

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY



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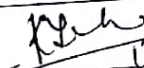

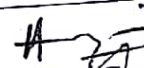
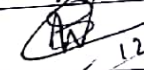
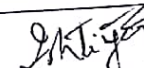
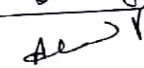
(A Central University Established By An Act Of Parliament In 1998)

(Accredited 'A' Grade by NAAC)

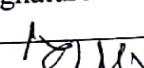
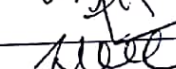
Dept. of Public Administration

Minutes of the 13th BOS of the Department of Public Administration held on 12-04-2018 in the department and it was chaired by the HOD. The following internal, external and special invitees have attended the meeting.

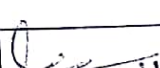
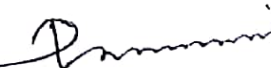
Internal Members

Sr. No.	Name	Signature
1.	Dr. Kaneez Zehra, HOD	
2.	Prof. S. M. Rahmatullah	
3.	Dr. Abdul Quayum	
4.	Dr. Syed Najiullah	
5.	Dr. Ishtiyah Ahmad	
6.	Dr. Ahmed Raza	

External Members

Sr. No.	Name	Signature
1.	Prof. Sufi Ali	
2.	Prof. G. Srinivas Reddy	

Special Invitee

Sr. No.	Name	Signature
1.	Prof. Shahida, Dean, SA&SS, MANUU	
2.	Dr. Syed Rabbe Subhani, Associate Professor, DDE	

for the regular mode for two semesters in a year may be adopted in the concerned year of the distance mode of the UG and PG programmes.

- c) However, the BOS has decided that the Department may go ahead with the common policy of the university with regard to CBCS, credits, pattern of question papers, marks, papers, syllabus etc. if any adopted by the university, for both the modes of education i.e. regular as well as distance modes of education to ensure uniformity and conformity with the policy of the university.

III. With regard to the extension of term of one year for the Research Scholars, the BOS has considered the recommendations of RACs and DRC of the Department and approved that one year extension may be accorded to the following four (4) Ph.D scholars from the date of completion of 5 years.

(I) Nazia Sultana

(II) Nazeema Begum



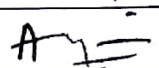

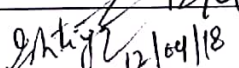
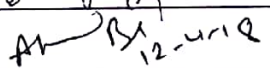
(III) Iffath Yasmeen

(IV) Tahseen Sultana

The meeting of the BOS was concluded with Vote of thanks to all.

Members Present

Internal Members

Sr. No.	Name	Signature
1.	Dr. Kaneez Zehra, HOD	
2.	Prof. S. M. Rahmatullah	
3.	Dr. Abdul Quayum	
4.	Dr. Syed Najiullah	
5.	Dr. Ishtiyah Ahmad	
6.	Dr. Ahmed Raza	

External Members

Sr. No.	Name	Signature
1.	Prof. Sufi Ali	
2.	Prof. G. Srinivas Reddy	

Agenda:-

The agenda was as follows

1. Approval of the syllabus of Disaster Management for the IIIrd semester of the UG program
2. Approval of the syllabus of Disaster Management for the IIIrd semester of the PG program as an elective paper
3. Approval of B.A. VI Semester syllabus of both the papers
 - (I) Police Administration
 - (II) Office Management
4. Discussion on DDE syllabus and regular syllabus which is to be merged for discussion and issues relating to DDE syllabus
5. Extension to be given to the following four (4) Ph.D Scholars who have completed 5 years on the basis of recommendations of RACs and DRC of the Department.
 - (I) Nazia Sultana
 - (II) Nazeema Begum
 - (III) Iffath Yasmeen
 - (IV) Tahseen Sultana

- I. The BOS has approved the following syllabus after discussions and deliberations;
 - a) Syllabus of Disaster Management for the IIIrd semester of the UG program
 - b) Syllabus of Disaster Management for the IIIrd semester of the PG program as an elective paper
 - c) Syllabus of the following two papers for BAVIth Semester
 - (I) Police Administration
 - (II) Office Management

II. Further, with regard to the fourth agenda item, the BOS has recommended that

- a) Common syllabus for the UG and PG level programmes was approved by the BOS and it is to be followed/adopted for both the modes of education of the university i.e. regular as well as distance mode.
- b) Since semester system is there in regular mode and year-wise scheme is there in the distance mode for the UG and PG programmes, the papers/syllabus approved by the BOS

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Dr. Arif

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MAPA 302 DST

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

Objectives: The objectives of the course are;

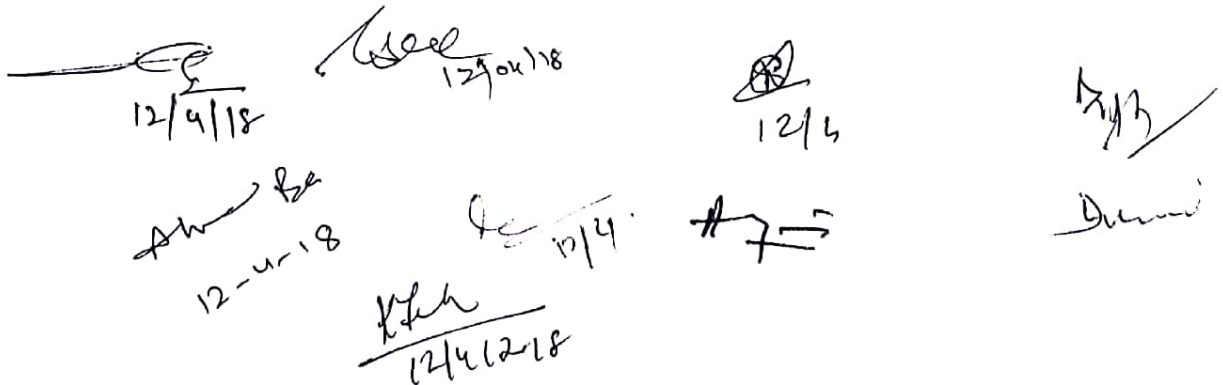
1. To familiarize the students with concept and types of Disasters
2. To understand the consequences of disasters
3. To provide an insight into the disaster management policy and mechanisms in India.

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-I: Conceptual Aspects of Disaster Management

1. Introduction to Disaster and Disaster Management: Concept and Meaning
2. Types 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 and loss of Public and Private properties.

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Unit – II : Natural Disasters

1. Hydrological Disaster- Floods, Cloud Burst, Droughts and
2. Tsunamis Geological Disaster- Earthquakes, Landslides and volcanoes Wind related- Cyclones and Storms
3. Heat wave and Cold waves

Unit – III Man-made Disasters

1. Thick Forts Chemical, Biological, Radiological and Nuclear CBRN Disasters
2. Fire- Building, Forest, Oil and Coal fire
3. Accidents- Road, Rail and Air Accidents
4. Pollution-Air, Water and Industrial Pollution

Unit – IV: Disaster Management policy & Mechanism 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
4. Role of NGOs in disaster management

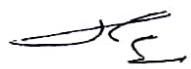
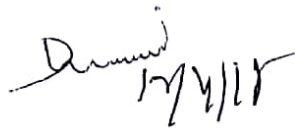
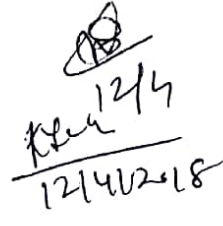
Examination and Evaluation

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 , Par deep et.al (Eds)2002 , Disaster Mitigation And Relief Prentice Hall
Of India , New Delhi
- 7Rajib 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 .
- 10S. Mukharjee(2014) , Disaster management , New Delhi.

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10. 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
11. Modh, S (2010) managing Natural Disasters : Hydrological , Marine and Geological Disaster, sage Publication.
12. Modh, s . (2010) Managing Natural Disaster : Hydrological , marine and Geological Disasters , Mac Millan Delhi .
14. Singh R. B. (2005) Risk Assessment and Vulnerability Analysis , IGNOU , New Delhi Chapter 1,2 & 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 : 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 Oppurtunites.
19. Disaster Management and Rehabilitation and Authored by Rajdeep Dasgupta
20. Disaster Management in India Authored by Dr. Kadambari Shana & Dr Avinash Chirajeev
21. Roy .P, S (2000) : Space Technology for Disaster Mangement : Aremote Sensing & GIS perspective, Indian Institute of Remote Sensing (NRSA)
22. Sharma , R.K & Sharma , G (2005)(ed) Natural Disater, APH Publishing Corporation, New Delhi


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Suggested Books

1. Shankar Sen.: Indian Police Today, New Delhi, Ashish Publishing House, 1994.
2. Sultan Akbar Khan: Power, Police and Public, Kurukshetra, Vishal Publications, 1983.
3. K.M.Mathur: Internal Security Challengers and Police in a Developing Society, RBSA, Jaipur, 1989.
4. Charles D.Hale: Fundamentals of Police Administration, Boston, Helbrook Press, 1977.
5. S.C.Mishra: Police Administration in India, 1970.
6. D.H.Bayley: The Police and Political Development in India (Latest Edition).
7. O.W.Wilson and Roy Clinton McLaran: Police Administration (Latest Edition).
8. K.M.Mathur: Problems of Police in a Democratic Society, RBSA Publishers, Jaipur, 1987.
9. N.S.Saksena: Law and Order in India, Abhinav Publications.
10. P.D.Sharma: Indian Police – A Development Approach (Latest Edition) Policing
11. Shameem Aleem, Women in Policy in India. Ashish Publishers, New Delhi
12. Shameem Aleem, Women Police as an instrument of Social Change, Asish Publishing House, New Delhi

Journals

1. Indian Police Journal Bureau of Police and Research & Development, Ministry of Home Affairs, New Delhi.

2. Indian Journal of Public administration, IIPA, New Delhi

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Course Code BAPA601DST

Maulana Azad National Urdu University

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

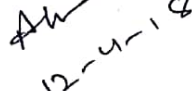
1. Significance of Office Machines - Types of Office Machines
2. Office Automation
3. Paperless Office


Unit - VI Office Staff & Staff Welfare

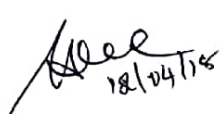
1. Office Staff- (Accountant, Data Entry Operator, Office Assistant & Supporting Staff, Watch & Ward)
2. Staff Welfare
3. Motivation
4. Stress Management


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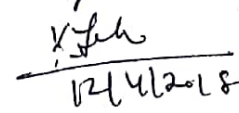
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Suggested Books:

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 GeologicalDisasters , 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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