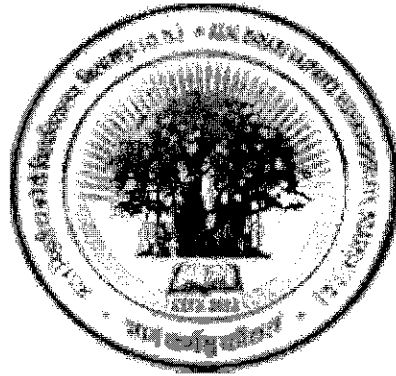


**Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur (C.G.)**



**Scheme and Syllabus**

**Of**

**M. A (Public Administrative) III and IV Semester**

**Program Code: MAPAR130**

Semester system for affiliated college

(As per LOCF and credit system)

**W.E.F- 2024-2025**

(As approved AC and EC meeting held on 16.08.2023 and 18.04.2023 respectively)



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## Sample Scheme of Public Administrative under Semester System Program Code: MAPAR130

Semester	Course Code	Subject Name	Credit			Total Credit	Marks			
			L	T	P		ESE	IA	Total	
									Max	Min
Third	PUB301	Comparative Public Administration	3	1	-	4	80	20	100	36
	PUB302	Human Resource Development And Personnel Administration	3	1	-	4	80	20	100	36
	PUB303	Research Methodology In Public Administration	3	1	-	4	80	20	100	36
	PUB304	Administration Law	3	1	-	4	80	20	100	36
	PUB305	Elective-I: Communication Skill	3	1	-	4	80	20	100	36
		Elective-II: Political Process and Campaining In India								
		Elective-III: Computer Application								
	<b>Subtotal</b>			<b>15</b>	<b>5</b>	<b>-</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>500</b>
Fourth	PUB401	Civil Service In India	3	1	-	4	80	20	100	36
	PUB402	Administration Thinkers	3	1	-	4	80	20	100	36
	PUB403	Management of Public Enterprises and Industrial Relation	3	1	-	4	80	20	100	36
	PUB404	Financial Administration	3	1	-	4	80	20	100	36
	PUB405	Elective-I Environmental Polution								
	PUB406	Elective-II: Porsonality Development	3	1	-	4	80	20	100	36
	PUB407	Elective-III: Process and Issues in Indian Administration								
	<b>Subtotal</b>			<b>15</b>	<b>5</b>	<b>-</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>500</b>

### Abbreviations used:

**ESE:** End Semester Exam

**IA:** Internal Assessment

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Dr.K.K.Mishra

*M D Dubey*  
Dr. Mukta Dubey  
Chairman B.O.S



## PROGRAM OBJECTIVES

M. A. Public Administration objectives of the program are-

1. To fulfill contemporary societal needs of public governance and equip the learner / students with necessary knowledge, wisdom and skills relevant for local, national and international governance.
2. To develop specialized knowledge and skills among its students to engage themselves in Public governance and its related activities. There is need for well informed and proficient manpower for discharging regulatory responsibilities and delivering a set of quality services to the satisfaction of the citizens.
3. To prepare and competent the youth for civil services need and their academic development by equipping them with recent developments at national scenario, as the concerns for good Governance and citizen centric governance have become important objectives in addition to the Traditional narratives of efficiency, economy and effectiveness.
4. To develop students as a responsible part of civil society. In recent years, mega developments like information and communication technology, liberalization, privatization, globalization, decentralization and growing role of the civil society have impacted the role of the state and its agencies. It has changed the citizens' interface with the governance and market forces. Innovative citizen-centric practices in governance have been adopted across the world.

After successful completion of the course the learner will be competent and confident to capture and join various government opportunities such as civil service, police service and others. Besides planning career in activity area of public administration, the learners can also prepare themselves in research and teaching.

## PROGRAM LEARNING OUTCOMES (PLO)

Learners with strong knowledge in public administration can deal with the critical issues of public and individual life including political, social, and economic aspects. The framework of the course and papers are designed in a way to develop understanding of the principles, institutions and their ecological concerns, processes and issues of local, regional, national and international levels of public governance and academics of public administration. After successful completion of Program the Learning Outcomes will be reflect:

1. Fair understanding of theories, principles, models and ideas of discipline of public Administration and its academic significance.
2. Competency to respond on contemporary societal needs of public governance and equip them with necessary knowledge, wisdom and skills relevant for local, national and International governance.
3. Knowledge about the inter-disciplinary nature and ecology of public administration in both theory and practice (activities).
4. Knowledge about public welfare administration, development administration and various schemes, programs, measures and techniques to achieve them.
5. Knowledge about the economic and finance part of the government and administration, and role-responsibilities of the citizen in their social and economic activities.
6. Knowledge about real working of administration and its personnel, and issues affecting their performance, efficiency and effectiveness.
7. Competency in communicational skill, group discussion, public speaking, academic writing and personality development through ability enhancement and skill development papers and CCE activities.
8. Familiarity with the issues of good governance, responsive governance, transparency and



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accountability, and the use of Information and communication technology in the field of public administration.

## PROGRAMME SPECIFIC OUTCOMES (PSO)

The program specific outcomes of the M.A Public Administration program are as under-

1. Students would be able to live, perform and participate as a responsible citizen.
2. Students would be able to know about the research and development opportunities in the field of administration/policy/ governance studies.
3. Students would be able to analyze the effectiveness of governmental policies and program.
4. Students would gain confidence while dealing with administrative officials and political leaders.
5. Students would be able to develop their research aptitude and orientation.

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Dr. Harish Thakur  
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Member's of B.O.S.

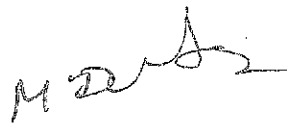
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Part A: Introduction			
Program: Public Administration		Semester: - III	Year: 2023 w.e.f.:2023-2024
1.	Course Code	PUB301	
2.	Course Title	COMPARATIVE PUBLIC ADMINISTRATION	
3.	Course Type	THEORY	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>• Equipping with the conceptual clarity of study of administrative system in other countries by following different approaches and models.</li> <li>• Knowledge about constitutional set up and governing system at national, state and local levels in USA, UK, France and Japan. These four countries have distinctive history, system of governance and administration.</li> <li>• Comparative analysis of these four countries in their governing, and administrative system, civil services and grievance redressal mechanism.</li> </ul>	
6.	Credit Value	04	
7.	Total Marks	Internal Marks: 20 - 07 External Marks: 80 - 29	Min Passing Marks:36

Part B: Content of the Course		
Unit	Topics	Total Hours
I.	Comparative Public Administration- Evolution, Concept, Nature, Scope and Significance. Importance and Present Status Character features of Administration in Developed and Developing countries.	12
II.	Approaches to the Study of Comparative public Administration; Institutional, Behavioral, System, Structural, Functional, Ecological, Problem of Comparative Research.	12
III.	Weber's Typology of Authority with particular Reference to his Ideal Type of Bureaucracy, Rigg's Typology with Particular Reference to prismatic Society and Sala Model.	12
IV.	Silent Features of the Administrative System of U.K., China U.S.A. And France. Whitley's in Britain, Independent Regulatory Commission in U.S.A., Prefect in France and Ombudsman in Sweden, Role of the Communist Party in China.	12



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V.	Various Legislative, Executive and Judicial Control mechanisms over Administration in Great Britain, USA and India, citizen and Administration-Machinery for Redressal of Citizen's arievances in Great Britain, USA and India (Lokpal, Lokayulda, Parliamentary commissioner).	12
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## Part C - Learning Resource

Text Books, Reference Books, E-Resources

Text Books:

Reference Books:

Books Recommended:

1. Arora, R.K. - Comparative Public Administration
2. Chaturdevi, TN. - Comparative Public Administration
- 3 Chatterjee, S.K - Development Administration
4. Sapru, R.K. - Development Administration
- 5: Riggs, F.W. - The Ecology of Public Administration
6. Sharma, S.K. - Development Administration in India
7. Bhattacharya, Mahit – Bureaucracy & Development Administration
8. चतुर्वेदी टीएन- तुलनात्मक लोक प्रशासन
9. कटारिया, सुरेन्द्र - तुलनात्मक लोक प्रशासन
10. जोशी, प्रीती & विकास प्रशासन

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Part A: Introduction			
Program: Public Administration		Semester: - III	Year: 2023 w.e.f.:2023-2024
1.	Course Code	PUB302	
2.	Course Title	HUMAN RESOURCE DEVELOPMENT AND PERSONNEL ADMINISTRATION	
3.	Course Type	THEORY	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	At the end of this course, the students will be able to: <ul style="list-style-type: none"><li>• Ability to understand and carrying out Micro Level Scenario of Human Resource Planning and its execution.</li><li>• Understanding of job description, analysis and its preparation requirements.</li></ul>	
6.	Credit Value	04	
7.	Total Marks	Internal Marks: 20 - 07 External Marks: 80 - 29	Min Passing Marks:36

Part B: Content of the Course		
Unit	Topics	Total Hours
I	Nature and concept of public personnel Administration and concept of Human resource Management. Rise of modern Civil Service and its role. Process of HRD	12
II	Rise of Merit system, Bureaucracy – Its Meaning, Nature and Importance. Theories of Bureaucracy-Max Weber, Kerl Marx. Methods and Techniques of Demand and Supply of HRD	12
III	Recruitment, Position Classification and Training of Personeel with special reference to UK. U.S.A. and France.	12
IV	Promotion, Discipline, Morale and Motivation.	12
V	Measurement in Human Resources planning. Human Resources Information System, Human Resources Audit, Human Resources Accounting, productivity, Incentives, concept. Criteria and Constocunts.	12



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## Part C - Learning Resource

Text Books, Reference Books, E-Resources

### Text Books:

### Reference Books:

1. Yoder, Dale - Personnel Management & Industrial Relations
2. Flippo, Edwin B. - Principles of Personnel management
3. Davar, Rustom S. - Personne Management & Industrial Relations
4. Report of national Commission on Labour, G.O.L. 1968
5. Ind Administrative Reforms Commission - Report of Government of India.
6. Bhatia, S.K. - Emerging Human Resource Management.
7. Monappa, Arun & Mirza, S.Saiyadain - Personnel Management.

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Part A: Introduction			
Program: Indian Administration		Semester: - III	Year: 2023 w.e.f.:2023-2024
1.	Course Code	PUB303	
2.	Course Title	RESEARCH METHODOLOGY IN PUBLIC ADMINISTRATION	
3.	Course Type	THEORY	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	<b>At the end of this course, the students will be able to:</b> <ul style="list-style-type: none"><li>• Comprehend the research process in an appropriate manner and inculcation of the use research tools to undertake research study.</li><li>• Ability to understand the issues and challenges of research in Public Administration.</li></ul>	
6.	Credit Value	04	
7.	Total Marks	Internal Marks: 20 - 07 External Marks: 80 - 29	Min Passing Marks:36

Part B: Content of the Course		
Unit	Topics	Total Hours
I	Research Design; General Goals, Objectives, Concepts, Hypothesis-Definitions, ideal of sampling Quota sampling, Use of Random number. Social Research - Meaning and Nature, Objectives.	12
II	Construction of Questionnaires; Schedules and Questionnaires. Advantages and Limitations of Mailed Questionnaires; Non-Response; Integer viewing: Reporting Interview: Bias.	12
III	Other Methods of Data Collection: Conservation; Case Study, Projective and Indirect Scaling Techniques. - Sampling. Meaning and Types, Interview Schedule.	12
IV	Measurement of Central Tendency, Mean; Median; Mode; Report Writing. Questionnaire and codification & Tabulation.	12



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V	Use of computer in social Research.	12
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## Part C - Learning Resource

Text Books, Reference Books, E-Resources

### Text Books: .

### Reference Books:

1. Stanislav, Andreski - Social Sciences as Sorcery
2. Goode, W.J. and Hatt P.K. Methods of Social Research
3. Journal of Social and Economic Studies, Vol. 2, Nos. 2-3 (April- September 1985)
4. Special Issues on Data Methods and Social Research
5. Madge, John - The Tools of Social Science
6. Moser, G.A. and Kalton G. - Survey Methods in Social Investigation
7. Myrdal, Gunnar Objectivity in Social Research
8. Shah, V.P. Research Design
9. Young, P.V. - Scientific Social Surveys and Research
10. Gupta, S.P. Examples in Statistics

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Part A: Introduction			
Program: Development Administration		Semester:- III	Year: 2023 w.e.f.:2023-2024
1.	Course Code	PUB304	
2.	Course Title	ADMINISTRATION LAW	
3.	Course Type	THEORY	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	<b>At the end of this course, the students will be able to:</b> <ul style="list-style-type: none"><li>• Developing an understanding on natural justice, Constitutional law, rule of law, and administrative law and distinguish in them.</li><li>• Delineating in detailed the concept of administrative adjudication, delegated legislation and administrative tribunals.</li></ul>	
6.	Credit Value	04	
7.	Total Marks	Internal Marks: 20 - 07 External Marks: 80 - 29	Min Passing Marks:36

Part B: Content of the Course		
Unit	Topics	Total Hours
I	Definition nature and scope as Administration Law, Rule of Law. Difference between constitutional Law and Administrative Law.	12
II	Rise and importance of Delegated Legislation, Types problems and procedure of delegated legislation. Legislative and Judicial Control over delegated Legislation.	12
III	Administrative Tribunals, its function, nature and scope, study of some selected administrative tribunals. Legislative and Judicial control over Administrative Tribunals.	12
IV	Nature Justice, Legal Remedies, Liabilities of State. Judicial system in India - supreme court, High court, subordinate courts and their Jurisdiction.	12



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V	Judicial Activism, Public Interest Litigation (PIL), seming, Nature. Purpose, problems and Issues, Right to Information Act, Provisions and Practice.	12
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## Part C - Learning Resource

Text Books, Reference Books, E-Resources

### Text Books: -

### Reference Books:

1. UPD Kesari, Administrative Law, Central Law Agency, Allahabad. 2. Kailash Rai, Administrative Law, Central Law Agency, Allahabad.
3. Basanti Lal Bavel, Administrative Law, Central Law Agency, Allahabad.
4. C.K. Thakkar, Administrative Law.
5. M.P. Jain and S.N. Jain, Principles of Administrative Law.
6. S.P. Sathe, Administrative Law in India.
7. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, Kitab Mahal Publication
8. M.C.J. Kagzi, Indian Administrative Law.
9. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw-Hill Pub. Ltd.
10. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal.
11. Jain, Right to Information.

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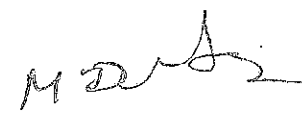
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Part A: Introduction			
	w.e.f: <b>2023-2024</b>	Semester: <b>Third</b>	Year: <b>II</b> w.e.f.: <b>2023-2024</b>
1.	Course Code	<b>PUB305</b>	
2.	Course Title	<b>Elective-I COMMUNICATION SKILL</b>	
3.	Course Type	<b>THEORY</b>	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	At the end of this course, the students will be able to: <ul style="list-style-type: none"><li>• Increases Self Awareness</li><li>• Improves Skills</li><li>• Learn How to Deal with Difficult Behavior.</li><li>• Improve Relationships</li></ul>	
6.	Credit Value	<b>4</b>	
7.	Total Marks	<b>Internal Marks: 20</b> <b>External Marks: 80</b>	<b>Min Passing Marks:36</b>

Part B: Content of the Course		
Unit	Topics	Total Hours
I.	<b>INTRODUCTION:</b> Definition, nature, objects, elements and importance of communication, principles and practices, models of communication, types of communication.	12
II	<b>COMMUNICATION SKILLS AND SOFT SKILLS</b> Interviewing and group discussion, resume preparation, etiquette and manner self management, body and sign language, presentation skills, feedback & questioning technique: objectiveness in argument (Both one on one and in groups).	12
III	<b>CONCEPT TO EFFECTIVE COMMUNICATION</b> Dimensions and directions of communication, means of communication, 70's for effective communication.	12



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IV	<b>LISTENING SKILLS</b> Importance of listening skills, good & bad listening communication channels, types of communication medium- audio, video, digital, barriers of communication.	12
V	Public speaking and reporting effective public speaking and its principles, interpretation and techniques of report writing, letter writing, negotiation skills.	12

## Part C - Learning Resource

Text Books, Reference Books, E-Resources

संदर्भ ग्रंथ —

Suggested Reading:

Business Communication- Royan and Vdesikar, John D. Pettit, JR. Richard D. Irwin, INC

Business communication-K.K. Sinha

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Part A: Introduction			
	w.e.f.: 2023-2024	Semester: Third	Year: II
	w.e.f.: 2023-2024		
1	Course Code	PUB305	
2	Course Title	<b>Elective-II Political Process and Election Campaigning in India</b>	
3	Course Type	THEORY	
4	Pre-requisite (if any)	Nil	
5	Course Learning Outcomes (CLO)	At the end of this course, the students will be able to: <ul style="list-style-type: none"><li>• On successful completion of the course, the students will demonstrate: Understanding of political process in India and its interaction with social cleavages of caste, class, gender, ethnicity and religion.</li><li>• Familiarity with the ways in which the state in India responds to social groups and vulnerable sections.</li><li>• Knowledge of political parties and the party system in India Awareness of the manner in which representation and electoral competition play out in Indian politics.</li></ul>	
6	Credit Value	4	
7	Total Marks	Internal Marks: 20 External Marks: 80	Min Passing Marks:36

Part B: Content of the Course		
Unit	Topics	Total Hours
I.	Political Parties and the Party System Political Parties: National and State Parties; Trends in the Party System: From the Congress System to ascendancy of Bhartiya Janata Party	12
II	Elections and Electoral Processes Electoral Process, Representation and social determinants of voting behaviour; Election Commission and Electoral Reforms	12
III	Religion and Politics Debates on Secularism and Communalism	12



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IV	Caste and Politics Caste in Politics and the Politicization of Caste; Intersectionality of Caste, Class and Gender, reservation and affirmative action policies	12
V	Tribes and Politics Policies and Challenges: Fifth and Sixth Schedules; Forest Rights Act; Development and Issues of Displacement 1. History of Election Studies 2. Survey Method 3. Field Studies and Ethnographic Studies 4. Social Identities and Voting Behaviour 5. Media, Public Opinion and Elections 6. Clientelism and Elections	12

## Part C - Learning Resource

Text Books, Reference Books, E-Resources

संदर्भ ग्रंथ –

Suggested Reading:

- G. Ram Raddy - Panchayati Raj in India
  - S.R. Maheshwari-Local Government in India (Hindi-English)
  - S.R. Nigam - Local self Government
- R.B. Jain Panchayati Raj A. Argal-Municipal Government in India

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Part A: Introduction			
	w.e.f.: <b>2023-2024</b>	Semester: <b>Third</b>	Year: <b>II</b>
			w.e.f.: <b>2023-2024</b>
<b>1</b>	Course Code	<b>PUB305</b>	
<b>2</b>	Course Title	<b>Elective-III COMPUTER APPLICATION</b>	
<b>3</b>	Course Type	<b>THEORY</b>	
<b>4</b>	Pre-requisite (if any)	Nil	
<b>5</b>	Course Learning Outcomes (CLO)	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> <li>• Ability to have a basic understanding of computers</li> <li>• Ability to understand the Software concepts and their applications Ability to practice and develop software for interpretation and analysis of data C</li> <li>• &amp; Ability to use the techniques, skills, and modern Software tools necessary for software Development Ability to function as consultant for the development of sustainable software solutions.</li> </ul>	
<b>6</b>	Credit Value	<b>4</b>	
<b>7</b>	Total Marks	<b>Internal Marks: 20</b> <b>External Marks: 80</b>	<b>Min Passing Marks:36</b>
Part B: Content of the Course			
Unit	Topics		Total Hours
<b>I.</b>	<p><b>INTRODUCTION TO COMPUTER ORGANIZATION-1</b> History of development of Computer System concepts, Characteristics, Capability and Limitations. Generation of computer. Types of PC's Desktop, Laptop, Notebook, Workstation and their Characteristics.</p> <p><b>INTRODUCTION TO COMPUTER ORGANIZATION-II</b> Basic components of a computer system control Unit, ALU. Input/Output Function and Characteristics, memory RAM, ROM, EPROM, PROM.</p>		12
<b>II</b>	<p><b>INPUT &amp; OUTPUT DEVICES</b> Input Devices: Keyboard, Mouse, Trackball, Joystick, Digitizing tablet, Scanners, Digital Camera, OCR Bar-Code Reader, Voice Recognition, Light pen, Touch Screen, Output Devices: Monitors Characteristics and types of monitor, Video Standard VGA, SVGA, XGA, LCD Screen etc Printer, Plotter.</p> <p><b>STORAGE DEVICES:</b> Storage fundamental primary Vs Secondary. Various Storage Devices magnetic Tape. Cartridge Tape, Data Drives, Hard Drives, Floppy Disks, CD, VCD, CD-R CD-RW, Zip Drive, DVD, DVD-RW</p>		12
<b>III</b>	<p><b>INTRODUCTION TO OPERATING SYSTEM:</b> Introduction to Operating Systems, Its functioning and types, basic commands of dos &amp; Windows operating System Disk Operating System. (DOS) Introduction, History and Versions of DOS DOS Basics Physical Structure of disk, Drive name. FAT, File &amp; directory structure and naming rules.</p>		12



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	Booting process, DOS system files Internal & External DOS Commands	
IV	<p><b>WORD PROCESSING</b></p> <p>Introduction to word processing MS Word: Features, Creating, Saving and Operating Multi document Windows, Editing Text selecting, Inserting, deleting moving text. Previewing documents, Printing document to file page. Reduce the number of pages by one. Formatting Documents: paragraph formats, aligning Text and paragraph, Borders and shading, Headers and Footers, Multiple Columns</p> <p><b>INTRODUCTION TO EXCEL:</b></p> <p>Worksheet basic. Creating worksheet, entering data into worksheet, heading information, data alphanumeric, values, saving &amp; quitting worksheet. Opening and moving around in an existing worksheet. Toolbars and Menus, keyboard shortcuts. Working with single and multiple workbook coping, renaming, moving, adding and deleting, coping entries and moving between workbooks</p>	12
V	<p><b>INTRODUCTION TO POWER POINT:</b></p> <p>Features and various versions Creating presentation using Slide master and template in various colour scheme Working with slides make new slide move, copy, delete, duplicate, lay outing of slide, Zoom in or out of a slide. Editing and formatting text: Alignment, Editing, inserting, deleting, selecting, formatting of text, find and replace text.</p> <p><b>POWER POINT-II</b></p> <p>Bullets, footer, paragraph formatting, spell checking. Printing presentation Print slides, notes, handouts and outlines: Inserting objects Drawing and Inserting objects using Clip Arts, picture and charts Slide sorter, slide transition effect and animation effects. Presenting the show making stand alone presentation, pack and go wizards. Working with slides make new slide move, copy, delete, duplicate, lay outing a in or out of a slide. Editing and formatting text: Alignment, Editing, inserting, deleting, selecting, formatting of text, find and replace text.</p> <p><b>POWER POINT-II</b></p> <p>Bullets, footer, paragraph formatting, spell checking. Printing presentation Print slides, notes, handouts and outlines.</p>	12

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Part A: Introduction			
Program: Development Administration		Semester:- IV	Year: 2023 w.e.f.:2023-2024
1.	Course Code	PUB401	
2.	Course Title	CIVIL SERVICE IN INDIA	
3.	Course Type	THEORY	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	<b>At the end of this course, the students will be able to:</b> <ul style="list-style-type: none"><li>• By Understanding the history of fable Civil services, the students is able to establish its Idently in the present</li><li>• By Understanding the nature of civil services he is able to deliver his services ing disciplined manner.</li><li>• Studying the nature of Public services according to the condition of different Countries. is able to solve problems through analytical Methods.</li><li>• one is a able to become a mature Administrative officer.</li></ul>	
6.	Credit Value	04	
7.	Total Marks	Internal Marks: 20 - 07 External Marks: 80 - 29	Min Passing Marks:36

Part B: Content of the Course		
Unit	Topics	Total Hours
I	Rise of Modern Civil Service in India, Structure of Civil Service, Recruitment. Classifications Training Promotion Practices.	12
II	Salary Administration, Learning and Staff Development. Public Service Commission.	12
III	Political Right and Right to Strike, condition of Service. Morale and Motivation.	12
IV	Civil Service conducts Rules, Disciplinary action; Removal and Appeals,	12



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V	Machinery for Reprisal of Civil Grievance. Public services according to the condition of different Countries	12
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## Part C - Learning Resource

Text Books, Reference Books, E-Resources

### Text Books:

### Reference Books:

1. A.Awasthi&S.R.Maheshwari, Bhartiya Lok Prashashan,Lakshmi Narayan Agrawal.
2. Awasthi and Awasthi, Bharat main Lok Prashashan, Lakshmi Narayan Agrawal.
3. Surendra Katariya, Bhartiya Prashashan.
4. Brij Kishor Sharma, Bhartiya Sanvidhan.
5. S.S. Khera, District Administration in India.
6. M. Lakshmikant, Lok Prashashan, UPSC (Prelim.), Tata McGraw-Hill Publishing Ltd.
7. B.Mehta, Dynamics of State Administration. 8. H.C. Sharma, Bharat Main Rajya Prashashan.
9. A.P. Awasthi, Madhya Pradesh Prashashan, M.P. Hindi Granth Academy.
10. A.P. Awasthi, Vitta Prashashan, Lakshmi Narayan Agrawal.
11. S. R. Maheshwari, Bhartiya Prashashan- Isaka Vikas, Lakshmi Narayan Agrawal. 12: R.K. Dubey, Adhunik Lok Prashashan, Lakshmi Narayan Agrawal.

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Part A: Introduction			
Program: Public Administration		Semester: M.A.IV Sem.	Year: 2023 w.e.f.: 2023-2024
1.	Course Code	PUB402	
2.	Course Title	ADMINISTRATIVE THINKERS	
3.	Course Type	THEORY	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>• Acquaintance with ideas and models suggested and applied in ancient India (in special context to Mauryan Empire).</li> <li>• Acquaintance and understanding of ideas, academic contribution and role of prominent thinkers in the field of administration, management and industrial psychology.</li> </ul>	
6.	Credit Value	04	
7.	Total Marks	Internal Marks: 20 External Marks: 80	Min Passing Marks: 36

Part B: Content of the Course		
Unit	Topics	Total Hours
I	Kautila- the concept of State: The King; Minister and the council of Ministers; Their power and Function: Revenue Administration; Local Administration; Military Administration; Administration of Foreign Affairs. Woodrow Wilson as a father of Public Administration, contribution and criticism, features of classical Theory.	12
II	FW. Taylor- Concept of Management; Mechanism of Management; Scientific Management: Meaning, Definition; Objectives, Principles, Merits and Demerits Impact. L.D. White contribution and criticism. Henry Fayol - His contribution and criticism. Luther Gullick Contribution and criticism.	12
III	Mary Parker Follet - Conflict and Integration; Leadership. Herbert Simon - Behavioural Approach; Decision Making. Luther Gullick Contribution and Catechism.	12
IV	Max Weber Types of Authority, Ideal Form of Bureaucracy Criticism, Importance. F.W. Riggs Ecological Theory: Prismatic-sala-model Development; Administration; Comparative Administration.	12



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V	Elton mayo, Karl Marx. Contribution and Caticism, Causes for the Rise of New Human Relation Theory.	12
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## Part C - Learning Resource

Text Books, Reference Books, E-Resources

### Text Books:

1. Barnard, Chester
- 1.-The Functions of Executive
2. Simon, Herbet A.-Administrative Behaviour
3. Mc Gregor, Douglas - The Human Side of Enterprize.
4. Likert, Renesis- New Patterns of Management
5. Argyris, Chris- Personality And Organisation
6. Manoj Dixit; et. Al- Public Administration
7. Maheshwari, S.R.- Administrative Thinkers
8. Prasad & Prasad Administrative Thinkers
9. Sharma, Laxmi-Indian Political Thought
10. Pruthi R.K., Chaturvedi, Archana - Gandhian Thoughts
- 11 Syed, MH.-Sardar Vallabhabhai Patel
- 12.Ardiman David Gandhi
- 13 नाम बी०एम० एवं भर्मा रामकृष्ण भारतीय राजनीति विचारक
14. नरायण इकबाल प्रतिनिधि राजनीतिक विचारक
15. Mohammad, Taj-Ambedkar on Social Justice
16. Jatava, R.-Ambedkar and Humanisim
17. भारद्, आकार लोहिया के विचार

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Part A: Introduction			
Program: Public Administration		Semester: M.A.IV Sem.	Year: 2023 w.e.f.: 2023-2024
1.	Course Code	PUB403	
2.	Course Title	MANAGEMENT OF PUBLIC ENTERPRISES AND INDUSTRIAL RELATION	
3.	Course Type	THEORY	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>Detailed knowledge of various popular types of public enterprises in India, their characteristics, financial, personnel management systems in their regular working and various control mechanisms on them.</li> <li>Understanding of working and importance of share market and their regulatory indexes</li> <li>Analytical understanding of consequences globalization in special references to India.</li> </ul>	
6.	Credit Value	04	
7.	Total Marks	Internal Marks: 20 External Marks: 80	Min Passing Marks: 36

Part B: Content of the Course		
Unit	Topics	Total Hours
I	Nature of public utilities and their regulation. The role of public Enterprises in National Economy, problems of Nationalization. Growth of public Enterprises in India, various Type Public Enterprises	12
II	Form of Organization, government: Control, Parliamentary Accountability. Functions of Management Board, Civil servants and workers Relation.	12
III	Management Personnel, Finance, prancing. The Consumer and public Enterprises. Problems of Industrialization. The Social Structure of Industry-corporate Social Responsibility.	12



IV	<p>Labour Welfare and its influence on Industrial efficiency, Industrial housing and slum clearance. Role of trade Unions. Social Security in India. U.K. And U.S.A.</p> <p>(While the Study will be made in relation to the situation in India. Brief outline of the Problems obtaining in U.K. and U.S.A. shall also be given due regard to management of public Enterprises.</p>	12
V	<p>Control over Public Enterprises, parliamentary control, Ministerial control, committee on public under- takings (CPU), Judicial Control, Role of Comptroller and Auditor General of India in Pub. Ent.</p>	12

**Part C - Learning Resource**

Text Books, Reference Books, E-Resources

**Text Books:**

**Reference Books:**

- 1 Prasad, Jagdish, Rao, Nageshwar and others-Adminstration of Public Enterprises in
2. Shasth, KB, Dhanja nand-Public Enterprises
3. Singh, 8.K-Putilic Sector in India
4. Kham, A.M. and Others Industrial Policy, Performance Evaluation of Pune Enterpr
5. Lat. thure and a Raja-Controlling Public Sector Sickn
6. Narrysn, Batys CAG Public Enterprises Interf
7. Robarn, WA- Problems of Nationalised Industry Hanson, All.
8. Public Enterprises and Eennomic Development
9. Khera - Government or Business
- 10 Appiety, PH-e-examination of India's Administrative System with Special Reference in Adver Industrial and Commercial Enterprises
11. Ran, D.X. Prahalada, Corportate Governance
12. R. Chai Carpara Governance
13. Medury, Uma Corporate Goeman Frumsock
14. Mas Alarsa, Corporate Gove
- 15 Kumar Basant, Non-Executive Directors in Indian Corporate Governance
16. Markar & Sarkar, Corporate Governance in india
- 17 Yader & Butts, Corporate Gormance.

**E-Resources:**

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<b>Part A: Introduction</b>			
Program: Public Administration		Semester: M.A. IV Sem.	Year: 2023 w.e.f.: 2023-2024
1.	Course Code	PUB404	
2.	Course Title	FINANCIAL ADMINISTRATION	
3.	Course Type	THEORY	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>• Knowledge about finance part of the government and its different nature working under different types of economies.</li> <li>• Comprehending the Indian economic system and dynamics related to public finance, fiscal federalism, resource mobilization.</li> <li>• Acquaintance with the budget system in India and its significance.</li> </ul>	
6.	Credit Value	04	
7.	Total Marks	Internal Marks: 20 External Marks: 80	Min Passing Marks: 36

<b>Part B: Content of the Course</b>		
Unit	Topics	Total Hours
I	Introduction of Financial Administration- Meaning, Importance. Constitutional provision relating to Financial Administration in India. Central-State Financial Relations. Public Expenditure. Meaning & Importance Difference between public & private Expenditure in India & Control on it.	12
II	Budget: Principles of sound Budget, Types of Budget- Legislative, Executive, Board or Commission type. National Income. Concept, methods to measure, Domestic Product, Net National product, personal Income.	12
III	Budget Techniques Line Item budget, Lump-sum Budget, Performance of Budget. Zero based Budgetary Process in India- preparation. Parliamentary Approval, Execution of Budget. Accounting of Funds and Audit. Information meaning, impact and Control Mechanism, Recession, correct, Important and Impact.	12



IV	Control Over public Accounting: parliamentary control parliamentary committees (Public Accounts Committees, Estimate committees, Committees on public Undertake- Finance Committees, Eleventh Five year Plan Role of controller Gernal of Accounts.	12
V	Indian Banking System Nationalized Banks. Commercial Banks, Private Banks, Features & Recent trends, New Economic Dubey of 1911. Liberalization, privatization & Globalization & rented gessoes', Foreign Direct Investment in India.	12

**Part C - Learning Resource**

Text Books, Reference Books, E-Resources

**Text Books:**

**Reference Books: 1. J.C. Pant, Lok Arthshashtra, Lakshmi Narayan Agrawal.**

**2. Surendra Katariya, ArthikNitevamPrashashan.**

**3. A.P. Awasthi, Vitta Prashashan, Lakshmi Narayan Agrawal.**

**4. MJK Thavraj, Financial Administration in India, Sultan Chand and Sons.**

**5. Dutt and Sundaram, Bhartiya Arthvyavastha.**

**6. Agrawal, Bhartiya Arthvyavastha.**

**7. S.C. Singhal, Lok PrashashankeTatva, Lakshmi Narayan Agrawal. 8. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman. 9. Chandra Prakash Bhambhri, Public Administration.**

**10. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice**



Mahal Publication. 11. Mishra and Puri, Bhartiya Arthvyavastha.

12. Batra, Globalisation and Liberalisation.

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<b>Part A: Introduction</b>			
w.e.f.: <b>2023-2024</b>		Semester: <b>Fourth</b>	Year: <b>II</b>
		w.e.f.: <b>2023-2024</b>	
<b>1</b>	Course Code	<b>PUB405</b>	
<b>2</b>	Course Title	<b>Elective-I ENVIROMENTAL POLLUTION AND MANAGEMENT</b>	
<b>3</b>	Course Type	<b>THEORY</b>	
<b>4</b>	Pre-requisite (if any)	Nil	
<b>5</b>	Course Learning Outcomes (CLO)	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> <li>• Have gained awareness of current forms of environmental pollution and an overview of both their causes and consequences to natural, economic and social systems.</li> <li>• Have gained an understanding of the fundamental principles governing the interactions between the systems (ie. transport of pollutants in the environment),</li> <li>• Have been exposed to learning examples of good practice of technologies and options used to remediate reduce/eliminate pollution of the environment, Be able to analyse, synthesise, and evaluate evidence to understand problems and accordingly select control measures and techniques concerning atmospheric, water or terrestrial challenges.</li> </ul>	
<b>6</b>	<b>Credit Value</b>	<b>4</b>	
<b>7</b>	<b>Total Marks</b>	<b>Internal Marks: 20 External Marks: 80</b>	<b>Min Passing Marks:36</b>
<b>Part B: Content of the Course</b>			
Unit	Topics		Total Hours
<b>I.</b>	Water pollution, sources & types of water pollution, physical, chemical & biological, effect of water pollution. Drinking water quality standards waste water treatment primary, secondary, tertiary Water pollution prevention & control act 1974.		12
<b>II</b>	Air pollution structure and composition of atmosphere classification, sources & effects of air pollution Acid rain green house effect global warming Ozone depletion.		12



III	Prevention and control of air pollution particulate control settling chamber, scrubber, bag filter, cyclones electrostatic precipitators. Gaseous emission control methods. Air pollution prevention and control Act 1981.	12
IV	Soil Pollution soil pollutants type's sources, effects & Control. Noise Pollution sources effects & Control.	12
V	Government Agencies & Programs The Tiwari committee creation of NCEPC Department of Environment & Forest Function of State Pollution Control Board.	12

**Part C - Learning Resource**

Text Books, Reference Books, E-Resources

संदर्भ ग्रंथ –

Suggested Reading:

Rao, M. N and H.VN Rao (1993) Air Pollution, Tata McGraw

Hill Publishing Company Limited New Delhi

2Kudesia, V.P and Ritukudesis (1992) Water Pollution, Pragati Prakashan Publication

Meerut

Sawyer, CN, PL McCarty and G.F. Perkin (1994) Chemistry for

Environmental Engineers, II Edition. McGraw Hill 4.Sharma, BK and H.Kaur (1994) Soil and Noise Pollution. Goel Publishing House, Meerut,

5.Kumarasawmy, K., A. Alagappa Moses and M. Vasanthy (2004)

Environmental Studies (A Text Book for All Under Graduate Students) Bharathidasan University Publications

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Part A: Introduction			
w.e.f.: <b>2023-2024</b>		Semester: <b>Fourth</b>	Year: <b>II</b>
w.e.f.: <b>2023-2024</b>			
<b>1</b>	Course Code	PUB406	
<b>2</b>	Course Title	<b>Elective-II PERSONALITY DEVELOPMENT</b>	
<b>3</b>	Course Type	<b>THEORY</b>	
<b>4</b>	Pre-requisite (if any)	Nil	
<b>5</b>	Course Learning Outcomes (CLO)	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> <li>Analyze the determinants of personality characteristics to better understand their effects on cognitions, emotions, and behavior.</li> <li>Think critically about and apply theoretical and research-based explanations for human behavior challenges order to successfully negotiate the in of daily living.</li> <li>Apply the major personality domains and theories to better understand one's own behavior and the behavior of others.</li> </ul>	
<b>6</b>	<b>Credit Value</b>	<b>4</b>	
<b>7</b>	<b>Total Marks</b>	<b>Internal Marks: 20</b> <b>External Marks: 80</b>	<b>Min Passing Marks:36</b>
Part B: Content of the Course			
Unit	Topics		Total Hours
<b>I.</b>	<b>INTRODUCTION:</b> Personality development- concept, types, role and impact, developing self awareness, projecting a winning personality.		12
<b>II</b>	<b>PERSONALITY ASSESSMENT :</b> Personality assessment and testing resume writing- types, contents, formats, interviewing skill, group discussion, JAM sessions, and persuasive communication.		12



III	<b>COMMUNICATION SKILL:</b> Practice on oral/spoken communication skill and testing-voice and accent, feedback and questioning techniques, objectives in a argument.	12
IV	<b>PRESENTATION SKILLS:</b> Skills and techniques, etiquette, project/assignment presentation, role play and body language, impression management.	12
V	<b>PERSONALITY DEVELOPMENT ACTIVITIES:</b> Leadership activities, motivation activities, team building activities, stress and time management techniques, creativity and ideation.	12

**Part C - Learning Resource**

Text Books, Reference Books, E-Resources

संदर्भ ग्रंथ –

Suggested Reading:

Business Communication- Royan and V.lesikar, John D. Pettit, JR.RichardD.Irwin, INC.

Personality Development and soft skills- Barun K. Mitra, Oxford Publisher. Personality

Development -Rajiv K.Mishra, Rupa Publisher

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Dr. Mukta Dubey  
Chairman B.O.S



Part A: Introduction			
	w.e.f.: <b>2023-2024</b>	Semester: <b>Fourth</b>	Year: <b>II</b>
			w.e.f.: <b>2023-2024</b>
1	Course Code	PUB407	
2	Course Title	<b>Elective-III PROCESS AND ISSUES IN INDIAN ADMINISTRATION</b>	
3	Course Type	<b>THEORY</b>	
4	Pre-requisite (if any)	Nil	
5	Course Learning Outcomes (CLO)	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> <li>• The purpose of this course is to provide broad understanding of processes, practices and issues in Indian Administration.</li> <li>• The aim of the course is to equip the students with skills necessary</li> <li>• Undertake analysis of administrative process and issues in India.</li> </ul>	
6	Credit Value	4	
7	Total Marks	<b>Internal Marks: 20</b> <b>External Marks: 80</b>	<b>Min Passing Marks:36</b>

Part B: Content of the Course		
Unit	Topics	Total Hours
I.	<p>Issues and Challenges in Indian Administration</p> <p>a) Socio-Economic b) Political</p> <p>c) Governance Issues and Challenges</p>	12
II	<p>Planning and Development</p> <p>a) Planning Commission</p> <p>b) National Development Council</p> <p>c) National Institution for Transforming India (NITI Aayog)</p>	12





<b>III</b>	Fundamental Issues in Indian Administration a) Politicians- Civil Servants relations b) Generalists Specialists Debate	12
<b>IV</b>	Responsive and Accountable Administration a) Institutional Mechanisms Accountability (Legislative, Executive, Judiciary, & b) Mechanisms of Making Administrative Process Accountable (RTI, RTPS, Social Lokpal) Audit/ Citizens' Report Card, Jansunwai)	12
<b>V</b>	Administrative Reforms a) Civil Services Reforms in the Context of Liberalization b) E-Governance Initiatives Reinventing Indian Administration a) New Regulatory Institutions b) Public-Private Partnership	12

**Part C - Learning Resource**

Text Books, Reference Books, E-Resources

संदर्भ ग्रंथ –

Suggested Reading:

Readings:

1. Ahuja Kanta and A. K Ojha, (ed.), 2008, Governance and Reforms, Jaipur, Aalekh Publishers.
2. Arora Ramesh K. (ed.), 2006, Public Administration in India: Tradition, Trends and Transformation, New Delhi, Paragon. 3. Arora Ramesh K. and Rajni Goyal, 2000, Indian Administration: Institutions and Issues,



- New Delhi, Wishwa Prakashan. 4. Chakrabarty Bidyut, 2007, Reinventing Public Administration: The Indian Experience, New Delhi, Orient Longman Private Limited.
5. Commonwealth Secretariat, 2007, Public Services in India: Current Good Practices and New Developments in Public Service Management, Jaipur, Rawat Publications, Indian Reprint
6. Jain R. B., 1976, Contemporary Issues in Indian Administration, Delhi Vishwa.
7. Jain RH, 2002, Public Administration in India: 21st Century Challenges for Good Governance, New Delhi, Deep and Deep Publications
8. Maheshwari S. R., 2002, Administrative Reforms in India, Delhi, Macmillan India.
9. Prasad Kamala, 2006, Indian Administration Politics Policies and Prospects. New Delhi Dorling Kindersley (India). Licensees of Pearson Education in South Asia.
10. Rafath Mohammed Ali, 2012, Bureaucracy and Politics, Jaipur, Rawat Publications.
11. Raghunandan T. R. (ed.), 2012, Decentralization and Local Governance The Indian Experience. New Delhi, Orient Blackswan.
- Activate Windows 12. Reddy Sanjeev PL and R.K Tiwan, 2005, Issues and Themes in Indian Administration  
New Delhi, IIPA

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