

Maulana Azad National Urdu University

Dept of Public Administration

B A VI Semester

Paper: Police Administration

Course Code BAPA601DST

Unit – I Introduction

1. Concept of Police in Society
2. Police Administration Need: & Importance of Policing
3. Evolution of Police in India during different periods
 1. Ancient
 2. Medieval.
 3. British
 4. Post Independence

Unit – II Organization & Functions of Police

1. Organization & Structure of the National & State Police
2. Police Organizations- CRF, BSF, Assam Rifles

Unit – III Police Acts & Police Commissions

1. Police Act of 1861
2. National Police commission (1977-1981)
3. Reforms in Policing in India

Unit – IV Recruitment and Training

1. Recruitment to IPS
2. Training of IPS Officers
3. Recruitment and Training of State Police

Unit – V Emerging Roles of Police

1. Community Policing
2. E- Governance & police
3. Disaster Preparedness & Role of Police in disaster Relief

Unit VI Emerging Issues and Practices

1. Cyber Crime & Police
2. Police-Public Relations
3. Women Police (She Teams)

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Dept of Public Administration

B A VI Semester

Paper: BAPA 602 DS, Office Management

Unit – I Introduction

1. Office Management : Meaning , Scope & Importance
2. Basic Principles of Office Organization
3. Functions of Office

Unit - II Office Organisation & Management

1. Office Planning & Lay out
2. Office Environment
3. Office Manager -- Functions & Role

Unit – III Records Management & Filing

1. Forms Management
2. Filing & Indexing
3. Records Management

Unit - IV Office Communications

1. Office Communication – Types & Means of communication
2. Office Correspondence
3. Office Stationery

Unit – V Office Machines & Office Automation

1. Significance of Office Machines - Types of Office Machines
2. Office Automation
3. Paperless Office

Unit - VI Office Staff & Staff Welfare

1. Office Staff- (Accountant, Data Entry Operator, Office Assistant & Supporting Staff, Watch & Ward)
2. Staff Welfare
3. Motivation
4. Stress Management

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Suggested Books:

1. CHOPRA & CHOPRA ,OFFICE MANAGEMENT, HIMALAYA PUBLICATIONS
2. SHARMA & GUPTA OFFICE ORGANISATION & MANAGEMENT- KALYANI Publications
3. KRISHNA MURTY, OFFICE MANAGEMENT- S. CHAND PUBLICATIONS
4. FRANCIS SUNDERARAJ , SPEAKING AND WRITING FOR EFFECTIVE BUSINESS COMMUNICATION. , MACMILLAN INDIA LTD.
5. RAI & RAI, BUSINESS COMMUNICATION, HIMALAYA PUBLISHING HOUSE.
6. Rajaraman & Radha Krishna, Computer Organization & Architecture, Prentice Hall India
7. Gordon B. Davis & M.H. Olsin, Magement Information Systems- Administrative Management: Setting People Up for Success, 1st Edition,
8. Carlene Cassidy; Robert Kreitner, Ph.D.; Susie VanHuss, The Administrative Professional: Technology & Procedures, 14th Edition, Patsy

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Maulana Azad national University

Dept of Public Administration

B A III Semester

Paper: Disaster Management

BAPA 301 CCT

Unit-I: Conceptual Aspects of Disaster Management

1. Concept and Meaning of Disaster and Disaster Management
2. Types of Disasters: Natural and Manmade
3. Hazards and Consequences Disasters - Loss of Human and Animal Life, Psychological Trauma, Damage to Habitat, spread of Epidemics and Damage to Infrastructure .

Unit- II Types of Disasters

1. Natural Disasters: Droughts, Earthquakes, Cyclones Volcanoes, Tornadoes and Tsunamis.
2. Manmade Disasters : Nuclear Leaks , Gas Leaks, Chemical leaks, Oilspills and, Stampedes

Unit - III Major Disasters in India

1. Natural Disasters: Gas / Chemical Leaks
2. Manmade Disasters : Earthquakes, Droughts', Volcanoes , Nuclear leaks , Oil Spill Stampedes, Tornadoes and Tsunamis ,

Unit - IV: Disaster Management Policy and Organisation In India

1. Disaster Management Policy in India.
2. National Disaster Management Authority of India - Organization & Functioning
3. Role of Central , State and Local Agencies in Disaster Management

Unit - V Identification of Various Risks and Preparedness

1. Identification of various risks
2. Orientation, Preparedness and Planning.
3. Conditions for Preparedness and facilities for Rehabilitation.
4. Role for IT in Disaster Preparedness -- Disaster Management Information system,

GIS and GPS .

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5. Role of International Agencies , Military & Paramilitary Forces & NGOs in disaster relief.

Unit VI : Disaster Relief Measures

1. Restoration of Communication Links
2. Provision of Medical Relief, Food & water
3. Rehabilitation.

Suggested Readings :

1. Bryan Edward, (2005) ; Natural Hazards, Cambridge University Press, U K
2. Carter W. Nick , (1991) Disaster Management, Asian Development Bank , Manila
3. Central Water Commission , (1987), Flood Atlas of India , CWC, New Delhi
4. Central Water Commission , (1989) Manual of Flood Forecasting , New Delhi
- 5 Government of India , 1997, Vulnerability Atlas of India , New Delhi
6. Sahni , Pardeep et.al (Eds)2002 , Disaster Mitigation And Reflection, Prentice Hall Of India , New Delhi.
7. Rajib Shaw and RR Krishna Murthy (2009) , Disaster Management : Global Challenges and Local Solutions.
8. S.L. Goel , Management of Man Made Disaster, Deep & Deep Publications, New Delhi
9. A.K. Jain A Practical Guide To Disaster Management
10. S. Mukharjee(2014) , Disaster management , New Delhi.
11. Government of India (1997) Vulnerability Atlas of India. New Delhi Building Materials & Technology Promotion council, Ministry of Urban Development, Government of India (1997) .
12. Kapur,A (2010) Vulnerable India : A Geographical study of disasters, Sage Publication,New Delhi
13. Modh, s . (2010) Managing Natural Disaster : Hydrological , marine and GeologicaDisasters , Mac Millan Delhi .
14. Singh R. B. (2005) Risk Assessment and Vulnerability Analysis , IGNOU , New Delhi.
15. Singh R.B. (ed) (2006) Natural Hazards and Disaster Management : Vulnerability and Mitigation , Rawat Publications, New Delhi.

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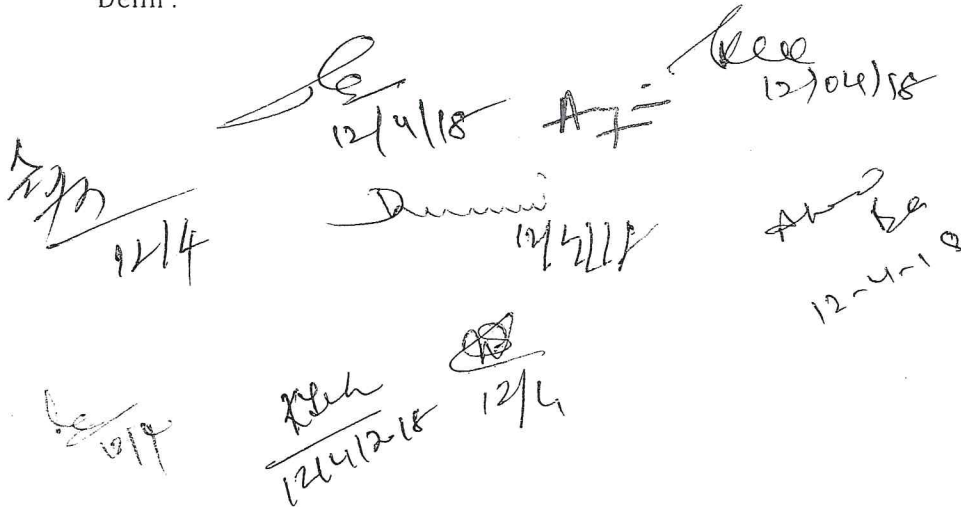
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16. Sinha . A (2001) Disaster Management : Lesson Drawn and strategies for future, New United Press, new Delhi.
17. Stoltman, J.P Et al (2004) International perspectives on Natural Disasters, Kluwer Academic Publication . Dodrecht.
18. Singh Jagbir (2007) " Disaster Management future Challenges and Opportunities.
19. Disaster Management and Rehabilitation and Authored by Raj deep Dasgupta
20. Disaster Management in India Authored by Dr. Kadambari Shana & Dr Avinash Chirajeev
21. Roy .P, S (2000) : Space Technology for Disaster Management : Are mote Sensing &GIS perspective, Indian Institute of Remote Sensing (NRSA)
22. Sharma , R.K & Sharma , (ed) Natural Disaster, APH Publishing Corporation, New Delhi .


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Course Code	Course Title	Semester
UGPA 501GET	Elements of Public Administration Generic elective for UG	V

Scheme of Instruction

Total Duration : 90 hrs
 Periods : 6
 Credits : 6
 Instruction Mode : Lecture

Scheme of Examination

Maximum Marks : 100
 Internal Evaluation : 30
 End Semester : 70
 Examination Duration : 3hrs

Course Objective:

1. To study and understand the basic concepts of public administration.
2. To study the basic principles of Public Administration.
3. To enrich the students with knowledge on fundamentals of administration..

Course Outcomes: The students will be able to understand the realities of public administration and will be in a position to interact with administration in a better way.

Unit-I: Basic Concepts

Instructions Hrs

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| 1) Public Administration: Meaning and Nature | 15 Hours |
| 2) Scope and Importance of Public Administration | |
| 3) Evolution of Public Administration | |
| 4) Difference between Public Administration and private Administration | |

Unit-II Relationship with other Social Sciences

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| 1) Public Administration and Political science | 15 Hours |
| 2) Public Administration and Economics | |
| 3) Public Administration and Sociology | |
| 4) Public Administration and Psychology | |

Unit III: Principles of Organisation

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| 1) Division of Work and Coordination | 15 Hours |
| 2) Unity of Command and Hierarchy | |
| 3) Span of Control and Delegation | |
| 4) Centralization and Decentralization | |

Unit-IV: Theories of Organisation -

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| 1) Classical theory | 15 Hours |
| 2) Human Relation theory | |
| 3) Behavioral theory | |
| 4) Ecological theory | |

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Unit V: Bureaucracy

1. Bureaucracy : Meaning and Concept 15 Hours
2. Features of Weberian Bureaucracy
3. Karl Marx on Bureaucracy
4. Criticism of Bureaucracy

Unit VI: Agencies of Administration


15 Hours


1. Line Agencies
2. Staff Agencies
3. Auxiliary Agencies
4. Forms of Organization : Department , Public Corporation & Independent Regulatory Commission.

Examination and Evaluation Pattern:

1. Written Examination at the End of Semester : 70 Marks
2. Internal Evaluation (Internal Test/Seminar or Assignment) : 25 Marks
3. Attendance : 5 Marks


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References:

1. L.D. White, Introduction to the Study of Public Administration, Mac Millan, 1955.
2. Pfiffner J.M., Public Administration, New York, 1965.
3. Mohit Bhattyacharya, Public Administration, Calcutta, 1987.
4. Basu, Rumki, Public Administration: Concepts and Theories, Sterling, New Delhi, 1996.
5. A. Avasthi and S.R Maheshwari, Public Administration
6. M.P. Sharma, Public Administration: Theory and Practice, Kitab Mahal, Allahabad, 1987
7. Dimoc Marshal E and Glazda Dimoc Fox, Public Administration, 1983.
8. B.L. Fadia and Kuldeep Fadia, Public Administration: Administrative Theories and Concepts, Sahitya Bhavan Publications, Agra, 2009.
9. Saroj Kumar Jena, Fundamental of Public Administration, Anmol Publications, New Delhi, 2001.
10. F.A. Nigro, Modern Public Administration
11. EN Gladen, An Introduction of Public Administration
12. W.F. Willoughby, Principles of Public Administration
13. M. Bhattacharya, New Horizons of Public Administration, New Delhi, Jawahar Publishers and Distributors, 2001.
14. A. R Tiyagi, Public Administration, Principles' and Practices, Delhi, atma Ram & Sons, 1992.
15. M. Bhattacharya, Restructuring Public Administration: Essays in Rehabilitation, New Delhi, Jawahar, 1990.
16. Singh, Amit, Public Administration; Roots and Wings, New Delhi : Galgatia Publishing Company, 2002.
17. Goel, S.L., *Advanced Public Administration*, New Delhi ; Deep and Deep, 2002.
18. Bidyut Chakravaty & Prakash Chand, Public Administration in Globalised world: Theories and Practice, Sage Publications, New Delhi, 2012.
19. Rumki Basu, Public Administration: Concepts and Theories, Sterling Publishers, New Delhi, 2009.
20. S.P. Naidu, Public Administration: Concepts and Theories, New Age International, New Delhi, 2015.
21. Abdul Quayum, Nazm o Nasq Aama, Nisab Publishers, Hyderabad.


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