Proposed Year-Wise Structure of U.G. Public Administration (4 Year)

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| **Year** | **Sem.** | **Public Administration (Major 1 @ 4 Credits)** | **Second Subject**  **(Major 2 @ 4 Credits)** | **(Minor 1 @ 4 Credits)** | **@ 4 Credits** |
| 1 | Sem.1 | P1 :Perspectives on Public Administration | P1’ | P1’’Administrative Theory | CC1 |
| P2 :Principles of Public Administration | P2’ |
| Sem.2 | P3 :Administrative Thinkers | P3’ | P2’’ | VC1 |
| P4 : Central Administration | P4’ | Organizational Behaviour |
| 2 | Sem.3 | P5 :Comparative Public Administration | P5’ | P3’’ | CC2 |
| P6 :Social Welfare Administration | P6’ | Development Administration |
| Sem.4 | P7 :Introduction to Public Policy | P7’ | P4’’ | VC2 |
| P8 :Organizational Theories | P8’ | Constitution of India |
| 3 | Sem.5 | P9: State Administration in India |  |  | Internship / Term Paper |
| P10: Indian Administrative Thought | P9’ |
| P11X: Rural Government Administration | P10’ |
| P11Y :Urban Government Administration |  |

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|  | Sem.6 | P12 :Public Personnel Administration |  |  | Minor Project |
| P13: Financial Administration | P11’ |
| P14 X Administrative Ethics & Governance | P12’ |
| P14XI :Digital Governance |  |
| 4 | Sem.7 | P15: Modern Administrative Systems  P16:Governance: Issues and Challenges  P17: International Organizations  P18 X: Stress & Time Management  P18 Y: Conflict Management  P19 X: Disaster Management  P19 Y: Sustainable Development |  |  | Research Methodology |
| Sem.8 | Major Project (24 Credits) | | | |

**Public Administration (Major 1 @ 4 Credits)**

**Sem.1**

**P1: Perspectives on Public Administration**

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| **STATE, SOCIETY AND PUBLIC ADMINISTRATION** |
| State : Meaning, Nature and Function  Relationship between State, Society and Public Administration  Changing Role of State: Issues and Challenges  Bureaucracy: Concept and Role in Policy Formation, Implementation and Evaluation  Contemporary Context of Indian Bureaucracy and its challenges  Impact of Globalisation on Administration  Civil Society: Concept and Role  Government Institution : Towards Reforms  Public Administration: Meaning, Nature, Scope and Significance;  Public and Private Administration  Ecology of Administration;  Evolution of Public Administration as a Discipline  New Public Administration and New Public Management  New Public Service and New Public Governance |

Books Recommended:

1. Henry, Nicholas - Public Administration And Public Affairs
2. Taylor, Frederick W. - The Principles of Scientific Management
3. Etzioni, Amitai - Modern Organizations
4. Bendix R., Max Weber - An Intellectual Portrait
5. Blau, Peter H. - Bureaucracy in Modern Society
6. Nigro, Felix, A. - Modern Public Administration
7. Dixit Manoj (et. al) - Public Administration
8. Sahni, Pardeep (et. al) - Administrative Theory
9. Awasthi&Maheshwari - Public Administration
10. Sharma & Sharma - Public Administration
11. Bhattacharya, M. - New Horizons of Public Administration
12. Bhambri, C.P. - Public Administration

**P2: Principles of Public Administration**

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| Hierarchy, Unit of Command, Span of Control  Centralisation and Decentralisation  Supervision, Control and Co-ordination  Classical Theory : Scientific Management theory, Bureaucratic Approach and Administrative Theory  Human Relation Theory  Behavioural Theory  Decision Making theory  Leadership, Communication and Motivation  Cybernetics Theory |

Books Recommended:

1. Henry, Nicholas - Public Administration And Public Affairs
2. Taylor, Frederick W. - The Principles of Scientific Management
3. Etzioni, Amitai - Modern Organizations
4. Bendix R., Max Weber - An Intellectual Portrait
5. Blau, Peter H. - Bureaucracy in Modern Society
6. Nigro, Felix, A. - Modern Public Administration
7. Dixit Manoj (et. al) - Public Administration
8. Sahni, Pardeep (et. al) - Administrative Theory
9. Awasthi&Maheshwari - Public Administration
10. Sharma & Sharma - Public Administration
11. Bhattacharya, M. - New Horizons of Public Administration
12. Bhambri, C.P. - Public Administration

**Sem.2**

**P3 : Administrative Thinkers**

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| **Classical Thinkers**  Woodrow Wilson, F. W. Taylor, Henry Fayol, Gulick and Urwick, Karl Marx, Max Weber, M. P. Follet  **Humanist Thinkers**  Elton Mayo, Herbert Simon, Chester Barnard, Abraham Maslow, Fredrick Herzberg and Chris Argyris  **Contemporary Thinkers**  Yehezkel Dror, Dwight Waldo, Peter Drucker |

Books Recommended:

1. Barnard, Chester I. - The Functions of Executive
2. Simon, Herbet A. - Administrative Behaviour
3. McGregor, Douglas - The Human Side of Enterprize.
4. Likert, Renesis - New Patterns of Management
5. Argyris, Chris - Personality And Organisation
6. Manoj Dixit; et. Al - Public Administration
7. Maheshwari, S.R. - Administrative Thinkers
8. Prasad & Prasad - Administrative Thinkers
9. Sharma, Laxmi – Indian Political Thought

**P4 :Indian Administration**

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| Evolution of Indian Administration : Ancient and Medieval Period  Administrative System at the Advent of British Rule: British Administration- 1757-1858  Reforms in British Administration from 1858 to 1919  Administrative System under 1935 Act  Continuity and Change in Indian Administration-  Post Independence  **Philosophical and Constitutional Framework**  Preamble of Indian Constitutio, Indian Federalism,Parliamentary Democracy, Indian Judicial System  **Institutional Framework**  President & Prime Minister Council of Ministers  Central Secretariat, Cabinet Secretariat and Prime Minister’s Office  All India and Central Services , UPSC  Administrative Tribunals, CVC, Lokpal, NITI Aayog  Election Commission, Central Finance Commission  **Issues in Indian Administration**  Judicial Activism and Overreach  Relationship between Political and Permanent Executives  Pressure Groups  Generalists and Specialists debate  Administrative Reforms |

**Books Recommended:**

1. Maheshwari, S.R. - Indian Administration
2. Singh, Hoshiar - Indian Adminstration
3. Arora, R.K. &Goel. Rajni - Indian Public Administration
4. Johari, J.C. - Indian Govt& Politics
5. Maheshwari, S.R. - State Administration
6. Avasthi, A. &Avasthi, A.P. - Indian Administration
7. Fadia, B.L. &Fadia, Kuldeep - Public Administration in India
8. Singh, Hoshiyar and Singh, Mohinder - Public Administration in India
9. Basu, D.D. Introduction to the Constitution of India
10. Johari, J.C. - The Constitution of India

**Sem.3**

**P5 :**Comparative Public Administration

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| Comparative PA : Concept, Purpose, Nature and Scope  Evolution and Factors contributing to the emergence of CPA,  Characteristics and Significance of CPA  Comparative Administrative Group(CAG)  Ecology of CPA  Approaches of Comparative Public Administration : Institutional, Structural Functional, Ecological and Behavioural  Salient Features of Administrative System of Great Britain, United States of America and France |

Books Recommended:

1. Arora, R.K. : Comparative Public Administration
2. Chaturdevi, T.N. : Comparative Public Administration
3. Chatterjee, S.K. : Development Administration
4. Sapru, R.K. :Development Administration
5. Riggs, F.W. : The Ecology of Public Administration
6. Sharma, S.K. : Development Administration in India
7. Bhattacharya, Mohit : Bureaucracy&DevelopmenAdministration
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**P6 : Social Policy and Administration**

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| Concept of Welfare State, Social Change and Social Justice  Social Policy and Administration: An Introduction  Social Policies and Sustainable Development Goals in Social Sector : Poverty Alleviation ,Education ,Health ,Woman and Children , Housing ,Gender Sensitisation  Role of Ministry of Social Justice and Empowerment and Ministry of Women and Child Development  Role of various Commissions: National Commission for Scheduled Castes and National Commission for Scheduled Tribes (will also cover the State level); National Commission for Other Backward Classes  Role of Central Social Welfare Board  Social Assistance, Social Security, Social Insurance and Social Entrepreneurship |

**Suggested Readings:**

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|  | Chaudhary, D.P. | : | A Hand Book of Social Welfare |
|  | Mukherjee, Radhakamal | : | Social Welfare Administration |
|  | Sachdeva, D.R. | : | Social Welfare Administration |
|  | Chandra, Sushil | : | Social Work in Uttar Pradesh |
|  | Shukla, K.S. | : | Social Welfare Administration in India |
|  | Annual Reports | : | Annual Reports of Ministry of Social Justice & Empowerment, Govt. of India |
|  | Goel, S.L. | : | Social Welfare Administration |
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**Sem.4**

**P7 : Introduction to Public Policy**

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| Understanding Public Policy: Meaning, Nature, Scope, Significance  Policy Cycle  Models of Public Policy: Institutional, Elite Mass Model, Incremental, Group Theory, System Model  Importance of Public Policy: Contemporary Context  Policy Formulation: Meaning, Significance and Role of Legislature; Executive and Judiciary in policy formulation  Role of Various Stake holders in Policy Making: Inter-governmental Relations ,NITI Aayog, Cabinet Secretariat and Prime Minister’s Office, Civil Society Organisations, International Agencies, Pressure Group  Policy Implementation: Meaning, Significance and Role of Legislature; Executive and Judiciary in policy formulation  Policy Monitoring & Evaluation – Meaning and Significance of Policy Monitoring; Meaning and Significance of Policy Evaluation; Techniques of Policy Evaluation: Social Cost Benefit Analysis; Input-Output Analysis |

Books Recommended:

1. Anderson, James E. : Public Policy making, Praeger, New York, 1975
2. Dror, Y.: Public Policy Making Re-examined, Chancellor, Pennsylvania, 1968
3. Sahani, P.: Public Policy Conceptual Dimensions, Kitab Mahal, Allahabad, 1987
4. Saigal, Krishna, Public Policy Making in India : An Approach to Optimisation, Vikas, New Delhi, 1983
5. Madan, K.D. et. al, - Public Policy making in I Government; Publication Division, Ministry of Information and Broadcasting, New Delhi, 1982
6. Bertcih, Garg, K. Robert P. Clark and David m. Wood, Comparing political System : Power and Policy in Three Worlds, Macmillan, New York, 1986
7. Sapru, R.K. - Public Policy Formulation, Implementation and Evaluation; Sterling, New Delhi, 2000
8. UNDP/ WHO/ HDI Websites.

**P8 :**Organizational Theories

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| Organization: Defining organisation, Contemporary Organisational Challenges, Organisational Theories  Context of Organisation: Organizational goals and effectiveness, Organization goals at corporate and operational levels  Organizational life cycle: Organisation Growth and size, effects of growth ans advantages of small size.  Organizational culture: Definition,Formation of culture,Cultural indicators and manifestations,Effects of culture in organizations  and Cultural change |

**Main Reference Text Books**

* B. J. Hodge, Williams P. Anthony, & Lawrence M. Gales (2003). *Organizational theory: A strategic approach,* 6th ed. Upper Saddle River, N.J.:Prentice Hall
* Gallos, V.J. Ed. (2006).*Organization Development*. Jossey-Bass. Available from:

<http://jtelen.free.fr/0MARINE%20bouquins/%5BEdgar_H._Schein,_Joan_V._Gallos%5D_Organization_Dev%28Bookos.org%29.pdf>

These books form the bulk of this presentation in some systematic order preferred by the author.

**Other Recommended Readings**

The following readings are freely available via Google search engine and you are urged to make full use of them to advance your study beyond the presentation notes**:**

* Laegaard J. (2006). *Organization theory*. Bookboon.com
* McAuley J., Duberly J., Johnson P. (2007). *Organization theory: Challenges and perspectives*. Pearson Education Ltd.
* Stephen P. R., & Timothy A. J., (2017). Organizational Behavior. 17th ed

Available from:

<https://is.muni.cz/el/1456/podzim2017/BKH_PSEK/um/povinna_literatura/Robbins__S._P.____Judge__T._A.__2017_._Organization_behaviour.pdf>

* Wendell L. French, & Cecil H. Bell, Jr. (1999). *Organizational development: Behavioral science interactions for organization improvement.*

**Sem.5**

**P9: State Administration in India**

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| Historical Context  State and District Administration: Evolution of State and District Administration  State Administration: Governor, CM, and CoM  State Secretariat: Organisation and Functions  Relationship between the Secretariat and Directorates  State Services and Public Service Commission  State Finance Commission  State Election Commission  Lokayukta  Judicial Administration  District Collector  Panchayati Raj  Municipal Administration  Centre - State - Local Administrative Relations and emerging issues |

**Books Recommended:**

1. Maheshwari, S.R. - Indian Administration
2. Singh, Hoshiar - Indian Adminstration
3. Arora, R.K. &Goel. Rajni - Indian Public Administration
4. Johari, J.C. - Indian Govt& Politics
5. Maheshwari, S.R. - State Administration
6. Avasthi, A. &Avasthi, A.P. - Indian Administration
7. Fadia, B.L. &Fadia, Kuldeep - Public Administration in India
8. Singh, Hoshiyar and Singh, Mohinder - Public Administration in India
9. Basu, D.D. Introduction to the Constitution of India
10. Johari, J.C. - The Constitution of India
11. Ramchandran, Padma – Public Administration in India
12. Charabarty, Bidut& Chand, Prakash – Indian Administration

**P10: Indian Administrative Thought**

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| Manu,  Kautilya,  Mahatma Gandhi,  Jawaharlal Nehru,  B.R.Ambedkar and  Sardar Vallabhai Patel  RammanoharLohia  Jaiprakash Narayan |

Books Recommended:

1. Sharma, Laxmi – Indian Political Thought
2. Pruthi R.K., Chaturvedi, Archana – Gandhian Thoughts
3. Syed, M.H. – SardarVallabhabhai Patel
4. Ardiman David - Gandhi
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7. Mohammad, Taj – Ambedkar on Social Justice
8. Jatava, R. – Ambedkar and Humanisim
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**P11X: Rural Government Administration**

**Rural Local Governance: An Introduction**

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| Concept, Evolution, and Significance of Rural Local Governance; New Localism and Global - Local Debate  Democratic Decentralisation - the 73rd Constitutional Amendment & recent trends in Political Decentralisation, Functional Decentralisation, Administrative Decentralisation and Fiscal Decentralisation; and Panchayats (Extension to the Scheduled Areas) Act 1996  Panchayati Raj Institutions: Composition, Structure, Functions and Role   1. Gram Sabha: Composition, Functions and Role; 2. Gram Panchayat: Structure, Composition, Functions and Role 3. Panchayat Samiti: Structure, Composition, Functions and Role 4. Zila Parishad: Structure, Composition, Functions and Role   Personnel Administration in Rural Governance – Role and Functions of Panchayat Secretary, Block Development and Panchayat Officer and District Development and Panchayat Officer, Sub-Divisional Officer and District Collector  Rural Financial Management  Control over Panchyati Raj Institutions: Institutional, Administrative, Financial and Technical  Planning for Rural Local Government: Composition Function and Role of District Planning Committee  Elections to Rural Local Bodies: Role of the State Election Commission |

Books Recommended:

1. Woodbury, Coleman(ed. - Urban Development, Problems and Practice
2. Coleman, M.D. - Reviewing Our Cities
3. Corson, J.J. - Government Manpower for Tomorrow’s Cities
4. Renfield, E.C. - Urban Government
5. Robson, W.A. - Great Cities of the World
6. Khera, S.S. - District Administration in India
7. Ashok Mehta - Committee on Panchayati Raj
8. Panchayati Raj Act, 1947
9. Kshettra Samiti and Zila Parishad Adhiniyam, 1961
10. Singh, S.N. - Rural Development Bureaucracy in India
11. Bajpai, Ashok & Verma, M.S. - Panchayati Raj in India

**P11Y : Urban Government Administration**

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| Concept and Policy issues in urban development  Concept, Evolution and Significance of Urban Local Governance; The 74th Constitutional Amendment Act; New Localism and Global-local debate  Composition, Functions and Role of Municipal Corporation, Municipal Council, and Municipal Committee/ Nagar Panchayat  Personnel Administration in Urban Local Bodies  Urban Local Finance  Legislative, Administrative, Judicial and Financial Control over Urban Local Bodies  District and Metropolitan Planning Committees: Composition, Functions and Role  Elections to Urban Local Bodies – Role of State Election Commission |

Books Recommended:

1. Woodbury, Coleman(ed. - Urban Development, Problems and Practice
2. Coleman, M.D. - Reviewing Our Cities
3. Corson, J.J. - Government Manpower for Tomorrow’s Cities
4. Renfield, E.C. - Urban Government
5. Robson, W.A. - Great Cities of the World
6. Khera, S.S. - District Administration in India
7. Ashok Mehta - Committee on Panchayati Raj
8. Panchayati Raj Act, 1947
9. Kshettra Samiti and Zila Parishad Adhiniyam, 1961
10. Singh, S.N. - Rural Development Bureaucracy in India
11. Bajpai, Ashok & Verma, M.S. - Panchayati Raj in India

**Sem.6**

**P12 : Public Personnel Administration**

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| Public Personnel Administration: Meaning, Nature, Scope and Significance,  Personnel Policies, Job Analysis, Man Power Planning, Recruitment  Position and rank classification, Recruitment and Recruitment Agencies – UPSC, SPSC  Promotion, Training, Performance Appraisal  Service Conditions, Discipline, Authority and Responsibility,  Accountability, Transfer, Integrity in Administration  Bureaucracy, Employer-Employee relations, Retirement Benefits |

**Suggested Readings:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Bhatia, S.K. | : | Emerging Human Resource Management |
|  | Monappa, Arun & Mirza, S. Saiyadain | : | Personnel Management |
|  | Stahl, O Glenn | : | Public Personnel Administration |
|  | Hays, S.W. & Kearney, R.C. | : | Public Personnel |
|  | Goel, S.L. | : | Public Personnel Administration |
|  | Sinha, V.M. | : | Public Personnel Administration |
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|  | Report of the Fifth & Sixth Central Pay Commissions, Government of India | | |

**P13: Financial Administration**

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| Financial Administration: Meaning, Nature, Scope and Significance |
| NITI Aayog, Finance Commission, Ministry of Finance, GST Council |
| Budget Meaning and Significance and types of budget : Line Item Budget, Performance Budget, Zero Base Budget, Gender Budgeting |
| Accounting, Auditing, Comptroller and Auditor General, Parliamentary Financial Committees |

**Suggested Readings**

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|  | Goel, S.L. | : | Public Financial Administration |
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|  | Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri | : | Financial Administration in India |
|  | Sury, M.M. | : | Government Budgeting in India |
|  | Joshi, P.L. & Raja, V.P. | : | Techniques of Zero Base Budgeting |
|  | Thavaraj, M.J.K. | : | Financial Administration of India |
|  | Tyagi, B.P. | : | Public Finance |
|  | Kulshrestha, R.S. | : | Financial Management |

**P14 (X)**

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| **Administrative Ethics & Governance**  **Introduction to Ethics**  Introduction to Study of Ethics  Defining Ethics  Understanding Ethical Decision Making  **Context of Ethics**  Context of Ethics  Values and Ethics  **Administrative Responsibility**  Administrative Responsibility: The Key to Administrative Ethics  **Conflicts of Responsibility**  Conflicts of Responsibility: The Ethical Dilemma  Ethics in Indian Society  Ethics in Other Cultures  Ethics and Leadership  Ethics in Organizations  Maintaining Responsible Conduct in Public Organizations: Two Approaches  **Integrating Ethics**  Integrating Ethics with Organizational Norms and Structures  Ethical Autonomy  Safeguarding Ethical Autonomy in Organizations: Dealing with Unethical Superiors and Organizations |

**Books Recommendation:**

1. R.K. Arora - Ethics, Integrity and Value in Public Services
2. 4th Report ARC-II
3. R.K. Arora - Ethics in Governance
4. NadeemHasnain – Indian Society and Culture: Continuity and Change.

**P14 (XI) : Digital Governance**

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| * Digital governance models * Digital processes * Digital team structure * Management of digital governance * Digital standards * Digital guidelines * Case studies about digital governance * Digital strategy * Digital policies * Issues in e-Governance: Individual Privacy vs. National Security, Artificial Intelligence threats and Internet of Things (IoT) challenges. Digital Divide, Data security, Data privacy, Social Media |

**Books Recommended:**

1. Basandra, S.K - *Computers Today* Galgotia Publishers Pvt. Ltd
2. Bhatnagar S.S. - *E-government : From Vision to Implementation*
3. Bhatacharya, J. - *E-gov2.0 : policies, progress and technologies*
4. Brien, J and Marakas G.M - *Management Information System:India(*TMH)
5. B. Srinivas - E-Governance Technique

**Sem.7**

**P15: Modern Administrative Systems**

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| Constitutional Framework and Structure of Government in BRICS : Legislature: Executive, Judiciary  Bureaucracy and Control Mechanisms over Administration  Role of Bureaucracy: Policy- making, Implementation and Analysis  Control Mechanisms over Administration  Local Governance in BRICS  Emerging Issues: Citizen and Administration, Growing Role of Civil Society, Administrative Reforms in Governance |

Books Recommended:

1. R.K., Mishra (et.al) – PE in India, Institute of PE
2. Arora, R.K. - Comparative Public Administration
3. Chaturvedi, T.N. - Comparative Public Administration
4. Sharma, P.D. - Comparative Government
5. Bhagwan, Vishnoo & Bhushan, Vidya - World Constitution.
6. Finer, H. - English Local Government
7. Harris, G.M. - Comparative Local Government
8. Philips, J.C. - State and Local Government in America
9. Adrain, G.E. - State and Local Government (U.S.A)
10. Muttalib, M.A. and Khan, A.A. - Theory of Local Government
11. Barthwal, C.P. - Understanding Local Self – Government
12. Higher Civil Services in France – S.R. Maheshwari
13. The Politics of the Administrative Process – Donald F. Kettl
14. American Government – Comparing Political Experiences – Judith Gillespie and Stuart Lazarus.
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**P16: Governance: Issues and Challenges**

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| Governance: Conceptual Dimensions, Governance Framework in India, Stakeholders in Governance  Globalisation: Role of State, Market and Civil Society  Governance and Development : Changing Dimensions of Development, Strengthening Democracy through Governance  Governance: Conceptual Dimensions  Emerging Perspectives : Challenges before Governance, Good Governance and Public Governance Changing Role of Bureaucracy, Information and Communication Technology and Governance ,Role of Media, Corporate Governance, Sustainable Human Development, Transparency and Accountability |

**Books Recommended:**

1. Mander, H & Arif, M. - Good Governance.
2. Jabbra, J.G. Dwivedi, O.P. - Public Service Accountability
3. Chaturvedi, T.N.(ed.) - Towards Good Governance
4. Kaviraj, S. & Khilnani, S. (ed.) - Civil Society: History &Possibilities
5. IInd ARC Report, Government of India.
6. Singh, S.N. - Administrative Culture & Development.
7. Bhandari, I.K. - Public Distribution System.
8. Bava, Noorjahan, Public Administration in the 21st Century.

**P 17: International Relations and organization**

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| Understanding of International Relations  Basic Concepts-Elements of National Power, National Interest, Collective Security, Balance of Power  Evolution of International System (Up to the World War II)  Developments in International Relations  Origins and Phases of the Cold War  End of the Cold War and its Impact on IR  Emerging Centers of Power  Globalization  Role and Functions of the United Nation and its agencies, OECD,  Regionalism and New Regionalism : QUAD, RCEP, SCO, etc. |

**Books Recommended:**

* 1. Kenneth N.Waltz : Theory of International Politics
  2. John J. Mearsheimer : The Tragedy of great Power Politics
  3. Ernest Gellner : National and Nationalization
  4. Pushpesh Pant : International Organization
  5. Pushpesh Pant : International Relation

**P18 X: Stress & Time Management**

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| **Understanding Stress and Time Management**  Understanding Stress  Understanding Time Management  **Stress and Poor Time Management**  Workplace Stress: Major Causes  Waste of Time: Distractions at Workplace  Poor Time Management: Effects on Job Performance  Stress and Health: Effects of Stress on Health  **Towards Stress and Time Management**  Time Wasters and Time Savers  Stress Management: Effective Methods and Approaches  Time Management: Effective Methods and Approaches  Stress and Time Management: Towards Happiness and Success |

**Books Recommended:**

1. Laura Vanderkam : 168 Hours
2. Jake Zeratsky & John Knapp : Make Time: How to Focus on what matters everyday
3. Cal New Port : Deep Work: Rules for Focused Success in Distracted World

**P18 Y: Conflict Management**

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| **Conflict: Theoretical Constructs**  Meaning and Concept of Conflict  Sources of Conflict  Types and Levels of Conflict  Theories of Conflict  **Conflict Management**  Methods of Conflict Resolution  Role of Government and Civil Society  Role of International and Trans–National Institutions  **Peace Building**  Meaning and Significance  **Approaches**  Post–Conflict Construction and Rehabilitation (Case Studies –Local, Sub –National and International) |

**Books Recommended:**

1. Caden Bruke – How to Manage Conflicts
2. Bernard S.Mayer – Beyond Neutrality

**P19 X: Disaster Management**

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| **Introduction**  Meaning and Classification of Disasters  Hazard, Risk and Vulnerability  Natural and Man-made Disasters  Disaster Profile of India  **Disaster Management: Concepts and Institutional Framework**  Disaster Management: Act, Policy and Institutional Framework  Disaster Management Cycle with focus on Preparedness, Prevention and Mitigation  Disaster Relief and Response  Damage Assessment  Rehabilitation, Reconstruction and Recovery  **Inter-relationship between Disasters and Development**  Climate Change  Disasters and Development |

**Books Recommended:**

1. S.R. Singh - Disaster Management
2. K.A. Rasure - Understanding the Sustainable Development
3. S. Ramaswami and G. Sathis Kumar - Environmental Sustainability
4. S.B. Ghosh - Natural Resources (Its utility for Mankind)
5. D. Solomon Raj - Energy and Environment Interaction (Future Challenges)
6. K.A. Rasure - Globalization and Sustainable Development
7. Sarvotam Kumar - Ecology and Global Warming
8. Vandana Desai & Robert B. Potter - Companion to Development Studies

**P19 Y: Sustainable Development**

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| Sustainable Development: Concept, Nature and Scope  Major Components of Sustainable Development  Approaches to Sustainable Development  Sustainable Development Goals  **Development, Sustainability and Climate Change**  Concept of Global Commons and Climate Change  International Conventions on Sustainable Development  Interrelationship among Development, Sustainability and Climate Change: Case for Differentiated Responsibilities  **Sustainable Development: A Way Forward**  Role of Policy Innovations in Sustainable Development  Recognition of Ecological limits of Equity and Justice  Alternative ways of Resource Generation and Capacity Enhancement |

**Books Recommended:**

1. S.R. Singh - Disaster Management
2. K.A. Rasure - Understanding the Sustainable Development
3. S. Ramaswami and G. Sathis Kumar - Environmental Sustainability
4. S.B. Ghosh - Natural Resources (Its utility for Mankind)
5. D. Solomon Raj - Energy and Environment Interaction (Future Challenges)
6. K.A. Rasure - Globalization and Sustainable Development
7. Sarvotam Kumar - Ecology and Global Warming
8. Vandana Desai & Robert B. Potter - Companion to Development Studies