

M.A. Public Administration

Syllabus



Department of Public Administration
Maulana Azad National Urdu University
Hyderabad

Course Code : MAPA101CCT	Course Title Administrative Theory	Semester 1
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hr		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs

Course Objective:

1. To study basics concepts and theories of Public Administration.
2. To find out the different emerging theoretical trends of Public Administration.

Course Outcomes: The paper seeks to enlighten the students on different administrative theories and emerging theoretical perspectives of Public Administration. It also enriches the student; s fundamental knowledge of administrative management.

Unit	Course Content	Instruction Hours
I	Introduction	15 hrs
	<ol style="list-style-type: none"> 1. Public Administration: Nature, Scope and relevance 2. Evolution of Public Administration as a Discipline 3. Status of the Discipline (focusing on Teaching, Research, Training 	
II	Classical Theories	15hrs
	<ol style="list-style-type: none"> 1. Bureaucracy – Karl Marx, Max Weber, Robert Mitchels 2. Principles of Organization – Henri Fayol, Luther Gullick Lyndal Urwick 3. Scientific Management – F.W. Taylor 	
III	Behavioral Theories	15hrs
	<ol style="list-style-type: none"> 1. Human Relations Theory – Elton Mayo 2. Theory of organization and Authority – Chester I. Bernanrd 3. Decision Making Theory – H. A. Simon 4. Socio Psychological Approach – Abraham Masloq and Douglas Mc Gregor 	
IV	Emerging Theoretical Perspectives	15hrs
	<ol style="list-style-type: none"> 1. Public Choice School – Vincent Ostram 2. New Public Management 3. Critical Theory – William N. Dunn & Hebermas 	

4. Post modernism & Public Administration – Contribution of Charter T. FoX and Hugh T. Miller

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance.

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

Text Books and References:

1. Mohit Bhattacharya, Public Administration: Structure, Process and Behaviour, World Press, Calcutta, 1987
 2. D. Ravindra Prasad, V.S. Prasad and P. Sathyanaraya, Administrative Thinkers Publishers, Sterling Publishers, New Delhi, 1989.
 3. Rumki Basu, Public Administration: Concept and Theories, Sterling Publishers, New Delhi 1994.
 4. Avasthi and Maheswari, Public Administration, Laxmi Narayan Agarwal Publishers, Agra, 1993.
 5. Nicholas Henry, Public Administration and Public Affairs, Printic – Hall India, New Delhi, 1998.
 6. Quayum, Abdul, Nazmo-Nasq-e-AAma-Nisaab Publishers, Hyderabad 2006.
 7. Ishtiyahq Ahmad, Azeem Intezami Muffakerin, Educational Publications, New Delhi, 2015.
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Course Code : MAPA102CCT	Course Title Management	Semester 1
Scheme of Instruction	Scheme of Examination	
Total Duration : 60 Hrs	Maximum Marks : 100	
Periods / Week : 4	Internal Evaluation : 30	
Credits : 4	End Semester : 70	
Instruction : Lecture	Exam Duration : 3	
Mode		Hrs

Course Objective:

1. To examine the importance of management and make a study of different schools of management
2. To familiarize the students with the functions of management and emerging trends in management

Course Outcomes: On completion of the course the students would be able to understand the meaning and importance of management in an organization
The students will also have a clear understanding of areas of management and also on emerging trends in management

Unit	Course Content	Instruction Hours
I	Introduction Meaning, Importance and Problems of Management Schools of Management Thought – Classical, Behavioural, System and Contingency Approaches Management by Objectives Styles of Management	15 hrs
II	Functions of Management Planning Organizing Controlling and Supervision Communication Co-ordination	15hrs
III	Areas of Management Marketing Management Production & Materials Management Financial Management Human Resources Management Office Management	15hrs
I V.	Emerging Areas Managerial Decision Making Corporate Management	15hrs

Stress Management
Grievance Management
Managerial Ethics

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance.

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

Text Books and References

1. Iranconovich Donnelly, Gibso, Management : Principles and Functions (Ist Edition), Richardly D. Irwin, Ind, New Delhi 1991.
2. J. S. Chandan, Management Theory and Practice, Vikas, Publishers, New Delhi, 1994.
3. VSP Rao, and PS Narayan, Management and Concepts and Thoughts, Konark Publishers, New Delhi 1989.
4. L.M. Prasad, Principles and practice of Management: Sultan Chand and Sons, New Delhi, 1989
5. Satysaran Chatterji, An Introduction to Management; Its principles and Techniques, World Press, Calcutta, 1993.

Course Code	Course Title	Semester
MAPA103CCT	Public Policy	1
Scheme of Instruction		Scheme of Examination
Total Duration	: 60 Hrs	Maximum Marks : 100
Periods / Week	: 4	Internal Evaluation : 30
Credits	: 4	End Semester : 70
Instruction Mode	: Lecture	Exam Duration : 3 Hrs

Course Objectives:

1. Provide knowledge about the importance and scope of Public Policy and different approaches for its study.
2. Develop understanding about the various stages of policy process.
3. Acquaint the students of different policies and problems involved in their implementation.

Course Outcomes:

On successful completion of the course the students will be able to;

1. understand the importance of public policy and various approaches for its study.
2. figure out different stages of policy process.
3. analyze intricacies involved in the implementation of different policies through case studies.

Unit	Course Content	Instruction Hours
I	UNIT – I Introduction	15
	1. Meaning, Nature, Importance and Scope and Public Policy	
	2. Context of Public Policy – Social, Economic and Political	
	3. Concept of Policy Sciences – Implications and Consequences	
	4. Approaches to the study of Public Policy – Elite Theory, Systems Analysis, Group Theory, Institutional Approach and Incremental Approach.	
II	UNIT – II Policy Process	15
	1. Policy Formulation	
	2. Policy Implementation	
	3. Policy Evaluation	
	4. Policy Analysis – Tools and Limitation	

	UNIT – III Instruments of Public Policy	15
III	1. Public Policy and Political Parties	
	2. Public Policy and Bureaucracy	
	3. Public Policy and Mass Media	
	4. Public Policy and NGOs	
	5. Public Policy and Pressure Groups	
	UNIT – IV Case Studies	15
IV	1. New Economic Policy and Globalization	
	2. Protective Discrimination/Reservation Policy	
	3. Environment Policy	
	4. New Education Policy	

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance. The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student need to score 40 per cent marks in internal as well as external exams to clear the paper.

References

1. Thomas R. Dye, Understanding Public Policy, Prentice Hall Inc, New York, 1972
2. Yarzeka Dror, Ventures in Policy Sciences: Concept and Applications, American Elsevier Publishing Company, New York, 1972
3. Charles.E. Lind Bloom. The Policy Making Process, Englewood Cliffs, New Jersey 1968.
4. Harlod J. Lasswell, Policy Sciences, International Encyclopeda of Social Sciences, Vol.12, New York, 1968
5. Naier Raymond. A & Gorgaw Kenneth.J., The Study of Policy Formation the Tree Press, New York, 1968
6. R.K. Sapru, Public Policy Formation, Implementation and Evaluation, sterling Publishers, New Delhi, 1994
7. UN, Improving Public Policy Analysis, Study Material, New York, 1993
8. Government of India, Policy Making in Government, Publication Division, GOI, New Delhi 1983.
9. Quayum, Abdul; Awami Policy, MANUU, Hyderabad, 2008

Course Code : MAPA104CCT		Course Title Political Thought	Semester 1
	Scheme of Instruction	Scheme of Examination	
Total Duration	: 60 Hrs	Maximum Marks	: 100
Periods / Week	: 4	Internal Evaluation	: 30
Credits	: 4	End Semester	: 70
Instruction Mode	: Lecture	Exam Duration	: 3 Hrs

Course Objective:

1. To make the students learn about the political thinkers and their teachings.
2. To make the students learn the fair principles of governance.
3. To make the students understand the meaning of good or ideal state, governance and principles of lawmaking, justice and administration.

1. **Course Outcomes:** The students will be able to know the best form of government.
2. Students will be able to know and differentiate between the good governance and bad governance.
3. The students mental faculty will improve to comprehend the different forms and systems of government.

Unit	Course Content	Instruction Hours
I	Classical Political Thought Political Theory, Political Thought and Political Philosophy: Conceptual Distinctions Greek Political Thought: Socrates Plato Aristotle	15 hrs
II	Medieval Political Thought Thomas Aquinas-State and Church Machiavelli's contribution to political thought Social contractualists-Hobbes, Locke and Rousseau Bodin, Bentham and Mill	15hrs
III	Origin & Development of Socialist Political Thought Hegel Marx and Engels Lenin and Stalin Mao Zedung	15hrs
I V.	Indian and Modern Political Thought Indian Political Thinkers – Kautilya, Gandhi and Ambedkar	15hrs

John Rawls
Robert Nozick
Antonio Gramsci

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance.

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

Text Books and References:

1. Tudor Jones, Modern Political thinkers and Ideas an Historical Introduction
2. Sabine, G.H; A history of Political theory
3. W. T. Jones, Masters of Political Thought I & II
4. Wayper, Political Thought
5. Mujeeb, Mohd. Tareeq Phalsapha Siyasiyat, Tareqi Urdu Board, New Delhi
6. Quayum, Abdul, Slyasiphalsapha, Nisaab Publishers, Hyderabad, 2009
7. Qidwai Hashim, Europe ke Azeem Siyasi Mufakkareen, Taraqqi Urdu Board, New Delhi
8. Kangle, R. P. (1997) *Arthashastra of Kautilya-Part-III: A Study*. Delhi: Motilal Banarsidass, rpt. pp. 116- 142.

Course Code : MAPA201CCT	Course Title Public Administration in India	Semester II
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hr		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs

Course Objective:

1. To make the students more aware of Indian Administration.
2. To understand the administrative system of India before and after the independence.
3. To promote research in the field of Indian Administration and disseminate research among researchers.
4. To create environment of training and research in all aspects of Indian Administration.

Course Outcome: The paper seeks to enlighten the student on the current issues and problems of Indian Administration.

The paper also promotes the consciousness and general awareness among students regarding principles of Indian Administration.

Unit	Course Content	Instruction Hours
I	Evolution of Indian Administration	15hrs
	<ol style="list-style-type: none"> 1. Indian Administration – Ancient and Medieval 2. Colonial Administration – Continuity and Change 3. Constitutional framework of Indian Administration 	
II	Government and Administration – Central and State Levels	15hrs
	<ol style="list-style-type: none"> 1. Political Executive – President and Prime Minister 2. Central Secretariat, Cabinet Secretariat and Prime Minister's Office 3. Planning Process and Machinery at National level 4. Structure of State Government – Governor, Chief Minister, Council of Ministers 5. State Secretariat, Chief Secretary, Secretariat and Directorate relations – GAD. 	
	III	
	District Administration	
	15hrs	
	<ol style="list-style-type: none"> 1. Structure of District Administration 2. Role of District Collector 3. District level planning and Special Agencies for Development 4. Panchyati Raj Institutions and Urban Local Bodies 	
IV	Major Issues	15hrs

1. Center – State Administrative relations
2. All India Services – Importance and changing role
3. Administrative Reforms
4. Administrative Accountability
5. Redressal of Citizens Grievances
6. Impact of Coalition governments on Administration
7. Corruption

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance. .1

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. .2

The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

Text Books and References:

1. S.R. Maheshwari: Indian Administration, Orient Longmen, New Delhi, 2004.
2. B.L. Fadia and Kuldeep Fadia, "Indian Administration" Agra, Sahitya Bhawan, 2014.
3. Avasthi and Maheshwari: Indian Administration, Laxmi Narayan Agarwal, Agra.
4. Ramesh. K. Arora and Rajnan Gopal: Indian Public Administration; Institutions and Issues Wishva Prakashm, New Delhi, 1995.
5. Hoshair Singh and Mohinder Singh, Public Administration; in India – Theory and Practice, Sterling Publishers, New Delhi, 1990.
6. Hoshair Singh and Pankaj Singh, Indian Administration, Pearson, New Delhi, 2011.
7. Krishna, K. Tummala, Public Administration in India, Allied Publisher, Mumbai, 1994.
8. S.R. Maheshwari, Public Administration in India.
9. A.D. Gorwala: Report on Indian Administration.
10. Paul H. Apple by – Survey of Indian Administration.
11. N. Jayapalan, Indian Administration, Volume I, Atlantic Publishers and Distributers, New Delhi 2001.
12. India, Administrative Reforms commission, Report of the Study Team on the Machinery of Govt. of India and procedure of work.
13. Rakesh K. Jha, Public Administration in India, Pearson Publications, New Delhi, 2012.
14. Sarkaria Commission Report on Centre – State Relations.
15. S.S. Khera: District Administration in India. (Second Revised Edition)
16. Siuli Sarkar, Public Administration in India, PHI Learning Pvt Ltd, New Delhi, 2010.
17. A.K. Chanda – Indian Administration Allen & Unwin, London.
18. Vaman Govind Kale, Indian Administration, Kessinger Publishing
19. Prabhu Datta Sharma, Indian Administration: Retrospect and Prospect, Rawat Publications
20. Kamla Prasad, Indian Administration Politics, Policies and Prospects, Pearson Longman, New Delhi, 2006.
21. Quayum, Abdul; - Hindustan Ka Nazm-o-Nasq; Nisaab Publisher, Hyderabad.
22. P.R. Dubashi, Essay in Indian Administration, Concept Publishing House, New Delhi, 1984.

Course Code : MAPA202CCT	Course Title Human Resources Management	Semester II
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hr		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction : Lecture		Exam Duration : 3 Hrs
Mode		

Objective:

1. To provide knowledge about the evolution and importance of human resources management.
2. To develop an understanding of various techniques in HRM.
3. To develop an understanding of emerging trends in the discipline of HRM.

Course Outcomes:

On successful completion of the course, the student will be able to;

1. Explain the evolution and importance of HRM.
2. Understand the methods of HR developments.
3. Understand various challenges of HRM in the changing perspective.

Unit	Course Content	Instructions Hours
I	Introduction to HRM Concept of Human Capital Meaning, Importance and Evolution of HRM- Difference between personnel management & HRM HR- Functions-Managerial and Operative Emerging Trends in HRM	15 Hrs
II	Acquiring of Human Resource and Performance Appraisal Human Resources Planning: Concept, Objectives, Importance and Process Recruitment & Selection –Meaning and Importance, Process and sources Performance Appraisal- Importance-Process, Methods, 360 0 and Problems	15 Hrs
III	Compensation Administration Compensation Administration: Concept, Meaning and Importance; Factors Influencing the compensation Central Pay Commission Regarding Wage Salary Allowance, Fringe Benefits and Incentives Motivation and Morale- Discipline and Disciplinary procedure related to employees Retirement Benefit-Gratuity, pension PF and Voluntary Retirement Scheme	15 Hrs
IV	Human Resources Development HRD – Meaning, Scope Importance and Mechanism	15 Hrs

Methods of Training-on the Job-of the Job
Human Resources Information System
Human Resources Management in MNCs

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance.

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

Text Books and References:

Aswathappa, K, 2002, Human Resource Personnel Management: Text and Cases, Tata McGraw-Hill, New Delhi.

Bach, Stephen and Keith Sisson, 2000, Personnel Management: A Comprehensive Guide to Theory and Practice, Third Edition, See Contributions in Part 1 Personnel Management in Context.

Cohen, Stephen L, 1994, "The Future and HRD," William R. Tracey (Ed), Handbook on Management and Development, Vol. II, AMACOM.

Davis, Keith, 1972, Human Behaviour at Work, Mc Graw Hill, New York.

Decenzo, David A. & Stephens P. Robbins, 1989, Personnel/HRM, Third Edition, Prentice Hall, New Delhi.

Dickens, Linda, 1994, "Wasted Resources? Equal Opportunities in Employment," Keith Sissons (Ed), Personnel Management: A Comprehensive Guide to Theory and Practice in Britain.

Flamholtz, Eric G, 1971, "A Model for Human Resource Valuation: A Stochastic Process with Service Rewards", The Accounting Review.

Flamholtz, Eric G, 1972, "Towards a Theory of Human Resource Value in Formal Organisations", Journal of the Accounting Review, October Issue.

Flippo, Edwin B, 1984, Personnel Management, Fourth Edition, Mc Graw-Hill, New York.

Garratt, Bob, 1990, "Creating a Learning Organisation: A Guide to Leadership, Learning and Development" read online at, www.changezone.co.uk/publications/dynamicspubs.html

Guest, D.E, 1987, "Human Resource Management and Industrial Relations", Journal of Management Studies. Guest, David E, 1989, "HRM: Its Implications for Industrial Relations and Industrial Organisation", J. Storey (Ed), New Perspectives on HRM, Routledge, London.

Guest, D. E, 1990, "Human Resource Management and the American Dream," Journal of Management Studies, 27(4)

Guest, D.E., 1997, "Human Resource Management and Performance: A Review and Research Agenda", The International Journal of Human Resource Management.

Gupta, R.K, 1988, Human Resource Accounting, Anmol Publications.

Invancevich, J.M. & W.F. Glueck, 1990, Foundations of Personnel/HRM, Business Publication, Texas.

Mahoney, Francis X, 1994, The Future and HRM, William R. Tracey, (Ed.) Handbook on Management and Development, Vol. II.

Mazzarres, Michael, Z, 1994, "The HRM Manager", William R. Tracey, (Ed) Handbook on Management and Development, Vol II. AMACOM.

- Milkovich, George T. & W. J. Boudreau, 1997, Human Resource Management, Irwin, Chicago.
- Rao, V.S.P, 2000, Human Resource Management, Text and Cases, Excel Books, New Delhi.
- Robbins, Stephens, P, 1985, Organisational Behaviour, Prentice-Hall, New Delhi.
- Schein, E.H, The Art of Managing Human Resources, Oxford University Press, New York.
- Schein, Edgar H, 1983, Organisational Psychology, Third Edition, Prentice-Hall of India, New Delhi.
- Story, John & Keith Sisson ,1993, Managing Human Resources and Industrial Relations, Open University Press, London.
- Ulrich, Dave, 1994, "Human Resource Planning" William R. Tracey (Ed), Handbook on Management and Development, Vol II, AMACOM.

Course Code	Course Title	Semester
MAPA203CCT	Financial Administration	II
Scheme of Instruction		Scheme of Examination
Total Duration	: 60 Hrs	Maximum Marks : 100
Periods / Week	: 4	Internal Evaluation : 30
Credits	: 4	End Semester : 70
Instruction Mode	: Lecture	Exam Duration : 3 Hrs

Course Objectives:

Impart the knowledge about different aspects of Financial Administration including the principles governing taxation.

Provide information about the process of budget, Audit and Accounting in India.

Know about the working of centre- state financial relations and different institutions involved in the Financial Administration.

Develop understanding of the different mechanisms for the control of public finances.

Course Outcomes:

On successful completion of the course the student will be able to;

understand different dimensions of Financial Administration including taxation.

know the process of budgeting, accounting and audit in India.

analyze the centre state financial relations and the working of different financial institutions.

examine the mechanism for the control of Public Finances.

Unit	Course Content	Instruction Hours
I	Introduction: Nature, Scope and Importance of Financial Administration Cannons to Taxation Principles of Maximum Social advantage Fiscal Policy, Deficit Financing & Public Dept Management	15

II	Budgeting, Accounting and Auditing in Government: Budget systems- Line item budgeting, Performance budgeting- PPBS-Zero based budgeting; Preparation, Enactment and Execution of Budget in India Nature of Accounting and Auditing – Types of Auditing – Separation of Accounts and Audit Comptroller and Auditor General of India (CAG)	15
III	Union – State Finance Relations: Constitutional frame work Role of Finance Commission and Planning Commission Reserve Bank of India – Organization and Functioning Financial Administration in rural and urban local Govts. – State Financial Commission	15
IV	Control over Public Finances: Role of Finance Ministry in Expenditure control Delegation of Fiscal Powers & Financial Advisors Prevention of Economic Crimes Parliamentary Control over Public Expenditure	15

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance. The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student need to score 40 per cent marks in internal as well as external exams to clear the paper.

Books and References

1. M.J.K Thavraj, Financial Administration in India, Sultan Chand & Company, New Delhi, 1978.
2. II. ARC Report on a) Finance Accounts and Audit b) Finance Administration. C) Center-State Relations.
3. B.L. Mathur. Financial Management, Arihant Publishing House, Jaipur, 1994.
4. Vasant Desai, The Indian Financial System, Himalaya Publishing House, New Delhi, 1996.
5. O.S. Lat, Financial Administration in India, H.P.J. Kapoor, New Delhi, 1969
6. P.K. Wattal, Parliamentary Financial Control in India, Minerva, Bombay, 1979.
7. S.C. Kuchhal, Financial Management, Chaitanya Publishing House, Allahabad, 1993.
8. M.Y. Khan & P.K. Jain, Financial Management, Tata Me Graw Hill, New Delhi, 1998.

	Course Title	Semester
MAPA204CCT	Research Methodology	II
Scheme of Instruction		Scheme of Examination

Total Duration	:	60 Hrs	Maximum Marks	:	100
Periods / Week	:	4	Internal Evaluation	:	30
Credits	:	4	End Semester	:	70
Instruction Mode	:	Lecture	Exam Duration	:	3 Hrs
Course Objectives:					
<ol style="list-style-type: none"> 1. To create research orientation and scientific temperament among the students. 2. To make the students comprehend the things in the scientific manner. 3. To make the students learn different methods of research and sources of research. 					
Course Outcomes:					
<p>On successful completion of the course,</p> <ol style="list-style-type: none"> 1. The students will be able to excel in understanding different phenomena of the life. 2. The students will be able to examine the phenomenon in the scientific manner. 3. The students will be able to collect the material and examine it in the scientific manner. 					

Unit	Course Content	Instruction Hours
I Introduction	<ol style="list-style-type: none"> 1. Theory of Knowledge 2. Nature and Importance of Social Science Research 3. Objectivity in Social Research 4. Research Methods in Social Science and characteristics of scientific research 5. Problems of Social Science Research 	15
II Research Design	<ol style="list-style-type: none"> 1. Preparation of Research Design 2. Selection of Research Problem, and Review of Literature 3. Hypothesis- Meaning and Importance, formulation and testing 	15
III Methods of Data Collection & Use of Statistical Methods	<ol style="list-style-type: none"> 1. Nature and Importance of Primary and Secondary sources of Data 2. Methods of data collection-Case study, Questionnaire, Interview and Observation 3. Statistical Tools-Sampling Methods and scales of measurement 4. Classification of Data-Coding, Tabulation & Interpretation 	15
IV	<ol style="list-style-type: none"> 1. Methods of data analysis- Use of relevant 	

Data Analysis and Report Writing	computer programme and quantitative tools 2. Report Writing Types of Research Reports, Format of Research Report, Principles of Report writing 3. Accessories of Report writing-Foot notes-References- Bibliography-Indexing 4. Ethics of Research-Plagiarism, Intellectual honesty & IPR	15
Exam and Evaluations Pattern		
<p>The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance. The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. The student need to score 40 per cent marks in internal as well as external exams to clear the paper.</p>		

Suggested Readings:

1. Blackie Norman, 2000, *Designing Social Research*, Cambridge, Polity Press.
2. Chatterji Rakahari, 1979, *Methods of Political Inquiry*, Calcutta, The World Press.
3. Cole Richard, 1980, *Introduction to Political Inquiry*, New York, Macmillan.
4. Johnson Janet and Richard Joslyn, 1987, *Political Science Research Methods*, New Delhi, Prentice Hall of India.
5. Manheim J. B. and Rich R. C., 1981, *Empirical Political Analysis*, Englewood Cliffs, Prentice-Hall.
6. Neuman Lawrence W., 1997, *Social Research Methods: Qualitative and Quantitative Approaches*, Boston, Allyn and Bacon.
7. Shively P. W., 1980, *The Craft of Political Research*, Englewood Cliffs, Prentice- Hall.
8. Trigg Roger, 2001, *Understanding Social Research*, Oxford, Blackwell.
9. Vedung Evert, 1982, *Political Reasoning*, Beverly Hills, Sage.

Course Code : MAPA301CCT		Course Title E-governance	Semester 3
Scheme of Instruction		Scheme of Examination	
Total Duration :	60 Hrs	Maximum Marks :	100
Periods / Week :	4	Internal Evaluation :	30
Credits :	4	End Semester :	70
Instruction Mode :	Lecture	Exam Duration :	3 Hrs

Course Objectives:

To impart knowledge about e-governance and to understand its theoretical perspectives.

To make an assessment of Information & communication technology and its impact on Public Administration.

To provide an indepth knowledge of the techniques of E-Governance and E-Governance initiatives at National level

Course Outcomes:

On successful completion of the course,

The students will be able to thoroughly grasp the knowledge regarding E-Governance and its impacts.

The students would be familiar with the theoretical perspectives of E-Governance.

The students will gain and insight into the techniques of E-Governance and also the various initiatives at the national levels.

Unit	Course Content	Instruction Hours
I Introduction : Concepts & Perspectives	6. Information and Communication Technology and Public Administration (ICT & PA) 7. Governance in Digital Age 8. Communication Information – Informing the citizen and Right to Information 9. Knowledge Society and Citizen Empowerment	15
II Theoretical Perspectives	4. Dystopian Theory 5. Socio-Technical Systems Theory 6. Global Integration Theory 7. Ethical Problems in E-Governance	15

<p style="text-align: center;">III Techniques of E-governance</p>	<p>8. Public Private Partnership 5. Citizen Data Base and Human Development 6. Public Information System and Feedback-Video Tele Conferencing 7. Internet and Intranet (LAN & WAN) 8. E-Governance and Administrative Culture 9. Challenges of E-Governance</p>	15
<p style="text-align: center;">IV Policy & Case Studies</p>	<p>5. Electronic Support to Rural Health Care and Public utility services like e-Seva, Friends etc. 6. IT and Milk Cooperatives: Experiences; ‘Experiences of Amul’ 7. A wired Village; The Warana experiment 8. E-Governance initiatives at National Level, IT Act 2000-2008, National E-Governance Plan 2006</p>	15
Exam and Evaluations Pattern		
<p>The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance.</p> <p>The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.</p> <p>The student need to score 40 per cent marks in internal as well as external exams to clear the paper.</p>		

Suggested Readings:

- Bellamy, Christine, and John, A., Taylor, (1998), *Governing in the Information Age*, Buckingham, Open University Press.
- Bhatnagar, S.C. (2004) *E-Government – from Vision to Implementation: A practical guide with case studies*, Sage Publications, New Delhi.
- Bhatnagar, S.C. (2009) *Unlocking E-Government Potential: Concepts, cases and practical insights*, Sage Publications, New Delhi.
- Bouwman, Harry, and et.al., (2005), *Information and Communication Technology in Organisations*, Sage Publications, London.
- Heeks, R. (2006) *Implementing and Managing eGovernment: An international text*, Sage
- Marchionini, G., (1995), *Information Seeking in Electronic Environments*, New York, The Press Syndicate of the University of Cambridge, USA.
- Michael E. Milakovich, (2012), *digital governance - New Technologies for improving Public Service an Participation*, Routledge, Taylor and Francis group, New York.
- Pardhasaradhi, Y. (et.al) (2009), *E-Governance and Indian Society: An Impact of Study*, Kanishka, New Delhi.
- Satyanarayana, J, (2004), *E-Government: The Science of the possible*, PHI Learning Pvt Ltd, New Delhi.

Course Code MAPA302CCT	Course Title Comparative & Development Administration	Semester III
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Scheme of Instruction		Scheme of Examination	
Total Duration :	60 hrs	Maximum Marks :	100
Periods :	4	Internal Evaluation :	30
Credits :	4	End Semester :	70
Instruction Mode :	Lecture	Examination Duration :	3hrs

Course Objective:

1. To find out the concepts, theories and approaches and importance of Comparative & Development Public Administration.
2. To analyse and compare the administrative systems of UK, USA, France and Japan.
3. It provides new ideas about the diverse perspective of Comparative and Development administration.

Course Outcome: Students acquire the ability to develop theoretical and methodological knowledge in the field of Comparative and Development Administration. They are using comparative perspective of study of administrative system, financial system, bureaucratic system, Local Administration, health System of diverse countries in their research..

Unit	Course Content	Instruction Hours
I	Introduction	15hrs
	<ol style="list-style-type: none"> 1. Comparative Public Administration – Nature – Scope and Importance 2. Evolution of Comparative Public Administration 3. Critique of Comparative Public Administration 	
II	Approaches to the Study of Comparative Public Administration	15 hrs
	<ol style="list-style-type: none"> 1. Bureaucratic Approach 2. General Systems Approach 3. Public Choice Approach 4. Ecological Approach (F.W. Riggs Contribution) 	
III	Administrative Systems	15hrs
	<ol style="list-style-type: none"> 1. Administration in Developed countries – UK, France, USA and Japan 2. Administrative models of India and Malaysia 	
IV	Development Administration	15hrs
	<ol style="list-style-type: none"> 1. Development Administration – Nature and Scope and importance 2. Contributions of Weidner & Han Been Lee 3. Sustainable Development. 	

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance.

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

Text Books and References:

1. Guy Peters: The Politics of Bureaucracy: A Comparative Perspective “Longman, London, 1978.
2. Riggs, F.W.: Relearning Old Lessons: The Political Context of Development Administration” Public Administration Review, Vol 25, March, 1965, to 79’
3. Peter M. Richard Scott, Formal Organizations: A Comparative Perspective Approach, Chandler Publishing Co. San Fran Cisso, 1962.
4. P.W. Riggs: The Ecology of Public Administration, 1962.
5. P.W. Riggs: Administration in Developing Countries; The Theory of Prismatic Society.
6. F.W. Riggs: Boston, Honglunnittin, 1964.
7. F.W. Riggs: Prismatic Society Revisited, Morristown, N.J., General Learning Press 1973.
8. F.W. Riggs: Frontier of Development Administration. Durham, Ne, Duke University Press 1971.
9. E.W. Weidner (Ed): “Development Administration in Asia” Durahm Duke University Press 1970.
10. Joseph L.A. Palompara (Ed) “Bureaucracy and Political Development “Princeton University press Princeton, 1963.
11. Preston P. LE Breton (Ed,) “Comparative Administration Theory” University of Washington press, Seattle, 1968.
12. John Green Wood & David Wilson, “Public Administration in Britan today.” Unwin Hyman, Londen, 1989.
13. Ridley F and Blondel J. Public Administration in France, Rontledge and Kegan. Paul, London, 1964.
14. P.L. Bansal “Administrative Development in India” Sterling Publishers, New Delhi, 1973.
15. Mehta P. Bureaucracy; Oorganizational Behaviours and Development, Sage Publications, New Delhi, 1989.
16. Shivaji Ganguly,” A Comparative Paradigm of Western”.
17. Ramesh k. Arora,” Comparative Public Administration”, 1996.
18. J. A. Chandler (ed), “Comparative Public Administration”, Routledge Publications, 2010 3.
19. Sabine Kuhalmann, “Introduction to Comparative Public Administration”, Edward Elgar Publishing, 2014.
20. K.K. Ghai, “Major Governments, Political System of U.K., USA, Switzerland, France and China”, New Delhi, Kalyani Publishers, 2013.
21. J. A. Chandler (ed), “Comparative Public Administration”, Routledge Publications, 2010.
22. . Sabir Kuhalmann, Introduction to Comparative Public Administration, Edward Elgar Publishing, 2014.
23. Nirmood Rapheli (ed), Reading in Comparative Public Administration, 1970.
24. R.K. Sapru, “Development Administration”, New Delhi, Sterling Publishers, 2014.

25. Mohit Bhattacharya, "Development Administration", Kolkata, World Press, 1979.
 26. V.A. Pai Panandikar (ed) "Development Administration in India", New Delhi, Macmillan, 1974.

Course Code	Course Title	Semester
MAPA301DST	Indian Government and Politics	III
Scheme of Instruction		Scheme of Examination
Total Duration	: 60 Hrs	Maximum Marks : 100
Periods / Week	: 4	Internal Evaluation : 30
Credits	: 4	End Semester : 70
Instruction Mode	: Lecture	Exam Duration : 3 Hrs

Course Objectives:

- Impart the knowledge of Indian constitution which governs the Indian political system.
- Develop understanding of the working of the government and the constitutional bodies.
- Develop understanding of the relationship between the government and the political system.

Course Outcomes:

- On successful completion of the course the student will be able to;
- understand the basic philosophy and features of Indian Constitution.
- examine the working of the union, state and local governments and the relationship between centre and states.
- analyze the role of various factors influencing Indian political process.

Unit	Course Content	Instruction Hours
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I	<p>Introduction: Indian Constitution: Philosophy, Basic Frame Work and .1 Salient Features Fundamental Rights .2 Directive Principles of State Policy .3 Amendment of the Constitution – Procedure and Major .4 Amendments</p>	15
II	<p>Union Government-Institutional Structure: Legislature .1 Executive .2 Judiciary .3</p>	15
III	<p>Union-State Relations: Unitary and Federal Features of Indian Constitutions .1 State Government .2 Union-State Relations .3 Democratic Decentralization-Local Government .4</p>	15
IV	<p>Indian Political Process: Party Politics .1 Regional Politics .2 Challenges to National Integration .3 Issues of Social Justice .4 Civil Society Movement .5</p>	15
<p>Examination and Evaluation Pattern: The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance. The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. The student need to score 40 per cent marks in internal as well as external exams to clear the paper.</p>		

5. Bipin Chandra “Colonialism, Stages of Colonialism and Colonial State”, *Journal of Contemporary Asia*, Vol. 10No.3, 1980.
6. Jairus Bariaji: “Theory of Colonial Mode of Production” *EPW*, 23 December 1972.
7. Irfan Bahib: “Colonialist of Indian Economy” 1957-1900, *Social Scientist*, 1973.
8. Haxnza Alavi: “India and Colonial Mode of Production” Special Number, August 1975.
9. Rajat Ray: Three Interpretation of Indian Nationalism” in BR Nanda and VC Joshi (Ed), *studies in Modern Indian History*, Bombay Orient Longman, 1972.
10. Sudipta Kaviraj, on the Construction of Colonial Power Structure, *Dispaper Hegemony, Occasiomil Paper- Teen Murti*.
11. B.R. Nanda, *Mahatma Gandhi, A Bipgraphy*, Delhi Oxford University Press, 1958.
12. Granville Austin: *India’s Constitution – Comer Stone of a National*, Bombay Oxford Press, 1991.
13. Rudolph & Rudolph: *In pursuit of Lakshmi: the Political Economy of the Indian State Bombay*, Orient Longman, 1987.
14. Achin Vanaik: *The painful Transition, Douregeioisic Democracy in India*, London Verso, 1990.
15. Atul Kohli: *Democracy and Discontent: India’s Growing Crisis of Govemability*, Cambridge University Press, 1991.

Course Code
MAPA303CCT

Course Title
Organizational Behaviour

Semester
III

Scheme of Instruction

Total Duration : 60 hrs
Periods : 4
Credits : 4
Instruction Mode : Lecture

Scheme of Examination

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

Course Objective:

To find out the concepts, theories and approaches of Organizational Behaviour.

To make an assessment Individual and group behaviour and their impact on organizational effectiveness.

It provides new ideas, trends and theories about the leadership and motivation.

Course Outcome:

Students acquire the ability to develop theoretical and methodological knowledge in the organizational behaviour.

They will be able to understand the recent paradigm in the functioning of organizations.

Unit	Course Content	Instruction Hours
I	Introduction Organizational Behaviour Concepts, Scope and significance Evolution of Organizational Behaviour- Hawthorne Studies Theory X, Y and Z Models of Organizational Behaviour- Autocratic, Custodial, Supportive & Collegial	15hrs
II	Individual and Group Behaviour Individual Behavior- Models of human behavior, SOBC, Cognitive, Reinforcement & Psycho Analytical & Models of Man Personality: Meaning Development of Determinants, Perceptions, Attitudes, Aptitudes, Needs; Group Behavior- Reasons for group formation, stages of formation of groups, Maturity Cohesiveness, Groups Decision Making, individual decision making	15 hrs
III	Communication, Leadership Motivation & Conflicts Communication System Leadership theories, and styles Theories of Motivation- Maslow, Herzberg, Alderfer, Mc Cleveland Mc Gregor, Vroom and Adams	15 hrs

Conflict Management- Intra Conflict, Inter Organizational conflict
Personal and organizational conflict

IV Organizational Change & Organizational Development 15hrs

Concept of Organizational change- Factors responsible, resistance to change and strategies to overcoming resistance
Organizational effectiveness and strategies to achieve organizational effectiveness
O.D Training – Sensitivity Training and Rational Training, Job Enrichment as OD

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance.

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

Books and References:

1. Stephen P. Robinson: Organisational Behaviour, 11th edition, New Delhi- 110001 Prentice - Hill of India Pvt.Ltd., 2007
2. Jit S Chandan: Organisational Behaviour, 3rd edition, 576, Masjid Road, Jangpura, N.D., New Delhi-1100014, Vikas Publishing House Pvt.Ltd., 2006,,,
3. N.K.Sahni: Management Concept and Organisational Behaviour, 5th edition, New Delhi, [B-15, Sector - 8, NOIDA] Kalyani Publishers, 2007.
4. B.P.Singh & TN Chhahra: Organisational Theory and Behaviour, 3rd edition, 1682, NaiSarak, Delhi-110006, 2000.
5. Luthans F.: Organisational Behaviour, 7th edition, New York, MC Graw Hill, 1995.
6. L.M.Prasad: Organisational Behaviour, New Delhi, Sultan Chand & Sons educational Pub., 2001.
7. Quayum, Abdul, Tanzeemi Rawayya, Nisaab Publishers, Hyderabad 2011

Course Code : MAPA 302 DST	Course Title Disaster Management	Semester 3
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hr		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction : Lecture		Exam Duration : 3
Mode		Hrs

Objectives: The objectives of the course are;

1. To familiarize the students with Concept and classification of Disasters
2. To understand the consequences of disasters
3. To provide an insight into the disaster management policy and mechanism in India.

Outcomes: After the successful completion of the course the student will be able to;

1. Understand the meaning and concept of disaster
2. Identify the different kinds of disasters and their consequences
3. Gain an in depth knowledge of the mechanism for the disaster management in India

Unit	Course Content	Instructions Hours
I	Conceptual Aspects of Disaster Managemen Introduction to Disaster and Disaster Management: Meaning and Concept 2. Classification of Disasters: Natural and Man-made Disasters 3. Consequences of Disasters and Hazards - Loss of Human and Animal Life , Psychological Trauma , Damage to Habitat , spread of Epidemic and Damage to Infrastructure.	15 Hrs
II	Natural Disasters Hydrological Disaster- Floods, Cloud Burst, Droughts and Tsunamis. Geological Disaster- Earthquakes, Landslides and Volcanoes Wind related- Cyclones and Storms Heat wave and Cold waves	15 Hrs
III	Manmade Disasters CBRN- Chemical, Biological, Radiological and Nuclear Disasters Fire- Building, Forest, Oil and Coal fire Accidents- Road, Rail and Air Accidents	15 Hrs

<p>Pollution-Air, Water and Industrial Pollution</p> <p>IV Disaster Management Mechanisms in India</p> <p>Disaster Management Policy in India.</p> <p>National Disaster Management Authority of India – Organization & Functioning</p> <p>Role of Central , State and Local Agencies in disaster Management</p>	<p>15 Hrs</p>
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Examination and Evaluation The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance.

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

Suggested Readings:

Carter W. Nick , (1991) Disaster Management, Asian Development Bank
Manila

Central Water Commission , (1987), Flood Atlas of India , CWC, New Delhi

Central Water Commission , (1989) Manual of Flood Forecasting , New Delhi
Government of India , 1997, Vulnerability Atlas of India , New Delhi

Sahni , Pardeep Et.Al (Eds)2002 , Disaster Mitigation And Reflection,
Prentice Hall Of India , New D

Rajib Shaw and RR Krishna Murthy (2009) , Disaster Management : Global
Challenges and Local Solutions.

S.L. Goel , Management of Man Made Disaster, Deep & Deep Publications,
New Delhi

A.K. Jain , A Practical Guide To Disaster Management .

S. Mukharjee(2014) , Disaster management , New Delhi.

Government of India (1997) Vulnerability Atlas of India. New Delhi Building
Materials & Technology Promotion council, Ministry of Urban Development,
Government of India (1997) .

Kapur,A (2010) Vulnerable India : A Geographical study of disasters, Sage
Publication, New Delhi

Modh , S (2010) managing Natural Disasters : Hydrological , Marine and
Geological Disaster, sage Publication.

Course Code MAPA401CCT	Course Title Welfare Administration	Semester IV
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hr		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction : Lecture		Exam Duration : 3 Hrs
Mode		

Course Objective:

1. To Understand Conceptual aspects and Principles of Welfare Administration.
2. To Study the legal aspects of Welfare Administration.
3. To find out the welfare policies and issues of disadvantage groups
4. To study the role of NGO in Welfare Administration.

Course Outcomes: The paper seeks to enlighten the students on conceptual and legal aspects of welfare administration. The paper has also aware the student policies, programmes, issues and role NGOs in welfare administration.

Unit	Course Content	Instruction of Hours
I	Conceptual Aspects and Welfare Laws	15hrs
	<ol style="list-style-type: none"> 1. Concept of Welfare State 2. Concept of Social Administration and Social Welfare Administration 3. Social Legislation for target groups SCs, STs, OBCs, Minorities, Women and Children 4. Constitutional measures and protective discrimination policy related to welfare of SCs, STs, OBCs and Minorities. 	
II	Welfare Machinery	15hrs
	<ol style="list-style-type: none"> 1. National Commissions for SCs, STs, BCs Minorities, Women and Children 2. Pattern of Social Welfare Administration at the Union, State and District levels. 3. Social Welfare and NGO's 	
III	Social Welfare and Disadvantaged Groups	15hrs
	<ol style="list-style-type: none"> 1. Issues of Women, Children and Bonded Labour 2. Problems of Old age 3. Physically Challenged People 	

IV	4. Refugees and Rehabilitation Challenges to Welfare State	15hrs
	<ol style="list-style-type: none">1. Rolling Back of State2. International Economic Regimes3. Political Commitment	

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance.

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

Text Books and Reference

1. SL Goel & R.K. Jain, Social Welfare Administration: theory and Practice Deep & Deep Publication, New Delhi. 1988.
2. Jaganslianker. Social problems and Welfare in India. Ashish Publishing House, New Delhi. 1992
3. B.C. Muthaya, Child Welfare, NICD Hyd. 1972
4. Bell Winfred, Contemporary Social Welfare, Mac Millon Publishing Company. New York. 1983
5. Pathack Shankar, Social Welfare: An evolutionary and Development Perspective Mac Million Company, New Delhi., 1981
6. N. Dube, Administration of Social Welfare Performance in India. Somai Publications 1973.
7. Dr. P. Narashimha Rao. Rehabilitation Programmes for Bonded labour, Khama Publishers, New Delhi, 1994.
8. Dr. V.V. Kanne, Law and Child labour in India. Anmol Publications. New Delhi, 2002

Course Code	Course Title	Semester
MAPA402CCT	NGOs and Development	4
Scheme of Instruction		Scheme of Examination
Total Duration	: 60 Hrs	Maximum Marks : 100
Periods / Week	: 4	Internal Evaluation : 30
Credits	: 4	End Semester : 70
Instruction Mode	: Lecture	Exam Duration : 3 Hrs

Course Objectives:

Provide the knowledge about the evolution, importance and typology of NGOs and their role in development.

Develop understanding of the working of NGO sector in India.

Impart knowledge about the role of NGOs in development and social sector.

Course Outcomes:

On successful completion of the course the student will be able to;
 understand the concept, importance and role of NGOs in development.
 acquire knowledge about the working of Voluntary sector in India.
 analyze the contribution of NGOs in development and social sector.

Unit	Course Content	Instruction Hours
I	<p>NGOs and Development</p> <p>NGO's Concept, Evolution, Scope, Importance, Types and Functions .5</p> <p>State-NGO Interface .6</p> <p>NGOs and Development: Concept of Growth, Development and Sustainable Development .7</p> <p>NGOs: Participatory Development, Inclusive Development and Human Development. .8</p>	15

II	NGOs and Voluntary Sector in India NGOs; s and Voluntary Organizations in India- Community .4 Based Organizations Civil Society Organization and Social Leadership. Training and Development of NGO Functionaries .5 Financial Management-Resource Mobilization-Issues of .6 Accountability Impact Evaluation Project Appraisal and Management – Social .7 Marketing Public Private Partnership and Corporate Social Responsibility. .8	15
III	NGOs and Development Sector NGOs and Agriculture and Irrigation .5 NGOs and Health .6 NGOs and Education .7 NGOs and Panchayath Raj .8 NGOs and Environmental Protection .9	15
IV	NGOs and Social Sector: NGOs and Women and Self Help Groups .6 NGOs and Child Welfare .7 NGOs and Tribal Welfare .8 NGOs and Human Rights .9	15

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance. The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student need to score 40 per cent marks in internal as well as external exams to clear the paper.

Text Books and References

- Shastri Ranjan Padhy, Community Action for Social Justice-Grassroots Organizations in India, Sage Publications, New Delhi, 1991.
- Mangesh Kulkarni, "Action Groups and the State", Seminar 4-16, pp. 13-17.
- Fernandes, A.P., "NGOs in South Asia: People's participation" World Development, Vol.15. 39-49, 1987.
- Ganlao, E.D., "Indigenous NGOs Statagic Institutions: Managing the Relationship with Government and Resources Agencies", World Development, Vol. 15: 13-120, 1987.
- Government of India: Report of the Team for the Study of Community Projects and National Extension Service (Balwanth Roy Mehta Committee), Vol.1, New Delhi, 1957.
- Kothari, R, NGOs, The State and World Capitalism", Economic and Political Weekly, Vol.21, No.50: 2177-2182, 1986.
- Roy, S. "Voluntary Agencies in Rural Development their Role, Policy and Programmes" Indian Journal of Public Administration, Vol.33, No.3:454-464, 1987.
- Paul Chondhy, D, Profile of Voluntary Action in Social Welfare and Development, Siddarth Publications, New Delhi, 1981.

Course Code : MAPA401DST	Course Title Environmental Studies	Semester IV
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hr		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction : Lecture		Exam Duration : 3
Mode		Hrs

Course Objective:

1. It explains the historical, organisational and social perspective of environmental issues.
2. It provides theoretical base to understand the causes of environmental issue.
3. It explains the challenges of government with regard to eco-friendly administration.

Course Outcome:

1. Students acquire the ability to develop theoretical perspective environmental issues
2. Students will be able to understand various type legislations regarding environmental protections.
3. It will improve the ability of creative thinking and application of new knowledge for environmental protections.

Unit	Course Content	Instruction Hours
		I
		Introduction
	<ol style="list-style-type: none"> 1. Industrial Revolution and its impact on environment- Kind of Pollution- Air, Soil, Water, Noise, Radiation etc Green Effect 2. Environmental Protection – Causes and Effect 3. Environmental Policies and laws in India 	
		II
		Global Warming : Dimension and Issues
	<ol style="list-style-type: none"> 1) Environmental” Perspective from Developed and underdeveloped countries 2) Global Warming: Human causes, its impact on mankind and consequences 	

- 3) International Organization for Environmental Protection and Cooperation- UNEP
- 4) Trade and Environment: Designing Green Markets

III Environmental Policy- Making Processes

- 1) Environmental Policy-making at UNO
- 2) Globalization, glocalization and Environment
- 3) Environmental Protection: Administrative Machinery
At the Central, State and District level

IV Environmental Protection: Conferences & Movements

1. Earth Summit, Kyoto Protocol Sustainable Development
And Club of Rome Reports
2. Role of NGOs in Environmental protection (National & International)
3. People's Movements Vis-à-vis Environmental Protection in India
(Chipko, Narmada Bachao Andholan etc.)

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance. The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

Text Books and References

1. Hoshiar Singh (ed.): Environment Policy and Administration, Jaipur, Printwell Publishers, 1992.
2. Shyam Divan & Annin Rosenerang: Environmental Law and Policy in India, Oxford University Press, New Delhi, 2001.
3. Shekhar Singh (ed.): Environmental Policy in India, New Delhi, IIPA 1984.
4. India, NCEP: Draft Report of the State of the Environment, Delhi, December 1981.
5. O.P.Dwivedi, India: Pollution Control Policy and Programmes, International Review of Administrative Sciences, vol. XLIII, Nos. 2, 1977.
6. S.C. Bhatia (ed.): Papers in Environmental Education, Indian University Association for Continuing Education, 1981.
7. A.K. Sharma and A. Sharma (ed.): Impact of the Development of Science and Technology on Environment, Indian Science Congress Association, 1981.
8. Desh Bandhu: Environmental Management, Indian Environmental Society, 1981.
9. UNESCO: "Environmental Education in Asia and the Pacific" Bulletin of the UNESCO Regional Office for Education in Asia and the Pacific 1981.
10. H.N.Tiwari: Environmental Law, Allahabad Law Agency, Faridabad, 2001.
11. V.N. Srivastava & B.P. Rai, Environment and Ecology, Vasundra Publications, Gurakhpur, 1998

12. Report of the Committee for Recommending Legislative Measures and Administrative Machinery for Ensuring Environmental Protection, Department of Science and Technology, 1980

Course Code :	Course Title	Semester
MAPA403CCT	Comparative Local Government:India,UK, USA and France	IV
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hr		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs

Course Objective:

It explains the historical, organisational and Financial perspective of local government of India, UK, USA and France.

It provides comparative perspectives of Local government of India, UK, US and France.

It explains the challenges of local government of India, UK,USA and France

Course Outcome:

Students acquire the ability to develop theoretical and comparative perspective of Local government of India, UK,USA and France

They are using comparative perspective of Local Administration in their research.

It will improve the ability of creative thinking and application of new knowledge of public administration.

Unit	Course Content	Instruction Hours
I	<p>Local Government of India Historical Perspective Organizational and Functional Perspective Financial Perspective Challenges of Local Government</p>	
II	<p>Local Government of UK Historical Perspective Organizational and Functional Perspectives Financial Perspective Challenges of Local Government</p>	
III	<p>Local Government of USA Historical Perspective Organizational and Functional Perspectives Financial Perspective Challenges of Local Government</p>	

IV Local Government of France

Historical Perspective
 Organizational and Functional Perspectives
 Financial Perspective
 Challenges' of Local Government

Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance.

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

Text Books and References

1. Andrew M. Cuomo and Rossana Rosado, (2011) Local Government Hand Book, New York.
2. Andrew Knapp and Vincent Wright, (2006) The Government and Politics in France, Routledge.
3. David Wilson and Chris Game,(2011) Local Government in United Kingdom, Palgrave,
4. Gyanchand,(1987). Local Finance in India. Kitabistan Publishers, Allahabad
5. J.A. Chandler(2001), Local Government Today, Manchester University Press.
6. A. Chandler(200) Explaining Local Government: Local Government in Britain since 1800, Manchester University Press.
7. Jisun Youm and Richard Feiock,(2015) Local Government in United States, Oxford University Press, UK
8. M.A. Muttalib, (1982) Theory of Local Government, Sterling Publishers , New Delhi, 1982.
9. Maheshwari, S.R. (1970), Local Government in India, Laxmi Narain Aggarwal, Agra.
10. Martin Minogue(1977) Local Government in Britain, Vol I, & II, Cambridge UniversityUK.
11. Pradeep Sachdeva,(2011) Local Government in India, Pearsons Education of India, New Delhi.
12. Richard D. Bingham, Managing Local Government: Public Administration in Practice, Cleveland State University, Cleveland, Ohio, Sage Publication.
13. Sharama, M.P., (1995), Local Self Government in India, Kitab Mahal, Allhabad
14. S.R. Nigam (1997) Local Finance Government with reference to Indian Government
15. Tony Byrne(1990), Local Government in Britain, Penguin UK, 5th Edition,
16. T.N. Chaturvedi and A. Dutta (1984) (eds.), Local Government, IIPA, New Delhi.
17. Vincent Ostrom, Robert L Bish and Elinor Ostrom,(1988) Local Government in the United States, ICS Press, 1988.
18. W. Eric Jackson,(1950) The Structure of Local Government in England and Wales, Longmans, New York,
19. W. Eric Jackson, (1950)The Structure of Local Government in England and Wales, Longmans, New York,
20. Wright, V (1979) the Government and Politics of France, London,

Course Code	Course Title	Semester
MAPA402 DST	Administrative law	1
	Scheme of Instruction	Scheme of Examination
Total Duration	: 60 Hrs	Maximum Marks : 100
Periods / Week	: 4	Internal Evaluation : 30
Credits	: 4	End Semester : 70
Instruction Mode	: Lecture	Exam Duration : 3 Hrs

Course Objectives:

1. To understand the basic law of Administration.
2. To make student familiar with current issues about the nature of administrative law.
3. To provide a remedy for grievances at the hand of administrative authorities.

Course Outcomes:

The course will provide basic knowledge about basic concepts and principles of administration and administrative law. The student can pursue legal research in this area. They can analyse the impact and operation of administrative law from policy perspective.

Unit	Course Content	Instruction Hours
I	Introduction	15hrs
	<ol style="list-style-type: none"> 1) Meaning, Scope and Importance of Administrative Law 2) Evolution and Development of Administrative Law 3) Administrative Law and Rule of Law 4) Principle of Natural Justice 	
II	Administrative Procedures	UNIT 15hrs
	<ol style="list-style-type: none"> 1) Doctrine of Separation of Powers 2) Delegated Legislation: Meaning and Definitions, Causes of Growth of Delegated Legislation and Safeguard in Delegated Legislation 3) Judicial Reviews- Conditions, Grounds and Limitations 4) Judicial Activism 	

<p>III</p> <p style="text-align: center;">Administrative Adjudication</p> <p>1) Administrative Adjudication-Meaning, Advantages and Disadvantages 2) Public Interest Litigation(PIL) : Meaning and Importance 3) Administrative Tribunals: Meaning Organizational Structure and Functions</p>	<p>Unit 15hrs</p>
<p>IV</p> <p style="text-align: center;">Institutions for Redressal of Public Grievances</p> <p>1. Institution of Ombudsman in India(Lokpal and Lokayuktas) 2. Central Vigilance Commission 3. Central Bureau of Investigation 4. Rights to Information Act: Its Significance and Impact on Administration</p>	<p>Unit 15hrs</p>

Evaluation Pattern :

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for Seminar/assignment and 5 marks for attendance.

The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions.

The student needs to score 40 per cent marks in internal as well as external exams to clear the paper.

Suggested Readings:

1. Basu D.D., Comparative Administrative Law
2. Craig P.P. (2003) Administrative Law, London, Thomson.
3. C Harlow and R Rawlings Law and Administration, 3rd edn Cambridge University Press, 2009.
4. Davis ,K.C., Administrative Law
5. Garner, J.F.(1976) Administrative Law.
6. Griffith and Street, Principles of Administrative Law
7. Justice Thakkar, Administrative Law, Luck now
8. Leyland and G Anthony Textbook on Administrative Law, 7th edn, Oxford University Press, 2012.
9. M.P. Jain, Administrative Law
10. MP Jain and S N Jain,(1988) Intezami Qanoon Ke Asool, NCPUL, New Delhi, 1998
11. Nado and Jain , Administrative Law
12. S.N. Jain, Administrative Tribunals in India, Indian Law Institute, New Delhi
13. Sathe S.P., Administrative Law in India
14. Vishnu Prasad, Principles of Administrative Law