society and political change in Asia*, Stanford University Press, Stanford, 2004. Edwards, Micheal. *Civil society*. Cambridge, Polity Press, England, 2004.
3. Draper, Hal. *Karl Marx's Theory of Revolution (Volume 1: State and Bureaucracy, Volume 2: The Politics of Social Classes)*. New York: Monthly Review Press, 1977 & 1986.
4. Ehrenberg, John. *Civil Society: The Critical History of an Idea*, New York University Press, New York, 1999.
5. O'Connell, Brain. *Civil Society: The Underpinnings of American Democracy*, Mass: Tufts University Press, Medford, 1999.
6. Pollock, Graham. "Civil Society Theory and Euro – Nationalism," *Studies in Social & Political Thought*, Issue 4, March 2001.
7. Tvedt, Terje. *Angels of Mercy or Development Diplomats. NGOs & Foreign Aid*, James Currey, Oxford, 1998.
8. Helmut K. Anheier, Stefan Toepler, *International Encyclopedia of Civil Society*, Springer-Verlag New York Inc., New York, 2010.

**PAPER-III**  
**ADMINISTRATIVE SYSTEM AND LOCAL GOVERNMENT IN INDIA**

**UNIT I**

**Union Government and Administration:** President of India, Union Council Of Ministers, Public Management Of India

**Central Administrative System:** Ministers and Departments, Central Secretariat, Cabinet Secretariat, PMO

**Judicial Administration in India:** Supreme Court, High Court, District Court, Attorney General

**UNIT II**

**State Government And Administration:** Governor, Chief Minister, Council Of Ministers, Chief Secretary, State Secretariat, Directorate, Union-State Relation: Administrative, Legislative And Financial Relations: Role Of The Finance Commission

**District Administration:** Changing Role of The Collector, Union-State-Local Relations, Imperatives Of Development Management And Law And Order Administration; District Administration And Democratic Decentralization.

**UNIT III**

**Rural Local Government:** Rural Development Programmes: Foci And Strategies, Decentralization And Panchayat Raj; Constitutional Status To Panchayat Raj Institutions And Main Provisions Of The 73<sup>rd</sup> Constitution Amendment Act, Community Development Programme And National Extension Service, Balwant Ray Mehta Committee Report, Working Of Three-Tier System Of Panchayat Raj During 1959-93, Asoka Mehta Committee Report, Composition, Powers And Functions Of Panchayat Raj Institutions.

**UNIT IV**

**Urban Local Government:** Municipal Governance: Main Features , Structure Finance And Problem Areas; 74th Constitutional Amendment; New Localism; Development Dynamic, Politics And Administration With Special Reference To City Management, Composition, Powers And Functions Of Urban Local Bodies ,Municipal Corporation, Municipal Council, Nagar Panchayat, State Local Government Relations, Modern Trends And Problems In Local Government In India.

**UNIT V**

**Trends And Challenges:** Administrative Culture, Good Governance, Citizens Charter, Administrative Reforms Commission, Redressal Of Citizens Grievances, Corruption In Administration, Central Vigilance Commission, Administrative Accountability, Lokpal And Lokayakta, Professionalism And Responsiveness In Bureaucracy, Administrative Culture, Generalist-Specialist Controversy In Bureaucracy, Ethics In Public Service.

**BOOKS FOR REFERENCE:**

1. M.Venkatarangaya And M.Pattabhiram, "Local Government In India", Allied Publishers New Delhi 1969
2. SR. Maheswari, "Local Government Of India", Lakshmi Narain Agarwal New Delhi 2008.
3. Bidyut Chakraborty And Rajendra Kumar Pandey, "Modern Indian Political Thoughts –Text And Context", Sage, New Delhi, 2009.
4. Niraja Gopal Jayal And Others, "Local Governance In India – Decentralization And Beyond", Oxford University Press, New Delhi 2006.
5. Ghosh Buddhaded And Giresh Kumar, "State Politics And Panchayats In India" New Delhi, Manohar Publishers , 2003.
6. Sudakar, V "New Panchayati Raj System :Local Self-Government Community Development" , Mangal Deep Publications , Jaipur , 2002.
7. Biju , M.R., "Decentralization : An Indian Experience", Jaipur , National Pub..., 2007.
8. Mohit Bhattachary, "Public Administration , Structure , Process And Behaviour". World Press Pvt.Ltd.Calcutta,1991.
9. P.R.Bubhashi, "The Profession Of Public Administration" Subhda-Saraswat, Pune, 1980

**PAPER-IV**  
**ISSUES AND TRENDS IN HUMAN RIGHTS**

**UNIT – I**

**Introduction**

Human Rights : Concept And Historical Development ,Un International Bill Of Human Rights ; Universal Declaration (1948)-International Convention Of Civil And Political Rights – International Convention On Economic, Social And Cultural Rights – The Optional Protocol (1966), Promotion Of International Peace And Security – Indian Constitution – Human Rights Commission In India.

**UNIT – II**

**Theoretical Approaches**

Theoretical Approaches Of Human Rights : Marxist; Feminist, Socialist, Liberal, Postmodernism, Structural, Functional, Natural Rights, Legal And Positivistic – Non-Western Perspective Of Human Rights With Special Reference With Dr.Baba Sahed Ambedkar And Mahatma Gandhi.

**UNIT – III**

**Human Rights and Social Development**

Fundamental Rights – Right To Equality, Rights To Personal Liberty And Rights To Freedom, Right Against Exploitation, Right To Freedom Of Religion – Rights Of Vulnerable Groups In Social Work Perspective: Right To Child, Woman, Aged, Victims Of Cast And Communal Conflicts – Human Rights For Indigenous People With Reference Intellectual Properties – People Living With Disabilities Hiv/Aids Infected Persons And Hiv/Aids Patients’ Rights To Marriage, Right To Information – Review Of Protection Of Human Rights Act 1993.

**UNIT – IV**

**Human Rights and Criminal Justice**

Criminal Justice System, Human Rights In Criminal Justice Administration , Custodial Death And Violence – Causes And Cure, Code Of Conduct For Law Enforcement Officials, Rights Of Prisoners , Independence Of Judiciary – Housing Rights : Human Rights Issues Of Pavement And Slum Dwellers – Human Rights Violation In Urban Slums , Access To Shelter – A Human Rights Perspective.

**UNIT – V**

**Issues and Trends**

Case Studies On Violation Of Human Rights, Globalist And Human Rights – Human Rights And Corporate Social Responsibility-Social Welfare And Human Rights –Activist Movements And Human Rights.

**BOOKS FOR REFERENCE :**



1. Iyer.K.S.*Human Rights Vibrant Issues*, Indian publishers Distributors. Delhi 2004.
2. Sen Sankar, *Human Rights In Developing Society*, A.P.H Publishing Corporation, Newdelhi,2005.
3. Promod Mishra, *Human Rights In South Asia* , Kaplan Publishers , New Delhi , 2004.
4. Upendrabaxi,*The Future Of Human Rights*, Oxford Publication, New Delhi, 2006.
5. Sharma,Arbina, *Human Rights*, Oxford Publications, New Delhi, 2006.
6. Jermy, Waldrom, *Theories Of Rights*, Oxford Publications, New Delhi.1984.

**PAPER – V**  
**INTERNATIONAL RELATIONS**

**UNIT I**

**History of IR:** Neo-Realism – Neo-Liberalism – Neo-Marxism - International Political Economy – Constructivism – Post-Structuralism – Gender Studies – Peace Studies – Ethics Studies – Power – Capabilities – Balance of Power – Anarchy – Sovereignty – Conflict – Cooperation Identity – Levels of Analysis – The State, International Organization – Globalization – War – Terror – International Law – Environmental Issues – Post-colonial Issues – Post-Westphalian Issues

**International Organizations:** Emergence of International Organizations as a permanent feature in world politics – Role of the United Nations organization as well as regional international organizations

**Contemporary International Relations:** Institutional approach (historical institutionalism, neo and new institutionalism) – Structural Approach – Post-Structural and Interpretive Approach – Behavioral and Attitudinal Approach - Rational Choice Approach in the Study of Politics

**UNIT II**

**Theories of IR:** Idealism & Realism, Traditionalism and Behaviouralism

**International Law:** Nature and Function – International Law and National Sovereignty

**Foreign Policy:** Meaning – Objectives – Determinants of Foreign Policy – Instrumental of Foreign Policy

**Diplomacy:** Nature – Types – Changing nature of Diplomacy

**Wars and International Relations:**

**World War:** World War since 1945 – Result of World War – Emergence of Super Powers – Bi-Polarity

**Cold War:** History of Cold War – Major Issues – Impacts – Post Cold Wars, Arms Control and Disarmament: Scope – Measures – Nuclear Non-Proliferation

**UNIT III**

**International Organizations:** The emergence of international organizations as permanent feature in world politics – Role of the United Nations organization as well as regional International organizations

**Introduction to Peace and Conflict Studies:** Interdisciplinary study of the pursuit of peace including causes of wars, arms races, conflict resolution, peace movements, domestic violence, non-violent resistance, and peace with justice

**Conflict Resolution and Peace Research:** Processes of conflict, violence, change, integration, stability, and peace in world society, analyzed primarily through the literature of the peace research movement

**UNIT IV**

**Managing New global challenges:** Strategies for managing global issues – Role of International Institutions, national governments, State Actors, Issues – Trade and foreign investment – Spread of weapons of Mass destruction – Terrorism and ethnic strife

**Gender and International Relations:** Case Studies, gender and Culture – Feminist Perspectives and critiques views towards International relations theories

## **UNIT V**

**The United States and World Affairs:** Contemporary International Political issues

**International Relations of the Pacific Rim:** Political, economic, military, and territorial issues in East Asia and the Pacific and the role of the United States, Russia, China and Japan – Contemporary International Political Issues

**South and Southeast Asia in International Affairs:** The historical, cultural, and political reason for Asia's dramatic transformation into a powerful engine of world economic growth. The secondary consequences of economic growth for environmental protection, gender relations, ethnicity and military tension

**The International Relations of the Contemporary Middle East:** Problems and Issues in the Middle East region -ethnic rivalries, Conflicting Nationalisms and Ideologies – the Arab-Israeli Conflict, Middle East oil

## **BOOKS FOR REFERENCE:**

1. Journal of Cold War Studies, 7(2) 2005
2. Cox, M. 'The Use and Abuses of History: The End of the Cold War and Soviet Collapse', International Politics 48(4/5) 2011
3. Cox, M. 'Why did we get the end of the cold war wrong?', British Journal of Politics and International Relations, 11(2) 2009
4. Deudney. D. and G. J. Ikenberry 'The International Sources of Soviet Change', International Security, 13(3) 1991

**PAPER – VI**  
**LABOR LAW AND WELFARE ADMINISTRATION**

**UNIT I**

**Labor Welfare Administration:** Nature and Scope of Labor Welfare – Agencies of Labor Welfare, Principles of Labor Welfare – Classification of Labor Welfare Services.

**UNIT II**

**Labor Laws:** Constitution of India vis-à-vis Labor Legislations – Fundamental Rights and Labor Laws (Articles of Constitution having direct relationship with labor laws) – Right to Constitutional Remedies (Article 32) – Directive Principles of State Policy

**Labor Legislations:** Origin and Development of Labor Legislations – Principles of Labor Legislation – main Provisions of the following Acts: 1) The Factories Act – 1948, 2) The Industrial Dispute Act – 1947, 3) The Industrial Employment (Standing Order) Act – 1946, 4) The Payment of Gratuity Act – 1972 and 5) The Workmen's Compensation Act – 1923

**UNIT III**

**History and Development of Welfare Administration:** Working with Individuals – Working with Groups – Community organizations – Human Development – Identity and Culture – Leadership and Personality Development – Statutory Welfare Provision – Industrial Safety – Industrial Health and Industrial Hygiene

**UNIT IV**

**Welfare of Social Categories:** Family Welfare – Welfare of the Aged – Welfare of Disabled – Welfare of Ex-Services Men – Labor Welfare – Welfare of SC/STs, Welfare of OBCs – Welfare of Minorities – Welfare of the Poor

**Marginalized Communities:** Issues and Interventions – Women Centered Approach – Child Centered Approach – Adolescent and Youth Centered Approach

**UNIT V**

**Welfare on Health & International Level:** HIV/AIDS and Social Work Practice – Counseling Theory and Practice – NGO and Management – International Social Welfare Administration – UNO's Role in Social Welfare – IHO – Health/Medical Insurance

**BOOKS FOR REFERENCE:**

1. Chhaya Patel (1999), *Social Work Practice – Religion – Philosophical Foundations*, Rewat Publications, Jaipur
2. Chris Beckett (2006), *Essential Theory for Social Work Practice*, Sage Publishing Ltd., London
3. Clarke, Michael (1976), 'The Limits of Radical Social Work', *British Journal of Social Work*
4. Adams, Bert. N and R.A. Sydie (2001), *Sociology Theory*, New Delhi
5. Giddens, Anthony (1977), *New Rules of Sociological Method*, Hutchinson of London, London
6. Hollis, Martin (2000), *The Philosophy of Social Science: An Introduction*, Cambridge University Press, London

**PAPER – VII**  
**TOTAL QUALITY MANAGEMENT**

**UNIT I**

**Introduction**

Introduction – Concept, Models, Characteristics, Benefits of TQM ; The Quality Gurus – Edward Deming, Juran, Philip Crosby

**UNIT II**

**Leadership and Customer Satisfaction**

Leadership System – Attitude and involvement of Top Management – Communication – Culture-Management Systems; Customer Satisfaction – Service Quality – Customer care

**UNIT III**

**Strategic planning and Quality Circles**

Strategic Planning- Process - Strategic Quality Management  
Quality Circles – Types – Structure – Training – Limitations  
Implementation of TQM – Methodology

**UNIT IV**

**Corporate Social Responsibility and Total Productive Maintenance**

Corporate Social Responsibility – Elements – Involvement – CSR and Business Competitiveness Total Productive Maintenance – Principles – Objectives – Management role in TPM

**UNIT V**

**Quality Management and Certification**

Human Factor in Quality – Human Resource Utilization – Training and Development – Performance Appraisal – Compensation Systems  
Quality Management Systems – ISO 9000 – Getting Certified – Post Certification – ISO 9001 Benchmarking – Types – Process – Change Management

**BOOKS FOR REFERENCE:-**

1. Joel E. Ross, *Total Quality Management: Text, Cases and Readings*, CRC Press, USA, 1999.
2. Suganthi. L. and Samuel A. Anand, *Total Quality Management*, PHI Publishers, 2004.
3. Andrew Crane, Abigail McWilliams, Dirk Matten, Jeremy Moon, *The Oxford Handbook of Corporate Social Responsibility*, Oxford University Press, New York, 2008.
4. Charles A. Cianfrani, Joseph J. Tsiakals, *ISO 9001:2008 Explained*, Quality Press, USA, 2009.

5. Terry Wireman, *Total Productive Maintenance*, Industrial Press, New York, 2004.

**PAPER – VIII**  
**WOMEN AND CHILD WELFARE**

**UNIT I**

Demographic profile of children, Importance of children in the development of society, Problems of early childhood. Morbidity and Mortality, Constitutional Safeguards, National Policies for the children, U.N Charter of Children's rights, National and International agencies for child welfare, laws relating to Child Welfare Social Issues related to Children, Concept, Objective, Schemes and Services of Child Welfare.

**UNIT II**

Legislations Relating to Children, Juvenile Justice Act 2002, Law Relating to Inheritance and Adoption, Child Labor Act, Correctional and Remand Home, Role of International Aids, Youth Welfare Concept, Needs of Youth Welfare, Youth Problems, Needs of Youth, Evolution of Youth Welfare. Ministry of Women and Child Development – Organization Structure and its function at the Union and State Level, Role of NGO in Child Welfare and Development.

**UNIT III**

Status of Women in Family: Historical Perspective on status of Women in India, Pattern of Descent, Patriarchy, Matriarchy, Impact of Socio-religious reforms movements (Arya Samaj and Brahma Samaj) on Women status, Women's participation in the National freedom struggle. Impact of legislation on Women Status: Dowry Prohibition Act, 1961, Prenatal Diagnostic Techniques (Regulation and Prevention of Misuse) Act, 1994, Domestic Violence Act, 2005, Illiteracy and unemployment problem among women. Reservations for women.

**UNIT IV**

Women and Work: Participatory Role of Women in Economic Activity, Invisibility of Women Participation in Economic Activity, Women in Unorganized and Organized Sector, Women in Agriculture, Services and Professions, Women and the Labor Market, Importance of Women's Work.,

**UNIT V**

Women Welfare - Concept & definition - Women's Commission - State & Central level Women welfare organizations. Women welfare programmes – State and Central level. Role of NGO's in Women Welfare - Constitutional Guarantees - Women & Human Rights – 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendments to ensure Women Political Participation in Panchayati Raj Institutions and Municipal Bodies, Women Empowerment through self- help groups and NGOs, Women empowerment through Education.



## **BOOKS FOR REFERENCE**

1. Sachdeva. D.R., “*Social Welfare Administration in India*”, Mac Millan, New Delhi, 1998.
2. Goel.S.L. & Jain. R.L., “*Social Welfare Administration*”, Sterling Publication, New Delhi, 1995.
3. Paul Chaudry, “*Social Welfare Administration*”, Chand Publication, New Delhi, 1998.
4. Dubey. S.N., “*Administration in Social Welfare Programme in India*”, Himalayan Publication, Mumbai, 1997.
5. Devi Rameshwari & Prakash Ravi, *Social Work and Social Welfare Administration*, Mangal Deep Publications, Jaipur, 1998.

## PAPER – IX

### MANAGEMENT AND ADMINISTRATION OF INTERNATIONAL ORGANISATION

#### UNIT -I

##### **International Organizations:**

Defining, Characterising, Classifying, Theoretical approaches, Historical evolution of International Organizations, League of Nations.

#### UNIT – II

**The United Nations:** The birth and principal structures of the UN, The UN System and the Changing Context of Global Politics, general Assembly, Security Council, Eco-Socio council, Trusteeship System, International Court of Justice, The Secretariat.

#### UNIT – III

**Challenges to the UN System:** The Constitution and Legal issues in UN, Reform and Restructuring, UN and Development – Aide to Cooperation, UN Collective Security and Peacekeeping, UN & Disarmament, UN & Regional Conflict, India and UN.

#### UNIT – IV

**International and Regional Security Organizations:** Organization for Economic Co – operation and Development (OECD), Organization for Security and Co-operations in Europe(OSCE), Council of Europe(COE), World Trades Organization (WTO), International Trade Organisation (ILO), Association of SouthEast Nations (ASEAN), South Asian Association of Regional cooperation (SAARC).

#### UNIT – V

**Issues and Challenges:** Select issues on Regional Security and Economic Organizations and their Efficacy in Changing Global Order, The Role of International Organizations in Human Rights and Environmental Issues, The UNN and the eco-development debate.

##### **BOOK FOR REFERENCE:**

1. Margaret Karns and Karen Mingst, eds, “*International Organizations: The Politics and Processes of Global Governance*,” Lynne Rienner Publishers,2009.
2. J.Samuel Barkin,”*International Organizations: Theories and Institution*”, Palgrave Macmillan, London , 2006
3. Volker Rittberger and BernhardZangl, eds,” *International Organization: Polity, Politics and Policies*,” Palgrave Macmillan, London 2006
4. Akira Iriye,”*Global Community: the Role of International Organizations in the Making of Contemporary World*”, University of California Press, Oakland 2002
5. Alvin L Bennett and James Oliver, eds, “*International Organizations Principles and Issues*”,7<sup>th</sup> Edition Prentice Hall,NJ,2002

6. Rumki Basu, "*The United Nations: Structures and Functions of an International Organizations*", Sterling Publisher, New Delhi, 2004
7. Robert E Riggs and Jack C Plano, "*The United Nations: International Organizations and World Politics*", 1994
8. Robert Cox and Yoshikazu Sakoneoto ed. "*Changing Global Structure Tokyo: UN University Press*", 1991
9. A.S.Upadhyaya, "*Self-Determination in World Politics*", Lok Bharati Allahabad 1984

**PAPER – X**  
**PUBLIC POLICY ANALYSIS AND DEVELOPMENT**

**UNIT – I**

**Introduction**

Emerging Disciplines of Policy Science-Meaning, Nature and Importance of Policy Science

Views of David Easton, Harold Lasswell and Yehezkhel Dror

Public Policy, Social Science and the State: An Historical Perspective

**UNIT – II**

**Public Process**

Public process- stages of policy cycle – Agenda setting – Political power in Agenda setting

Groups and power in Agenda setting – Problems and Issues

Policy Formulation and Decision making – Approaches – Tools and Designs

**UNIT – III**

**Policy Implementation and Impact**

Policy implementation – Top-down, Bottom-up and Hybrid Theories

Evaluation and Termination – Policy impact – Suggestions for Policy Evaluations and Improvement

**UNIT – IV**

**Policy Analysis**

Policy Analysis – Comparative, Cultural and Ethical Perspectives – Approaches to policy analysis

Quantitative Methods and Qualitative Methods, Cost Benefit Analysis

**UNIT – V**

**Policy Assessment and Policies**

Policy Decision Techniques – Environmental impact assessment – Technology assessment – Public policy

Mediation – Current policies in India - Science and Technology, Education Policy, Health Policy

**BOOKS FOR REFERENCE:**

1. Frank Fischer, *Handbook of Public policy analysis Theory, Politics and Methods*, CRC Press, Taylor And Francis Group, London 2007
2. Pradeep Sahni, *Public Policy: Conceptual Dimension*, Kitab Mahal, Allahabad, 1987
3. Paul H Appleby, *Policy and Administration*, University of Alabama Press, 1949
4. George A Stenier, *Top Management Planning*, Macmillan, New York, 1969
5. Ganapathy R S , *Public Policy And Policy Analysis in India*, Sage Publications, Allahabad 1985



