

M.A. PUBLIC ADMINISTRATION Degree Course

PG - SCHEME OF EXAMINATIONS: CBCS PATTERN (For the students admitted during the academic year 2018-2019 and onwards)

Sub Code	Part	Title of the Paper	Hrs (wk)	Internal (CA) Marks	External Marks	Total Marks	Ext- Min.	Total Pass Mark	Credits
Semester – I									
18MPA11C	A	Core 01: Organizational Behaviour	8	25	75	100	38	50	4
18MPA12C	A	Core 02: Indian Administrative System	8	25	75	100	38	50	4
18MPA13C	A	Core 03 : Public Financial Administration	7	25	75	100	38	50	4
18MPA14E	B	Elective – I : Rural and Urban Administration in India	7	25	75	100	38	50	4
Semester – II									
18MPA21C	A	Core 04: Human Resource Management	6	25	75	100	38	50	5
18MPA22C	A	Core 05: Police Administration	6	25	75	100	38	50	4
18MPA23C	A	Core 06 : Administrative Thinkers	6	25	75	100	38	50	5
18MPA24C	A	Core 07 : Principles of Management	6	25	75	100	38	50	4
18MPA25E	B	Elective - II Comparative Public Administration	6	25	75	100	38	50	4

Sub Code	Part	Title of the Paper	Hrs (wk)	Internal (CA) Marks	External Marks	Total Marks	Ext- Min.	Total Pass Mark	Credits
Semester – III									
18MPA31C	A	Core 08 : Administrative Law	6	25	75	100	38	50	5
18MPA32C	A	Core 09: Public Policy Analysis	6	25	75	100	38	50	5
18MPA33C	A	Core 10 : Labour Welfare Administration and Industrial Relations	6	25	75	100	38	50	5
18MPA34C	A	Core 11 : Trends and Issues in Public Administration	6	25	75	100	38	50	5
18MPA35E	B	Elective – III Health and Hospital Administration In India	6	25	75	100	38	50	4
Semester – IV									
18MPA41C	A	Core 12: E-Governance in Administration	8	25	75	100	38	50	5
18MPA42C	A	Core 13: Environmental Administration in India	8	25	75	100	38	50	4
18MPA43C	A	Core 14: Research Methodology	8	25	75	100	38	50	5
18MPA44E	B	Elective - IV Indian Parliamentary System	6	25	75	100	38	50	4
18MPA45V	A	Project Viva - Voce		20	80	100	40	50	10
TotalCredits						1900			90

Core -Includes core theory, practical and electives

Includes 25/40 continuous Internal Assessment Marks for Theory and Practical papers respectively

Project evaluation done by both Internal and External examiner for 80 Marks

SYLLABUS FOR M.A. PUBLIC ADMINISTRATION

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 1:Organizational Behavior	I	18MPA11C

Objective

To increase the interest of the students about the organizations, behavior of individual and issues of Organization Behavior.

UNIT – I: INTRODUCTION

Meaning, Nature, Scope of Organizational Behaviour, Need of Organizational Behaviour, Approaches to Organizational Behaviour, Models of Organisation Behaviour

UNIT – II: INDIVIDUAL BEHAVIOUR

Individual Behaviour - Personality, Learning Attitudes, Perception, Motivation Group Behaviour-Group Dynamics, Group Cohesiveness.

UNIT – III: PROCESS OF ORGANIZATION

Leadership, Meaning, Styles, Qualities, Types, Theories, Organisational Communication-Meaning, Importance, Process, Barriers, Principles of Effective Communication.

UNIT – IV: ISSUES OF ORGANIZATION BEHAVIOUR

Organization Conflict- Organization Effectiveness-Organizational Culture-Meaning and Significance-Organizational Climate, Organization Counseling

UNIT – V: ORGANIZATION DYNAMICS

Organisational Change, Meaning, Nature and Cause-Organizational Development-Meaning and Interventions.

Textbook

1. Prasad L.M, Organizational Behaviour, Sultan Chand Publishers, New Delhi 2004

Reference Books:

1. Stephen P.Robbins, Organisational Behaviour, Prentice Hall, 1997.
2. Rudani R.B, Management & OB, McGraw Hill Book, New Delhi 2011.
3. Nirmal Singh, Organizational Behaviour, Concepts, Theory and Practices Managing People and Organization in the 21st century Deep & Deep Publishers New Delhi, Reprint 2009
4. Keith Davis, Human Behaviour at Work, McGraw Hill Book Co., 1991
5. Gregory Moorhead Organisational Behaviour- Managing people and Organisations, Jaico, 1994.
6. Judith R. Gordon, A Diagnostic Approach to Organisational Behaviour, Allyn & Bacon, 1993.

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 2:Indian Administrative System	I	18MPA12C

Objective

To make the students understand evolution of Indian administration salient features administrative machineries of the center and state administration and the issues related to Indian administration.

UNIT – I: EVOLUTION OF INDIAN ADMINISTRATION

Administration in Pre- colonial, Colonial and Post- colonial era- welfare state- Salient features of Indian Constitution- Fundamental Rights – Directive Principles of State Policy.

UNIT – II: UNION ADMINISTRATION

President- Prime Minister- Council of Ministers- Cabinet Secretariat- Cabinet Committees- Prime Minister’s Office- Central Secretariat- Ministries and Departments.

UNIT – III: CONSTITUTIONAL AUTHORITIES

Finance Commission – Union Public Service Commission – Election Commission – National Commission for SCs & STs – Attorney General of India – Comptroller and Auditor General of India

UNIT – IV: STATE ADMINISTRATION

Governor – Chief Minister, – Cabinet – State Secretariat – Departments – Directorate – Collectorate- State Public Service Commission.

UNIT – V: ISSUES IN INDIAN ADMINISTRATION

Minister – Civil Servant Relation – Generalist Vs. Specialists – Union- State Relations(Administrative and Financial) – Planning Commission- National Development Council- Corruption- Administrative Reforms - Impact of Information Technology on Indian Administration – Globalization and Indian Administration

Textbook

1. Maheswar.S.R. Indian Administration, Orient longmanPvt-Ltd,New Delhi,2004.

Reference Books

1. ArunShourie,The Parliamentary System In India,Rupa,Newdelhi,2007.
2. J.C.Johari ,Indian Parliament: A Critical Study of Its Evolution, Composition And Working,Metropolitant Book, New Delhi,2006.
3. Shukla.V.N. Constitution Of India,Eastern Book Company,Lucknow,2013.
4. Basu.D.D.Introduction To The Constitution Of India, Lexis Nexis, Publishing House,
5. Shankar. B.L., Valerian Rodrigues. The Indian Parliament, Oxford University Press, Nagpur 2013, Nodia U.P. 2010

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 3:Public Financial Administration	I	18MPA13C

Objective

To enable the students about the techniques of Government's Budgeting, Accounting, Auditing and Revenue Mobilization.

UNIT – I: INTRODUCTION

Nature, Meaning, Scope and Significance of Public Financial Administration- Principles of Budget – Modern Techniques of Public Financial Administration – Budgetary procedure in UK., U.S.A and India.

UNIT – II: BUDGETARY PROCESS AND PUBLIC BUDGETING IN INDIA

Aspects of Indian Budgetary system –Types of Budget –Finance Ministry-Preparation, Enactment and Execution of Budget - -Control over Public Expenditure in India.

UNIT – III: PARLIAMENTARY COMMITTEE

Public Accounts Committee – Estimate Committee – Committee on Public Undertakings – Committee on Subordinate Legislation – Departmental Standing Committees.

UNIT – IV: ACCOUNTS AND AUDITING

Meaning of Audit – Auditing procedures in India – Comptroller and Auditor General of India – Separation of Accounts from Audit – Performance Auditing.

UNIT – V: PUBLIC FINANCE AND FINANCIAL RELATIONS

Central Finance Commission– Union – State Financial Relations - Resource Mobilization – Tax Administration in India-Financial Administration in States and Local Bodies – Public Debt– State Finance Commission.

Textbook

1. Goel S.L., Public Financial Administration, New Delhi Deep and Deep Publication, 2002

Reference Books

1. Thavaraj M.J.K., Financial Administration in India, Sultan Chand & Sons , New Delhi ,2000.
2. Mukherjee S.S., Financial Administration in India, Surjeet Publication, New Delhi
3. Kramer Fred A., ed. Contemporary Approaches to Public Budgeting, Cambridge, Mass:Winthrop,1979

Year	Subject Title	Sem.	Sub Code
2018 – 19 Onwards	Elective 1:Rural and Urban Administration In India	I	18MPA14E

Objective

To know about the concepts of Rural and Urban Administration in India.To enable the students to know more about the functioning and issues of Rural and Urban Administration.

UNIT – I: INTRODUCTION

Meaning, Nature & Scope of Local Government - Democratic Decentralization –Evolution of Local Government.

UNIT – II: COMMITTEES ON PANCHAYATI RAJ

Community Development Programme – National Extension Service – Balwantrai Mehta Committee – Ashok Mehta Committee-Committees on Local Administration Since-1980

UNIT – III: RURAL LOCAL GOVERNMENT

Rural Local Government -73rd Amendment – Role, Function and Powers of ZillaParishad – Panchayat Samiti - Village Panchayats and GramaSabha , Control Over Rural Local Government.

UNIT – IV: URBAN LOCAL GOVERNMENT

Urban Local Government – 74th Amendment – Municipal Corporation Municipality – Townships - Notified Area Committees – Cantonment Board – Mayor and Commissioner-Control Over Urban Local Bodies.

UNIT – V: ISSUE IN LOCAL GOVERNMENT

Role of Political Parties in Local Bodies- Women Representation In Local Bodies — Corruption in Rural and Urban Local Bodies – People’s Participation and Social Audit.

Textbook

1. Maheswari.S.R-Local Government in India ,LaxmiNarainAgarwal , New Delhi,2010-1011.

Reference Books

1. Dhliwal.S.S – Municipal Administration, Deep & Deep, New Delhi,1999
2. Goel S.L and Shalini Rajneesh – Panchayat Raj in India; Theory and Practice,Deep & Deep Publications, New Delhi,2009.
3. M.P Sharma:Local self-Government in India- Munshiram -1977-
4. U.B.Singh Functioning of Local Government in South India- Gyan Publishing house - 2001.

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 4:Human Resource Management	II	18MPA21C

Objective

After studying this Paper the students gain knowledge about the Human Resource Management, Human Resource Development, Role of Human Resource Department in Planning and Development.

UNIT – I: INTRODUCTION

Meaning, Nature, Scope and Significance of Human Resource Management – Objectives of Human Resource Management – HRM and HRD

UNIT – II: HUMAN RESOURCE DEVELOPMENT

Role and Significance of HRD – Techniques of HRD– Design and Implementing HRD

UNIT – III: ORGANIZATION DESIGN AND PERSONNEL FUNCTIONS

Organization structure and Role of HR Department – Man Power Planning -Job Description – Job analysis ,Job Enrichment and Evaluation.

UNIT – IV: HUMAN RESOURCE PLANNING

Recruitment and Selection – Training and Development – Promotion – Career Planning and Development – Motivation and Morale – Compensation -Performance Appraisal-Retirement.

UNIT – V: MANAGEMENT DEVELOPMENT

Job Satisfaction – Grievance systems – TQM- Quality Circles – Employees Stress – Employee Counseling – Types of Counseling-Resent trends in HRM.

Textbook

1. Tripathi,.P.C. Human Resource Management Development , New Delhi: Sultan Chand and Sons. 2000

Reference Books

1. Mahapatro B.B. Human Resource Management, New Age International Publishers New Delhi, 2010
2. Kandila. S.R. Competency – Based Human Resource Management, P H I Publishing House , New Delhi, 2012
3. Aswathappa.K. Human Resource Management Text and cases, Tata McGraw Hill Education India Private Limited, New Delhi, 2013
4. Singh .N.K. Human Resource Management Excel Publication New Delhi, 2002

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 5:Police Administration	II	18MPA22C

Objective

To know about the concept of Police administration.To enable the students to know more about the functioning of Police.

UNIT – I: INTRODUCTION

Meaning, Nature and Scope of Police Administration – Evolution of Police Administration in India - Approaches to Police Administration

UNIT – II : CENTRAL INTELLIGENCE AGENCIES

Central Intelligence Agencies: Central Bureau of Investigation – Central Intelligence Bureau – Central Reserve Police Force – Central Industrial Security Force – Railway Protection Force - Forensic Science Laboratory-Cyber Crime Bureau – CrimeRecord Bureau

UNIT –III: SYSTEM OF POLICE ADMINISTRATION AT STATE LEVAL.

Organization of the Police Department at the state level – District Police Administration Armed Police, Commissioner System –Traffic Police –Women police-juvenile delinquency

UNIT – IV: POLICE PERSONNEL ADMINISTRATION

Police Personnel Administration: Recruitment - Training – Promotion – Pay and Compensation - Retirement –Redressal of Police Grievances,

UNIT – V: POLICE OPERATION

Police Operation: Patrol, Beats, Outposts,Police StationInvestigation, and Prosecution Police Judiciry Relation-Police Public Relation Police and Mass Media

Textbook

1. H. L. Kapoor, Police Administration, EssEss publication, New Delhi,2000.

Reference Books

1. Chaturvedi, J.C. Police Administration and Investigation of Crime, Isha Books, New Delhi, 2005.
2. Gary Corner, Police Administration, Anderson Publishing, Australia, 2010.
3. James Vadakumchery,Human Rights and the Police in India, Ashish Publishing, New Delhi, 2000.
4. RohitChoudhari, Policing, Sage Publications, New Delhi,2009.

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 6:Administrative Thinkers	II	18MPA23C

Objective

The purpose of this paper is to enable the students to understand the views of the Administrative Thinkers during classical, Neo classical and modern period which will make them to analyse further the various aspects of administration.

UNIT – I: INTRODUCTION

Kautilya – Thiruvalluvar - Woodrow Wilson.

UNIT – II: CLASSICAL SCHOOL

F. W. Taylor – Henri Fayol -Luther Gullick- Max **Weber**

UNIT – III: NEO _ CLASSICAL SCHOOL

Elton Mayo- Mary Parker Follet – C. I. Barnard

UNIT – IV: BEHAVIOURAL SCHOOL

Herbert. A. Simon- Rensis Likert- Riggs

UNIT – V: SOCIO-PSYCHOLOGICAL SCHOOL

Abraham Maslow -McGregor- Herzberg

Textbook

1. Ravindra Prasad and Sathyanarayanan- Administrative Thinkers, sterling publishers
New Delhi 2004

Reference Books

1. Anthony Tillet, Thomas Kemper & Gordon Willey – Management Thinkers, Penguin Books
1970.
2. Ramesh K Arora – Perspective in Administrative Theory, Associated Publishing House, New
Delhi, 1979.
3. Sapru R.K.-Administrative Theories & management Thought, Prentice Hall, New Delhi 2000.
4. Singh R N – Management Thinkers, Sultan Chand Publishers,New Delhi.

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 7 : Principles of Management	II	18MPA24C

Objective

To enable the students to study the evolution of Management, to study the functions and principles of management and to learn the application of the principles in an organization

UNIT-I: INTRODUCTION TO MANAGEMENT AND ORGANIZATIONS

Definition of Management – Science or Art – Evolution of Management –Approaches to Management – Current Trends and Issues in Management.

UNIT-II: PLANNING

Nature and Purpose of Planning – Planning Process – Types of Planning – Planning Tools and Techniques – Decision Making.

UNIT-II: ORGANIZING

Nature and purposes – Formal and Informal Organization – Organization Structure – Line and Staff – Departmentalization – Delegation of Authority – Centralization and Decentralization

UNIT-IV: DIRECTING

Motivation – Motivation Theories – Motivational Techniques – Leadership – Communication – – Barrier in Communication – Effective Communication –

UNIT V: CONTROLLING

Control- Control Techniques – MBO-MIS-TQM-Quality Circles.

Textbook

1. Stephen P.Robbins& Mary Coulter, “Management”, Prentice Hall (India) Pvt.Ltd., 10th Edition, 2009.
2. JAF Stoner, Freeman R.E and Daniel R Gilbert “Management”, 6th Edition, Pearson Education, 2004.

Reference Books

1. Stephen A. Robbins& David A. Decenzo& Mary Coulter, “Fundamentals of Management” 7th Edition, Pearson Education, 2011.
2. Robert Kreitner&MamataMohapatra, “Management”, Biztantra, 2009.
3. Harold Koontz & Heinz wehrich “Essential of Management”, Biztantra, 2008
4. Tripathy PC & Reddy PN, “Principles of Management” Tata MCgraw Hill, 1999.

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Elective II:Comparative Public Administration	II	18MPA25E

Objective

To increase the knowledge of the students about the Comparative Public Administration and Administrative System which are prevailing in the various parts of the world namely U.S.A., U.K., France.

UNIT I: INTRODUCTION

Meaning, Nature and Scope of Comparative Public Administration - Evolution of the Study of Comparative Public Administration – Approaches to the Study of Comparative Public Administration – Traditional- Structural-Behavioral – Functional – System , Institutional, Ecological and Modern Approach.

UNIT II: COMPARISON OF LAW AND POLICY MAKING PROCESS

Comparative Study of Legislature and Policy Making Process in UK, USA and France

UNIT III: FUNCTION OF EXECUTIVE BRANCHES

Comparative Study of Executive Branches in UK, USA and France

UNIT IV: METHODS OF JUDICIAL SYSTEM:

Comparative Study of Judicial System in UK, USA and France

UNIT V: TYPES OF CIVIL SERVICE AND LOCAL GOVERNMENTS:

Comparative Study of Civil Services in UK, USA and France Comparative Study of Local Government Institutions in UK, USA and France

Textbook

1. Arora R.K. Comparative Public Administration. Unique Publishers, New Delhi , 2007

Reference Books

1. S.S Pahlya, Ravindra Singh, New Delhi , Sterling Publishers Pvt,Ltd, New Delhi,2012
2. RathodP.B . Comparative Public Administration, Abd Publishers Jaipur -2007
3. Juditha Bara And Mark Pennigton Comparative Politics, Sage Publication New Delhi, 2009.
4. Chatorvedi . T.N. Comparative Public Administration Associated Publishing House , New Delhi 2002.

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 8 : Administrative Law	III	18MPA31C

Objective

To enhance the knowledge of students in Administrative Law. It also make them to understand and governs activities of Administrative Agencies of the Government.

UNIT – I: Introduction

Meaning, Nature and scope of Administrative Law – Historical Growth and Development of Administrative Law – Rule of Law – Droit Administratif – Constitutional Law and Administrative Law.

UNIT – II: Government and Administrative Law

Executive and Administrative law- Government Liability – Classification of Administrative Actions – Administrative Discretion - Administrative Law and Privileges.

UNIT – III: Delegated Legislation

Legislature and Administrative Law -Delegated Legislation – Control over Delegated Legislation.

UNIT – IV: Judiciary and Administrative Law

Judiciary and Administrative Law- Distinction between Judicial and Quasi – Judicial Function – Principles of Natural Justice – Administrative Tribunals – Judicial Remedies.

UNIT – V: Control over Administration

Government Control Over Public Undertakings – Legislative control over Public Undertakings – Statutory Inquiries – Statutory and other Remedies – Judicial Review of Administrative Action – Ombudsman, Lokpal – Lokayukta.

Textbook

1. Takwani,C.K, Lecturers on Administrative Law, Eastern Book Company Lucknow, 2001

Reference Books

1. Durga Doss Basu, Administrative Law, Prentice Hall of India (p) LtdNew Delhi, 1986.
2. Kesari, U.P.D., Lecturers on Administrative Law,

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 9 : Public Policy Analysis	III	18MPA32C

Objective

To make the students to understand the procedures involved in Policy Formulation, and implementation.

UNIT – I: INTRODUCTION

Meaning and Nature Scope and importance of policy science-Evolution of Policy Science-Social, Economic, Political and cultural Factors relevance to policy science.

UNIT – II: POLICY ANALYSIS

Policy analysis – process and stages, models in policy analysis: System Model, pressure group model, Game Model and Elite Model, Institutional and incremental model- Dror’SOptimal model.

UNIT – III: PUBLIC POLICY IN INDIA

Policy making process- Stake Holders-Citizens-Pressure Groups-Political Parties-Election Manifesto-Agencies in policy Making-Policy Implementation- Policy Evaluation.

UNIT – IV: CENTRAL LEVEL POLICY

New Economic Policy-Food and Agriculture Policy-Population Policy and Health Policy-Science and Technology Policy- New Education Policy-Environment Policy

UNIT – V: STATE LEVEL POLICY

Language Policy – Reservation Policy – Social Welfare Policy

Textbook

1. Sarpu,R. K. Public Policy : Art and craft of policy Analysis. PHI Publishing House, New Delhi,2010.

Reference Books

1. Khurana, Public Policy and contemporary issues, Excell Publications, New Delhi, 2010.
2. Arvindsivaramakrishanan, Public policy and Citizenship, sage publicationsprivate limited, New Delhi,2010.
3. Mohanty.P.K. cites and Public Policy , Sage Publication Pvt. Limited, New Delhi, 2014.

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 10:Labour Welfare Administration and Industrial Relations	III	18MPA33C

Objective

This paper enable the students understand the basic concepts of labour welfare administration and industrial relations. It makes the students to become familiar with industrial disputes and trends and issues related to labour welfare.

UNIT-I: INTRODUCTION

The Meaning and Nature and Scope of the Labour Welfare-The Origin of the Working Classes of India-The Production Relation in India-Theories of Labour Welfare-the Liberal and the Marxist Interpretation of the Labour Welfare-The Labour welfare System in India.

UNIT-II: THE CLASSIFICATION OF THE LABOURER

The Urban and The Rural Labour-The Concept of the Proletariat-The contract labour and Bonded Labour The Women Labour- The Organised and Un- organised Labour-the Visious Cycle of poverty and the Rural unemployment.

UNIT-III: LABOUR WELFARE LEGISLATION IN INDIA

Directive Principles and Labour Welfare-Historical Development of the Labour Welfare Legislations in India-The Industrial Disputes Act-1947- The Contract Labour(Regulations and Abolitions) Act 1970-The Child Labour (Prohibition Abolition) Act-1986- The Minimum wages Act-1948 – The Trade union Act-1926

UNIT-IV: INDUSTRIAL DISPUTES AND THE INDUSTRIAL RELATIONS

The Lay-off and the Retrenchment- The Strike and the Lock-out- The Unfair Labour practices- The Grievances redressing Machinery –The Trade Union Movement in India- Ideological Bases of the Trade unions- Role of the Trade union in the labour welfare- The Collective Bargaining- The Labour Courts and the Labour Rights in India- The Right to Constitutional Remedy – The Right to Constitutional Remedy.

UNIT-V:THE TREND AND ISSUES IN THE LABOUR WELFARE ADMINISTRATION

The Globalization and The Labour Rights infringements- Pro-Market Reform and the Labour Laws amendment-The Economic Reform Regime- Impact of the Neo-Liberal Reform on the Labour welfare Legislation in India- Technology Advancement and Job loss-Automation of Production Industry- Robotizing of Industry-Out Sourcing the Job- Informalisation –Causalization - Privatization –Disinvesting the Public sector Undertakings-The Concept of the Jobless Growth.

Textbook

1. Tripathi, P.C.,- Personnel Management and Industrial Relations, Sultan Chand Publications, New Delhi, 2010.

Reference Books

1. Sharma A.M. – Industrial Relations, Himalaya Publishing House, New Delhi, 2007
2. B.P Tyagi Labour Economic and Social Welfare, Jaiprakashnath & Co, Meerut 2011
3. Mariappan.K, Employment Policy and Labour Welfare In India, New Century Publication. 2011

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 11 : Trends and Issues in Public Administration	III	18MPA34C

Objective

This paper is designed to expose the students to the trends in Public Administration. By studying this paper the students will get to know the various issues pertaining to government services. The purpose is to create awareness among the students, the importance of integrity in Public Service and various institutions which work in India to eliminate corruption.

UNIT – I: INTRODUCTION

New Trends in Public Administration – Generalist vs. Specialist – Public Administration and Globalization – Relationship between Political and Permanent Executives

UNIT – II: INTEGRITY IN ADMINISTRATION

Integrity: Meaning, Historical Perspective and cause for the decline – Modes of Corruption, Conduct rule, CVC, Lokpal and Lokayukta.

UNIT – III: ORGANIZATION AND METHOD

Organisation and Method – Work Study and Work Management – Management and Tools: Net work Analysis MIS, PERT & CPM.

UNIT – IV: ADMINISTRATIVE REFORMS

Administrative Reforms in India (Since Independence) – Reforms in Financial Management and Personnel Administration– Problems of Implementation.

UNIT – V: VALUES IN PUBLIC SERVICE

Values in Public Service –NHRC – Problems in Administration in Coalition regimes - Citizen – Administration Interface – Disaster Management– Environmental Issues.

Textbook

1. Ramesh K. Arora and RajniGoyal, Indian Administration: Institution and Issues, New Age International,1995.

Reference Books

1. Frederick . K.S. Lane , Current Issues in Public Administration Wadsworth Publishing Company,1999.
2. Laxmikanth,Public Administration, Tata McGraw Hill, New Delhi,2012
3. Mohit Bhattacharya :New Horizons of Public Administration, Jawahar Publishers,New Delhi,2011

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Elective III: Health and Hospital Administration	III	18MPA35E

Objective

By studying this subject the students will enrich their knowledge about the significance of Health and Hospital Administration.

UNIT-I: INTRODUCTION

Meaning, Nature, Scope and significance of Health Administration – Importance of Public Health – Government and Public Health.

UNIT-II: ORGANIZATION OF HEALTH CARE ADMINISTRATION

Structure of Health Care Administration at the central, State and Local Levels – Administration of primary Health care system – Voluntary Health care Agencies

UNIT-III: HEALTH CARE PLANNING

Health policy – Planning for Health care – Public relations in Health care Administration

UNIT-IV: HOSPITAL ADMINISTRATION

Meaning, Nature and Scope of Hospital Administration – Out-Patients – In-Patients and Emergency Services in Hospital – Manpower Planning in Hospital Administration

UNIT-V: ISSUES AND TRENDS IN HOSPITAL ADMINISTRATION

Modernization in Hospital Administration - Evaluation of Medical Services in Public and Private Hospital – Health Insurance – Role of World Health Organisation

Textbook

1. Goel S.L(1984)Hospital Administration Delhi: Sterling Publishers Pvt.Ltd.

Reference Books

2. Goel S.L and R.Kumar(1986) Hospital Administration and Management.
3. Kumar arun(2000) Encyclopedia of hospital administration and development, Anmol Publication,, Delhi.
4. Kumar, Arun(2000) Health Administration Anmol Publication,, Delhi.

Year	Subject Title	Sem.	Sub Code
2018 –19 Onwards	Core12 : E–Governance inAdministration	IV	18MPA41C

Objective

To create the awareness among the students in the field of Governance, Electronic Governance – Speedy delivery of service to the Public, Transparency in Administration etc.

UNIT – I: REINVENTING GOVERNMENT

Traditional Bureaucracy – Disadvantage – Need for Reforms – Transparency and Accountability – Citizen Friendly Administration- Citizen Charter – MIS – Information and Communication Technology.

UNIT – II: INTRODUCTION

Meaning, Nature and Significance of Information Government – E-Governance – Approaches to E-Governance – E-Governance as a Change Management Tool – Challenges for E-Governance.

UNIT – III: RESOURCE AND TECHNIQUES

National and State Level Information Technology Policies –National E-Governance Policy- National Informatics Centre – Delivery of Public Service through E- Programmes – Licensing – Tax administration – E- Kiosks.

UNIT – IV: E- GOVERNANCE APPLICATIONS

Aadhar Card – Pay roll system – GIS and Local Planning – E- Panchayats –E-Governance in Urban Local Bodies - Teleconference – IT Based Project.

UNIT – V: CHALLENGES AND RESPONSE

Law relating to E-Governance – Behavioural changes in Public Personnel system – Training – People’s participation in E- governance – Change oriented administrative system – Trends and Issues.

Textbook

1. Sinha.R.P. E-Governance in India, Initiatives and Issues, concept Publishing Company, New Delhi, 2006

Reference Books

1. Srinivasraj.B, E-Governance Techniques:New Century Publications New Delhi,2008.
2. UrmillaReddy, E-Governance in India, Lambert Academic Publication, New Delhi, 2012.
3. Prabhu.C.S.R. E-Governance: Concept and case studies, PHI Publishing House, Private Limited, New Delhi, 2013.
4. Vayunadan, E-Governance Good Governance : Initiatives in India, PHI Publishing House, Private Limited, New Delhi, 2003

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 13:Environmental Administration in India	IV	18MPA42C

Objective

This subject helps the students understand the meaning of environment administration, various issues related to environment and international administration and co operation related to environment

UNIT-I: INTRODUCTION

Environment – Meaning – Definition –scope of Environmental Administration- Basic Environmental Science- Components of the Environment- Importance and study of the Environmental science and Administration- Environment and Globalization- The role the UGC in the environmental awareness and education

UNIT-II: ENVIRONMENTAL POLLUTION

Meaning of the Environmental Pollution – Types of pollution - Soil- water- Air-Noise- Radio Active pollution-Roll of industrialization in Environmental pollution- Farm Agriculture – Automobile Industry- Heavy Industry-

UNIT-III: CURRENT ENVIRONMENTAL CRISIS

Science of Global warming causes and remedy -Ozone depletion- meaning –causes-effects - control measures – study on the Ozone depleting substances – Climate Change- Meaning –causes – effects-remedy - Green House gases effects-Science of Acid Rain-causes-effects-remedy- The Role of the Nuclear Energy and Non-Conventional Energy Sources to the next generation of the Human Community.

UNIT-VI: ENVIRONMENTAL ADMINISTRATION

The Ministry of the Environment and Forest and climate change- in the environmental Administration -The Environmental policy 2016-The Indian Constitution and Environmental and Environmental Protection-The right against Environmental pollution-Directive principal and Fundamental duties –Immunity of Environmental legislation from judicial scrutiny-right to development- Indian Judiciary-PIL- The Green Tribunal – The Environmental Protection Act -1972.

UNIT-V: INTERNATIONAL ADMINISTRATION AND CO-OPERATION

The Stockholm Declaration on Human Environment -1972- The UNEP- Nairobi convention -1982- The Earth Summit-1992- Kyoto Protocol(UNFWCCC)- The Environmental Protection under the W.T.O. Regime-The Paris Summit on Climate Change-2016- Challenges of the Developing Nations in the Carbon Emission- Role of India in the Environmental Protection.

Textbook

1. Benny Joseph, Environmental Studies, Tata Mc Gram-Hill. Noida- Uttarpradesh 2005

Reference Books

1. Divan.SAndRoseneranz.A Environmental Protection –Law And Policy In India, Oxford University Press, Noida, Uttrapradesh
2. Barman.J.Exploring The Green Horizon: Aspects Of Environmental History, Setuprakashani, Kolkata ,West Bengal-700006, 2013.
3. R.J.Ranjit Daniels And JagadishKrishnaswamy, Environmental Studies, Willey India Private Limited ,New Delhi.2009
4. Prakash S.M, Environmental Studies, Elite Publishers, Mangalore 2007.

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Core 14:Research Methodology	IV	18MPA43C

Objective

This paper attempts to introduce to the students the various methods of conducting a social science research, the procedure to formulation of a problem, its design, the various techniques of data collection, data analysis and to prepare the research report

UNIT – I: INTRODUCTION

Social Science Research – Objectives, Scope and Need for Social Science Research – Research in Public Administration.

UNIT – II: TYPES OF RESEARCH

Types of Research – Historical, Explorative, Analytical, and Empirical, Research – Value Dichotomy in Research in Public Administration.

UNIT – III: RESEARCH PROCESS

The Research Process and Concepts – Variables – Review of Literature – Hypothesis – Research Design.

UNIT – IV: RESEARCH TECHNIQUES

Techniques of Data Collection, Observation, Interview, Schedule, Questionnaire – Reliability and Validity, Sampling Techniques – Case Study - Survey

UNIT – V: RESEARCH REPORT

Data Analysis – Interpretation – The Research Report – Role of SPSS in Research – Ethics in Social Science research

Textbook

1. SaravanavelP :Research Methodology, KitabMahal, New Delhi 1991.

Reference Books

1. David E McNabb – Research Methods in Public Administration and Non – Profit Management, PHI Learning Pvt. Ltd, New Delhi, 2013,.
2. Gerald J.Miller Hand book of Research Methods in Public Administration Kaifeng Yang New Yark-2007.
3. Kothari C.R Research Methodology-Methods and Techniques. New Age International Publishers, New Delhi 2004
4. Sam Daniel P and Aroma G.Sam, Research Methodology, Gyan Publishing House,2011.

Year	Subject Title	Sem.	Sub Code
2018 -19 Onwards	Elective IV : Indian Parliamentary System	IV	18MPA44E

Objective

To make the students study about the Law making process and functions of parliamentary Committees in India.

UNIT – I: INTRODUCTION

Legislature: Meaning, Importance and kinds-Functions of the Legislature: Law Making and Non-Law making function.

UNIT – II: STRUCTURE OF THE INDIAN PARLIAMENT

Evolution of the Indian Parliament- Lok Sabha: Its structure, composition and powers – Rajya Sabha: Its structure, composition and powers- Whip and his role.

UNIT – III: FUNCTIONING OF THE INDIAN PARLIAMENT

Opening of the parliament-Session by the President-Sessions of the parliament: Budget Session, Monsoon session and Winter session-Question hour: Zero hour- Types of Questions-Unstarred questions, short notice questions, questions by private members- Motions: its kinds: Adjournment motion, Call attention motion, Cut Motions-No confidence motion, censure Resolution.

UNIT – IV: OFFICERS OF THE PARLIAMENT

Chairman and Deputy chairman of Lok Sabha -Rajya Sabha-Their Powers and Functions-Parliament Secretariat: Lok Sabha Secretariat: Its Structure and Functions- Rajya Sabha Secretariat and its Structure and Functions.

UNIT – V: PARLIAMENT PROCEDURE

Procedures during the presentation of the Budget- Procedures during the making of the Bill- Parliamentary Committees: Joint Parliamentary committee- Adhoc Committees-Standing Committees- Other Committees- Parliamentary forums: Objectives of the Forum- Parliamentary Groups: Their composition and functions.

Textbook

1. J.C.Johari ,Indian Parliament: A Critical Study Of Its Evolution,Composition And Working,Metropolitant Book,New Delhi,2006.

Reference Books

1. ArunShourie,The Parliamentary System In India,Rupa,Newdelhi,2007.
2. Shukla.V.N. Constitution Of India,Eastern Book Company,Lucknow,2013.
3. Basu.D.D.Introduction To The Constitution Of India, Lexis Nexis, Publishing House,

4. Shankar. B.L., Valerian Rodrigues. The Indian Parliament, Oxford University Press, Nagpur 2013, Nodia U.P. 2010