

**D R. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



Curriculum under Choice Based Credit &

Grading System

M.A. I & II Year

Public Administration

Semester-I to IV

run at college level from the

Academic Year 2015-16 & onwards

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

AURANGABAD

DEPARTMENT OF PUBLIC ADMINISTRATION

*SYLLABUS FOR THE
M.A. DEGREE COURSE*

(2011-12)

DEPARTMENT OF PUBLIC ADMINISTRATION
DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD - 431 004.

OFFICE
DEPARTMENT OF PUBLIC ADMINISTRATION
HUMANITIES AND SOCIAL SCIENCE BUILDING
DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY
AURANGABAD.
DEPARTMENT OF PUBLIC ADMINISTRATION

Sr. No.	Paper Code	Title of the Course	Units	Periods	Credits
Semester I					
CORE COURSES					
1	PAD-401	Modern Administrative Theory	05	48	04
2	PAD-402	Administrative Thinkers	05	48	04
ELECTIVE COURSES					
4	PAD-421	Comparative Public Administration (U.K. &U.S.A.)	05	48	04
5	PAD-422	Social Welfare Administration in India	05	48	04
6	PAD-423	Application of Management Techniques In Administration	05	48	04
7	PAD-424	Water Resource Management	05	48	04
8	PAD-425	Aspects of Public Administration	05	48	04
9	PAD-426	Human Resource Management	05	48	04
Semester II					
CORE COURSES					
1	PAD-403	Recent issues in Indian Administration	05	48	04
2	PAD-404	Management Thinkers	05	48	04
ELECTIVE COURSES					
4	PAD-427	Disaster Management in India	05	48	04
5	PAD-428	Office Management	05	48	04
6	PAD-429	Women and Administration	05	48	04
7	PAD-430	Business Administration	05	48	04
8	PAD-431	Co – operative Administration in India	05	48	04
9	PAD432	Local Self Government in England, France & China	05	48	04

Semester III					
Sr. No.	Paper Code	Title of the Course	Units	Periods	Credits
1	PAD-501	Research Methodology	05	48	04
2	PAD-502	Public Policy	05	48	04
ELECTIVE COURSES					
4	PAD-521	Agricultural Administration in India	05	48	04
5	PAD-522	Administrative Law	05	48	04
6	PAD-523	Defence Administration in India.	05	48	04
7	PAD-524	Public Enterprises in India	05	48	04
8	PAD-525	Economic Administration in India	05	48	04
9	PAD-526	Administrative Behavior	05	48	04
10	PAD-527	Public Relations	05	48	04
SERVICE COURSE					
1	PAD-SC	Indian Administrative System *	05	48	04
Semester IV					
CORE COURSES					
1	PAD-503	Globalization and Public Administration : Indian Context	05	48	04
2	PAD-504	Post Modern Public Administration	05	48	04
ELECTIVE COURSES					
4	PAD-528	Rural Development Administration in India	05	48	04
5	PAD-529	Corporate Management	05	48	04
6	PAD-530	Indian Planning and Development	05	48	04
7	PAD-531	Administration of International Organization	05	48	04
8	PAD-532	Computer Application in Public Administration	05	48	04
9	PAD-533	Management Science	05	48	04
SERVICE COURSE					
1	PAD-SC	Office Management *	05	48	04

Dr. Babasaheb Ambedkar Marathwada University
Aurangabad

PUBLIC ADMINISTRATION

**Revised Syllabus of M. A.
Semester System**

(Effective from June – 2011)

Semester – I

Modern Administrative Theory (CODE NO. PAD-401)

Course Rationale:-

In recent years the discipline and the profession of Public Administration have been undergoing rapid changes. As a separate discipline for study it has vastly expanded. Public Administration is an essential part of a society and a dominant factor in life in the modern age, Its contents, today, are more positive in nature, it is now engaged looking after myriad needs of human life. The emphasis in this course has been in part a study of discipline, theories, approaches and recent trends in Public Administration.

	No. of Periods
Unit – I :- Introduction:	10
a) Meaning, Nature, Scope, Significance of Public Administration,	
b) Evolution of Public Administration as a Discipline,	
c) Role of Public Administration in Developing Society	
Unit - II :-Scientific Management:	08
a) Meaning	
b) Objectives	
c) Principles	
d) Impact	
e) Drawbacks and Criticism	
Unit -III:- Theories:	10
a) Classical	
b) Bureaucratic	
c) Human-Relations	
d) Behevioural	
Unit - IV:-Approaches:	08
a) Developmental	
b) Decision Making	
c) Structural-Functional	
d) Systems	
Unit -V:- Recent Trends in Public Administration:	12
a) New Public Administration,	
b) Public Choice Approach,	
c) New Public Management,	
d) Good Governance-concept & applications	
e) Public Administration and Information Technology	
Continuous Assessment (Class Seminars)	12

Reference Books :

- 1) Hoshiyarshing & Pradeep Sachdeva, '*Administrative Theory*', Kitab Mahal, New Delhi - 1999
- 2) R.N. Singh, '*Management Thought and Thinkers*', S. Chand and Sons, Delhi-1984

Additional Books :

- 1) Felix Nigro and Liyod Nigro, '*Modern Public Administration*' Harper and Row publishers, New York-1980
- 2) Nicholas Henry, '*Public Administration and Public Affairs*', Prentice Hall, New Jersey, 1980
- 3) Dennis L. Mueller, '*Public Choice*', Cambridge University Press, 1979
- 4) Prasad and Prasad '*Administrative Thinkers*', Sterling-New Delhi-1990.
- 5) Ramesh Arora (ED.) '*Perspectives in Administration*', Theory Associated Publishing House, New Delhi-1979.
- 6) Sum Sun Nisa Ali '*Eminent Administrative Thinkers*', Associated publishing House New-1984.
- 7) Peter Self '*Administrative Theories and Politics* George Allen', and Unwin, London 1977.
- 8) Gvishiani, D. '*Organization and Management Sociological Analysis of Western Theories Progress*', Publishers.
- 9) Jurgen Habermas '*Communcation and the evolution*' of society Heinemann-London 1979.
- 10) Robert T. Golembiewaki '*Public Administration*' as a Developing Discipline, Marcel Dekker- New York 1973.
- 11) Gerald E. Caiden '*The Dynamics of Public Administration*' Holt, Rinehart and Winston – New York 1971

Administrative Thinkers (CODE NO. PAD-402)

Course Rationale:-

Theories in the social sciences are essence of the study of particular subject. In the field of public Administration there are lot of theories developed by the renowned thinkers so, it is necessary and also need of hour to underlined seen theories developed by the administrative thinkers.

	No. of Periods
Unit -I:- Woodrow Wilson:	10
a) Views on Administration and Politics	
b) Comparative Administration	
c) Public Opinion.	
Unit – II:- Luther Gullick :	08
a) POSDCORB as the Principles of Organization	
b) Theory of Departmentalization	
Unit –III:-Elton Mayo:	10
Howthorn Experiments: Its Findings and Implications	
Unit - IV:-Abraham Maslow :	10
a) Theory of Motivation	
b) Hierarchy of Needs	
Unit – V:- Frederick Herzberg :	10
a) Hygiene Theory	
b) Views on Motivation and Job-Enrichment	
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Continuous Assessment (Class Seminars)	12
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Reference Books :-

- 1) Maheshwari S.R. 'Administrative Thinkers' Macmillan India Ltd. Mumbai, 1998
- 2) Mukhi H.R. 'Administrative Thinkers'
- 3) Ravindra Prasad and Others 'Administrative Thinkers'
- 4) Naidu S.P. 'Public Administration : Concepts And Theory' New Age International Publishers, 1996
- 5) Sum Sun Nisa Ali 'Eminent Administrative Thinkers' Acoassociated Publisg House, New Delli, 1984
- 6) Navin Mathur: Management Gurus
- 7) Ideas and Insights national Publishing House New Delhi, 2004.

**Comparative Public Administration (U.K. & U.S.A.)
(CODE NO. PAD-421)**

Course Rationale :-

The core idea behind the comparative study in social sciences is to introduce a new method of study by avoiding the classical methods. Woodrow Wilson is the pioneer at comparative study in Public Administration. This course concentrate on the comparative study of Administrative Systems of U. K and U. S.A and various approaches to the comparative study. The course will be helpful to students to know more about the administrative system and procedure of other countries and compare it with country

	No. of Periods
Unit – I:- Comparative Public Administration	08
a) Meaning, Nature, Scope and Importance	
b) Evolution of Comparative Study.	
Unit – II:- Conceptual Approach in Comparative Public Administration:	10
a) Traditional Approach	
i) Historical Approach	
ii) Subjective Approach	
iii) Political Approach	
iv) Scientific Approach	
b) Contemporary Approach:	
i) Structural functional Approach	
ii) Ecological Approach	
iii) Behavioural Approach	
iv) Systems Approach	
Unit – III:-Administrative Systems:	12
i) Features	
ii) Legislature	
iii) Executive	
iv) Judiciary.	
Unit – IV:-Personnel Administration:	08
a) Features of Civil Services	
b) Recruitment	
c) Training	
d) Promotion	
Financial Administration:	
i) Budgeting System	
ii) Agencies of Financial Administration	
iii) Control over Financial Administration	
Unit – V:- Control over Public Administration:	10
a) Agencies of Control	
b) Responsibility Towards People.	
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Continuous Assessment (Class Seminars)	12
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References Books:

- 1) Riggs F.W. *'The Ecology of Public Administration'* Asia Publishing
- 2) Ferral Heady *'Public Administration'* -A Comparative Perspective Marcel Dekkar, New York-1979.
- 3) Rammesh K. Arora "*Comparative Public Administration*", Associated Publishing House, New Delhi-1975.
- 4) Tyagi A.R. *'Public Administration'*- Atma Rama and Sons, New Delhi 1990

Additional References Books:-

1. Vishwanathan V.N *'Comparative Public Administration'*-Sterling Publisher Pvt.Ltd.,New Delhi-1995.
2. Riggs F.W. *'Trends in the Comparative study of Public Administration International Review of Administrative Science'*, Section, 28, 1968.
3. Waldo Dwight *'Comparative public Administration'*, Performance and problemes risten La Braton University of Washington Press -1979.
4. George F. Gant *'Development Administration'* Concept, Goals, Methods The University of Wisconsin Press, Madison, Wisconsin, 1979.

**Social Welfare Administration in India
(CODE NO. PAD-422)**

Course Rationale :-

Social and economic administration is important in achieving social welfare and human well being through effective implementation of various plans and policies of the government. The course focuses on organizational structure and functioning of the concerned Department and Boards. It also helps to understand different policies and schemes sponsored by both the Governments – Central and State.

	No. of Periods
Unit – I:-Theories of Social Welfare.	12
I. Public Choice Theory.	
II. Rational Choice Theory.	
III. Rational Expectation Theory.	
IV. Social Choice Theory.	
V. Decision Theory.	
Unit – II:- Constitutional Set up of Social Welfare.	08
I. Constitutional Provisions.	
II. Amendments: Viz, Social Security and Socio- Economic Developments.	
III. From 14 Points to 20 points Welfare programmes	
Unit – III:-O & M of Social Welfare Administration	08
I. Ministry	
II. Board	
III. Social Welfare activities at State and Union Level, Welfare Planning	
Unit – IV-Financial Administration of Social Welfare	10
I. IMF	
II. World Bank	
III. U N Agencies	
IV. Union and State Governments	
Unit – V-Role, Structure and Function of NGOs in Social Welfare	10
I. International NGOs	
II. Central Patronage NGOs	
III. State Patronage NGOs	
IV Other State Agencies	
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Continuous Assessment (Class Seminars)	12
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References Books:

- 1) Kukarni V. M. ‘*Social Administration*’
- 2) Goel S. L. ‘*Social Welfare Administration*’
- 3) Sachdev D. R. ‘*Social Welfare Administration in India*’
- 4) Sharma G. B. ‘*Social Administration in India*’

- 5) Madan G. R. 'Indian Social Problems'
- 6) Ruddar Datt & K. P. M. Sundhrm 'Indian Economy' – S Chand & O.,
New Delhi 1968
- 7) Davar R. S. 'Structural Change in Indian Economy' - Guru Nanakdeo
University., Press, Amritsar
- 8) Jain A. K. 'Economic Planning in India' Ashish Publication New Delhi
1989
- 9) Jha. P. 'Modern Public Economics', Routledge Publication, London.
- 10) Bimal Jalan 'Economic Problem & Prospects' - Viking Publication , New
Delhi.
- 11) Tyagi B. P. 'Agricultural Economics & Rural Development', Jai Prakash
Nath Company, Meerut 2000
- 12) Pawar M. C. 'Social Welfare Administration : An Experience from Rural
India., Chinmaya Publication', Aurangabad. 2008.
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**Application of Management Techniques in Administration
(CODE NO. PAD-423)**

Course Rationale:-

After WTO the dawn of globalization became the password of qualitative Work Culture. In management as well in several administrative sectors the quality of time & motion, work study, work and quality measurement was the need of hour. Not only in the production units but in general administration the various factors viz Operational Research (OP) PERT & CPM has opened the main pillars of quality services. In this course the angles of management which helps administrative skills, emphasizes the need of managerial support.

	No. of Periods
Unit-I Work study and Work Measurement Programme Evaluation and Review Techniques (PERT) and Critical Path Method (CPM)	12
Unit-II Operational Research Computerisation in Administration and Management Information Service.	10
Unit-III Management by Objectives (MBO) Management By Receptions, its application in Public Administration.	08
Unit-IV Administrative Improvement – O & M Approach.	08
Unit-V Organizational Development Techniques in Public Administration. Job Analysis and Evaluation.	10
Continuous Assessment (Class Seminars)	12

References Books:

- 1) Curries R. and Faraday, '*Work Study*', Pitman Longman,
- 2) Srinath, D. S., PERT & CPM: '*Principles and applications*', East West Press, New Delhi, 1975.
- 3) United Nations, '*Use of Modern Management Techniques in Public*

Administration, In Developing countries.

- 4) I. L. O. – Report, *‘Introduction to Work Study’*, Geneva ILO, 1969.
- 5) Milward, G. E., *‘Management and Methods Macmillan’*, London, 1960
- 6) Weist Jeromise Levy,-*“Management Guide to PERT/ Perdinane”*, K. A. CPM, Prentice Hall of India, New Delhi, 1972.

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Water Resource Management (CODE NO. PAD- 424)

Course Rationale:-

Water is a Public Source. Water sources system transforms the time and location. Availability and use of water has become crucial subject. Increasing demand and scarcity of resources, the need is felt to focus on the water resources and its management. To facilitate optimum utilization of water resources, it requires to carry out various operations to fulfil the requirements of the stakeholders. The course is designed to acquaint the students in the resource management.

	No. of Periods
Unit – I:- Evaluation of water resources	12
i Global	
ii Indian	
iii Maharashtra	
Unit – II:- Hydrolic cycle - (Rainfall run, off, yield Computation, Units of water Measurement)	08
Unit – III:- Ground water Management (Irrigation management,. Wells, Tube wells, Canal networks)	08
Unit – IV:- Water Distribution Schemes (Purpose – Monitoring, Evaluation) Watershed Development (Concept, Water Budgeting, Drought Management, Rural watershed)	10
Unit – V:- O & M	10
1. Dept. of Irrigation Govt. of Maharashtra.	
2. MERI	
3. WALMI	
Continuous Assessment (Class Seminars)	12

References Books:

- 1) Dr. Madavrao Chitale “Blue Revolution”
- 2) C. W. C. Water Statistics Govt. of India Publication
- 3) Manual of Watershed Development by Centre for Research in Dryland. CRIDA Hyderabad.
- 4) Second Maharashtra Water & Irrigation Commission Report -1999.
- 5) Crop Water Requirement FAO Report Pub. No. 24.
- 6) Ground Water Assessment Development and Management. By K. R. Karanth.

- 7) History of Irrigation in Indus Basin ICID New Delhi.
- 8) Kautilya Arthashastra – Dr. Kangle,
- 9) Water Policy – State & India (1987 or 2002).

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Aspects of Public Administration (CODE NO. PAD-425)

Course Rationale:

Public Administration in India has a longest tradition and legacy. In the developing era the Citizens and Public have raised their expectations high. Hence the Administration machinery of high profile is expected to meet their needs. As Public Administration has a wider scope in all areas, however, some of the important aspects of the portfolios are focused in this course

	No. of Periods
Unit – I:-Internal Security	08
a) Law and Orders	
b) Role of Police Administration in the State	
c) Police – Public Relation	
Unit – III:- Agro – Economic	10
a) Agro – Yielding Policies	
b) Agro – Development Planning (5 year plans)	
c) Ministry & Department of Agriculture: Its Policies & Functions.	
Unit – III:-Education	10
a) Educational Policies in India	
b) Educational Planning in India	
c) Educational Administration Primary, Middle, Higher Technical	
Unit-IV:- Medical and Business Education	12
a) Comparative Overview of Education System in UK, China & Japan.	
b) Quality Assurance and Job Problems	
Unit-V:- Social Welfare	08
a) Welfare State	
a) Social Welfare Administration Central, State level Organizations and its functions.	
Continuous Assessment (Class Seminars)	12

References Books:

- 1) Sharma P. D. “ *Police in India*”, Delhi Research, 1976.
- 2) Mishra S. C. “*Police Administration in India*”, National Police Academy.
- 3) Bhardwaj R. K.; “*Indian Police Administration, National*”, New Delhi, 1978.
- 4) Rudder Dutt & K. P. M. Sundhrm : “*Indian Economy*”.
- 5) Lulla, B. P. & Murly S. K. : “*Essential of Educational Administration*”. Mathur S. S.: “*Educational Administration, Principles and Practices*”.

Additional Reference Books :-

1. David H. Baley : *“The Police and Political Development in India”*, Princeton University ,1969
2. Harvinder Vizk : *“Administration of Agricultural Development”*.
3. Compell, Corbally Ramsayr : *“Introduction to Educational Development”*

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Human Resource Management (CODE NO. PAD-426)

Course Rationale:-

Human are an organization’s greatest asset; without them, everyday business functions cannot be completed. Human resource management works to insure that employees are able to meet the organization’s goals. The nature of human resource management has shifted dramatically since its establishment as the discipline of personnel administration in the first quarter of 20th century. So, it is important to study human resource management in Indian context.

	No. of Periods
Unit – I:- Human Resource Management:-	08
I. Meaning, Scope, Importance & Characteristics	
II. Evolution of Human Resource	
Unit – II:- Recruitment (Public and Private):-	10
a) Recruitment Process,	
b) Sources of Man Power Supply, Consultants for Recruitment.	
Unit -III:-Training:-	10
a) Definition and Significance of Training and Development	
b) Training- Needs and Objectives, Training Policy and Organization, Training Principles	
c) Emerging Perspectives of Training in India.	
Unit – IV:- Performance Appraisal:	10
a) Nature and Significance of Performance Appraisal	
b) Major issues in Performance Appraisal practices in India.	
Unit – V:-Work force Adjustment (Promotion) :	10
a) Nature, Significance & Methods of Promotion.	
b) Indian perspective on promotion and Key issues	
c) Voluntary Retirement Scheme (VRS)	
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Continuous Assessment (Class Seminars)	12
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Reference Books:

- 1) Armstrong M., '*A Hand Book on Personnel Management*' Kogan Press, London -1995.
- 2) Dunn J. D. '*Management of Personnel*' Mc grew Hills, New York- 1972.
- 3) Davar R.S. '*Personnel Management*' Vikas Publicaction, New Delhi-1976.
- 4) Bharwadekar M.U. '*Evaluation of Training*' NIBM, Pune-1986.
- 5) Philippo Ee.B. '*Principles of Personnel Management*' Mc grow Hill, Tokyo 1976.
- 6) Davar R.S. '*The Management Process*' Progressive Publishers, Bombay,1978.
- 7) Subramnium K.N '*Wages in India*' Tata Mc grow Hill, New Delhi-1977.
- 8) Basu M.K. '*Managerial Performance Appraisal in India*' Vision Books, New Delhi- 1988
- 9) Cascio W. '*Managing Human Resources*' Mc grow Hills, New York-1995.
- 10) Dudeja V.D. '*Human Resource Management*' Commonwealth, New Delhi-2000.
- 11) Dwivedi R.S. '*Managing Human Resources*' Galgotia Publisher, New Delhi-2002.
- 12) David Decenzo '*Human Resource Management*' Prentice Hall India, New Delhi
- 13) Kishori Lal '*Human Resource Management*', Avinash Paperbacks, Delhi-2009.
- 14) Dr. Prakash M. '*Human Resource Management and Organizational Kothari and Behaviour*', Dimond Publication, 2008. Prof. Shrinivas V. Joshi.
- 15) Donold Goldman "*Emotional Intelligence*" Ban tom Book, New York
- 16) Donold Goldman "*Emotional Quotient*" Ban tom Book, New York

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Semester – II

**Recent issues in Indian Administration
(CODE NO. PAD-403)**

Course Rationale:-

Public administration in India has been suffering from a transition period. Now the Indian administration has affected by traditional, social, political and Economical context as well as modern reforms in administrative process. So it is the need of the hour to study Indian administration on the ground of recent issues of modern era.

	No. of Periods
Unit – I:- Context of Indian Administration:	10
a) Social, Political and Economic	
b) New economic Policy & Indian Administration	
Unit – II:- Reforming Public Services in India	10
Unit –III:- Impact of Information Technology on Indian Administration	10
Unit – IV:- New Devices in Administration:	10
a) Right to Information	
b) Citizens’ Charter	
c) Public Private Partnership	
Unit – V:- Future challenges before Indian Administration.	08
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Continuous Assessment (Class Seminars)	12
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Reference Books:

1. The Indian Journal of Public Administration, Quarterly journal IIPA, Jan Mar-1996, Vol. SLII, No. 1
2. The Indian Journal of Public Administration, Quarterly Journal IIPA, Oct.- Dec, 1998, Vol SLIV, No,
3. The Indian Journal of Public Administration, Quarterly Journal IIPA. April- June 2004, Vol. L. No.2
4. The Indian Journal of Public Administration, Quarterly Journal IIPA, Jan-March, 1999, Vol SLV, No.1
5. Indian Journal of Public Administration, Quarterly Journal IIPA, July – Sept 2009, Vol-LU-3
6. Indian Journal of Public Administration, Quarterly Journal IIPA, July – Sept, 2008, Vol -LIV - 3
7. Reforming Public Services in India, Report of World Bank, 2005.
8. Goel S. L., “Advanced Public Administration”

Additional Reference Books:

1. Indian Journal of Public Administration, IIPA, New Delhi.
2. Yajana, Govt. of India.

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Management Thinkers (CODE NO. PAD-404)

Course Rationale:-

Organization is most important aspect. An organization looks universal existence and over welcoming power of the organizations' in today's world, whether it be the small business, the multi- national corporation, the trade union, the university, the civil service, the government of whatever colour. All are organizations, if organization collapses civilization as we know it goes with it.

The brain, the nervous system of organizations consists of its managers. Without a better performance from manager whole structure collapses.

This course focuses on meaning of the Management and ideas of some Thinkers of Managerial Revolutions.

	No. of Periods
Unit – I:- Robert Owen (1771-1858) : Contribution and Evaluation, Human Relations, Improvement in working conditions and Environment, Promotion of Trade Union Co-operative movements, Organization Of Model Villages, Establishment of Personnel Department, Open rating Of performance, Education and Training, Social Reform and Revolution, Proposal of Labour Notes, Wages and Productivity, New View of Industrial Society and creation of New Environment. Charles Babbage : Contribution of Bagbbage; Division of Labour, Emphasis on Developing Scientific Approach to Management, Replacing Manual operations with Automatic Machinery, Invention of difference Engine, Time study, Proper attention to workers, Service objective, other contributions Evaluation of Babbage's work.	12
Unit – II:- Fredrick.W. Taylor : Taylor's Experience Studies and Experiments Taylor's Principal, concern and views, Taylor's concept of Management or Philosophy of Scientific Management, Mental Revolution, Principles of Scientific Management. Aims of Scientific Management. Techniques and Mechanics of Scientific Management, Contribution of Taylor. Evaluation of Taylor's works and their Impacts. Taylor's criticism and their Refutation.	08
Unit – III:- Henry Laurence Gantt : (Gantts Contribution) Task and Bonus Plan, Gantt Chart, Humanising of Management, Industrial Democracy, Importance of Leadership, Scientific Management,	08

Authority and Responsibilities, Service rather than profits, other ideas. Evaluation of Gantt's work.

Unit – IV- Frank B. Gilbreth (Contribution) : Motion study, Improvement of the building Industry, Search for one Best Way', work Analysis, Invention of New Techniques. Training of personnel, position plan of promotion, other contributions, Evaluation of F.B. Gilbreth's Work. Lillian M. Gilbreth (Contribution) : Human Aspects of work, Study of "Human Sciences", Fatigue and Monotony, The Psychology of Management. 10

Unit–V- Harrington Emerson (Contribution): Promotion of Scientific Management, Concept of Efficiency, Management by objectives Measures for elimination of Waste, Incentive Wage plan, Form of organization. Evaluation of Emerson's works. William G. Ouchi (Contribution to Management Thought) : A comparison between Japanese and American organizations, 'Z Theory' Approach, Quality control circles, managerial control, Joint Research and Development, A critical Evaluation. 10

Continuous Assessment (Class Seminars)

12

Reference Books:

- 1) Felix Nigro and Llyod Nigro, '*Modern Public Administration*' Harper and Row Publishers, New York, 1989.
- 2) Nicholas Henry, '*Public Administration and Public Affairs*', Prentice Hall, New Jersey, 1980.
- 3) Vincent Ostrom, '*The intellectual Crisis in American Public Administration*', University of Alabama Press, Alabama, 1974.
- 4) Dennis L. Mueller, '*Public Choice*', Cambridge University Press, 1979.
- 5) James W. Fesler and Donald F. Kettl, '*The Politics of the Administrative Process*', Chatham House Publishers, New Jersey, 1991.
- 6) Robert T. Golembiewski, '*Public Administration as a Developing Discipline*', Marcel Dekker, New York, 1977.
- 7) Michael M. Harmon and Richard T. Mayer, '*Organization Theory for Public Administration*', Little Brown and Company, Boston, 1986.
- 8) Singh R.N., '*Management Thought and Thinkers*', S. Chand and Sons, Delhi, 1984
- 9) David Clutterbuck and Stuart Crainer, '*Makers of Management*', Rupa and Company, Delhi, 1992.
- 10) Prasad and Prasad, '*Administrative Thinkers*', Sterling, New Delhi, 1990.
- 11) Peter Self, '*Administrative Theories and Politics*', George Allen and Unwin, London, 1977.
- 12) Ramesh Arora (Ed.), '*Perspectives in Administrative Theory*', Associated Publishing House, New Delhi, 1979.
- 13) Gerald E. Caiden, '*The Dynamics of Public Administration*', Holt, Rinehart and Winston, New York, 1971.
- 14) Gvishaiani, D., '*Organization and Management : Sociological Analysis of Western Theories*', Progress Publishers, Moscow, 1972.

- 15) Shum Shun Nisa Ali, '*Eminent Administrative Thinkers*', Associated Publishing House, New Delhi, 1984.
- 16) Jurgen Habermas, '*Communication and the evolution of Society*', Heinemann, London, 1979.

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Disaster Management in India (CODE NO. PAD-427)

Course Rationale :-

Disaster is not a new phenomenon to the world. But it is true that the frequency and intensity of disaster, recently, are increased globally due to in climatic Change. Whole machinery of the Government, Local to National-engage to tackle the disastrous situation and busy for prevention, mitigation and prepare to the people. This Course attempts to focus on various aspects of Disaster Management which helps to prepare the students in facing disastrous situation and also to co-operate the society.

	No. of Periods
Unit – I:- Disaster- Meaning, Conceptual Analysis, Approaches Towards Disasters, Classification of Disasters.	08
Unit – II:- Disaster Management- Evolution of Disaster Management in India after independence, Meaning, Disaster Management Cycle – prevention, mitigation, preparedness, Disaster Impact, Response, Recovery, Development, Disaster Management Act 2005.	10
Unit – III:- Organizational Set-up of Disaster Management In India: National, State and District Disaster Management Authority & its role in Disaster Management, National and State Executive Committees regarding Disaster Management, Local Authorities for Disaster Management.	12
Unit –IV:- Community Responses for Disaster Management, Elements of Community based Disaster Management, Community participation – Importance, Community Disaster Management Committee.	10
Unit – V:- Role of NGOs in Disaster Management.	08
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Continuous Assessment (Class Seminars)	12
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Reference Books:

- 1) Goel S. L. & Ram Kumar, '*Disaster Management*', Deep & Deep Publications, New Delhi, 2005.

- 2) Kamal Taori, '*Disaster Management*' Through Panchayati Raj, Concept Publishing Company, New Delhi.
- 3) Maskrey A., '*Disaster Mitigation*' A Community based Approaches, Development, Guidelines, No. 3 OX Fam UK. 1989.
- 4) Nikuj Kumar, '*Disaster Management*', Alfa Publications, New Delhi, 2006.
- 5) Singh S. R., '*Disaster Management*', APH Publishing Corporation, New Delhi, 2009.

Additional Reference Books :

1. Prabhas Chandra Sinha, '*Disaster Management*' Process, Laws, Policy and Strategy, SBS Publishers & Distributors Pvt. Ltd., New Delhi, 2006.
2. Ghosh G. K., '*Disaster Management*' Vol.I, II, III, IV, V & VI, APH Publishing Corporation, New Delhi, 2006.
3. Parsuraman S. & Unikrishanan, '*India Disaster Report*' Towards Policy Initiative, Oxfort University Press . New Delhi, 2000.
4. Pawar M. C., '*Disaster Management*': Indian Experience, MPS Publishers & Distributors, New Delhi, 2008.
5. Kapur A., '*Disasters In India*': Studies of Grim Reality, 2005, Rawat Publications, New Delhi.

Office Management (CODE NO. PAD-428)

Course Rationale:-

Office is a core of management activities. To manage official affair is an art and science. Actually office management has a special skill, which can be studied. It is very important to understand application of management philosophy for office management

	No. of Periods
Unit – I:- Office and Office Management: Importance, Functions and Role of Office in Administration, Meaning, Scope and Functions of Office Management, Role of Office Manager.	08
Unit – II:- Office Organization: Meaning and Types of Office Organization, Hierarchy, Authority, Delegation, Decentralization and Departmentation of Office.	10
Unit –III:- Office Accommodation and Environment: Location, Layout and Furniture, Working conditions – Lighting, Ventilation, Security, Cleanliness and Sanitation, Office Machines.	10
Unit – IV:- Office systems and procedures: Planning of office system, Flow of work, Office procedure.	08
Unit – V:- Office Communication and Office Management Improvement : Internal and External, Correspondence, Mail Handling, Inward and Outward Mails, Mechanical Mail Service, Computer Net work Need and importance of Office Management, Techniques of Office Management improvement O and M, Work Measurement and Standards, E- Governance.	12
Continuous Assessment (Class Seminars)	12

Reference Books:

- 1 Berry J., *‘Developments in Office Management’*,
- 2 Neuner and Kiplings , *‘Modern Office Management’*.
- 3 Terry G.R., *‘Office Management and Control’*.
- 4 Denyer J. C., *‘Office Management & Office Administration’*.
- 5 Mills G. and Standing Ford, *‘Office Administration’*, Organization,

- Methods.
- 6 Chopra R.K., '*Office Management*', Himalaya, Bombay, 1983,
 - 7 Laffingwell W.H., '*Text Book of Office Management*'
 - 8 Wylie H.L., '*Office Organization and Management*'
 - 9 Zane K. Q., '*Introduction to Administrative Office Management*',
 - 10 Credit, '*Office Management*'
 - 11 Sharma K.K., '*Modern Office Management*', Mangal Deep Publication, Jaipur.
 - 12 Arora S.P., '*Office Organization and Management*'.

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Women and Administration (CODE NO. PAD-429)

Course Rationale:-

India has made significant progress in the employment of women and several policy decisions have been taken to strengthen the status of women. But, employment opportunities for men and women are not equal. Women in administration face various problems. So it is important to study participations of women in administration.

	No. of Periods
Unit – I:- Conceptual setup	10
a) Women welfare & empowerment	
b) History of Women status in India	
Unit – II:- Constitutional Status & radices	10
a) Constitutional provisions for women empowerment	
b) National policy for women empowerment	
Unit – III:- Women in administration	08
a) Issues, challenges & consequences	
Unit – IV:- C, Legal provision for women	10
a) Violation of women's Rights	
b) Women Protection Act.	
Unit- V Women & administrative services	10
a) Role of women administration in Development process	
b) Women participation in administration: Need to improvement	
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Continuous Assessment (Class Seminars)	12

Reference Books:

- 1 Savita Bhatt, '*Women and Human Rights*, Altar Publishing House, New Delhi, 2010.
- 2 Trivedi B. K. '*Women and Panchayati Raj*', Cuber Teah Publishing New Delhi 2009.
- 3 Tara Ali Baig (ed)., '*Women of India*, Publications Division, GOI, New Delhi, 1990.

- 4 Mohini Giri, V., Emancipation and Empowerment of Women, Gayan Pub. House, New Delhi 1998.
- 5 Singh, J. P. (ed)., The Indian Women : Myth and Reality, Gyan Pub. House, New Delhi, 1996.
- 6 Sharma, Usha., Women's Emancipation : Rights vs Population Control, Authors Pub., New Delhi. 2001.
- 7 K. L. Chanabreek & Dr. M. K. Jain: Eminent women Administrators

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Business Administration (CODE NO. PAD-430)

Course Rational:-

Business Administration occupies prime place in every country. The paper focuses on entire business activities and areas like man power process, capital structure of the business. The business procuring, business budget, types of budget as well as quality control are the important are as of business study. The learner can have an opportunity to acquire advance knowledge in professional discipline.

	No. of Periods
Unit – I:- Business Administration – Meaning, Evolution, Nature and significance.	08
Unit –II:- Ethics of Business: - Responsibility of Business towards Labours, Customers and Society Manpower, Recruitment and Training – Meaning, Importance and Types.	12
Unit – III:- Capitalization and Capital structure a) Capital structure – factors influencing capital structure, Sources. b) Types of capital – formation capital, fixed capital, working or circulating capital	10
Unit – IV:- Business Forecasting – Meaning, importance, methods and limitations of Business Forecasting. Business Budgets and Budgetary control Business Budgets – Meaning, Methods of preparing business Budgets Types of Budget – Static and Elastic	10
Unit – V:- Quality control and inspection – Meaning, need and importance.	08
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Continuous Assessment (Class Seminars)	12
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Reference Books:

1. Sherlekar and Sherlekar, “*Principles of Business Management*”, Himalaya Publishing House, New Delhi.
2. Stanley Vance – “*Handbook of Business Administration*”

3. Brown, L. "*Effective Business Report writing Prentice Hall*", New Jersey.
4. Chappell and Read, Text of Business Communication
5. Peterson and Plowman, "*Business organization and Management*".
6. Saxena S.C., "*Business Administration and Management*", Sahitya Bhavan, Agra 3, 1972.
7. Sherlekar S.A., "*Business Administration and Management*", Himalaya Publishing House, New Delhi.

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Co-operative Administration In India (CODE NO. PAD-431)

Course Rationale:-

Self reliance, self dependency, co-existence builds the societal confidence. It brings growth and economic development in rural as well as urban India. The co-operative movement has a longest heritage and tradition. The principles of co-existence makes lives meaningful. The purpose of co-operation itself deals with a flow of people having oneness, one thought, one mind to achieve their objects. This is defined as co-operation.

No. of Periods

Unit – I:- Theories and Concepts of Co-existence. Co-operative Movements in India.	08
Unit – II:- Contribution of Kautilya, M.K. Gandhi, Lokmanya Tilak , Dr. D. R. Gadgil, Vinoba Bhave, Vikhe Patil in Co-operative Sectors.	10
Unit – III:- Aims, Objects and Principles of Co-operation.	08
Unit – IV:- Sectors of Co-operatives, Sugar Industries, Financial Institutions, Local Bodies, Cottan Processing Units, Self - Help Groups.	12
Unit – V:- Constitutional Amendments and Strength of Co-operation	10
Continuous Assessment (Class Seminars)	
	12

References Books:

- 1) Bavisker B. L. "*Polities of Development : Sugar Co-operative Industries*" Ox Ford University Press New Delhi.
- 2) Borkar V.V. "*Co-operative Movement & the Weaker Section*" Ajanta Publication New Delhi.
- 3) Gowen B.R. "*The Co-operative to Abundance*" O. L. London.
- 4) Gadgil D.R. "*An Interpretive Account : Pravara Co-operative*", Pravra Publication.
- 5) Gadgil D. R. "*Peasant Owned Co-operative Industry in India*" Labour Gazate Govt. of Bombay
- 6) Gandhi M. P. "*Indian Co-operative Sugar Industries*" Orient Language,

- Calcutta.
- 7) Hough Elearon "*Co-operative Movement in India*" Q. S. King & Sons, London.
 - 8) Kamath G. S. "*New Dimensions of Co-operative Movement*" Himalaya Publication, New Delhi.
 - 9) Mathur. S. S. "*Co-operation in India*" Sahityabhavan Culcatta- 1973.
 - 10) Naik. A. M. "*The Co-operative Movement*" Popular Prakashan, Mumbai.

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Local Self Government in England, France & China
(CODE NO. PAD-432)

Course Rationale:-

Local self Government is the school of Democracy People get the knowledge of involvement and participation in government and Administration. This course focuses on the organization and functioning of Local Self Government in England France and China which will help to imbibe and inculcate the democratic values among students.

No. of Periods

Unit – I:-Local self Government in England	10
a. Evolution and Salient Features	
b. Institutions of Local Self Government: Composition and Functions	
i) Administrative County	
ii) County Boroughs	
iii) Urban and Rural District	
iv) Parish	
v) Councilors	
vi) Aldermen	
vii) Mayor	
c. Financial Resources	
Unit – II:-Local Self Government in France	10
a) Evolution and Salient features of French Local Self Government	
b) Institutions of Local Self Government : Composition and Functions	
i) The Department	
ii) The Arrondissements	
iii) The Cantons	
iv) The Communes	
v) Mayor-powers and Functions	
vi) The Prefect	
vii) The Paris Government	
c) Financial Resources of Local Self Government	
Unit – III:-Local Self Government in China	10
a) Evolution and Salient Features of China Local Self Government	

- b) Local Government and Constitution of 1982
- c) Institutions of Local Self Government : Composition & Functions
 - i) Rural Township
 - ii) Urban Local Governments
- b) Financial Resources of Local Self Government

Unit -IV Control of Local Authorities in England, France and China 08

Unit – V:-Problems of Local Self Government in England, France and China. 10

Continuous Assessment (Class Seminars) 12

References Books:

1. Biondel Jean, '*The Government of France*', New York, Thomas Y, Crewell & Co.,
2. Henry eddick, '*Democracy, Decentralization and Development*', Asia Publishing, Delhi.
3. L.S. Madhava Rao, '*Modern Foreign Local Governments – America, Englaqnd and France*'. Venkatram Paper products (p) Ltd, Narayanaguda, Hyderabad, 1964.

Additional References Books:

1. B.C. Rai, '*Local Government –England France, USA, USSR and India*' Prakashan Kendra, Lucknow, 1994.
2. V.N. Gokhale, (Printed Notes) '*Local Governments in America*', England and Wales and France.
3. Donald M. Seekins , '*In World Encyclopedia of Political System*' Edited by George Delury Vol. 1 "People's Republic of China".
4. Rolf H.W., '*Theen and Frank L. Wilson, Politics*' – An Introduction to six countries, Prentice Hall, Eaglewood Cliffs, New Jersey, 1986.
5. Manoj Sharma, "*Local Government –Rural and Urban*", Anmol Publications New Delhi,2004.

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Semester – III

Research Methodology (CODE NO. PAD-501)

Course Rationale :-

In order to acquire knowledge of Social Problems in a scientific manner, it is necessary to have best knowledge of research methods through which the scholars can learn things in their proper perspective. Research is necessary to understand the reality and to attain the truth. The aims of this paper focuses an analytical Study of different facets and contributions of scientific method to research methodology.

No. of periods

Unit – I:-Research in Social Sciences:

12

- a) The meaning, nature and characteristics of Science, Difference between Natural Sciences and Social Sciences. Social Research: Meaning, objectives, assumptions, types and utility, Qualities of a good Researcher, Public Administration as a Science. Importance of research in Public Administration.
- b) Scientific Method:
Meaning, characteristics and various steps in scientific methods, value and use of scientific method in social sciences, limitations of scientific method.

Unit – II:-Objectivity:

08

Difficulties in achieving objectivity in social research, means of increasing objectivity in social research. Hypothesis : Meaning and nature of hypothesis, characteristics of a good hypothesis, formulation of hypothesis, types of hypothesis, verification and testing of hypothesis, utility of hypothesis.

Unit – III:-Research Design :

08

Meaning and need for research design in research.
Sampling Design :- Basis of sampling, types, how to select sample, Advantages and disadvantages of sampling method

Unit – IV:-Methods of Social Research: 10

- i) Experimental Method: Types of experiments, planning and experiment, merits and demerits of this method.
- ii) Statistical method: Significance of this method in social research, process of statistical research, limitations of this method.
- iii) Case Study Method: Definition, assumptions, importance of this method, its relation with statistical method, limitations of this method.
- iv) Survey Method : Difference between social research and social survey, social planning of survey, objectives of a survey, merits and demerits of this method.
- v) Methods of Collecting Data: Interview Method, Observation, Questionnaire and Schedule.

Unit – V:-Processing of data: 10

Editing, classification and tabulation, Mean, mode, median, content analysis Preparation of Research Report

Continuous Assessment (Class Seminars) 12

Reference Books:

- 1) Ghosh B.N., “*Scientific Methods and Social Research*”, New Delhi :Sterling Publishers Pvt.Ltd,1987
- 2) Moser C.A., “*Survey Methods in Social Investigations*” London : Dunckworth & Co., 1970.
- 3) Kothari C.R., “*Research Methodology*” – Methods and Techniques, New Delhi : Wiley Eastern Ltd., 1985
- 4) Bajpai S.P., “*The structure of Science*”, Problems in Methods of Social Survey and research, Kanpur Kitab Ghar, 1994
- 5) Hans Raj, “*Theory and Practice in Social Research*”, New Delhi : Surjeet Publications, 1992.
- 6) Gopal M.H., “*An introduction to Research Procedure in Social Sciences*”, Delhi

Additional References Books:

1. Louise H. Kider, “*Research Methods in Social Relations*” GBS Publishing, Japan Ltd,1986
2. Young P.V., “*Scientific Social Surveys and Research*”, New York, Prentice Hall, 1960.

3. Gopal M.H., “*An Introduction to Research Procedure in Social Science*”, Asia Publishing House, Delhi, 1970.
4. Thakur Devendra, “*Research Methodology in Social Sciences*”.
5. Dr. Bindrawan Lal, “*Research Methodology*” – ABD Publishers, Jaipur – 2002
6. Bhandrakar P. L, Wilkinson., “*Social Research*”, Himalaya Publishing House, Mumbai, 2007.
7. Gerard Guthrie, “*Basic Research Methods*”, SAGE Publications India PVL Ltd., New Delhi, 2010.

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Public Policy (CODE NO. PAD-502)

Course Rationale:-

The essence of Public Administration lies in its effectiveness in translating the governing philosophy into programmes, activities and making it a part of and contribute to the community living. The course attempt to develop on the basis of the earlier analytical knowledge of Public Policy analysis, the patterns and processes of Public Policy and their feed-back effect on new policy formulation. Students ought also to conduct a pilot research exercise on an empirical theme.

No. of Periods
08

Unit I:- Public Policy : Meaning, Nature and Objectives of Public Policy, Importance of Policy Sciences in Modern context, Types of Public Policy, Stages in Public Policy Process.	08
Unit – II:- Policy Making : Contextual setting of Policy Making, Characteristics of Public Policy Making, Role of Legislature, Executive, Judiciary, Bureaucracy, Voluntary/Non Governmental Organizations, Political Parties, Pressure Groups and Mass Media, Public opinion and public policy making, Constraints in public policy making. Public Policy Process in India.	12
Unit – III:- Policy Implementation : Importance, role of Political Executive and Bureaucracy, Stages in Policy implementation – Monitoring of Policy Implementation – Policy education – Citizens participation in policy implementation	10
Unit – IV:- Policy Evaluation : Objectives and Goals of Public Policy, Time and Cost Factors, Qualitative and Quantitative Methods of Policy Evaluation, Problems of Policy Evaluation.	10
Unit – V:- Policy Analysis : Importance and Objectives of Policy Analysis, Behavioural and Systems approaches to Policy Analysis.	08
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Continuous Assessment (Class Seminars)	12
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Reference Books:

- 1) Harold Lass Well- "*Preview of Policy Science*".
- 2) Learner D. and Hasswell H. – "*The Policy Science*".
- 3) Bimal Jalan – "*Essays in Development Policy*".
- 4) Hogwood B. & Petersquy – "*Policy Dynamics*", Wheatsheaf, (UK).
- 5) Charles Lindblom – "*Policy Making Process*".
- 6) Thomas Dye – "*Understanding Public Policy*".
- 7) "*International Encyclopedia of Policy Science*".
- 8) Goel S.L. and Jain R.K. – "*Social Welfare Administration in India*", Deep and Deep, New Delhi, 1988.
- 9) Rastogi P.N. – "*Policy Analysis and Problem Solving for Social System*", Sage, New Delhi, 1992.
- 10) R.K. Sapru – "*Public Policy*", Sterling, New Delhi, 1992.
- 11) Rumki Basu – "*Public Administration*", Sterling, 1990.
- 12) V. Sabrahaniam – "*The Science of Public Policy*".
- 13) Salini Pradeep – "*Public Policy – Conceptual Dionodial*", Kitab Mahal, Allahabad, 1987
- 14) Saigal Krishan – "*Policy Making in India*", Vikas, New Delhi.
- 15) Paul Spicker, Social Policy : Themes and Appronches, Rawat Publication, New Delhi.2010.

Additional Reference Books:

- 1) Anderson James – "*Public Policy Making*", New Delhi, 1975.
- 2) Brewer G. and Deleen P. – "*The Foundation of Policy Analysis*", Attantic, New Delhi, 1993.
- 3) Woll Peter – "*Public Policy*", Cambridge, 1974
- 4) Mapherson Stewart- "*Comparative Social Policy and the (U.K.)*" Third World, Wheatsheaf, 1987.
- 5) Harold Steign – "*Public Administration and Public Policy*".
- 6) Ganapathy R. S. and others (Ed.) – "*Public Policy and Policy Analysis in India*", Sage, New Delhi, 1987.
- 7) Dror Y. – "*Public Policy Making*", Chandler, USA, 1968.

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**Agricultural Administration in India
(CODE NO. PAD-521)**

Course Rationale:-

Agriculture is a core of Indian economy. Agricultural growth is crucial for economic development in India. History has shown that the development of an agriculture sector is a prerequisite for the subsequent progress of a country. The aim of this syllabus is to provide a systematic exposition of several important classes of policy issues and strategic consideration for agriculture, plus the emerging national consensus on viable approaches to those issues.

	No. of Periods
Unit – I:-Agricultural Development	08
I. Concept, Importance and Scope	
II. Evolution of Agricultural Development	
Unit – II:-Agricultural Policy framework	10
I. Strategies and policies	
II. Nature of Agricultural Policy Instruments	
III. Objectives of Agricultural Policy	
IV. The Role of Government	
Unit – III:-Administration for Agricultural Development	10
I. Agricultural Ministry of India	
II. Agricultural Department in Maharashtra	
III. Panchayati Raj and Agricultural Development	
IV. National Bank for Agriculture and Rural Development (NABARD)	
Unit – IV:-Agriculture and Co-operative Sector	10
I. Role of co-operative sector in agricultural development	
II. Agricultural Finance and co-operative Banking	
III. Krushi Utpanna Bazar Sameeti	
Unit – V:-Issues in Agricultural Development	10

- I. Irrigation and Indian Agriculture
- II. Agricultural Business and Marketing in India,
Liberalization of Agricultural Trade
- III. Agricultural Price Policy in India
- IV. Farmers Suicide
- V. Technology Transfer

Continuous Assessment (Class Seminars)

12

Reference Books:

1. Royer o. Norton, "*Agricultural Development Policy*" Rawat Publication Jaipur 2006.
2. I. Satya Sundaram "*Rural Development*" Himalaya Publishing House, Mumbai 2007.
3. Gyana Chondra Kar, "*Globalization and decentralized Development*"; Deep & Deep Publications Pvt. Ltd. New Delhi 2008.
4. Surat Sing, "*Decentralized Governance in India*", Deep & Deep Publication New Delhi 2004.
5. Jogondor S. Malik, "*Technology Transfer Modes*", Classical Publishing Company New Delhi.2003.
6. Harvinder Vizk, "*Administration of Agriculture Development*"

Additional Reference Books:

1. National Journal of Rural Development, NIRD, Hyderabad.
2. Kurukshetra, Govt. of India
3. Yojana, Govt. of India

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Administrative Law (CODE NO. PAD-522)

Course Rational:-

The central theme in administrative law is power Administrative Law is an advanced subject. A clear approach to the subject is emphasized with the importance meaning and definitions. This paper consists of the constitutional foundations of Administrative law, the delegated legislation and Administrative Discretion. The reasons accounted for the rapid growth of administrative law such as industrialization, environment pollution. Governmental Liability Administrative powers uses and abuses moreover detailed study of Judicial Remedies and Administrative Tribunals are also included in this paper.

	No. of Periods
Unit – I:- Introduction: Meaning, Nature, Scope and Evaluation of Administrative Law. Administrative Law and Constitutional Law, Advantages of Administrative Adjudication, Growth of Administrative Law, Rule of Law (Separation of Powers)	08
Unit – II:- Classification of Administrative Action and Decision Making Rule, Decision, Action, Administrative Decision and Judicial Control. Why Administrative Decision Making, The other side of decision-making	10
Unit – III:- Delegated Legislation Meaning – Essential Legislation Power and Excessive Delegation Acts of Parliament, Provisional Order, Special Procedure Order. The forms of Delegated Legislation. The use of and justification for Delegated Legislation Parliament and Delegated Legislation. The Courts and Delegated Legislation.	10
Unit – IV:- Tribunals Meaning, Types, Administrative Tribunal for Semi Matters, Administrative Tribunals in other matters. The Administrative Tribunals Act, Statutory and Domestic Tribunal, Function, Position of Tribunals, National CAT, Judicial Trisent, Pension Appeal Tribunals, Income Tax Appeal Tribunals.	10
Unit – V:- Judicial Review of Administrative Action - Meaning and Scope, Doctrine of Judicial Review, The Grounds Yr. Review, Constitutional Frame work, Lack of Jurisdiction, Powers to Review and Decision, Man Injunction, Habeas Corpus.	10

Continuous Assessment (Class Seminars)

12

Reference Books

- 1) David Foulker – “Administrative Law” – Butter worthus London.
- 2) Sathe S.P. - “Administrative Law” – Butter worthus – New Delhi 1999.
- 3) Paras Dewan – “Administrative Law” towards New Desportion, Allahabad Law Agency.
- 4) Tushar Kanti Shah – “Administrative Law” – Kanishka Publication, NewDelhi, 2001
- 5) Basu D.D.– “Constitution of India” George Alleh University, London
- 6) The Ombudsman Rowat - George Alleh University, London
- 7) Thilagraj R– Criminal Justice and Adm. , APH, Pub. Corp., New Delhi-2002.

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Defence Administration in India (CODE NO. PAD-523)

Course Rationale:-

This Course focuses on the overall dimensions of Indian military and defence administrative set-up. The defence organization is not an independent entity, its external factors, such as, Geo-politics, International relations, National security and Conflict are also important areas of this study. Alongwith the peripheral aspects the study of para-military forces, the students may bent themselves to be a part of defence organizations.

	No. of Periods
Unit–I:- Evolution of Defence Administration In India, Importance of Defence Administration.	10
Unit – II:- Geo – Politics of Defence Geography.	08
Unit – III:- Indian Defence Organization – Structnre and Functions – Army, Navy And Airforce.	12
Unit – IV:- Recruitment & Training Process in Defence Administration	10
Unit – V:- Defence and Civil Administration.	08

Continuous Assessment (Class Seminars)

12

Reference Books:

1. Joshi Hargovind, “Defence Administration In India” (set 2 Volumes) Akanksha Publishing House, 2002.
2. Chanchal Sarkar, “Defence of India, Press Institute of India”, Vikas Publications, 1969.
3. Lt. Col. Kar H. C. “Military History of India”, Firma KLM Private Limited, Calcutta, 1980

4. Asha Guputa (edited) "*The Military System in Ancient India*", *Military Rule and Democratization - Changing Perspectives*. Deep and Deep Publications Pvt. Ltd., New Delhi, 2003.
5. Mahendra Kumar, "*Theoretical Aspects of International Relations*", S. Agarwal & Company.
6. George Sorensen, "*Introduction To International Relations*", Ox Ford University Press.
7. Dikshit R. D., "*Political Geography*", Tata Mc Grow.
8. Srivastava A. K. "*Ancient Indian Army – Its Administration and Organization*" ,Ajanta Publications, Delhi 1985.
9. Saxena. K. M. L., "*The Military System of India*" (1850-1900), Sterling Publishers Pvt. Ltd., New Delhi, 1974.
10. Air Marrshal Chaturvedi M. S., "*History of The Indian Air – Force*", Vikas Publishing House Pvt. Ltd., New Delhi, Bombay, 1978 (Hindi Edition is also available wrote by the same author, Published(Rasjpal & Sons, Delhi) in 1982.
11. Srikant Paranjape, "*Swam Rakshita*", Continental Publication, Pune.

Additional Reference Books:

- 1) Nirad C. Choudhary, "*Defence of India or Nationalization of Indian Army*", published by The All India Congress Committee, Swaraj Bhawan, Allahabad, 1935.
- 2) Sardesai S. R. (CAPT. GU- Printed) "*Indian Defene Problem*", Shrisamarth Bharat Press Poona, 1937
- 3) Lt. Col. Mujumdar, B. N. "*Indian Military History*", Published by Army Educational Stores. New Delhi, 1963.
- 4) Haksar P. N. "*Indian Foreign Policy*", Atlantic Publishers, New Delhi.
- 5) Ministry of Defence, Annual Report.
- 6) Defence Year Books.

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Public Enterprises in India (CODE NO. PAD-524)

Course Rationale:-

Public Enterprises has a vast coverage, basically it is multi –disciplinary subject, and discipline by itself. The PE has assumed great importance as a rodent instrument at growth with social justice, particularly in the developing countries. On the ground of globalization and new Economic public in India, the Policy for PE has been changing tremendously. So it is important to study management or Public Enterprises in India

	No. of Periods
Unit – I:- Public Enterprises :- An introduction	08
i. Meaning, Nature and importance	
ii. Growth of Public Enterprises in India	
Unit – II:- Organization of Public Enterprises	10
i. Forms of PE	
ii. Board of Directions in PE	
Unit – III:- Public Accountability and Government	10
i. Public Accountability V/ S Autonomy	
ii. Relationship with Government	
Unit – IV:- Issues in Public Enterprises	10
i. Employees / Workers Participation in P. E	
ii. Impact of Globalization specially Privatization and liberalization	
iii. Problems of PE in India	
Unit – V:- Reinventing Public Enterprises	10
i. Reforms and development in PE	
ii. Public Private Partnership	
iii. Reinventing PE Management	
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Continuous Assessment (Class Seminars)	12
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Reference Books:

- 1 Laxmi Marain, 'Prineiples & Praclice at Public Enterprises Management', S chand & co Ltd., New Delhi.

- 2 Shahoo, Mishr, Sahu, 'Management of Public Enterprises in India', Kauyani Publishing Lhdhianna,
- 3 Public Enterprises Unoesaved Challenges and new Opportunities, United Motrons, New York, 2008.
- 4 Mishra R. K. Mavin 'Restructuring Public Enterprises in India', Mittal Publishers New Delhi, 2002.
- 5 Gupta K. L. Research and Development in Public Enterprises, India Publishers co New Delhi, 1994.
- 6 Agrawal, 'Management of Public Enterprises in India'

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Economic Administration in India (CODE NO. PAD-525)

Course Rationale:-

Economy is a heart of Administrative activities. Performance of the government is very much depending upon economic foundation of the country. Now, the scope of economic administration has been increasing in every aspect of administration. So, study of 'Economic Administration' is needful.

	No. of Periods
Unit – I:- Indian Economy Pre-British period; British Regime, the Land System, 1793-1850, Commercialization of Agriculture, 1850-1947, Process of Industrial Transition	08
Unit – II:- Natural Resources and Economic Development:- 1) Natural Resources, 2) Land Resources, 3) Forest Resources, Water Resources, 4) Fisheries, 5) Mineral Resources and Policy, Economic Development and Environmental Degradation	10
Unit – III:- Structure of Economic Administration:- Infrastructure and Economic Development Energy, 1) Power, 2) Road Transport Systems, 3) Railway Transport,	10
Unit – IV:- Agriculture Status and Indian Economy:- 1) Agriculture Productivity, 2) Trends, 3) Group Patterns Food Security, Self-sufficiency	10
Unit – V:- Industrial Administration and Economy:- 1) Industrial Pattern, 2) Large Scale Industries, 3) Small Scale Industries	10

Continuous Assessment (Class Seminars)	12
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Reference Books:

- 1 Rudra Datta & Sundharam – “*Indian Economy*” S.Chand & Co., New Delhi, 2003
- 2 RAO V.K.R.V. – “*Indian National Economy*”, 1983
- 3 Government of India, Economic Survey, 1999-2000, 2001, 2002.
- 4 V. Joshi I.M.D. little- India’s Economic Reforms 1991-2001.
- 5 Mahi Pal- Decontrallsed Planning and Development in India 2008.
- 6 Rakesh Hoja, Sunil Dutt-Nalural Resource Management and Public Administration 2009
- 7 Dr. I Satya Sundaram – Rural Development himalaya Publishing House 2007.
- 8 B. L. Mathur – Economic Policy and Administration 2007.
- 9 b÷Éì. °ÉÖ®äúpù Eð]ðÉ®úÒáÉÉ - +ìlÉÈð |ÉJÉÉ°ÉxÉ, VÉªÉ{ÉÚ®ú {Éî±ÉÈäðJÉxÉ
- 10 K. S. Babu & S. Mahendra Dev- Some Aspect of Economic and Social Development

Administrative Behavior (CODE NO. PAD-526)

Course Rationale:-

Understanding and managing personnel’s behaviour in organizational setting is quite challenging job for administrators in the present situation because of the complexities involved in this process. The study of administrative behaviour has contributed a lot towards the development of knowledge for managing people at work.

	No. of Periods
Unit – I:- Organizational Behaviour.	12
i) Nature of organization, Types, Organizational and Individual Goals	
ii) Concept, scope, significance. The Hawthorne studies and Evolution of organizational behaviour.	
Unit – II:- Aspects of Individual and Group Behaviour, job satisfaction, perceptions, Attitudes, Reasons of dis-satisfaction.	10
Unit – III:- Administrative Behaviour, Nature of Human Behaviour, Personality, Personality Theories, Traits.	08
Unit – IV:- Motivation, Leadership Theories, Behavioural Theory, Situational Theory, Organizational Effectiveness	10
Unit – V:- Communication, Communication Process, Symbols & Network, Flow, Organizational Change and Development.	08
Continuous Assessment (Class Seminars)	12

References Books:-

- 1 Stephen Robins - “*Organizational Behaviour*” – Prentice Hall of India, New Delhi
- 2 Peter M. Blau – “*The Structure of Organization*”, Basic Books Inc – New York
- 3 Byrd - Decision Models – Mcgrad Hins, 1988
- 4 Dimock, Marshal E. – “*A Philosophy of Administration*” – Haesper and Bros
- 5 Sctiein Edgar H – “*Organization Behaviour*” – Prentice Hall, 1988

- 6 Herbert Simon – “*Administrative Behaviour*” Mc Millan 1976
- 7 Pathak R.D. – “*Organizational Behaviour*”
- 8 Robinson P. – “*Organizational Behaviour*”
- 9 Prasad L.M. – “*Organizational Behaviour*”, Sultanchand & Sons PHI, New Delhi, 2009
- 10 Banarjee M. – “*Organizational Behaviour*”
- 11 Herald Koontz – “*Essentials of Management*”, MC Gr Hills
- 12 Herbert A. Simon – “*Administrative Behaviour*”, Free Press H.Y. 1966.
- 13 Keith Devis – “*Human Behaviour*” at Work, Tata Mc Grow, 1977
- 14 Chester Benard – “*The Functions of the Executive*”, Harward University. Press
- 15 Marvin E. Shaw – “*Group Dynamics*”, Mc grow Hills – 1971
- 16 Carvoll L. Shartle – “*Patterns of Administrative Performance*”, Phio State University.

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Public Relations (CODE NO. PAD-527)

Course Rationale:-

Liberalization not only brought multinational companies but also international public relations agencies to India. For long, Public Relations has been seen Just as a skill without a scientific base, though some pioneering work has been carried out in establishing a theoretical base for Public Relations. This course addressees this important area.

	No. of Periods
Unit – I:- Public Relations – Meaning, Definition and Nature, Importance of Public Relations in Modern Context	08
Unit – II:- Pubic Relations Theory -Exchange Theory, Conflict Theory and Structural -functional Theory. Grunig’s Symmetrical Model of Public Relations.	10
Unit – III:- Pubic Relations and some other Related Concepts : Public Relations-Publicity & Propaganda. Public Relations- Legislative Relations and Press Relations	10
Unit – IV:- Techniques of Pubic Relations, Public Relations and Personality, Language Fluency.	10
Unit – V:- Public Relations Officer – Functions, Role and Responsibility, Qualities for good Public Relations Officer	10
Continuous Assessment (Class Seminars)	12

Reference Books:

1. Jaishri N. Jethwaney & Narendra Nath Sarkar, “*Public Relations*”, Sterling Publishers Pvt. Ltd. 2006
2. Terry Franklin – (Eighth Edition) “*Principles of Management*” All India Traveller Book Seller, Delhi, 1994
3. Harold Koontz, Heinz Weihrich, “*Essentials of Management*” (Fifth Edition), Mcgraw Hill, “*International Editions*” – Management Sciences

4. Dr. M.P. Sharma, Dr. B.L. Sadana “Public Administration in Theory and Practice” Kitab Mahal, 1999
5. Lesly-Stephan, “*Leslies Hand Book of Public Relations*”, Prentice Hall,1980
6. Sahay Baldeo, “*Scientific Public Relations*”, Scope Publication, New Delhi
7. Frank Jefkin, “*Public Relations*”
8. Sam Blade , “*Public Relations*”
9. Dharurkar V.L., “*Jansampark Mimansa*”, Ramrajya Prakashan, Aurangabad
10. Shrutika Kasar, “*Public Relations*” Mohit Publication, New Dehli 2004.
11. Philip Lesly, *Hand Book of “Public Relations and Communication*”, Jaico Publishing House, Mumbai.

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Semester – IV

**Globalization and Public Administration: Indian Context
(CODE NO. PAD-503)**

Course Rationale:-

Globalization is now a widely used term. It has assumed a multidimensional character encompassing economic, social, political and cultural activities. Globalization and its impact on Public Administration has been differently portrayed by different authors Therefore, it is necessary to study the impact of Globalization on Public Administration.

	No. of Periods
Unit – I:- Globalization – Emergence, Meaning, Nature and Characteristics	10
Unit – II:- Globalization and Social, Economic and Political Context of the Country.	08
Unit – III:- Globalization – Indian Perspective	08
Unit – IV:- Liberalization, Privatization, Globalization (LPG) and Bureaucracy.	10
Unit – V:- Impact of Globalization on Public Administration in India.	12

Continuous Assessment (Class Seminars)	12
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Reference Books:

2. Bhatia B. S. & Bhatia G. S. “*Globalization and Business Management*”.
3. Reddy M. Sudhir & others, “*Globalization and Man Power Planning*”,
Discovery Publishing House, New Delhi, 2005.
4. Mohanan B, “*Globalization of Economy*”, Gyan Publishing House, New Delhi.
5. Maheshwari S. R., “*Public Administration: An Introduction*”, Macmillan India Ltd., 2002.
6. Palan R., “*State Strategies in the Global Political Economy*”, Rawat Publicatins, New Delhi, Mumbai, 2009.

7. Sharma B.M., Bareth, Good Governance, *Globalization and Civil Society*, Rawat Publications, New Delhi, Mumbai, 2004.
8. Jhunjhunwala B. "*Welfare State and Globalization : Critique of Amartya Sen*", Rawat Publications, New Delhi.
9. Dhameja Alka (Edited), "*Contemporary Debates In Public Administration*", Prentice – Hall of India, New Delhi, 2003.

Additional Reference Books :

- 1) Gladden G. E., "*Dynamics of Public Administration*", Holt Rinehart and Winston, New York, 1971.
- 2) Dev Nathan, Govind Kelkar & Pierre Walter, (edited) *Globalization and Indigenous People in the changing Local - Global Interface*, Sage Publication, New Delhi.
- 3) Ellwood Wayne, "*Guide to Globalization*", Rawat Publications, New Delhi.
- 4) Kofman E, "*Globalization : Theory & Practice*", Rawat Publications, New Delhi.

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Post Modern Public Administration (CODE NO. PAD-504)

Course Rationale:-

Post Modernism is a complicated term, or set of ideas, one that has only emerged as an area of academic study since the mid – 1980. The mindset of society is changed tremendously, automatically public administration has been affected by it. So, it is necessary to study public administration on the ground of post modernity.

	No. of Periods
Unit – I:-Postmodernism :	10
i) Meaning, Nature & Scope	
ii) History & Theorization of Postmodernism	
Unit – II:-Postmodernism : Its impact	10
i. Modernity v/s Post modernity	
ii. Postmodernism and the Social Sciences	
Unit – III:-Postmodern Public Administration	10
i) Postmodernism & Public Administration	
ii) Characteristics of Postmodern Public Administration	
Unit – IV Government & Administration	10
i) Postmodernism & Democracy	
ii) The Social Contraction of Government	
Unit – V:-Postmodernism : Indian Aspect	08
i) Postmodernism and Indian Society	
ii) Postmodernism & Indian Public Administration	

Reference Books:

01. Miller & fox, '*Postmodern Public Administration*', Prentice Hall of India Pvt. Ltd., New Delhi, 2007.
02. Doshi S. L., '*Postmodern perspectives on Indian Society*', Rawat Publications, Jaipur, 2010.
03. Hollinger, R. '*Postmodernism and the Social Sciences: AThematic Approach*', Sage, London.
04. Bogason Peter, '*Postmodern Public Administration*', Chapter for Handbook of Public Management to be Published by Oxford university Press, edited by Ewan B. Ferlie, Larry Lynn & Christopher Pollitt, To emerge in 2004.
05. James E. Storbeck, '*A Postmodern turn to estimating performance frontiers*', Applied Decision Sciences, Vol. 1, No. 1, Interscience Enterprises Ltd., USA, 2008.
06. Bhattacharya Mohit, '*New Horizons of Public Administration*', Jawahar Publication, New Delhi, 2009.
07. Miller, H. T., '*Postmodern Public Policy*', State University of New York Press, 2002.
08. Inglehart, R., '*Modernization and Postmodernization: Cultural, Economic & Political Change in 43 Societies*', Princeton University Press, 1997.
09. Pandey Upasana, '*Postmodernism and Gandhi*', Rawat Publications, Jaipur, 2010.
10. Krishna Kumar, '*From Post-Industrial to Post-Modern Society: New Theories of the Contemporary world*', Blackwell Publishing, Victoria, Australia,2006.

Additional Reference Books :

- i) Public Administration Review, ASPA, America.

**Rural Development Administration in India
(CODE NO. PAD-528)**

Course Rationale:-

In Indian context, rural development assumes special significance for two important reasons. First, about two- third of the population still lives in villages and there cannot be any progress so long as rural areas remain backward. Second, the backwardness of the rural sector would be a major impediment to the overall progress of the economy. In this manner, for the empowerment of rural people government has established special administrative setup and it has been implementing special schemes for the benefit of the rural sector. Hence, study of rural development administration is of the need of hour.

No. of Periods

Unit – I:- Rural Development	08
I. Meaning, Nature, Scope & Importance	
II. Approaches to Rural Development (Community Development, Area Development, Integrated Rural Development etc.)	
Unit – II:- Organization and Functions :	10
I. Department of Rural Development, Government of India	
II. Department of Rural Development in Maharashtra	
III. District Rural Development Agency (DRDA)	
IV. District Planning Committee	
Unit – III:- Rural Development : Programmes & Schemes	10
I. Integrated Rural Development Programme (IRDP)	
II. Indira Awas Yojana	
III. Swarna Jayanti Gram Swarozgar Yojana	
IV. Mahatma Gandhi National Employment Guarantee Act.	

V. Jal Swaraj Yojana

Unit – IV:- Role of various Agencies and Institutions	10
I. Panchayati Raj Institutions and Rural Development	
II. Co-operative sector and Rural Development	
III. Voluntary Agencies	
Unit – V:- Issues in Rural Development	10
I. Rural Poverty	
II. People’s Participation in Rural Development	
III. Tribal Development	
IV Implementation, Monitoring and evaluation of Rural Development Programmes	
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Continuous Assessment (Class Seminars)	12
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Reference Books:

1. I Satya Sundaram, ‘*Rural Development*’ Himalay of Publishing House, Mumbai, 2007
2. Purushottam P. W. ‘*Development Administration*’, Rural Perspective Kanishka Publishing Delhi – 1993
3. C. M. Vijay ‘*Rural Development in India*’
4. Durgesh Nadini ‘*Rural Development Administration*’ Rawat Publishing New Delhi
5. Desai Vasant ‘*Rural Development*’, Himulaya Publishing House, Mumbai 1988
6. Chambens, ‘*Robert ‘Rural Development*’, orient Longman Ltd. Chennai, 1984
7. Deb K. ‘*Rural Development*’, in India Since Independence, Sterling publisher, New Delhi, 1986
8. Mahajan R. K. ‘*Integrated Rural Development*’, Programme, Concept Publishing Company, New Delhi, 1991

Additional Reference Books:

1. "ÉxÉÉäVÉ +É'ÉÉä " {ÉÆSÉÉÉÉÉÉ @úÉVÉ EòÉÉÇ EòÉÉÉnùÉ É ÉÉäVÉxÉÉ" +xÉÖÆÉÆVÉ |ÉÉÉÉÉÉÉÉ {ÉÖhÉä 2000.
2. SÉ'½þÉhÉ @úÉ'Épù, " {ÉÆSÉÉÉÉÉÉ @úÉVÉ +ÉÉhÉ OÉÉÉÉhÉ É'ÉÉÉÉÉÉÉÉ @ÉÉäVÉxÉÉ", @ÉÉÉÉnùÉ, {ÉÖhÉä, 2008.
3. National Journal of Rural Development, NIRD, Hyderabad.

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Corporate Management (CODE NO. PAD-529)

Course Rationale:-

Corporations are enterprises that manages production, establishments or delivers services in more than two or many countries (Places). These corporations have powerful relations, in local economics. They are basically controlled by the boards. Their financial structure stands on investment securities, quality products and highly technological services. Its capital building policies are related with marketing stalls. The success of the corporation rests with the qualities & leadership of the Board of Directors and CEOs

	No. of Periods
Unit – I:- Evaluation of Corporate Structure. Functioning of Corporate.	10
Unit – II:- Board of Directors CEO/ MD/GM.	08
Unit – III:- Financial Structure, Investment, Securities, Capital Building	12
Unit – IV:- Corporate Management Functions.	08

Unit – V:- Marketing in Corporations and Government External Relations. 10

Continuous Assessment (Class Seminars) 12

Reference Books:

1. Fred & Kaen – “*Corporate Management* ” Blackwell. 45.
2. Srivastava R.M. “*Corporate Governance*” Himalalya Publishing New Delhi
3. Robert A. G. “*Corporate Governance* ” John wiley sons- UK.
4. John L. Colley Sr. “*Corporate Management* ” Mlgrow Hills London.
5. Priyaranjan Sengupta “*Management in Multinational Corporate Pacific Public* ”. New Delhi
6. Safrian A. E. “*Multinational Enterprise and Public Policy*” Toronto Edward Elgar.
7. Shiva Rama. “*Corporate Growth*” Sage N.D.
8. Sharma P.V. & Rayahit S. “*Corporate Governance*” Krisha Publishing New Delhi.

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Indian Planning and Development (CODE NO. PAD-530)

Course Rationale:-

India has adopted planning as a way of national Development. Planning is crucial to attainment of organizational goals and objectives. The course inducts students into the philosophy of planning, the various concepts and modes of planning and its organization and working in India. It also focuses on the Agricultural and Industrial developments during

No. of Periods

Unit – I:- Introduction, Evaluation and Importance of Planning in India. 10

Unit – II:- Machinery for Planning 10
 a) Planning Commission – Organization and Functions
 b) State Planning Commission (Board)

Unit – III:-National Development Council, District Level Planning Machinery (DPDC-DPC) 08

Unit – IV:-Landmark developments in Agricultural and Industrial Sectors during I st to V th Five year Plan.

Unit – V:- Developments in Agriculture and Industrial Sectors during VI to Xth Plan period.	10
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Continuous Assessment (Class Seminars)	12
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Reference Books:

- 1 Vasant Sathe “*National Government Agenda for a New India*”, New Delhi LBS Publishes & Distributor New Delhi. Ltd, 1991
- 2 K. Santham, “*Union State Relations in India*” – Asia- Publishes House
- 3 Rudra Datta Sundaram : “*Indian Economy*” S. Chand Publishing House, New Delhi.

Additional References Books:

- 1 Brahmananda P.R. “*The Development process of the Indian Economy*” Panchamukhi V.R. 1987, Himalaya Publishing House, New Delhi,1987.
- 2 Reports of Five years Plan (Ist to Xth).

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Administration of International Organizations (CODE NO. PAD-531)

Course Rationale:-

The study of International Organizations and their Administration is essential part for the students of Public Administration. The Indian Politics and Administration has a wide network of relations with the organizations. This paper focuses some aspects of role and functions of major organizations working under the UN umbrella. All the following organizations are supporting to Indian Administration in their respective fields.

	No. of Periods
Unit – I:- League of Nations to United Nations Organization (Historical Perspective)	12
Unit – II:- <u>UNO to UN.</u> UN Security Council.	10
Unit – III:- UNESCO/ UNICEF/ WHO and FAO ILO/ International Court of Justice.	10
Unit – IV:- IMF/ World Bank/ ADB/ UNDP WTO to Globalization.	10

Unit – V:- INTER POL. 06

Continuous Assessment (Class Seminars) 12

Reference Books:

1. Williams G., “*Third world Political Organizations*” Mc Millan. Publications New Delhi.
2. Abroham A. B. “*Third world Development*” Deep & Deep.
3. Developing Nations & NCTAD, Bijli Publication.
4. “*United Nations*” UN. Publication
5. Waters M., *The United Nations* (1967)
6. Madhav Godbole, “*Review on Governance*” Maharashtra State.
7. Goodrich L.M., *Charter of the United Nations* (3rd)
8. Goodrich L.M., *The United Nations in a hanging World* (1974)
9. Luand E., *A History of the United Nations*.
10. Meislev . *United Nations : First fifty years.*(1995)
11. Ramesh Thakur/ Edwar Newwan , “*The United Nations Security & Governance*”
12. Martia Ira Glassner : *The United Nations at work.*

**Computer Applications in Public Administration
(Code No. PAD-532)**

Course Rationale:-

Computer system is a core of administrative process. Now the administrative activities can not be possible without help of computer. So it is essential to know basic computer knowledge and its use in the official process.

	No. of Periods
Unit – I:- Basic Computer Science	12
b) Basic knowledge of Computer Hardware.	
c) Operating System (Types, Windows-XP)	
Unit – II:- Software Package	10
a) MS-Office (MS-Word, Excel, Power-Point)	
Unit – III:- Networking	08
a) Basic concepts of networking (Types, IP-Address)	
Unit – IV:- Internet	
a) www, e-mail, yahoo.com, google.com, searching data on google.	08

com etc.

Unit – V:- Conceptual setup	10
a) IT & Public Administration (Use of Computer in P.A.)	
b) E- Governance	
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Continuous Assessment (Class Seminars)	12
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Recommended Books:

1. While, Rom, How Computer work, techmedia, delhi, 2002
2. Norton, Peler, Inside the PC, Techmedia, delhi, 2002
3. Rajaraman, V, Fundamental of Computer, PHI, New Delhi
4. Computer Today, New Delhi

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Management Science (CODE NO. PAD-533)

Course Rationale:-

Management is the most important human activities for managing Public and private affairs. The knowledge of Management activities has been essential for better performance of governmental and private sector. So study of 'Management Science' is very much important.

	No. of Periods
Unit – I:- The Management: Conceptual setup	08
Introduction to Management; Meaning, Nature, Significance, Scope, Evolution of Management.	
Unit – II:- Approaches to Management Science.	10
Classical, Behavioural and Systems Approaches, Schools of Management, Environmental Factors	
Unit – III:- Management Patterns:	10
Management By Objectives, (MBO) Management by Exceptions (MBE), Management by Research (MBR)	
Unit – IV:- Management Functions :	10
Decision Making, Managerial Planning, Direction, Coordination, Supervision, Communication, Motivation.	
Unit – V:- Management Leadership and Techniques:	10
Leadership Styles, Leadership Qualities, Effectiveness.	

Management Improvement Techniques, O and M, Organizational analysis, Aids to efficiency.

Continuous Assessment (Class Seminars)

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Reference Books :

- 1 Cludes George – “*Evolution of Management Thought*”, Prentice Hall, New York, 1968
- 2 Breach E.F.L.(Ed.)- “*Principles and Practice of Management*”, Orient Longman, N-,
- 3 Tom Luptom – “*Management and Social Sciences*”, Pengiun, 1971
- 4 Koontz H. and Donnel C. – “*Principles of Management*”, Mc Graw Hill, New York, 1959.
- 5 Davor R.S. – “*The Management Process Progressive*”, Bombay, 1978
- 6 Mishra M.L. – “*Contemporary Management Thinkers*”, Associated, New Delhi, 1982
- 7 John A. – “*Management Techniques*”, London, 1969
- 8 Polard H.R. – “*Development: Management Thought*”, London, 1977.
- 9 Drucker Peter – “*The Practice of Management*”, Harper, New York, 1954
- 10 Terry G.R. - “*Principles of Management*”
- 11 Chhabra T.N. – “*Principles and Practice of Management*” , Dhanpal Rai & Co- Delhi.
- 12 Rothlesberger – “*Management and Morale*”- Cambridge, Harward University
- 13 Oliver Sheldon – “*Philosophy of Management*” , Sir Isac Pitman & Sons, London,
- 14 Massie Joseph – “*Essentials of Management*” Prantice Hall – New Delhi

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