**CHOICE BASED CREDIT SYSTEM (CBCS)**

**M.A. PUBLIC ADMINISTRATION**

**TOTAL CREDIT: 96**

**SEMESTER – I**

**PACC 101: THEORIES OF MODERN GOVERNMENT**

|  |  |  |
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| **Unit – I** | **:** | Origin of State: Divine, Social Contract Theory &Historical Evolutionary Theory, Elements and Functions of State. |
| **Unit – II** | **:** | Concept & Forms: Liberty, Equality, Justice, Rights, and Sovereignty. |
| **Unit – III** | **:** | Forms of Government: Democratic and Non-Democratic, Parliamentary & Presidential, Unitary & Federal. |
| **Unit – IV** | **:** | Political Parties, Pressure Groups, Electoral Reforms. |
| **Unit - V** | **:** | Contemporary Issues: Political Culture & Political Development, Political Socialization. |

**Books Recommended:**

1. Arendt, Hannath - Crisis in Republic
2. Lipset, Martin - Political Man
3. Rawls, R.H. - A Theory of Justice
4. Sharma, U., Sharma, S.K. - Principles & Theory of Political Science
5. Johari, J.C., - Indian Government & Politics
6. Fadia, B.L. – Indian Government & Politics.
7. Johari, J.C. – Contemporary Political Theory
8. Asirvatham, Eddy & Mishra, K.K. – Political Theory
9. Basu, D.D. – Introduction to the Constitution of India
10. Sharma, B.K. – Introduction to the Constitution of India

**PACC 102: ADMINISTRATIVE THEORIES AND PRINCIPLES-I**

|  |  |  |
| --- | --- | --- |
| **Unit – I** | **:** | Public Administration: Concept and Evolution, Ecology, Public and Private Administration. |
| **Unit – II** | **:** | NPA, NPM, State vs. Market Debate, Recent Developments in Public Administration. |
| **Unit – III** | **:** | Classical Theory, Bureaucratic Theory, Scientific Management Theory and Human Relation Theory. |
| **Unit – IV** | **:** | Decision Making Theory, Behavioural Theory and Systems Approach. |
| **Unit - V** | **:** | Principles of Organization: Hierarchy, Unity of Command, Span of Control, Authority and Responsibility. |

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

**PACC 103: INDIAN CONSTITUTION AND GOVERNMENT**

|  |  |  |
| --- | --- | --- |
| **Unit – I** | **:** | Evolution of India Constitution: Regulating Act 1733, Pitts India Act 1784, Charter Act 1813, 1833, 1853, The Government of India Act 1858, 1909, 1919, 1935 & India Independence Act 1947. |
| **Unit – II** | **:** | Constitutional Philosophy: Salient features of Indian Constitution, The Preamble Nature of Indian Constitution Fundamental Rights, Directive Principles of State Policy and Fundamental Duties. |
| **Unit – III** | **:** | Union Government: President, Prime Minister, Council of Ministers. |
| **Unit – IV** | **:** | State Government: Governor, Chief Minister, Council of Ministers, Governor-CM Relations. |
| **Unit - V** | **:** | Powers and Functions of Union & State legislature, Structure and Functions of Judiciary, Public Interest Litigation, Judicial Activism. |

**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

**PACC 104: INDIAN ADMINISTRATION**

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| --- | --- | --- |
| **Unit – I** | **:** | Evolution of Indian Administration: Mauryan, Mughal & British Period and British Legacies to Indian Administration. |
| **Unit – II** | **:** | Central Administration: Structure & Functions of Central Secretariat: Cabinet Secretariat, Cabinet Secretary, Prime Minister’s Office (PMO) |
| **Unit – III** | **:** | State Administration: Structure & Functions of State Secretariat, Chief Secretary; State Secretariat Vs Directorate; Divisional Administration & The Divisional Commissioner. |
| **Unit – IV** | **:** | District Administration; District Collector: Powers, Functions & Role, Law and Order in DM-SSP & Commissionery System, Relationship between Police and Public. |
| **Unit - V** | **:** | Control over Administration: Legislative, Executive, Judicial & Citizen. |

**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

**PACC 105-I: HUMAN RESOURCE MANAGEMENT**

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| **Unit – I** | **:** | Human Resource Management: Concept, Significance, Evolution, Functions, Policies and Human Resource Planning. |
| **Unit – II** | **:** | Position and Rank Classification, Recruitment and Recruitment Agencies - UPSC and SPSCs, Training & Promotion. |
| **Unit – III** | **:** | Job Analysis, Job Evaluation, Performance Appraisal, Stress Management. |
| **Unit – IV** | **:** | Health & Safety at Work Place, Industrial Relations, Industrial Conflicts, Labour Management Participation, Grievances & Grievance Handling Procedure. |
| **Unit - V** | **:** | Factories Act, 1948, Industrial Disputes Act 1947, Employees’ Provident Funds Miscellaneous Provisions Act 1952, Maternity Benefit Act 1961. |

Books Recommended:

1. Yoder, Dale - Personnel Management & Industrial Relations
2. Flippo, Edwin B. - Principles of Personnel management
3. Davar, Rustom S. - Personnel Management & Industrial Relations
4. Report of national Commission on Labour, G.O.I. 1968
5. Second Administrative Reforms Commission Report.
6. Bhatia, S.K. - Emerging Human Resource Management.
7. Monappa, Arun & Mirza, S.Saiyadain - Personnel Management.
8. Stahl, O Glenn - Public Personnel Administration
9. Hays, S.W. & Kearney, R.C. - Public Personnel
10. Report of the Fifth & Sixth Central Pay Commissions, Government of India
11. Goel, S.L. - Public Personnel Administration
12. Sinha, V.M. - Public Personnel Administration
13. **dVkfj;k] lqjsUnz&dkfeZd iz'kklu**
14. **'kekZ ,oa tSu&yksd lsoh oxhZ; iz'kklu**

**PAVC 101: ETHICS IN GOVERNANCE (VALUE ADDED(Credited))**

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| **Unit – I** | **:** | Constitutional Values: The Preamble: Social Economic & Political Justice; Liberty, Equality & Fraternity; Unity & Integrity of the Nation; Dignity of Individual & Fundamental Duties. |
| **Unit – II** | **:** | Attitude: Meaning, Components and Types of Attitudes, Attitudes & Behaviours, Social, Political & Economic Attitudes. |
| **Unit – III** | **:** | Foundational Values for Civil Services: Rule of Law, Integrity in Administration, Code of Conduct, Neutrality Anonymity, Empathy, Tolerance & Compassion towards Weaker Sections. |
| **Unit – IV** | **:** | Ethics in Public Administration: Concept & Significance, Ethical Concerns & Dilemmas in Governance, Essence of Human Rights in Public Administration. |
| **Unit – V** | **:** | Emotional Intelligence: Concept, Dimensions; Its Utility and Application in Administration & Governance. |

**Books Recommended:**

1. R.K. Arora - Ethics, Integrity and Value in Public Services
2. Second Administrative Reforms Commission, Fourth Report ethics in   
    Governance.
3. R.K. Arora - Ethics in Governance
4. Nadeem Hasnain – Indian Society and Culture: Continuity and Change.

**SEMESTER –II**

**PACC 201: ADMINISTRATIVE THEORIES AND PRINCIPLES-II**

|  |  |  |
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| **Unit – I** | **:** | Delegation, Supervision, Control and Coordination. |
| **Unit – II** | **:** | Line, Staff and Auxiliary Agencies, Board and Commission. |
| **Unit – III** | **:** | Contingency or Situational Approach, Social Action Theory, Cybernetics Theory. |
| **Unit – IV** | **:** | Leadership, Communication, Motivation and Morale. |
| **Unit - V** | **:** | Administrative Techniques & Reforms: O & M, Network Analysis, MIS, PERT & CPM. |

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

**PACC 202: ADMINISTRATIVE THOUGHT-I**

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| --- | --- | --- |
| **Unit – I** | **:** | Woodrow Wilson, F.W. Taylor, Herbert Simon, Elton Mayo. |
| **Unit – II** | **:** | C.I. Barnard, M.P. Follet, Max Weber. |
| **Unit – III** | **:** | Abraham Maslow, F.Herzberg, Douglous McGregor, |
| **Unit – IV** | **:** | Chris Argyris,R. Likert, C. Alderfer, Y. Dror |
| **Unit - V** | **:** | Peter Drucker, F.W. Riggs, Karl Marx. |

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

**PACC 203:FINANCIAL ADMINISTRATION**

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| **Unit – I** | **:** | Financial Administration: Concept Nature, Scope and Significance; Evolution of Planning Machinery: Planning Commission, NDC and NITI Aayog; Finance Commission; Central-State Financial Relations. |
| **Unit – II** | **:** | The Concept of Budget; Types and Techniques of Budget: Line- Item Budget, Performance Budget, PPBS, ZBB and Gender Budgeting. |
| **Unit – III** | **:** | Budgetary Process in India: Ministry of Finance, Preparation, Enactment & Execution. |
| **Unit – IV** | **:** | Public Finance: Public Revenue, Public Expenditure, Public Debt, Fiscal Deficit and Deficit Financing; Monetary Policy & RBI. |
| **Unit - V** | **:** | Accounting, Auditing, CRAG, Parliamentary Control; C & AG and Parliamentary Finance Committee, Estimates Committee, Public Accounts Committee, Committee on Public Undertakings |

Books Recommended:

1. Lall. G.S. - Public Finance & Financial Administration in India
2. Mokherjee, S.S. - Financial Administration in India
3. Chand, Prem - Performance Budgeting
4. Handa, K.L. - Financial Administration
5. Annual Reports of the Ministry of Finance, Government of India
6. Annual Reports of World Bank & I.M.F.
7. Reports of C & AG of India
8. Sury, M. M. Government Budgeting in India
9. Joshi, P.L. & Raja, V.P. - Techniques of Zero Base Budgeting
10. Vithal, B.P.R. &Shastri, M. - Fiscal Federation in India
11. Geol, S.L. - Public Financial Adminstration
12. Thavaraj, M.J.K. - Financial Administration of India
13. Tyagi, B.P. - Public Finance
14. Kulshretha - Financial Management
15. S.K. Mahajan and A.P. Mahajan: Financial Administration in India
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**PACC 204: MANAGEMENT OF URBAN AND RURAL GOVERNANCE IN INDIA**

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| **Unit – I** | **:** | Concept & Evolution of Urban and Rural Governance; Salient Features of 73rd & 74th Constitutional Amendment Acts; Composition & Functions of Urban & Rural Local Bodies. |
| **Unit – II** | **:** | Planning for Urban Governance, Urban Policies, Urban Sustainable Development, Urban Environment, Sustainability & Resistance. |
| **Unit – III** | **:** | Programmes of Urban and Rural Development,Public Private Partnership, Inter-Departmental Coordination. |
| **Unit – IV** | **:** | Approaches of Urban and Rural Governance; Public Bodies Engaged in Urban and Rural Governance, Role of Cooperatives. |
| **Unit – V** | **:** | Issues in Urban & Rural Governance: Poverty, Unemployment, Population, Education, Health, Insurance. |

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

**PACC 205-I:COMPARATIVE AND DEVELOPMENT ADMINISTRATION**

|  |  |  |
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| **Unit – I** | **:** | Comparative Public Administration**:** Concept, Scope and Significance, Evolution of CPA, Comparative Administrative Group, Ecology of Comparative Public Administration. |
| **Unit – II** | **:** | Approaches and Models of CPA**:** Universalist, Ecological, Bureaucratic, Behavioural and Structural-Functional. |
| **Unit – III** | **:** | Development Administration: Concept, Characteristics & Functions, Development Administration and Administrative Development; Ecology of Development Administration. |
| **Unit – IV** | **:** | Approaches of Development Administration: Communist, Gandhian, Market Friendly, Sustainable Development. |
| **Unit – V** | **:** | Models of Development Administration: Human Development, Inclusive Development & Ecological Approach. |

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 & Developmen Administration
8. **prqosZnh] Vh0,u0** - **rqyukRed yksd iz'kklu**
9. **dVkfj;k] lqjsUnz** - **rqyukRed yksd iz'kklu**
10. **tks'kh] izhrh** - **fodkl iz'kklu**

PACC 206-II: MANAGEMENT OF PUBLIC ENTERPRISES AND CORPORATE   
 GOVERNANCE

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| **Unit – I** | **:** | Public Enterprises: Concept and Evolution; Forms of Public Enterprises; Governing Board. |
| **Unit – II** | **:** | Personnel Management: Recruitment, Training, Promotion and Remuneration. |
| **Unit – III** | **:** | Financial Management of Public Enterprises; Control Over Public Enterprises: Parliamentary, Ministerial and Audit. |
| **Unit – IV** | **:** | Issues in Public Enterprises: Accountability and Autonomy; Memorandum of Understanding (MoU); Privatisation & Disinvestment; Profitability & Performance. |
| **Unit – V** | **:** | Corporate Governance: Concept, Models of Corporate Governance, The Board of Directors, Corporate Social Responsibility, Corporate Governance and Ethics. |

Books Recommended:

1. Prasad, Jagdish , Rao, Nageshwar and others - Administration of Public Enterprises in India
2. Shastri, K.S., Dhamejan and - Public Enterprises, Performance Evaluation of Public Enterprises
3. Singh, S.K. - Public Sector in India
4. Khusro, A.M. and Others - Industrial Policy
5. Lal, Bhure and Ram ,Raja - Controlling Public Sector Sickness
6. Narayan, Satya - CAG - Public Enterprises Interface
7. Robson, W.A. - Problems of Nationalised Industry
8. Hanson, A.H. - Public Enterprises and Economic Development
9. Khera, S.S. - Government in Business
10. Appleby, P.H. - Re-examination of India’s Administrative System with Special Reference to Administration of Governments, Industrial and Commercial Enterprises.
11. Rao, D.K. Prahalada, Corporate Governance
12. Shah, R. Chunni Bai, Corporate Governance
13. Medury, Uma, Corporate Governance Framework
14. Masami, Atarasi, Corporate Governance
15. Kumar, Basant, Non-Executive Directors in Indian Corporate Governance.
16. Sarkar & Sarkar, Corporate Governance in India.
17. Yadav & Khatri, Corporate Governance.

**PAVNC 201: ADMINISTRATIVE LAW (Value Added Course (Non-Credited))**

|  |  |  |
| --- | --- | --- |
| **Unit – I** | **:** | Administrative Law: Concept & Evolution, Dicey’s Administrative Law, Droit Administratif. |
| **Unit – II** | **:** | Separation of Power & its Relevance, Administrative Law and Constitutional Law, Legal Remedial on Exhaustion of Administrative Remedies. |
| **Unit – III** | **:** | Internal Methods of Settlement of Disputes and Grievance Redressal Procedures, Conciliation & Meditation through Social Action Groups, Public Inquiry & Commission of Enquiry, Ombudsman. |
| **Unit – IV** | **:** | Administrative Discretion: Need, Limitation, Non-exercise of Discretionary Powers, Judicial Review of Administrative Discretion, Remedies. |
| **Unit – V** | **:** | Administrative Tribunal- Adjudicatory Authority on Administration, Nature of Tribunal, Natural Justice, Injunctions,Writs. |

**Books Recommended:**

1. Pater H. Schunk - Foundation of Administrative Law, 1994

2. Friedman - The state and Rule of law in a Mixed Economy.

3. Ivor Jennings - Law & the Constitution

4. Schwartz and Wade - Legal Control of Government

5. De Smith - Judicial Review of Administrative Action, 1998

6. D.D. Basu - Comparative Administrative Law, 1998

7. K.S. Shukla and S.S. Singh - Lok Ayukta : A Socio-Legal Study, 1988

8. Jain & Jain - Principles of Administrative Law

**SEMESTER III**

**PACC 301: PUBLIC POLICY AND ANALYSIS**

|  |  |  |
| --- | --- | --- |
| **Unit – I** | **:** | Public Policy: Introduction: Meaning, Nature, Scope and Significance, Policy Cycle; Policy Change and Continuity; Models of Public Policy. |
| **Unit – II** | **:** | Policy Formulation: Structure and Process; Role of Various Agencies; Inter-governmental Relations; Constraints in Policy Formulation, Policy Making Indices and Post-globalized Scenario. |
| **Unit – III** | **:** | Policy Implementation: Role of Various Agencies; Problems in Policy Implementation; Policy Monitoring: Importance, Approaches, Constraints, Remedial Measures. |
| **Unit – IV** | **:** | Policy Evaluation and Impact: Understanding Policy Evaluation; Ascertaining Policy Impact; Evaluation Techniques – Social Cost-Benefit Analysis, Input-Output Analysis. |
| **Unit – V** | **:** | Sectoral Public Policies in India: Health, Education, Agriculture, Telecom and Environment. |

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 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.

**PACC 302: ADMINISTRATIVE THOUGHT II**

|  |  |  |
| --- | --- | --- |
| **Unit – I** | **:** | Aacharya Kautilya and Sardaar Vallabh Bhai Patel. |
| **Unit – II** | **:** | G.K. Gokhale and M.K. Gandhi. |
| **Unit – III** | **:** | Pt. Jawahar Lal Nehru and Dr. Bhimrao Ambedkar. |
| **Unit – IV** | **:** | Aacharya Narendra Dev and C. Rajgopalachari. |
| **Unit – V** | **:** | J.P. Narayana and Dr. Ram Manohar Lohia. |

Books Recommended:

1. Sharma, Laxmi – Indian Political Thought
2. Pruthi R.K., Chaturvedi, Archana – Gandhian Thoughts
3. Syed, M.H. – Sardar Vallabhabhai Patel
4. Ardiman David - Gandhi
5. “kekZ] ch0,e0 ,oa “kekZ] jked`’.k nRr &Hkkjrh; jktuhfr fopkjd
6. ujk;.k] bdcky&izfrfuf/k jktuhfrd fopkjd
7. Mohammad, Taj – Ambedkar on Social Justice
8. Jatava, R. – Ambedkar and Humanisim
9. “kjn] vksadkj&yksfg;k ds fopkj

**PAEL 301 A: SOCIAL WELFARE ADMINISTRATION (Elective)**

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| **Unit – I** | **:** | Social Welfare Administration; Meaning, Scope & Significance, Approaches/Models; Social Change and Social Justice; Social Welfare Administration in New Economic Order. |
| **Unit – II** | **:** | Social Welfare Administration at Union Level: Composition and Functions of Ministry of Social Justice and Empowerment; Ministry of Tribal Affairs; Ministry of Women and Child Development, Ministry of Minority Affairs; CSWB & SSWAB. |
| **Unit – III** | **:** | Social Welfare Policies and Programmes for SC/ST, OBCs, Women, Child, Disabled and Aged at Central & State level; |
| **Unit – IV** | **:** | Composition and Functions of National Commission: for SC/ST, Women, Other Backward Classes and Minorities; Sub Plan strategies for Welfare of Weaker Section. |
| **Unit – V** | **:** | International Agencies for Social Welfare: Composition and Functions of UNESCO, UNICEF, ILO, WHO (with special reference to India). |

**Books Recommended:**

1. Mukherjee, Radhakamal - Social Welfare Administration
2. Chaudhary, D.P. - A. Hand Book of Social Welfare
3. Sachdeva, D.R. - Social Welfare Administration
4. Prasad, R. - Encyclopedia of Social Welfare Administration
5. Shukla, K.S. - Social Welfare Administration in India
6. Chandra, Sushil - Social Work in Uttar Pradesh
7. Annual Reports of Ministry of Social Justice & Empowerment, Government of India.
8. Goel, S.L. - Social Welfare Administration.
9. lpnso] Mh- vkj- &Hkkjr esa lekt dY;k.k iz'kklu
10. dVkfj;k] lqjsUnz&lkekftd iz'kklu

**PAEL 301 B: COMPARATIVE ADMINISTRATIVE SYSTEM: UK, USA,   
 FRANCE AND SOUTH AFRICA (Elective)**

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| --- | --- | --- |
| **Unit – I** | **:** | Salient Features of Administrative Systems of U.K., USA, France, South Africa; Function and Role of Chief Executive of UK, USA, France & South Africa. |
| **Unit – II** | **:** | Higher Civil Services of UK, USA, France & South Africa: Recruitment, Training, Classification and Promotion |
| **Unit – III** | **:** | Structure and Functions of Local Government of U.K., USA, France & South Africa. |
| **Unit – IV** | **:** | Control over Administration in UK, USA, France & South Africa. |
| **Unit – V** | **:** | Machinery for Redressal of Citizen Grievances of UK, USA, France & South Africa. |

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. S.R. Maheshwari - Higher Civil Services in France
13. Donald F. Kettl - The Politics of the Administrative Process
14. Judith Gillespie and Stuart Lazarus - American Government Comparing Political Experiences
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**PAEL 302 A: POLICE ADMINISTRATION (Elective))**

|  |  |  |
| --- | --- | --- |
| **Unit – I** | **:** | Police Administration: Concept, Significance, Evolution, Powers, Functions and Role. |
| **Unit – II** | **:** | Legal Procedure of Police & Magistrate, Community Policing & SMART Policing. |
| **Unit – III** | **:** | Structure, Functions and Role DM-SSP and Commissionary System in Maintenance of Law and Order, Relationship between DM & SSP  . |
| **Unit – IV** | **:** | Investigating Agency – SIT, CBCID, NCB, NIA & CBI. |
| **Unit – V** | **:** | Problems & Challenges before Police, Police-Public Relations, Human Rights and Police. |

**Books Recommended:**

1. J.C. Chaturvedi - Police Administration and Investigation of Crime
2. G. Ghose - Re-Legitimating Indian Police
3. S. Ghose - Police Administration : Organisation and procedure
4. A. Srivastava - Role of Police in a Changing Society
5. K.S. Subramanian- Political Violence and the Police in India
6. R.D Hunter and T. Barker – Police Community Relations and the Administration of Justice
7. S.S. Chauhan – Work Environment and Job Satisfaction among Police Officials

**PEL301: CORPORATE SOCIAL RESPONSIBILITY (Elective)**

|  |  |  |
| --- | --- | --- |
| **Unit – I** | **:** | Corporate Social Responsibility: Meaning, Characteristics, Scope and Evolution. |
| **Unit – II** | **:** | Legal Framework for CSR, Models and Approach of CSR, CSR and Ethics. |
| **Unit – III** | **:** | Stakeholders Advocacy, The Role of Business in Society, Consumers Awareness and CSR. |
| **Unit – IV** | **:** | Globalization & CSR, Implementing CSR, CSR as Competitive Advantages, Challenges before CSR. |
| **Unit – V** | **:** | Social Legitimacy, Best Practices of CSR in India. |

**Books Recommended:**

1. Rao, D.K. Prahalada - Corporate Governance
2. Shah, R. Chunni Bai - Corporate Governance
3. Medury, Uma - Corporate Governance Framework
4. Masami, Atarasi, Corporate Governance
5. Kumar, Basant - Non-Executive Directors in Indian Corporate Governance.

**PAIN 301: INTERNSHIP (Summer Internship)**

**PAIER : E-GOVERNANCE (Intra-Departmental Course))**

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| **Unit – I** | **:** | e-Governance: concept, scope and significance, Evolution of e-governance in India, SMART village, SMART city. |
| **Unit – II** | **:** | Emerging ICT trends such as SMAC, Big-data, e-Commerce, Cashless India, Mobile Wallet, Telemedicine, Digital library. |
| **Unit – III** | **:** | Cyber-crimes and Risk Management: Cyber Crimes, Hacking, Virus Attacks, Software Piracy, Risks involved in Instant Messaging (IM) such as WhatsApp, Messenger, Google chat etc. |
| **Unit – IV** | **:** | Digital Governance Initiatives in States: Akshaya Project of Kerala; Tele Samadhan of Madhya Pradesh; E-Gram Vishvagram of Kerala; E-Ration Card Service of Delhi; Aasthi system of Karnataka; Bhulekh Scheme, Lokvani, Online Jan Suvidha Scheme of Uttar Pradesh. |
| **Unit - V** | **:** | 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 TodayGalgotia 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

**SEMESTER IV**

**PACC 401: ISSUES IN GOOD GOVERNANCE**

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| **Unit – I** | **:** | Concept of Good Governance, Citizen Charter, Public-Private Partnership, Transparency and RTI. |
| **Unit – II** | **:** | Responsive Administration, Civil Society, NGOs as Non State Actors in Public Administration. |
| **Unit – III** | **:** | Consumer Interests and Protection, Redressal of Citizen Grievances, LokPal & Lokayukta. |
| **Unit – IV** | **:** | Lok Adalats, Public Interest Litigation, Judicial Activism, Public Service Delivery. |
| **Unit – V** | **:** | Public Distribution System, Development Goals, Gender Issues; India’s Administrative Culture. |

**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.

PACC 402: DISASTER MANAGEMENT AND SUSTAINABLE DEVELOPMENT   
 (CORE COURSE)

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| **Unit – I** | **:** | Disaster Management: Concept & Forms, India’s Key Hazards & Crisis Response Mechanism; Preparedness and Risk Reduction; Recovery. |
| **Unit – II** | **:** | Emergency Response System; NDMA; SDMA; Indian Case Studies; Disaster Management and Efforts by Government. |
| **Unit – III** | **:** | Sustainable Development – Concept and Current Issues; Development and its Sustainability; Sustainable Development and International Politics. |
| **Unit – IV** | **:** | Earth Summit, International and National Efforts, Globalization and Sustainable Development, Legislative Framework, Ethics in Sustainable Development |
| **Unit – V** | **:** | Policy and Practices of Land, Water, Energy, Environment and Natural Resources. |

**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

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**PACC 403: RESEARCH METHODOLOGY AND PROJECT FORMULATION**

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| **Unit – I** | **:** | Meaning, Nature, Scope and Objects of Social Science, Types of Social Research, Objectivity in Social Research, Research Design: Meaning, Types and its Formulation. |
| **Unit – II** | **:** | Hypothesis: Meaning importance, Sources and Types, Qualities of Workable Hypothesis, Formulation of Hypothesis, Sampling: Merit and Demerits, Types and Procedure of Selecting a Representative Sample. |
| **Unit – III** | **:** | Data Collection: Sources of Data Collection, Techniques of Data Collection: Observation, Interviews Content Analysis, Tools of Data Collection, Editing, Coding, Classification and Tabulation of Data. |
| **Unit – IV** | **:** | Measures of Central Tendency: Mean, Median, Mode, Mean Deviation, Standard Deviation, Correlation, Chi Square Test, T Test, Report Writing. |
| **Unit – V** | **:** | Project Formulation: Concept, Project Formulation on Social Welfare, Women, Children, Aged, Weaker Sections, Poor, Unemployment. |

Books Recommended:

1. Stanislav, Andreski - Social Sciences as Sorcery
2. Goode, W.J. and Hatt P.K. - Methods of Social Research
3. Journal of Social and Economic Studies, Vol.2, Nos. 2-3 (April- September 1985)
4. Special Issues on Data Methods and Social Research
5. Madge, John - The Tools of Social Science
6. Moser, G.A. and Kalton G. - Survey Methods in Social Investigation
7. Myrdal, Gunnar - Objectivity in Social Research
8. Shah, V.P. - Research Design
9. Young, P.V. - Scientific Social Surveys and Research
10. Gupta, S.P. - Examples in Statistics

**PAIRA 401 : OFFICE MANAGEMENT**

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| **Unit – I** | **:** | Office Management: Concept and Significance; Office Organization: Functions, Role and Office Supervisor/ Office Manager. |
| **Unit – II** | **:** | Physical and Psychological Factors in the Office; Infrastructure Management, Office Layout and Space Management. |
| **Unit – III** | **:** | Protocol: Role, Types and Means; Records Management: Features, Filing, Classification and Indexing Preservation of and Disposal of Unwanted Records. |
| **Unit – IV** | **:** | Office Procedure and Office Manual: Forms, Designing and Control; Work Control; Office Proceedings’ Management. |
| **Unit - V** | **:** | Office Stationery, Goods and Supplies, Filing and Stock Management. |

**Books Recommended:**

1. K.R. Chopra – Office Management
2. Koontz and Dunnel - Principles of Management
3. Prasanta K Ghose - Office Management: Principle and Management
4. R.G Terry - Office Management and Control
5. Gadkiri - Office Management for Public Administration – Principle and Techniques

**PAMT : DISSERTATION AND VIVA-VOCE (Master Thesis)**