

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION  
MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD

BA – PUBLIC ADMINISTRATION

1st - Semester

Paper – I: Public Administration: Concepts and Principles

UNIT I: *Basic Concepts*

- Public Administration : Meaning, Nature, Scope, Importance and Evolution
- Relationship of Public Administration with other Social Sciences – Sociology, Economics, Psychology and Political Science.
- Politics – Administration and Dichotomy.

UNIT II: *Principles of organization – I*

- Division of work, Co-ordination and Hierarchy.
- Unity of command, Span of control and Delegation.
- Centralization and Decentralization.

UNIT III: *Principles of Organization – II*

- Authority, Leadership and Supervision.
- Planning, Communication and Public Relations.
- Delegated Legislation and Administrative Adjudication.

UNIT IV: *Chief Executive and Typology of Agencies*

- Chief Executive: Types and Functions
- Line Agencies and Staff Agencies.
- Auxiliary Agencies.

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**BA Public Administration**

**Paper II – Semester II**

**Public Administration: Theories and Approaches**

**UNIT – I Basic Concepts**

- a) Meaning and Importance of Theory
- b) Evolution of Administrative Theories
- c) Critique of Administrative Theories

**UNIT – II Classical Theories of Organization**

- a) Administrative Management Theory – Contribution of Henri Fayol
- b) Scientific Management – Contribution of F.W. Taylor
- c) Classical Theory – Contributions of Luther Gulick and Lyndall Urwick
- d) Bureaucratic Theory – Contribution of Max Weber

**UNIT – III Neo – Classical and Behavioral Theories of Organization**

- a) Human Relations Theory – Contribution of Elton Mayo
- b) Behavioral Theory – Contribution of Chester I. Bernard
- c) Decision - Making Theory – Contribution of Herbert A. Simon

**UNIT – IV Modern Theories of Organization**

- a) Ecological Theory
- b) New Public Management
- c) Public Choice Theory

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MAULANA AZAD NATIONAL URDU UNIVERSITY

Department of Public Administration

B.A Public Administration

III SEMESTER Disaster Management in India

UNIT-I : Conceptual Aspects of Disaster Management

1. Meaning and Concept of Disaster
2. Classification of Disasters : Natural and Man Made Disasters
3. Consequences of Disaster and Hazards, Loss of Human and Animal Life, Psychological Trauma, Damage to Habitat, Spread of Epidemics and Damage to Infrastructure.

Unit-II: Disaster Management in India

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

Unit -III: Disaster Preparedness

1. Identification of various risks
2. Orientation to preparedness planning
3. Condition for preparedness and Facilities for Rehabilitation
4. Role of IT in disaster preparedness – GIS and GPS

Unit-IV: Disasters Relief Measures & Agencies

1. Restoration of Communication links
2. Provision of Medical Relief, Food & Water
3. Rehabilitation
4. Role of International Agencies, Military & Para Military forces & NGOs in disaster relief

Suggested Readings:

1. Bryant Edwards (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.

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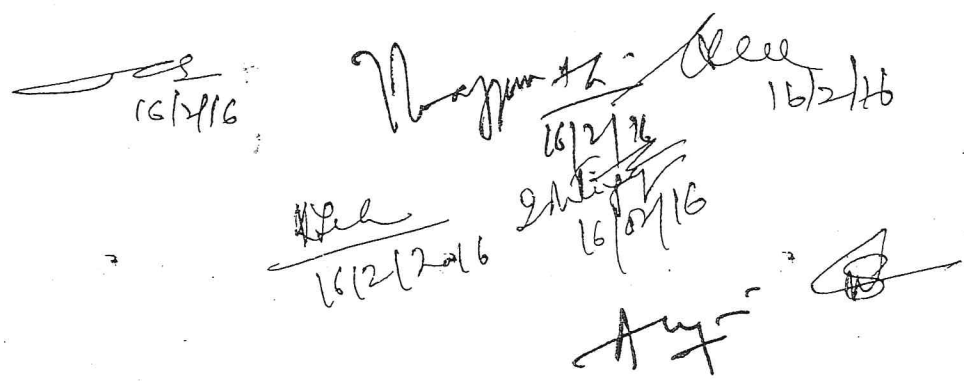
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6. Sahni, Pardeep Et.Al. (Eds.) 2002, Disaster Mitigation Experiences And Reflections. Prentice Hall Of India, New Delhi.
7. Rajib shaw and RR Krishna Murthy,( 2009), Disaster Management : Global Challenges and Local Solutions
8. S.L. Goel, Management 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.
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 Geological Disasters, Macmillan, Delhi.
14. Singh, R.B. (2005) Risk Assessment and Vulnerability Analysis, IGNOU, New Delhi. Chapter 1, 2 and 3
15. Singh, R. B. (ed.), (2006) Natural Hazards and Disaster Management: Vulnerability and Mitigation, Rawat Publications, New Delhi.
16. Sinha, A. (2001). Disaster Management: Lessons Drawn and Strategies for Future, New United Press, New Delhi.
17. Stoltman, J.P. et al. (2004) International Perspectives on Natural Disasters, Kluwer Academic Publications. Dordrecht.
18. Singh Jagbir (2007) " Disaster Management Future Challenges and Oppurtunities",. Publisher-
19. Disaster Management and Rehabilitation Authored by Rajdeep Dasgupta
20. Diasaster Management in India Authored by Dr, Kadambari Shanna & Dr. Avinash Chiranjeev
21. Roy, P.S. (2000): Space Technology for Disaster management: A Remote Sensing & GIS Perspective, Indian Institute of Remote Sensing (NRSA)
22. Sharma, R.K. & Sharma, G. (2005) (ed) Natural Disaster, APH Publishing Corporation, New Delhi.


 A collection of handwritten signatures and dates in black ink. The signatures are stylized and difficult to read. The dates are written in a simple format, such as '16/12/16' and '16/07/16'. There are approximately six distinct signatures and several dates scattered across the lower half of the page.

## MAULANA AZAD NATIONAL URDU UNIVERSITY

## Department of Public Administration

## B.A. UG Course- Public Administration

## Semester – IV Paper IV- Indian Administration

## Unit- I: Introduction to Indian Administration

- 1) Indian Administration: Historical overview
- 2) Salient Features - Parliamentary Democracy, Fundamental Rights and Directive Principles of State Policy
- 3) Unitary and Federal Features

## Unit-II: Central and State Level Administration

- 1) Political Executive: President and Prime Minister
- 2) Central Secretariat, Cabinets Secretariat and Prime Minister's Office
- 3) Administration of State : Governor, Chief Minister and Council of Ministers, State Secretariat, Chief Secretary
- 4) Union - State Relations

## Unit-III: District Level Administration

- 1) Role of District Collector
- 2) District Level Development Agencies
- 3) Panchyati Raj Institutions
- 4) Urban Local Bodies

## Unit-IV: Major Challenges of Indian Administration

- 1) Accountability in Administration – Lok Pal and Lok Ayukta
- 2) Administrative Reforms in India
- 3) Coalition Politics and Administration
- 4) Transparency in Administration - Citizen Charters

## Suggested Reading:

1. Hoshiar Singh, Indian Administration, Kitab Mahal, New Delhi, 2004.
2. P.D. Sharma and B. D. Sharma, Indian Administration: Retrospect and Prospect, Rawat Publications, Jaipur, 2009.
3. S. R. Maheshwari, Indian Administration, Orient Longman, New Delhi, 2005.
4. B.L. Fadia and Kuldip Fadia, Indian Administration, Sahitya Publications, Agra, 2010.
5. Chanda, Ashok, Indian Administration, Allen and Unwin, London, 1967.
6. Tummala K.K., Public Administration in India, time Academic Press, Singapore, 1994.
7. Eames and Saran, District Administration in India, Vikas Publications, New Delhi, 1989.
8. Bhartwal .C.P. Public Administration in India, Ashish Publications, New Delhi, 1993.
9. S.R. Maheshwari, Public Administration in India, Oxford University Press, New Delhi, 2005.
10. Avasthi A. and Avasthi A.P., Indian Administration, Laxmi Narayan Agrawal, Agra, 1995.
11. Arora R.K. and R. Goyal, Indian Public Administration: Institutions and Issues. New Age International, New Delhi, 2003.
12. Arora Ramesh K.(ed) , Public Administration in India : Traditions, Trends and Transformation,Paragon, New Delhi, 2006.
13. Bhartwal C.P. Indian Administration Since Independence, Bharat Publishers, Lucknow, 2003.
14. Prasad Kamla, Indian Administration, Politics, Policies and Prospects, Longman, Pearson, New Delhi,2006.
15. Singh Hoshiar and D. P. Singh,(ed), Indian Administration: Current Issues and Problems, Jaipur,1990.
16. Seth Satish C, Central Administration in India, Gyan Publications, New Delhi, 2003.

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