NATIONAL EDUCATION POLICY- 2020

SYLLABUS

M.A. (PUBLIC ADMINISTRATION)

SIDDHARTH UNIVERSITY, KAPILVASTU SIDDHARTHNAGAR

M.A. Public Administration
Course Code : MPA
Total Credits : 100

Semester Ist

Course Code	Title of Paper	Credits	Type of Course	Marks		Total Marks
				Written	Internal	
MPAC-401	Political Theory and Concept	5	Core Paper	75	25	100
MPAC-402	Public Administration and Approaches	5	Core Paper	75	25	100
MPAC-403	Indian Constitution and Government	5	Core Paper	75	25	100
MPAC-404	Indian Administration	5	Core Paper	75	25	100
MPAM-405	Indian Constitution and Administration	4	Minor	75	25	100
MPAP-406	Research Project	4	Project	-	-	-
Total		28				500

Semester IInd

Course Code	Title of Paper	Credits	Type of Course	Marks		Total Marks
				Written	Internal	
MPAC-411	Administrative Thought	5	Core Paper	75	25	100
MPAC-412	Comparative and Development Administration	5	Core Paper	75	25	100
MPAC-413	Financial Administration	5	Core Paper	75	25	100
MPAC-414	Local Governance in India	5	Core Paper	75	25	100
MPAP-415	Research Project	4	Project	-	-	100
Total		24				500

Semester IIIrd

Course Code	Title of Paper	Credits	Type of Course	Marks		Total Marks
				Written	Internal	
MPAC-501	Public Policy and Analysis	5	Core Paper	75	25	100
MPAC-502	Research Methodology	5	Core Paper	75	25	100
MPAE-503 A	Ethics in Governance	5	Elective	75	25	100
B	Consumer Protection Administration	5	Elective	75	25	100
C	Disaster Management and Sustainable Development	5	Elective	75	25	100
MPAE-504 A	Social Welfare Administration	5	Elective	75	25	100
B	Administrative Law	5	Elective	75	25	100
C	Public Enterprises and Corporate Governance	5	Elective	75	25	100
MPAP-505	Research Project	4	Project	-	-	-
Total		24		-	-	400

Semester IVth

Course Code	Title of Paper	Credits	Type of Course	Marks		Total Marks
				Written	Internal	
MPAC-511	Public Personnel Administration	5	Core Paper	75	25	100
MPAC-512	Police Administration	5	Core Paper	75	25	100
MPAE-513 A	E-Governance	5	Elective	75	25	100
B	Environmental Administration	5	Elective	75	25	100
C	Public Health Administration	5	Elective	75	25	100
MPAE-514 A	International Administration	5	Elective	75	25	100
B	Citizen-Centric Administration	5	Elective	75	25	100
C	Office Management and Administrative Improvement	5	Elective	75	25	100
MPAC-515	Research Project	4	Project	-	-	100
Total		24		-	-	500

M.A. PUBLIC ADMINISTRATION				
First Semester				
Course Code: MPAC401		**Course Title: Political Theory & Concept**		
Course Objective: This course intends to acquaint the student with political ideas and values that we use to describe, understand and assess political practices and institutions.				
Credit: 5	**Maximum Marks 100 (75+25)**		**Minimum Pass Marks:33**	
Total Number of Lectures :75				
Unit	**Topics**		**No. of Lectures**	**No. of Credit**
I	• State: Meaning Definition and Elements • Origin of State : Divine Theory, Social Contract Theory and Historical Evolutionary Theory • Functions of State		15	01
II	• Concept and Forms: Liberty, Equality, Justice, Rights, Sovereignty, Power and Authority		15	01
III	**Forms of Government :** • Democratic and Non- Democratic • Parliamentary and Presidential • Unitary and Federal		15	01
IV	• Political Parties, Pressure Groups, Electoral Reform, Public Opinion		15	01
V	**Contemporary Issues :** • Political Culture and Political Development • Political Socialization • Political Modernization		15	01

Course Outcomes: Political Theory and Concept will enable the students to have an understanding about the political aspects of the public governance systems.

Books Recommended:

1. Gauba, O.P. , An Introduction to Political Theory, Macmillan, New Delhi, 2003.
2. Easton, David, The Political System: AN Inquiry into the state of Political Science, Wiley, New York, 1953.
3. Barry, B., Democracy, Power and Justice: Essay in Political Theory, Clarendon Press, Oxford.
4. Jain, M.P, Political Theory, Authors Guild, Delhi,1989.
5. Bhargava, Rajeev, And Acharya, Ashok : Political Theory-An Introduction, Pearson Longman, New Delhi.
6. Ray, Amal and Bhattacharya, Mohit, Political Theory, World Press, Culcutta, 1994.
7. Johari, J.C., Contemporary Political Theory, Sterling Publishers,New Delhi, 1987.
8. Asirvatham, Eddy & Mishra, K.K, Political Theory, Schand Publishers, New Delhi, 2010.
9. जौहरी, जे0 सी0, समकालीन राजनीतिक सिद्धान्त, स्टर्लिंग पब्लि र्स, नई दिल्ली
10. गाबा, ओ0 पी0, राजनीतिक सिद्धान्त की रूपरेखा, मयूर पेपर वैक्स, नई दिल्ली 2000
11. फाड़िया बी0 एल0, फाड़िया कुलदीप, समकालीन राजनीतिक सिद्धान्त, साहित्य भवन पब्लिके न, आगरा, 2017
12. पंत, गुप्ता एवं जैन, राजनीति ास्त्र के आधार, सेन्ट्रल पब्लि ांग हाउस, प्रयागराज

M.A. PUBLIC ADMINISTRATION		
First Semester		
Course Code: MPAC402	**Course Title: Public Administration Principles and Approaches**	
Course Objective: This course intends to familiarize students with the basic concepts of Public Administration and governance. It also aims to acquaint students with the contemporary discourse, approaches, issues and concerns along with changing dynamics of Public Administration.		
Credit: 5	**Maximum Marks 100 (75+25)**	**Minimum Pass Marks:33**
Total Number of Lectures :75		

Unit	Topics	No. of Lectures	No. of Credit
I	• Public Administration: Meaning, Concepts, Nature, Scope and Significance, Evolution of Public Administration.	15	01
II	• New Public Administration, Public Choice Approach, New Public Management, State vs Market Debate, Recent Development in Public Administration.	15	01
III	• Scientific Management: F.W. Taylor • Classical Approach: Henry Fayol, Luther Gullick and Urwick. • Bureaucratic Approach: Max Weber and their Critiques. • Human Relation Approach: M.P. Follet, Elton Mayo.	15	01
IV	• Principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority and Responsibility, Delegation, Supervision, Control and Co-ordination, Centralization and De-centralization.	15	01
V	• Line, Staff and Auxiliary Agencies, Board and Commission. • Communication, Motivation and Morale	15	01

Course Outcomes: Administrative theories will enable the students to have understanding basic concepts and recent issues of the discipline Public Administration along with main theories and Principal of Administrative system.

Books Recommended:

1. Nicholas, Henry, Public Administration and Public Affairs, Prentice Hall of India, New Delhi,2006.
2. Maheshwari & Avasthi, Public Administration, Lakshminarayan Agrawal, Agra, 2012
3. Ahmad, M.R., Public Administration in Era of Globlisation : From Government to Governnance, and From Managerialism to Public Service Management, POLITICS; A UPJP Journal of Social Sciences, Vol. VIII, No. 10 & 11, July-December 2015 and January-June 2016, Pp.1-16.
4. Marini, frank, Towards a New Public Administration : The Minnowbrook Perspective, Chandler Publications, University of Columbia, 1971.
5. Basu, Rumki, Public Administration in the 21st century: A Global South Perspective, New York and London:Routledge,2019.
6. Bhattacharya, Mohit, New Horizons of Public Administration, New Delhi: Jawahar Publishers, 2012.
7. Chakrvarty, Bidyut & Prakash Chand, Public Administration in a Globalizing World, new Delhi: Sage, 2018.
8. Medury, Uma, Public Administration in the Globalization Era: The New Public Management Perspective. New Delhi: Orient Blackswan, 2010.
9. Peters, B. Guy, The Next Public Administration: Debats & Dilemmas. Sage, 2018.
10. Sahni, Pradeep & Etakula Vayunandan, Administrative Theory, New Delhi: PHI, 2010.
11. Prasad Ravindra, Prasad, D., Prasad VS.,Satayanarayan,P., & Parthsarthi, Y., Administrative Thinkers, Sterling Publication, New Delhi, 2013
12. फाड़िया, बी0, एल0, लोक प्र ासन, साहित्य भवन पब्लिके न, आगरा, 2010.
13. भार्मा, एम0 बी0, सडाना, बी0 एल0, लोक प्र ासन सिद्धान्त एवं व्यवहार, किताब महल, नई दिल्ली.
14. अवस्थी एवं माहे वरी, लोक प्र ासन, लक्ष्मी नारायण अग्रवाल, आगरा, 2019.
15. भार्मा, प्रभुदत्त एवं भार्मा, हरि चन्द्र, लोक प्र ासन सिद्धान्त एवं व्यवहार, कॉलेज बुक डिपो, जयपुर.

M.A. PUBLIC ADMINISTRATION			
First Semester			
Course Code: MPAC403		**Course Title: Indian Constitution and Government**	
Course Objective: This course intends to acquaint the students with constitutional development, Constitutional framework, Central Government, State Government and Constitutional bodies and working of constitution. The Course Strives for a holistic comprehension of Indian Constitution and Government.			
Credit: 5	**Maximum Marks 100 (75+25)**		**Minimum Pass Marks:33**
Total Number of Lectures :75			
Unit	**Topics**	**No. of Lectures**	**No. of Credit**
I	**Evolution of Indian Constitution:** • Regulating Act 1733 • Pits India Act 1784 • Charter Act 1813, 1833, 1853 • Govt. of India Act 1858, 1909, 1919, 1935 • India Independence Act 1947	15	01
II	**Constitutional Philosophy:** • Salient Features of Indian Constitution • The Preamble Nature of Indian Constitution • Fundamental Rights • Directive Principle of State Policy	15	01
III	**Union Government:** • President • Prime Minister • Council of Ministers	15	01
IV	**State Government:** • Governor • Chief Minister • Council of Ministers • Governor-CM Relations	15	01
V	• Powers and functions of Union Legislature • Structure and Function of Judiciary • Public Interest Litigation • Judicial Activism	15	01

Course Outcomes: Indian Constitution and Government will enable the students to have an understanding about the glimpse of the constitutional history. The Philosophy and main features of the constitution along with the machinery of Public Government as provided in the constitution.

Books Recommended:

1. Kashyap, C, Shubhash, Indian Constitution: Conflicts and Controversies, Vitasta, 2010.
2. Kashyap, C, Shubhash, Indian Polity: Retrospect and Prospect, Allahabad University Alumni Association, National Public House 1989.
3. Austin, Granville, Indian Administration-Corner Stone of a Nation, OUP, New Delhi, 1999.
4. Basu, D.D., Introduction to the Constitution of India, Wadhwa and Company, New Delhi, 2000.
5. Fadia and Fadia Indian Administration, Sahitya Bhavan Publications, Agra, 2012.
6. Avasthi and Avasthi, Indian Administration, Laxmi Narain Aggarwal, Agra, 2002.
7. Maheswari, S.R., Indian Administration, Orient Blackswan, Hyderabad, 2001.
8. Pylee, M.V., An Introduction to the Constitution of India, Vikas, New Delhi,2009.
9. Arora, K. Ramesh and Goel Rajni, Indian Public Administration, Vishwa Prakashan, New Delhi, 2002.
10. Sathe, S.P, Judicial Activism in India, New Delhi: Oxford University Press, 2002.
11. Tummala K. Krishna, Public Administration in India, Allied Publications, New Delhi, 1996.
12. पाण्डेय, जे0 एन0, भारत का संविधान, सेन्ट्रल लॉ एजेन्सी, इलाहाबाद
13. बसु, डी0 डी0, भारत का संविधान, बाधवा एण्ड कम्पनी, पब्लिके न, 2000.

M.A. PUBLIC ADMINISTRATION			
First Semester			
Course Code: MPAC404		**Course Title: Indian Administration**	
Course Objective: This course intends to acquaint the students with the theory, structure, functioning, rules and process of Indian Administration the objective of the course is to discuss the scope and the challenge of Administration in today's India. The Course also focuses on different levels of Administration of the central, State and Local levels besides discussing rights and duties of Administration in a democratic context.			
Credit: 5	**Maximum Marks 100 (75+25)**	**Minimum Pass Marks:33**	
Total Number of Lectures :75			
Unit	**Topics**	**No. of Lectures**	**No. of Credit**
I	**Evolution of Indian Administration:** • Administration in Ancient India • Mauryan, Mughal & British Period • British Legacies in Indian Administration	15	01
II	**Central Administration:** • Structure & Function of Central Secretariat • Cabinet Secretariat & Cabinet Secretary • Prime Minister's office (PMO)	15	01

III	**State Administration:** • Structure & Function of State Secretariat • Chief Secretary • State Secretariat VS Directorate • Divisional Administration & the Divisional Commissioner	15	01
IV	**District Administration:** • Power, Function & Role of District Collector • Law and order in DM-SSP & Commissionery system • Relationship between Police and Public	15	01
V	**Control over Administration:** • Legislative • Executive • Judiciary & Citizen	15	01

Course Outcomes: Indian Administration will enable the students to have an understanding about the evolution of Administrative system of the country and the Present Administrative system.

Books Recommended:
1. Avasthi and Avasthi, "Indian Administration" Laxmi Narain Aggarwal, Agra,2019.
2. Arora, K. Ramesh and Goyal, Rajni, Indian Public Administration", Vishwa Prakashan, New Delhi.
3. Arora, Ramesh K., Public Administration in India: tradition, Trends and transformation, New Delhi: Paragon, 2006.
4. Arora, Ramesh K. and R. Goyal, Indian Administration: Institutions and Issues. New Delhi: New Age, 2016.
5. Barthwal, C.P. Indian Administration: Structure, Performance and Reform, New Delhi: Adroit Publishers, 2019.
6. Maheswari, S.R. Indian Administration, Orient Black Swan, New Delhi, 2001.
7. Sapru, radhakrishnan, Indian Administration: A foundation of Governance, New Delhi: Sage:2018
8. Jain, R.B., Public Administration in India: 21 Century Challenges for Good Governance, New Delhi, Deep & Deep, 2002.
9. Prasad, Kamala, Indian Administration, Politics, Policies and prospects, New Delhi, Pearson Longman, 2006.
10. अवस्थी एवं अवस्थी, भारतीय प्र ासन, लक्ष्मी नारायण अग्रवाल, आगरा, 2020.
11. फाड़िया, बी0 एल0, भारत में लोक प्र ासन, साहित्य भवन पब्लिके न, आगरा, 2010.
12. नरूला, बी0 सी0, भारतीय प्र ासन, अर्जुन पब्लि िंग हाऊस, नई दिल्ली, 2019.

M.A. PUBLIC ADMINISTRATION			
First Semester (Minor)			
Course Code: MPAM405	Course Title: Indian Constitution and Administration		
Course Objective: The course intends to acquaint the students with the constitution of Indian define the basic objectives and functioning of the government. This help the students to strengthen their understanding of Indian Constitution and functioning of government.			
Credit: 4	Maximum Marks 100 (75+25)	Minimum Pass Marks:33	
Total Number of Lectures :75			
Unit	Topics	No. of Lectures	No. of Credit
I	**Indian Constitution:** • Nature of the constitution and its Salient features, Preamble. • Fundamental Rights, Directive Principles, Fundamental Duties. • Amendments of the constitution: Procedure for Amendment, Emergency Provisions.	15	01
II	**Constitutional Framework of Government:** • Constitutional Context of Indian Administration:	15	01

	Parliament, Executive, Judiciary-structures, Functions and Work Processes. • President, Prime Minister and Council of Ministers; Cabinet and Cabinet Committees. • Constitutional and Other Agencies.			
III	**Centre-State Relations and Local Self Government:** • Distinctive features of Indian Federation • Legislative, Administrative and Financial relations between the Union and the States. • Decentralization Experiments in India-73rd and 74th Amendments and their Implementation.	15	01	
IV	**State Government:** • Governor, Chief Ministers and Council of Ministers • Secretariat and Directorates • Changing Nature of District Administration and the Role of District Collector.	15	01	

Course Outcomes: Indian constitution and Administration will enable the students to have an understanding about the holistic comprehension of Indian constitution and Administration.

Books Recommended:
1. Kashyap, C, Shubhash, Indian Polity: Retrospect and Prospect, Allahabad University Alumni Association, National Public House 1989.
2. Pylee, M.V., An Introduction to the Constitution of India, Vikas, New Delhi,2009.
3. Basu, D.D., Introduction to the Constitution of India, Wadhwa and Company, New Delhi, 2000.
4. Fadia and Fadia Indian Administration, Sahitya Bhavan Publications, Agra, 2012.
5. Sathe, S.P, Judicial Activism in India, New Delhi: Oxford University Press, 2002.
6. Avasthi and Avasthi, Indian Administration, Laxmi Narain Aggarwal, Agra, 2002.
7. Maheswari, S.R., Indian Administration, Orient Blackswan, Hyderabad, 2001.
8. Austin, Granville, Indian Administration-Corner Stone of a Nation, OUP, New Delhi, 1999.
9. Arora, K. Ramesh and Goyal Rajni, Indian Public Administration, Vishwa Prakashan, New Delhi, 2002.
10. Kashyap, C, Shubhash, Indian Constitution: Conflicts and Controversies, Vitasta, 2010.
11. वसु, डी0 डी0, भारत का संविधानः एक परिचय, लेक्सिस नेक्सिस, गुड़गाव, हरियाणा, 2020.
12. पाण्डेय, जे0 एन0, भारत का संविधान, सेन्ट्रल लॉ एजेन्सी, इलाहाबाद, 2020.

M.A. PUBLIC ADMINISTRATION	
First Semester	
Course Code: MPAP406	Course Title: Research Project

M.A. PUBLIC ADMINISTRATION		
Second Semester		
Course Code: MPAC411	Course Title: Administrative Thought	
Course Objective: This course intends to acquaint the students with the Administrative thinkers life and their work along with constitutions and thought to Public Administration.		
Credit: 5	Maximum Marks 100 (75+25)	Minimum Pass Marks:33
Total Number of Lectures :75		

Unit	Topics	No. of Lectures	No. of Credit
I	• Woodrow Wilson • C. I. Barnard • Herbert Simon	15	01
II	• Abraham Maslow • Herzberg • Chris Argyris and Douglous McGregor	15	01
III	• R. Likert • C. Alderfer • Y. Dror • Peter Drucker	15	01
IV	• Kautilya, M.K. Gandhi, Jawahar Lal Nehru, Sardar Vallabh Bhai Patel.	15	01
V	• Dr. B.R. Ambedkar, Jai Prakash Narayan, A. Narendra Dev, Ram Manohar Lohia.	15	01

Course Outcomes: Administrative Thought **I** will enable the students to have an understanding them to the ideas of several prominent western Administrative Thinkers.

Books Recommended:
1. Maheswari, S.R., Administrative Thinkers, New Delhi: Macmillan, India Ltd., 1998.
2. Prasad, Ravindra; Prasad V.S and Satyanarayan, Administrative Thinkers, Sterling, New Delhi, 2010.
3. Kumar, Narendra, Eminent Administrative Thinkers, Jaipur: RBSA Publishers, 2002.
4. Barnard, Chester, The Functions of Executive, Cambridge, Harvard University Press, 1969.
5. Argyris, Chris, Personality and Organization, Harper, New York, 1957.
6. Simon, Herbert A., Administrative Behavior: A Study of Decision_making Process in Administrative organizations, Free Press, New York, 1965.
7. Fradrickson, George H., The Public Administration Theory Primer, Wesviev Press, 2003.
8. Nicholas, Henry, Public Administration and Publix Affairs, Prentice Hall of India, New Delhi, 2007.
9. Goel, S.L., Administrative and Management Thinkers, New Delhi: Deep and Deep, 2008.
10. Luther Gulick & Lyndall Urwick, Papers on Science of Administrative, New York Institution of Public Administration, New York, 1973.
11. वर्मा, बी0 पी0, आधुनिक भारतीय राजनीतिक चिन्तन, प्रका ाक, लक्ष्मी नारायण अग्रवाल, आगरा.
12. कुमार, उमे   ा एवं सिंह, संजय कुमार, एन0 बी0 टी0 पब्लि   र्स, नई दिल्ली, 2000.
13. प्रसाद, वी0, एस0, प्रसाद रविन्द्र एवं सत्यनारायण, प्र   ासनिक चिन्तक, स्टर्लिंग, नई दिल्ली, 2010.
14. भार्मा0 बी0 एम0, रामकृ   ण दत्त तथा सविता, भारतीय राजनीतिक विचारक, रावत पब्लिके   न्स, जयपुर, 2015.

M.A. PUBLIC ADMINISTRATION			
Second Semester			
Course Code: MPAC412	**Course Title: Comparative and Development Administration**		
Course Objective: This course intends to acquaint the students with the theoretical as well as practical aspects of comparative and development Administration.			
Credit: 5	**Maximum Marks 100 (75+25)**		**Minimum Pass Marks:33**
Total Number of Lectures :75			
Unit	Topics	No. of Lectures	No. of Credit
I	**Comparative Public Administration:** • Meaning, Concept, Scope and Significance factors of evolution of CPA, CAG.	15	01
II	**Approaches and Models of CPA:** • Institutional, Behavioural Structural, Functional and Ecological.	15	01
III	**Salient Features of Administrative System:** • Administrative System of USA • Administrative System of UK • Administrative System of France • Administrative System of Japan	15	01
IV	**Development Administration:** • Meaning, Salient features, Development Administration and Administrative Development, Development Administration and Development Management, Concepts of Sustainable	15	01

	Development.		
V	**Approaches and Models of Development:** • F.W. Riggs, Ferel Heady and Winder's views on development.	15	01

Course Outcomes: Comparative and Development Administration will enable the students to have an understanding them to advance their knowledge about basic concepts and approaches related to them.

Books Recommended:
1. Heady, F., Public Administration: A Comparative Perspective, New York: Marcel Ducker, 1996.
2. Riggs, F.W., The Ecology of Administration, Bloomington: Indian University. 1970.
3. Waldo, D., Comparative Public Administration Prologue, Performance and Problems, 1963, Indian Journal of political Science,24 (3), 177-216.
4. Weidner W.E., Development administration in Asia, Durham, North Carolina: Duke University Press, 1970.
5. Montgomery, J., Approaches to development politics, administration and change, New York: Mcgraw Hil, 1966.
6. Swerdlow, I, Development administration: Concepts and problems, Syracus, new York: Syracus University Press, 1963.
7. Banarjee, Arpita and Parvat Kumar, Development Disparities in India: An Enquiry into Convergence, Springer Publications, 2015.
8. Gable, Richard W., development Administration: Background, Terms, Concepts, Theories and a New Approach, ASPA, 2008.
9. Goel, S.L. Development Administration-Potentialities and Prospects, New Delhi: Deep & Deep Publication, 2010.
10. Sapru, RK. Development Administration, New Delhi: Sterling Publications, 2012.
11. कटारिया, सुरेन्द्र, तुलनात्मक लोक प्र   ासन, आर0 बी0 एस0 ए0 पब्लि   र्स, जयपुर, 2018.
12. चतुर्वेदी, टी0 एन0, तुलनात्मक लोक प्र   ासन, रिसर्च पब्लिके   न, जयपुर,

M.A. PUBLIC ADMINISTRATION			
Second Semester			
Course Code: MPAC413		**Course Title: Financial Administration**	
Course Objective: This course intends to acquaint the students with the financial administration in India under this students will be taught about budget revenue, expenditure, deficit, parliamentary control etc. Which helps them to understand the issues, concerns of public financial management in India.			
Credit: 5	**Maximum Marks 100 (75+25)**		**Minimum Pass Marks:33**
Total Number of Lectures :75			
Unit	**Topics**	**No. of Lectures**	**No. of Credit**
I	**Financial Administration:** • Meaning, Scope and Significance, Principles of Financial Administration, Ecology of Financial Administration, Finance Commission, Planning Machinery and Planning Commission, NITI Ayog and NDC.	15	01
II	**The Concept of Budget:** • Economic and Social Implication of Budget; Budgetary Principles; Budgetary Process Preparation, Enactment and Departmental Standing Committees and Execution.	15	01
III	**Types and Techniques of Budget:** • Line Item Budget, Performance Budgeting, PPBS, Zero Based Budgeting and Gender Budgeting	15	01
IV	**Public Finance:** • Public Revenue, Public Expenditure and Public Debt, • Fiscal Federalism in India, Fiscal and Deficit Financing,	15	01

	Monetary Policy and RBI.			
V	• Accounting, Auditing, CAG, Post Budgetary Control of Finance Ministry, Parliamentary Control, Parliamentary Committees: Estimate Committee and Public Account Committee	15	01

Course Outcomes: Financial Administration will enable the students them to know about basic and components of financial administration and its machinery.

Books Recommended:
1. Goel, S.N. Public Financial Administration, New Delhi: Deep and Deep, Latest Addition.
2. Kumar, K. Gupta, "Historical Evolution of Federal Finances in India" Federal Governance 9, No. 1, 2012.
3. Basu, Kashik, Fiscal Policy as Instrument of Investment and Growth, World bank Policy Research Working Paper 6850, 2014.
4. Jha, L.K., Economics Administration in India-Retrospet's and Prospect, New Delhi: IIPA, 1986.
5. Mahajan, Sanjeev Kumar and Anupama Puri Mahajan, Financial Administration in India, PHI Learning, Delhi, 2014.
6. Lekhi, R.K. and Singhjoginer, Public Finance, kalyani Publishers, New Delhi, 2013.
7. Sharam, M.K., Financial Administration, Anmol Publications, New Delhi, 2006.
8. Steppan, J. Beily, Public Sector Economics: Theory, Policy and Practice, London, 1995.
9. Government of India, Second Administrative Reforms Commission, Fourteenth Report, Strengthening Financial Management, Systems, April 2009.
10. गौतम, पी0 एन0, वित्त प्र ासन, हरियाणा साहित्य अकादमी, पंचकुला, हरियाणा.

M.A. PUBLIC ADMINISTRATION	
Second Semester	
Course Code: MPAP415	Course Title: Research Project

M.A. PUBLIC ADMINISTRATION			
Second Semester			
Course Code: MPAC414		Course Title: Local Governance in India	
Course Objective: This course intends to acquaint the students with the Structure, Laws, Procedures, Voting Behavior and Contemporary issues the rural and urban governance in India.			
Credit: 5	Maximum Marks 100 (75+25)		Minimum Pass Marks:33
Total Number of Lectures :75			
Unit	Topics	No. of Lectures	No. of Credit
I	**Introduction:** • Nature, Scope and Definitions of Local Government. • Philosophy and Significance of Local Government. • Historical Developments and Landmarks in the growth of Local Government.	15	01
II	**Organization Structure:** • Structure of Rural Local Government (73rd Constitutional Amendment Act) • Structure of Urban Local Government (74th Constitutional Amendment Act) • Composition & Function of Urban & Rural Local Bodies.	15	01
III	• Approaches to the study of Local Government. • Programmes of Urban and Rural development. • Public-Private Partnership.	15	01
IV	**Accountability and Control:** • Executive control, Legislative control and Financial control.	15	01

	• State and Local government relations. • Human Resource Management at Local level. • Policy Analysis at Local level.		
V	**Issues in Urban & Rural Governance:** • Poverty & Unemployment. • Population, Health & Education. • Insurance.	15	01

Course Outcomes: Local governance in India will enable them to know about most of the aspects of urban and rural governance in the country.

Books Recommended:
1. Maheshwari, S.R., Local government in India; Lakshmi narain Agarwal, 2014.
2. Jain, jasbir S. and Joshi, R.P., Panchayat Raj in India: Emerging Trends Across the States, Delhi: Rawat Publication, 2002.
3. Dhaliwal, S.S. Good Governance in Local Government. New Delhi: Deep & Deep Publications, 2004.
4. Rao, P.S.N. Urban Governance and Management: India Initiatives. Delhi: kanishka, 2006.
5. Jain, L.C. Decentralization and Local Governance> Orient Black Swan, 2005.
6. Bardhan Lalit, A review of Urbanization and urban Policy in Past-Independent India. CSLG Working Paper Series, CSLG/WP/09/05, Centre for the Study of Law and Governance, Jawaharlal Nehru University, 2009.
7. Bardhan, P. and Mookherjee, D., Decentralization and Local Governance in Developing Countries: A Comparative Perspective. MIT Press, 2006.
8. Khanna, B. S., Rural Local Government in India and South Asia, Deep Deep Publication, New delhi, 1999.
9. Mathew, George, Panchayati Raj in India: From Legislation to Movement,ISS, New Delhi, 1994.
10. Bhattacharya, Mohit, Management of Urban Government in India: Uppal, New Delhi, 1976.
11. Choudhary, R.C. and Jain, S.P., Patterns of Decentralized Government in Rural India, NIRD, Hyderabad,2001.
12. भार्मा, अ ोक, भारत में स्थानीय प्र ासन, आर0 बी0 एस0 ए0 पब्लि र्स, जयपुर, 2021.
13. माहे वरी, एस0 आर0, भारत में स्थानीय प्र ासन, लक्ष्मी नारायण, अग्रवाल, 2014.

M.A. PUBLIC ADMINISTRATION			
Third Semester			
Course Code: MPAC501		**Course Title: Public Policy and Analysis**	
Course Objective: This course intends to acquaint the students with the Analysis of Public Policy, with a comprehensive Perspective on the field. Policy Analysis will be understood as tool of research and evolution with the help of assignment work.			
Credit: 5	**Maximum Marks 100 (75+25)**		**Minimum Pass Marks:33**
Total Number of Lectures :75			

Unit	Topics	No. of Lectures	No. of Credit
I	• Public Policy: Meaning, Nature, Scope and Significance • Policy Cycle; Policy change and Continuity. • Models of Public Policy.	15	01
II	• Policy Formulation: Structure and Process, Roles of various agencies. • Inter- Governmental Relations. • Constraints in policy Formulation, Policy Making Indices and post Globalized Scenario.	15	01
III	• Policy Implementation: Roles of various Agencies; Problems in Policy Implementation. • Policy Monitoring Importance, Approaches. • Constraints and Remedial Measures.	15	01
IV	• Policy Evaluation impact: Understanding Policy Evaluation. • Ascertaining Policy Impact. • Evaluation Techniques: Social Cost Benefit Analysis, Input-Output Analysis.	15	01
V	• Sectoral Public Policy in India: Health, Education, Agriculture, Telecom and Environment.	15	01

Course Outcomes: Public Policy Analysis will enable the students them to the field of Public Policy in an all-encompassing manner.

Books Recommended:

1. Sapru, R.K., Public Policy Formulation, Implementation and Evaluation, Sterling, New Delhi, 2000.
2. Sahani, P., Public Policy Conceptual Dimensions, Kitab Mahal, Allahabad, 1987.
3. Dror, Y., Public Policy Making Re- examined, Chancellor, Pennsylvania, 1968.
4. Bertcih, garg, K. Robert P. Clark and David M. Wood, Comparing Political System: Power and Policy in Three Worlds, Macmillan, New York, 1986.
5. Bardach, Eugene, The Implementation Game: What Happens After a Bill Becomes a Law, Cambridge, 1977.
6. Birkland, Thomas A., An Introduction to The Policy Process: Theories, Concepts and Models of Public Policy Making, Armonk; M.E. Sharpe, 2005.
7. Dror, Y., Public Polciy Making Re- Examined, 2nd ed., San Francisco, Chandler.
8. Hill Michael, The Public Policy Process, Harlow, U.K; Pearson Education, 2005.
9. Jones, C.O., An Introduction to the Study of Public Policy, Belmont, Prentice-Hall, 1970.
10. Nachmias, David, Public Policy Evaluation: Approaches and Methods, New York: St. Martin's Press, 1979.
11. सक्सेना, प्रदीप, नीति विज्ञान एवं लोक प्र ासन, आर0 बी0 एस0 ए0 पब्लि र्स, जयपुर, 2014.
12. सिन्हा, मनोज, प्र ासन एवं लोक नीति, ओरिएन्ट ब्लैक स्वान, नई दिल्ली, 2016.

M.A. PUBLIC ADMINISTRATION	
Third Semester	
Course Code: MPAC502	**Course Title: Research Methodology and Project Formulation**
Course Objective: This course intends to acquaint the students with the (I) advances in the field of Research Methodology and Project Formulation and (II) Develop research methodological skills for undertaking research in Social Sciences in general and in a discipline particular.	

Credit: 5	**Maximum Marks 100 (75+25)**	**Minimum Pass Marks:33**
Total Number of Lectures :75		

Unit	Topics	No. of Lectures	No. of Credit
I	• Meaning, Nature, Scope and Objective of Social Science Research. • Types of Social Science Research. • Objectivity in Social Science Research.	15	01
II	• Hypothesis: Meaning, Importance, Sources and Types of Hypothesis; Qualities of a Workable Hypothesis, Formulation and Testing of Hypothesis. • Research Design: Meaning, Types and its Formulation. • Sampling: Merits and Demerits, Types and Procedure for Selecting a representative sample.	15	01
III	• Data collection: Sources of Data Collection, primary and Secondary. • Techniques of Data Collection: Interview, Questionnaire, Schedule and Observation. • Processing and Analysis of Data: Editing, Coding, Classification and Tabulation of Data.	15	01
VI	• Measure of Central Tendency: Mean, Median, Mode, Mean Deviation, Standard Deviation, Correlation, Chi Square Test, T Test. • Report Writing.	15	01
V	• Project Formulation: Concept, Project Formulation on Social Welfare, Women, Child, Aged, Weaker Section, Poor, Unemployment.	15	01

Course Outcomes: Research Methodology and Project Formulation will help them to get acquainted with

the spear of Social Research in most of its manifestations.

Books Recommended:
1. Eller, Gerber, Public Administration Methods- Tools for Evolution and Evidence based practices, Routledge, NY, 2013.
2. Chawla, Deepak and Sondhi Neena, Research Metheodology-Concepts and Casses, Vikas Publishing, New Delhi,2011.
3. Baryman, Alan, Social Research and Methods, Delhi: Oxford University Press, 2004.
4. White Jay, Research in Public Administration: Reflection on Theory and Practice, Sage London, 1994.
5. Gupta, S.P., Statistical methods, Sultan Chand & Sons, New Delhi, 2011.
6. Kothari, C.R., and Garg, Gaurav, Research Methodology-Methods and Techniques, New Age, New Delhi, 2014.
7. McNabb, David E., Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches, M.E. Sarphe, 2013.
8. Mishra, S.K, Binwal, J.C., Computer in Social Science Research, Har-Anand, New Delhi, 1991.
9. Loseke, Donileen R., Methodological Thinking, New Delhi: Sage, 2013.

M.A. PUBLIC ADMINISTRATION		
Third Semester		
Course Code: MPAE503 (A)	**Course Title: Ethics in Governance**	
Course Objective: This course intends to acquaint the students with the Constitutional values, Fundamental values for civil services, ethics in governance and explain in its significance.		
Credit: 5	**Maximum Marks 100 (75+25)**	**Minimum Pass Marks:33**
Total Number of Lectures :75		

Unit	Topics	No. of Lectures	No. of Credit
I	• Constitutional values: The Preamble: Social Economic and Political Justice. • Liberty, Equality and Fraternity, Unity & Integrity of The Nation. • Dignity of Individual and Fundamental Duties.	15	01
II	• Attitude: Meaning, Component and types of Attitude. • Attitude and Behaviours. • Political, Social and Economic Attitudes.	15	01
III	• Fundamental values for Civil Services: Rule of Law, Integrity in Administration. • Code of Conduct, Neutrality, Anonymity. • Empathy, Tolerance and Compassion towards Weaker Sections	15	01
IV	• Ethics in Public Administration: concept and significance. • Ethical Concerns and dilemmas in Governance. • Essence of Human Rights in Public Administration.	15	01
V	• Emotional Intelligence: Concept Dimensions; its utility and application in Administration and Governance.	15	01

Course Outcomes: Ethics in governance will enable them to have Awareness regarding various dimensions of ethics in Public Governance.

Books Recommended:

1. Arora, K. Ramesh, Ethics, Integrity and Values in Public Service, New Age International (P) Limited, Publishers, New Delhi, 2018.
2. Andrews, Kenneth, R, Ethics in practice, Harvard Business Review, Volume 83, No. 5.
3. Denhardt, kathryri G., The Ethics of Public Service: resolving Moral Dilemmas in Public Organisations, Greenwood, New York,1998.
4. Dubhashi PR., Public Accountability and Ethics in Administration, IJPA, volume 24, No.3.
5. Dwivedi, O.P., Public Service Ethics, Institute of Administrative Science, Belgium, 1983.
6. Meehan, Engene. J, Ethics for Policy making: A Methodological Analysis, Greenwood, New York.
7. Caiden, Gearald, E. and Naomi J. Caidene, Administrative Corruption Revisited, Philippine Journal of Public Administration, Volume XXXVII, No. 1., 1994.
8. Caiden Gerald E., Further Light on Combating Administrative Corruption, in Ramesh K. Arora and S.L. Kaushik, The Universe of Public Administration, Associated Publication House, New Delhi, 1994.

M.A. PUBLIC ADMINISTRATION			
Third Semester			
Course Code: MPAE503 (B)	**Course Title: Consumer Protection Administration**		
Course Objective: This course intends to acquaint the students with their rights and responsibilities as a consumer and legal framework of Protecting Consumer Rights. It also Provides an understanding of the Procedure of redress of consumer complains and the Role of Different agencies in establishing Product and Service standerd.			
Credit: 5	**Maximum Marks 100 (75+25)**	**Minimum Pass Marks:33**	
Total Number of Lectures :75			
Unit	**Topics**	**No. of Lectures**	**No. of Credit**
I	• Consumer Movement: Origin and Growth, Features, Issues and Trends of Consumer Movement in India, Consumer	15	01

	Environment and Consumer Right.		
II	• Evolution of Consumer Protection laws, Consumer Protection act 1986 and 2019:Basic Features and Limitations.	15	01
III	• Consumer Grievance redressal machinery at National State and District level: Composition, Powers and Functions.	15	01
IV	• Consumer Acts: Standardization of Goods, Weight and Measurement Act 1976, Food and Adulteration Act 1940, Drugs and Cosmetics Act.	15	01
V	• Bureau of Indian Standard Act 1986; Monopolies and Restrictive Trade Practices (MRTP) Act 1969, MRTP Commission: Organization and Functions, Ministry of Consumer Affairs: Organizations and Functions.	15	01

Course Outcomes: Consumer Protection Administration will enable the students. The Consumer movement in India through creating awareness among all segments of consumers.

Books Recommended:
1. Chahar, S.S., Consumer Protection Movement in India, Kanishka Publishers, 2007.
2. Bargia, R. K., A Handbook of Consumer Protection Laws & Procedure, Allahabad Law Agency, Faridabad, 2004.
3. Singh, Avatar, Upbhokta Sanrakshan: Sidhant Evam Prakriya , Eastern Book Company, 1995.
4. Singh, Inderjeet, Upbhokta Sanrakshan Vidhi Cental Law Publication, Allahabad, 2004.
5. Lata, Prem, Upbhokta Adalten Savroop Evam Sambhavnayen, Radha Krishan Publication, 2006.
6. Sharma, F.C., Consumer Protection, Shree Mahavir Book Depot, Delhi.
7. Gambhir, Cheena, Consumer Protection Administration: Organization and Working, Deep & Deep Publication, New Delhi, 2007.

8. Bangia, R.K., Consumer Protection Laws and Procedures, Laws Agency, Faridabad, 1996.
9. Chaudhary, R.N.P., Consumer Protection Law: Provisions and Procedures, Deep & Deep Publication, New Delhi.
10. Verma, Yoginder & Sharma, Chandra Kant, Consumerism in India, 1994.

M.A. PUBLIC ADMINISTRATION				
Third Semester				
Course Code: MPAE503 (C)		**Course Title: Disaster Management and Sustainable Development**		
Course Objective: This course intends to acquaint the students with the Disaster Management and Sustainable Development along with Governmental machinery and inter-state co-operation in effective management of disaster.				
Credit: 5	**Maximum Marks 100 (75+25)**		**Minimum Pass Marks:33**	
Total Number of Lectures :75				
Unit	**Topics**		**No. of Lectures**	**No. of Credit**

I	• Disaster Management: Concept & Forms. • India's Keys Hazards & Crisis Response Mechanism. • Preparedness and Risk Reduction; Recovery.	15	01
II	• Emergency Response System; NDMA; SDMA; Indian Case Studies; Disaster Management and Efforts by Government.	15	01
III	• Sustainable Development- Concept and Current Issues; Development and its Sustainability; Sustainable Development and International Poltics.	15	01
IV	• Earth Summit- International and National Efforts, Globalization and Sustainable Development, Legislative Framework, Ethics in Sustainable Development.	15	01
V	• Policy and Practices of Land, Water, Energy, Environmental and Natural Resources.	15	01

Course Outcomes: Disaster Management and Sustainable Development will Provide them glimpse about types of disasters, the ways they are to be managed, the Machinery for disaster Management, the rational of sustainable development and the manners it has to be brought about.

Books Recommended:
1. Ghosh, G. K., Disaster Management APH Publication, New Delhi, 2006.
2. Sinha, Prabha. C., Disaster Relief, Rehabilitation and Emergency Humanitarian Assistance, SBS Publication, New Delhi, 2006.
3. Goel, S.L., Disaster Administration and Management: Text and case studies, Deep and Deep, New Delhi, 2007.
4. Satendra and Sharma, V.K., Sustainable Rural Development for Disaster Management, Concept, New Delhi, 2004.
5. Sahni, P. and Ariyabandhu, M.M., Malagoda, M., Disaster Risk Reduction in South Asia, Prentice Hall, New Delhi, 2003.
6. Narayan, B., Disaster Management, A.P.H. Publishing Corporation, New Delhi, 2019.

7. Singh, R.B., Natural Hazards and Disaster Management: Vulnerability and Mitigation, Rawat Publication, Jaipur, 2006.

8. Sharma, Kadmabri and Chiranjeev, Engineering for Natural Disaster Management, Jnanada, New Delhi, 2010.

9. Rasure, K.A., Globalization and Sustainable Development, Oxford Book Company, 2011.

10. सिंह, रविन्द्र, आपदा प्रबन्धन, प्रवालिका पब्लिकेशन्स, प्रयागराज, 2022.

11. मिश्र, शिवगोपाल, आपदा प्रबन्धन, साहित्य प्रकाशन, दिल्ली, 2020.

M.A. PUBLIC ADMINISTRATION			
Third Semester			
Course Code: MPAE504 (A)	**Course Title: Social Welfare Administration**		
Course Objective: This course intends to acquaint the students with the concept of social welfare, approaches and institutions along with policies and programmes of social welfare in India.			
Credit: 5	**Maximum Marks 100 (75+25)**	**Minimum Pass Marks:33**	
Total Number of Lectures :75			
Unit	**Topics**	**No. of Lectures**	**No. of Credit**
I	• Social Welfare Administration; Meaning, Scope & Significance, Approaches/Models; Change and Social Justice; Social Welfare Administration in New Economic Order.	15	01
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.	15	01
III	• Social Welfare Policies and Programmes for SC/ST, OBCs, Women, Child, Disabled and Aged at Central & State Level.	15	01
IV	• Composition and Functions of National Commission: for SC/ST, Women, other backward classes and minorities; Sub Plan Strategies for welfare of weaker section.	15	01
V	• International Agencies for Social Welfare: Composition and Functions of UNESCO, UNICEF, ILO, WHO (with special reference to India)	15	01

Course Outcomes: Social Welfare Administration will enable the students to understanding them to the gamut of social welfare concerns and machinery at state, national and international levels.

Books Recommended:

1. Sachdeva, D.R., Social Welfare Administration, Kitaab Mahal, Allahabad, 2009.
2. Singh, P.K., Samajik Sarokar banam Gair- Sarkari Sansthan: Ek Vimarsh, MRI Publishers Pvt. Ltd. New Delhi, 2016.
3. Ray, kalpana, Women and Child Development, commonwealth Publishers, New Delhi, 2000.
4. Fand, J.,Bulsara & Verma, R.M., Perspectives in Social Welfare in India, S.Chand & Co., New Delhi, 2006.
5. Gangrade, K.D., Social Legislation in India, Concept Publishing House, Reprint, Delhi, 2011.
6. Sankhdhar, M.M., Welfare State, Deep & Deep, New Delhi, 1995.
7. Robson, William, A., Welfare state and welfare society: illusion and reality, 2nd ed., Allen and Unwin, London, 1976.
8. Madam, G. R., Indian Social Problems, Vol II: Social wor, Allied Publishers Ltd., New Delhi, 2006.
9. Chowdhary, D. Paul, Social Welfare Administration, Atma Ram and Sons, 1979.
10. Yogi, Praveen, Social Justice and Empowerment, Kalpag Publication, 2000.
11. Kaataria, Surendra, Social Welfare Administration, RBSA Publication, 2002.
12. Goel, S.L., & R.K. Jain, Social Welfare Administration, Vol I & II, Deep & Deep Publications, New Delhi, 1990.
13. कटारिया, सुरेन्द्र, सामाजिक प्र ासन, आर0 बी0 एस0 ए0 पब्लि र्स, जयपुर, 2021.

M.A. PUBLIC ADMINISTRATION			
Third Semester			
Course Code: MPAE504 (B)		**Course Title: Administrative Law**	
Course Objective: This course intends to acquaint the students with the Development of Administrative Law, Concepts and Principles of Administrative Law, Functioning of Administrative institutions with in the norms of Governance and Accountability.			
Credit: 5	**Maximum Marks 100 (75+25)**	**Minimum Pass Marks:33**	
Total Number of Lectures :75			
Unit	Topics	No. of Lectures	No. of Credit
I	• Administrative Law- Meaning, nature, Scope and Characteristics, Reason, Its Growth. • Sources of Administrative Law. • Relations Between Constitutional Law and Administrative Law.	15	01
II	• Rule of Law- Meaning, Nature & Scope, Dicey's Thesis on Rule of Law, its criticism Meaning. • Ultra Virus: Meaning & Types. • Courts of Administrative Law (Droit Administration) in France.	15	01
III	• Delegated legislation- Meaning, Types, courses of its growth, Advantages and Disadvantages. • Safeguards.	15	01
IV	• Administration Adjudication- Meaning causes for its growth. • Administrative Tribunals- Meaning, Composition and Features.	15	01
V	• Public Interest Litigation: Meaning, Nature, Reasons of Growth. • Judicial Activism: Meaning, Origin, Reasons for growth, Criticism.	15	01

Course Outcomes: Administrative Law will enable the students to have understanding about the advanced Principles of Administrative Law and Evaluate complex legal information with a Particular emphasis upon legislation.

Books Recommended:

1. Basu, D.D., Administrative Law, Prentice Hall of India Pvt. Ltd, New Delhi, 1986.
2. Baplawat, Abhishek, Administrative Law, Wisdom Press, New Delhi, 2014.
3. Wale, H.L.R & Forsyth, C.F., Administrative Law, Ninthy Editions, OUP, 2015.
4. Jain, M.P. & S.N. Jain, Principles of Administrative Law, Lexis Nexis, Gurgaon, 2013.
5. Takwani, C.K., Lectures o Administrative Law, Eastern Book Compnay, New Delhi, 2006.
6. Massey, I.P., Administrative Law, Eastern Book Company,, New Delhi, 2006.
7. Cecil, Carr, Delegated Legislation, Cambridge University Press, Cambridge, 1921.
8. Bandyopadhyay, rathin and Dubey, Rajendra Dhar, An Imtroduction to Administrative Law, Paragon International, New Delhi, 2013.
9. Kagzi, Jain, M.C., Indian Administartive Law, Universal, Delhi, 2002.
10. Joshi, K.C., Prashnik vidhi, Eastern Book Company, Lucknow, 2012.
11. बसु0 डी0 डी0, प्रशासनिक विधि, प्रेन्टिस हॉल ऑफ इण्डिया, प्रा0 लि0, नई दिल्ली.
12. उपाध्याय, जयजय राम, प्रशासनिक विधि, सेन्ट्रल लॉ एजेन्सी, इलाहाबाद, 2020.

M.A. PUBLIC ADMINISTRATION			
Third Semester			
Course Code: MPAE504 (C)	**Course Title: Public Enterprises and Corporate Governance**		
Course Objective: This course intends to acquaint the students with the functioning of various Enterprises and Corporate bodies, Personnel Management of Enterprises and their responsibilities toward Public and Government.			
Credit: 5	**Maximum Marks 100 (75+25)**	**Minimum Pass Marks:33**	
Total Number of Lectures :75			
Unit	Topics	No. of Lectures	No. of Credit
I	• Public Enterprise: Concept, Characteristics, Significance; Evolution of Public Enterprises; Forms of Public Enterprises; Governing Board; Department of Public Enterprises: Function and Role.	15	01
II	• Personnel Management: Recruitment, Training, Promotion on and Remuneration; Financial Management of Public Enterprises; Control over Public Enterprises: Parliamentary, Ministerial and Audit.	15	01
III	• Issues Areas in Public Enterprise: Accountability and Autonomy; Memorandum of Understanding (MoU); Privatization & Disinvestment; Concept of Navratna; Mergers & Acquisitions; Various Theories of Pricing Policy; Profitability & Performance.	15	01
IV	• Corporate Governance: Meaning, Objectives & Principles; Models of Corporate Governance, The Board of Directors, Corporate Social Responsibility, Corporate Governance and Ethics.	15	01
V	• Corporate Governance: Issues, Challenges and Future Trends.	15	01

Course Outcomes: Public Enterprises and Corporate Governance will enable the students to understanding proper functioning of Public Enterprises and Corporate Sectors.

Books Recommended:

1. Shastri, K.S., Dhamejanand- Public Enterprises, Performance, Evolution of Public Enterprises, Mamas Publication, Delhi, 1993.

2. Prasad, Jagdish, Rao, Nageshwar and Others, Administration of Public Enterprises in India, Himalaya Publishing House, 2010.

3. Singh, S.K., Public Sector in India, Rawat Publication, Jaipur, 1997.

4. Hanson, A.H., Public Enterprises and Economic Development, Routledge & Kegan Paul, 1959.

5. Rabson, W.A., Problems of Nationalized Industry, Routledge, 2021.

6. Bhatia, S.K., Business Ethics and Corporate Governance, Deep & Deep Publication, New Delhi, 2004.

7. Bhattacharya, Ashish, K., Corporate Governance Practices in India, Regal Book, New Delhi, 2007.

8. Das, Shubhash Chandra, Corporate Government in Public Sector Enterprises, Doeling Kinderslay India Pvt. Ltd., 2006.

9. Sarkar, Jayati and Sarkar, Subrata, Corprate Governance in India, Sage, New Delhi, 2012.

10. Kumar, Surendra, Corporate Governance- A Qustion on of Ethics, Galgotia Publishing Company, New Delhi, 2002.

M.A. PUBLIC ADMINISTRATION	
Third Semester	
Course Code: MPAP505	**Course Title: Research Project**

M.A. PUBLIC ADMINISTRATION	
Fourth Semester	
Course Code: MPAC511	**Course Title: Public Personnel Administration**

Course Objective: This course intends to acquaint the students with the Concept, Nature, Functions and Significance of Personnel Administration. Since Civil Services play a crucial role in the present day administrative system, the course deals with the development of Public Services. It covers important components of Personnel Administration like recruitment, training, promotion. It also deals with ethics, integrity, employer-employee relations in Public organizations specially in the context of India.

Credit: 5	Maximum Marks 100 (75+25)	Minimum Pass Marks:33

Total Number of Lectures :75			
Unit	Topics	No. of Lectures	No. of Credit
I	• Public Personnel Administration: Meaning, Nature, Scope and Significance, Functions of Personnel Administration, Personnel Policies.	15	01
II	• Bureaucracy: Meaning, Features, Types of Bureaucracy, Role in Democratic System, Neutrality Vs Commitment, Anonymity.	15	01
III	• Classification of Services: Position and Rank Classification, Recruitment and Recruitment Agencies- UPSC and SPSC's, Training and Promotion.	15	01
IV	• Service Conditions and Discipline, Accountability, Transfer, Integrity in Administration, Performance appraisal, Retirement Benefits, Employer- Employee Relations.	15	01
V	• Generalists and Specialists controversy. • Civil Services in the Context of Globalization.	15	01

		• Civil Service Reforms-II ARC Recommendations.		

Course Outcomes: Personnel Administration will enable the students them to know important components Personnel Administration.

Books Recommended:
1. Goel, S.L., Public Personnel Administration, New Delhi, Sterling, 1989.
2. Ahmad, M.R. Civil Services Training and Reforms in India, Serials Publications, Nee Delhi, 2007.
3. Aswathappak, Human Resource Personnel Management, Text and Cases, New Delhi, Tata Macgraw Hill, 2002.
4. Agarwal, R. D., Dynamics Management in India: A Book of Readings, New Delhi, Tata Mcgraw Hill, (Latest Edition).
5. Velma S., and Sharma, S.K., Managing Public personnel Systems: A Comparative Perspective, New Delhi, Indian Institute of Public Administration, 1980.
6. Goel, S.L. 7 Rajneesh Shalini, Public Administration, Deep & Deep, New Delhi, 2003.
7. Government of India, Second ARC, Tenth Report on Refurbishibg of Personnel Administration.
8. Sriram, Maheshwari, Public Administration in India: The Higher Civil Service, Oxford University Press, New Delhi, 2005.
9. Sthal O. Glenn, Public Personnel Administration, Harper & Roe, 1983.
10. Tead, Ordway, Personnel Administration, University of California Libraries, 1920.
11. कटारिया, सुरेन्द्र, कार्मिक प्र ासन, आर0 बी0 एस0 ए0 पब्लि र्स, जयपुर, 2003.

M.A. PUBLIC ADMINISTRATION			
Fourth Semester			
Course Code: MPAC512		Course Title: Police Administration	
Course Objective: This course intends to acquaint the students with role of the police in contemporary society. The Students will develop analytical and critical skills and develop an understanding of working of Police Administration.			
Credit: 5	Maximum Marks 100 (75+25)		Minimum Pass Marks:33
Total Number of Lectures :75			
Unit	Topics	No. of Lectures	No. of Credit
I	• Police Administration: Evolution, Concept and Significance. • Police: Powers and Functions. • Reforms in Police Administration after Independence.	15	01
II	• Legal Procedure of Police & Magistrate. • Community Policing. • Smart Policing.	15	01
III	• Structure, Functions and Role of D.M & S.S.P and Commissionary System in maintenance of law and order. • Relationship between DM & SSP.	15	01
IV	Investigating Agency: • SIT • CBCI & NCB • NIA & CBI	15	01
V	• Problems & Challenges before Policy. • Polic-Public Relations. • Human Rights and Police.	15	01

Course Outcomes: Police Administration will enable the students to have an understanding about Police Administration System in the Country. Its Structure and functioning and the challenges being faced by the administration in the real life.

Books Recommended:

1. Chaturvedi, J.C., Police Administration and Investigation of Crime, Isha Books, New Delhi, 2006.
2. Ghosh, G., Re- Legitimizing Indian Police, Radha Publication, 2010.
3. Ghosh, S. K. & Hummer, Don, Encyclopedia of Police in India. Vol. I, Taylor & Francis Group, 2008.
4. Ghosh, S, Police Administration: Organization and Procedure, Eastern Law House, New Delhi, 1973.
5. Jim, R. & Rustamji, K.F., Handbook of Police Administration, CSR Press, Ashish Publishing House, New Delhi.
6. Srivastava, A., Role of Police in Changing Society, APH, Publishing, New Delhi.
7. Subramanian, K.S., Political Violence and the Police in India, Sage Publication India, New Delhi, 2007.
8. Rohit, C. Policing: Re-Inventing Strategies in a Marketing framework, Sage Publication, New Delhi, 2009.
9. Swanson, C. R., Territo, L. & Taylor, R.W, Police Administration: Structures, Process and Behavior, Prentice Hall.

M.A. PUBLIC ADMINISTRATION				
Fourth Semester				
Course Code: MPAE513 (A)		**Course Title: E-Governance**		
Course Objective: This course intends to acquaint the students with the application of information and communication technology (ICT) for Providing government services, exchange of Information, Transactions, Integration of previously existing services and information portals.				
Credit: 5	**Maximum Marks 100 (75+25)**		**Minimum Pass Marks:33**	
Total Number of Lectures :75				
Unit	**Topics**		**No. of Lectures**	**No. of Credit**
I	- Governance: Concept, Scope and Significance. - Evolution of E-Governance in India. - SMART Village, SMART City		15	01
II	Emerging ICT trends such as SMAC, Big- Data, E- Commerce, Cashless India, Mobile Wallet, Telemedicine, Digital Library.		15	01
III	Cyber crime and Risk Management: Cyber Crimes, Hacking, virus Attacks, Software Piracy, Risks Involved in Instant Messaging (IM) such as whatsapp, Messenger, Google Chat etc.		15	01
IV	Digital Governance initiative in states: Akshayaa Project in Kerala; Tele samadhan in Madhya Pradesh; E-Gram Vishvagram of Kerala; E-ration card Service of delhi; Aasthi system of Karnataka; Bhulekh Scheme, Lokvani, Online Jan Suvidh Scheme of Uttar Pradesh.		15	01
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.		15	01

Course Outcomes: E-Governance will enable the students to have an understanding the fundamental, emerging trends and other related aspects of E-Governance.

Books Recommended:

1. Sahu, G.P., Emerging Technologies in E-Governance Practice, GIFT Publication, New Delhi, 2009.
2. Ojha, Amitabh, E-Governance in Practical, GOFT Publication, New Delhi, 2009.
3. Deva, vasu, E- Governance in India : A Reality, Commonwealth, New Delhi, 2005.
4. Gupta, M.P., Kumar, Pand Bhattacharya, J., Government on Line- Opportunities and challenges, Tata McGraw Hill, New Delhi, 2004.
5. Srivastava, P, management Information system, A New Framework, Shree Niwas Publication, Jaipur, 2004.
6. Aggarwal, Kamlesh & Tiwari, Murli, D., IT and E-Governance in India, McMillan, New Delhi, 2002.
7. Prabh, C.S.R., E-Governance: Concepts and Case Studies, Prentice Hall, New Delhi.
8. IGNOU, E-Government, MPA-017, School of Social Sciences, IGNOU, New Delhi.
9. Bhatnagar, Subhash, E-Governance from vision to implementation-A Prentice Hall, New Delhi, 2004.
10. Indian Journal of Public Administration, Special Issue on IT and Indian Administration, New Delhi, Vol. XLVI, No. 3, July-September, 2003.

M.A. PUBLIC ADMINISTRATION			
Fourth Semester			
Course Code: MPAE513 (B)		**Course Title: Environment Administration**	
Course Objective: This course intends to acquaint the students with the Environmental Concerns in India and Mechanism to deal with it and various international treaty and negotiation that Promote environmental conservation and Protection.			
Credit: 5	**Maximum Marks 100 (75+25)**		**Minimum Pass Marks:33**
Total Number of Lectures :75			
Unit	**Topics**	**No. of Lectures**	**No. of Credit**
I	• Environment- Meaning, Definition, Scope of Environment Administration, Importance of Environmental Administration.	15	01
II	• Environmental Pollution- Meaning, Types of Pollution, Role of	15	01

	Industrialization in Environmental Pollution.		
III	• Global Warming causes and remedy, ozone depletion: Meaning; Causes; Effects, Green House Gasses effects, The Role of Nuclear Energy and Non- Conventional Energy Sources to the next generation of the Human Community.	15	01
IV	• Ministry of the Environment and Forest and climate change, The Environmental Policy 2016, Judicial remedies and regulatory Techniques.	15	01
V	• The Stockholm Declaration on Human Environment- 1972, The UNEP, Nairobi convention 1982, The Earth Summit-1992, Kyoto Protocol, The Paris Summit on Climate Change-2016, Challenges of the Developing Nations in The carbon Emission, Role of India in the Environmental Protection.	15	01

Course Outcomes: Environment Administration will enable the students to understanding Environment Administration, regulation and Policies in India.

Books Recommended:
1. Singh, Hoshiyar, (ed.), Environmental, Print well Publishers, Jaipur.
2. Singh,Shekhar, Environmental Policy in India, IIPA, New Delhi, 1984.
3. Dwivedi, O.P., India : Pollution Control Policy and Programmes, International Review of Administration Sciences, Vol. XLIII, Nos, Z, 1977.
4. Bhatia, S.C.,(ed), Papers in Environmental Education, Indian University Association for Continuing Education, 1981.
5. Tiwari, H.N., Environmental Law, Allahabad Law Agency, Faridabad, 2001.
6. Srivastava, V.N. & Rai, B.P., Environment and Ecology, Vasundra Publications, Gorakhpur, 1998.

7. Sharma, A.K. & Sharma, A. (ed.) Impact of Development of Sciences and Technology on Environment, Indian Science Congress Association, 1981.
8. Bandhu, Desh, Environmental Management, Indian Environmental Society, 1981.

M.A. PUBLIC ADMINISTRATION				
Fourth Semester				
Course Code: MPAE513 (C)		**Course Title: Public Health Administration**		
Course Objective: This course intends to acquaint the students with the Functioning of Health Administration along with various health mission and issues and challenges in dealing them.				
Credit: 5	**Maximum Marks 100 (75+25)**		**Minimum Pass Marks:33**	
Total Number of Lectures :75				
Unit	Topics		No. of Lectures	No. of Credit
I	• Public Health : Meaning and nature. • Health Administration : Nature, Scope and Significance. • Public Health in Global Perspective.		15	01
II	• Principle and Characteristics of Primary Health Care. • Components of Primary Health Core Services. • Health care Delivery System in India.		15	01
III	• Organization of Health Administration at Union, State and Local Government Levels. • Administration of Primary Health Care. • Personnel and Financial Management.		15	01
IV	• The Planning Process. • The Government Programmes for Health Care-NRHM, NUHM and JSY (Janani Surksha Yojan). • Programmes for Women and Child Development.		15	01
V	• Role of NGO's and other voluntary agencies. • WHO and UNICEF. • National Health Policy in India.		15	01

Course Outcomes: Public Health Administration with enable the students to understanding organization of Health Administration, Government Programmes for Health care System.

Books Recommended:

1. Goel, S.L., Health care Administration-Levels and Aspects, Sterling Publishers, New Delhi, 1971.
2. Goel, S.L., Health Care Administration: Ecology, Principles and Modern Trends, Sterling Publishers, New Delhi, 1980.
3. Raghu, Ram, N.V., Health Administration and Policy Development, Ramkrishna Printers and Publishers, Hyderabad, 1971.
4. Waram, Ramesh G., Medical and Health Administration in Rural India, Ashish Publishing House, New Delhi, 1986.
5. Madan, Owen, J.K., Concepts of Hospital Administration.
6. Broker, G., Health In Independent India (Latest Edition).
7. Robinson, C.A., Hospital Administration (Latest Edition).
8. Wright, A. Cart, Human Relations and Hospital (Latest Ed.)

M.A. PUBLIC ADMINISTRATION			
Fourth Semester			
Course Code: MPAE514 (A)	**Course Title: International Administration**		
Course Objective: This course intends to acquaint the students with the imporarant international organization at the global and regional level including Specialized agencies will be studied and their role and working critically understood in light of their effectiveness in including the national Policy agendas. A focused and critical study of various institutions and agencies will provide a deep understanding about their working and role.			
Credit: 5	**Maximum Marks 100 (75+25)**	**Minimum Pass Marks:33**	
Total Number of Lectures :75			
Unit	**Topics**	**No. of Lectures**	**No. of Credit**
I	• Role of International organizations in Development Rational and overview of the global scenario. • United Nations: Genesis and Evolution; Issues in Performing its role.	15	01
II	• U.N. Structure: Organization, Functions and working of General Assembly, Security Council, Secretariat, International Court of Justice and Economic and social council.	15	01
III	• Organizational Structure, Functions/Programmes and working of UNESCO, UNICEF, ILO, WHO, UNDP, UNEP.	15	01
IV	• Organizational Structure, Functions, Role and issues in working of SAARC, ASEAN; G-20; and European Union.	15	01
V	• Organizational structure, Functions, role and issues in working of WTO (World Trade Organization), World Bank (W.B.); International Monetary Fund (IMF); and Asian Development Bank (ADB).	15	01

Course Outcomes: International Administration will enable the students to understanding about the important international organization at the global and regional level about their working and role.

Books Recommended:

1. Goel, S.L., International Administration, Sterling Publishers, New Delhi, 1976.
2. Cobli, V., Globalization And Global Governance, Royal Institute of International affairs, London, 1999.
3. Banerjee, Ajit, M. & Murari R. Sharma, Reinventing The United Nation, Prentice Hall of India, New Delhi, 1976.
4. Pease, Kelly- Kates., International Organizations, Routledge, New York, 2017.
5. Krasvo, Jean E. (ed.), The United Nations: Comforting the challenges of a Global society, Viva Books, New Delhi.
6. Saxena, K. P., Reforming the United nations: The Challenge of Relevance, Sage Publications, New Delhi, 1993.
7. Narasimham, C.V., The United Nations: An Inside View, United Nations Publication, 1988.
8. Relevant Websites www.un.org/ www. Saarc-sec.org/www.ilo.org.
9. त्रिपाठी, श्रीप्रका ा मणि : अंतर्राष्ट्रीय संगठन, प्रत्यूश पब्लिके ान्स, नई दिल्ली, 2013.
10. फाड़िया, बी0 एल0 : अंतर्राष्ट्रीय कानून तथा अंतर्राष्ट्रीय संगठन, साहित्य भवन पब्लिके ान, आगरा.

	M.A. PUBLIC ADMINISTRATION		
	Fourth Semester		
Course Code: MPAE514 (B)		**Course Title: Citizen-Centric Administration**	
Course Objective: This course intends to acquaint the students with the participatory and rights based approaches. Good Governance citizen centric Administration inextricably linked.			
Credit: 5	**Maximum Marks 100 (75+25)**		**Minimum Pass Marks:33**
	Total Number of Lectures :75		
Unit	Topics	No. of Lectures	No. of Credit
I	• Concept of Citizen-Centric Administration: Concept, Evolution, Features and Significance. • Rights and Obligations of Citizens: Civic Culture. • Service Providing and Development functions of the government.	15	01
II	• Citizen Charter- Evolution, Features and Applications. • Social Audit-Evolution, Features and Applications. • Citizens Participation and Administration :Concept, Significance and Limitations.	15	01
III	• Right to information Act 2005, • Lokpal and Lokayukt in India. • Grievance-Meaning, Agencies for Redressal of Grievancees at centre and state levels in India.	15	01
IV	• Good Governance: Concept. • Public Administration: Pre and Post Libralization. • Human Rights and Police Administration.	15	01
V	• Public Distribution System (PDS), Millennium development goals. • Rureal health services, Gender Issues and Women Empowerment. • India's Administration Culture.	15	01

Course Outcomes: Citizen-Centric Administration will enable the students to understanding the citizen welfare and good governance.

Books Recommended:

1. Singh, Shivani (Ed.), Governance: Issues and Challenges, Sage, New Delhi, 2016.
2. Government of India Second Administrative Reforms Commission, 'Citizen Centric Administration- The Heart of Governance, Twelfth Report: Ministry of Personnel, Grievances and Pension, Department of Administrative Reforms and Public Grievances, New Delhi.
3. Public Affairs Centre: India's Citizen's charters-A Decade of Experience, Public Affairs Centre, Banglore, 2007.
4. Paul, Samuel, "India's Citizen's Charters: In Search of a Champion," Economic and Political Weekly, Vol. 43, No.7, P.P.-67-33.
5. Biswal, T., Governance and Citizenship, Rawat Publication, Jaipur.
6. Gupta, Dipankar, 'People to Citizen: Democracy's Must take road, Social Science Press, 2017.
7. Madsen, Pirie, Citizen charter, Adam Smith Institute, London, 1991.
8. Bava, Noorjahan, Public Administration in 21st Century.
9. Chaturvedi, T. N. (ed.), Towards Good Governance.
10. Bhandari, I.K.- Public Distribution System.

M.A. PUBLIC ADMINISTRATION			
Fourth Semester			
Course Code: MPAE514 (C)		**Course Title: Office Management and Administrative Improvement**	
Course Objective: This course intends to acquaint the students with the basic concepts associated with office organization and related techniques required to manage it. It Covers the concepts of office procedure and communication with record management and also gives an overview of latest techniques like PERT, TQM, CPM and MOB used in almost all the offices in the market spear.			
Credit: 5	**Maximum Marks 100 (75+25)**		**Minimum Pass Marks:33**
Total Number of Lectures :75			
Unit	**Topics**	**No. of Lectures**	**No. of Credit**
I	• Office Management: Concept and Significance. • Office Organization: Functions and Role. • Office Supervision/Office Manager.	15	01
II	• Office Procedure and Office manuals: Forms, Designing and control. • Office Communication: Handling mail and Electronic communication system. • Records Management: Classification, Indexing and Preservation of Records.	15	01
III	• O & M Approach. • Work Study and Work Management. • Operation Research and use of ICT.	15	01
IV	• Programme Evolution and Review Techniques (PERT) and Critical Path Method (CPM) • Programme Evolution and Performance Measurement: New Indicators and Methods. • Management by Objective (MBO) and its Application in Public Administration.	15	01
V	• Organizational Development and Change. • Total Quality Management (TQM). • Re-engineering, Benchmarking and Empowerment.	15	01

Course Outcomes: Office management and Administrative Improvement will enable the students to get and overview of all improvement office procedure in any organization.

Books Recommended:

1. Dubey, N.B., Office Management, Global India Publications Pvt. Ltd.,2009.
2. Bhatia, R.C., Principles of office management, Lotus Press, New Delhi, 2005.
3. Arora, S.P., office Organization and Management, 2nd Ed, Vikas Publishing House, 2009.
4. Chopra, R.K., Administrative office management, 2nd Ed, Himalaya Publishing House, New Delhi, 2010.
5. Gadkari, S.S., Office Management for Public Administration Concept, New Delhi, 1997.
6. Gobson, P., Administrative office management, 13th ed, South Western Educational Pub, 1996.
7. Thukaram, M.E., Office Organization and Management Atlantic Publishers and Distributors, New Delhi, 2000.
8. Zone, K. Quible, Administrative Office Management, Prentice Hall, New Delhi, 2001.
9. Ferrera, E.J., Fundamental of Office Management, Juta Academic, 2011.
10. Keeling, B.L. & Kallaus, N.F., Administrative Office Management, South Western Educational Publication, 1996.

M.A. PUBLIC ADMINISTRATION
Fourth Semester

Course Code: MPAP515	Course Title: Research Project