



# Dr. Bhimrao Ambedkar University, Agra

(Formerly: Agra University)


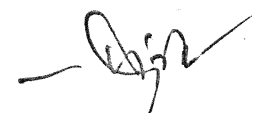
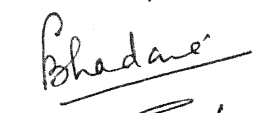



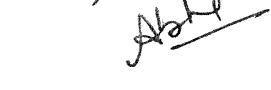
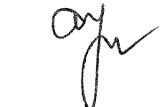
Pt. Deen Dayal Upadhyay Institute of Rural Development  
Paliwal Park Campus, Agra (U.P.)

Dated : 28-04-2022

## Minutes of Academic Committee

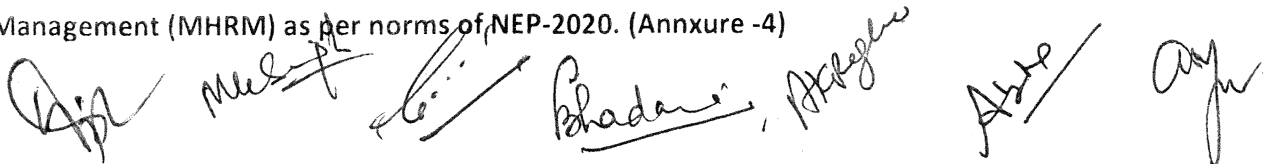
Held on 28.04.2022 at HOD Chamber

Experts/Member at present in the meeting as follows:-

- |   |                 |   |
|---|-----------------|---|
| 1. Dr. Manoj Kumar Singh<br>DDUIRD, Agra                              | Convenor        |    |
| 2. Prof. Dinesh Kumar<br>CCS University, Meerut                       | External Expert |    |
| 3. Prof. Seema Bhadauria<br>Principal, BVRI, Bichpuri                 | External Expert |   |
| 4. Dr. Basant Bahadur Singh<br>Deptt. of Education, RBS College, Agra | External Expert |  |
| 5. Dr. Arun Raghav<br>RBS College, Agra                               | External Expert |  |
| 6. Dr. D.S. Yadav<br>FMCA, RBS College, Agra                          | External Expert |  |
| 7. Dr. Abha Singh<br>DDUIRD, Agra                                     | Internal Expert |  |
| 8. Dr. Aayush Mangal<br>DDUIRD, Agra                                  | Internal Expert |  |

In the meeting following decisions were passed and approved as follows:-

1. The Academic Committee revised the ordinance and syllabus of M.A. (Rural Development & Management) as per norms of NEP-2020. (Annexure -1)
2. The Academic Committee revised the ordinance and syllabus of M.A. (Disaster Management) as per norms of NEP-2020. (Annexure -2)
3. The Academic Committee revised the ordinance and syllabus of M.A. (Public Administration) as per norms of NEP-2020. (Annexure -3)
4. The Academic Committee revised the ordinance and syllabus of Master of Human Resource Management (MHRM) as per norms of NEP-2020. (Annexure -4)



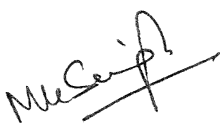
5. The Academic Committee revised the ordinance and syllabus of P.G. Diploma in Disaster Management as per norms of NEP-2020. (Annexure -5)
6. The Academic Committee revised the ordinance and syllabus of P.G. Diploma in Corporate Social Responsibility as per norms of NEP-2020. (Annexure -6)
7. The Academic Committee also recommended to start the new PG course M.A. (Education) and the Committee considered and approved with changes the ordinance and syllabus of M.A. (Education) as per norms of NEP-2020. (Annexure -7)
8. The Academic Committee considered the importance of initiating graduation courses as per NEP-2020 and CBCS, in three subjects as follows :
- (a) B.A. in Public Administration
- (b) B.A. in Education
- (c) B.A. in Geography

The courses are prescribed by the UP State Govt. for B.A. in Education & Geography and UGC prescribed syllabus under LOCF for Public Administration, with minor permissible modifications.

The Academic Committee approved both courses, ordinance and curriculum.

9. The Academic Committee also approved the fee structure as follows:-
- |   |   |                                    |
|---|---|------------------------------------|
| a. M.A. (Rural Development & Management)                    | - | Rs. 7,500 per semester (45 Seats)  |
| b. M.A. (Disaster Management)                               | - | Rs. 7,500 per semester (45 Seats)  |
| c. M.A. (Public Administration)                             | - | Rs. 7,500 per semester (45 Seats)  |
| d. Master of Human Resource Management                      | - | Rs. 17,500 per semester (60 Seats) |
| e. Post Graduate Diploma in Disaster Management             | - | Rs. 7,500 per semester (30 Seats)  |
| f. Post Graduate Diploma in Corporate Social Responsibility | - | Rs. 7,500 per semester (30 Seats)  |
| g. M.A. (Education)   | - | Rs. 7,500 per semester (45 Seats)  |
| h. B.A. (Public Administration, Education, Geography)       | - | Rs. 7,500 per semester (60 Seats)  |
10. The Academic Committee also gives authority to the Head of the Institute to make suitable changes as and when required in the ordinances and syllabus of the courses.

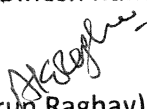
The Academic Committee meeting concluded with a vote of thanks to the chair.


  
(Dr. Manoj Kumar Singh)

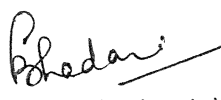
  
(Dr. Basant Bahadur Singh)


  
(Dr. Abha Singh)

  
(Prof. Dinesh Kumar)

  
(Dr. Arun Raghav)

  
(Dr. Aayush Managal)

  
(Prof. Seema Bhadauria)

  
(Dr. D.S. Yadav)

**Pt. Deen Dayal Upadhyay Institute of Rural Development**

**Dr. Bhimrao Ambedkar University, Agra**



**ORDINANCE  
AND  
COURSE STRUCTURE  
(w.e.f. Session 2022-23)**

**M.A. (Public Administration)**

**(Course Curriculum Under CBCS and NEP-2020)**

*M.S. J.*  
*Agarwal*

*Dr. Bhadani*

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Pt. Deen Dayal Upadhyay Institute of Rural Development  
Dr. Bhimrao Ambedkar University, Agra

**M.A. (Public Administration)**

**ORDINANCE AND COURSE STRUCTURE**

- (1) Title of the Course : **M.A. (Public Administration)**
- (2) Objective : A Master's Programme in Public Administration additionally equips the student with a knowledge of the Indian constitution, the political system, institutions and their functioning besides giving an idea of how a government works at the central, state and local levels.
- (3) Mode : Self Finance Scheme (SFS)
- (4) Duration : Duration of the course shall be of 4 Semesters (i.e., 2 years). It is a regular course and covers assignment and class tests, class presentations, book reviews, project report and viva-voce.
- (5) Seats : The total No. of 45 students will be admitted in the course in each academic session.
- (6) Eligibility : Any Graduate with three years degree course in any discipline shall be eligible for admission in this course
- (7) Multiple Entry/Exit : The students taking admission in two year PG course M.A. (Public Administration) will be taught as per NEP 2020 provisions from the session 2022-23. This means, they will have multiple entry and exit options. The new NEP allows a student to leave a two-year PG course M.A. (Public Administration) after studying for a year, for which she/he will get a **B.A. (Research) in Public Administration**, while those who will complete the full course will get a PG degree—**M.A. (Public Administration)**.
- (8) Admission Procedure : There will be an entrance test organized by the University and a merit list will be prepared on the basis of marks obtained in the entrance examination. Admission shall be taken directly by merit if number of applications submitted for entrance test found less than the seats. The rule of reservation will be followed as per university rules.

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(9) Tuition Fee : Rs. 7,500 per semester, i.e., Rs. 15,000 per year.

(10) Faculty : The faculty includes the core faculty, senior or retired teachers of the department of Political Science, Public Administration, Statistics of Dr. Bhimrao Ambedkar University, Agra and other Universities.

(11) Attendance : • Seventy five percent attendance in the class and hundred percent attendance in the field work is compulsory for all the students.

(12) Examination and Viva-Voce :

• The semester examination will be conducted by the university during the period in which the examinations of other courses will be arranged. The viva-voce will be conducted at the end of the 4th semester by a board of examiners including external and internal examiners as per university rules.

All the rules and regulations regarding examination, merit and divisions shall be administered as per university directions. It is mandatory for each and every student to finish project work as prescribed by the Institute. Student shall be declared failed if he/she does not complete the prescribed project work.

(13) Teaching Methodology :

This is a regular course and the teaching shall be done through class lectures, seminars, group-discussions & demonstration. There shall be two mid term class or home assignments for each paper for 40 marks. Each assignment shall be of 20 Marks. The marks obtained by students in each assignment shall be included in their marks of semester examination. The comment and remarks on the assignment shall be communicated to students. There is no provision for the revaluation of the assignments.

(14) Course Details :

Each theory papers, carrying 100 marks, out of which 40 marks shall be allotted to two assignments/class presentation. In the fourth semester the students shall be required to submit a project report. The topic of the research project shall be based on specialized knowledge on their study. The project shall carry 150 marks.

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**M.A. (Public Administration)**  
**(Course Curriculum Under CBCS and NEP-2020)**  
**Semester I**

**Core Courses (Compulsory)**

S.No.	Course No.	Course Title	Credits	L : T : P	External	Internal	Total
1.	PA-101	Introduction to Public Administration and Management	5	3 : 2 : 0	75	25	100
2.	PA-102	Introduction to Public Policy and Governance	5	3 : 2 : 0	75	25	100
3.	PA-103	Financial Administration	5	3 : 2 : 0	75	25	100
4.	PA-104	Indian Constitution Administration and Governance	5	3 : 2 : 0	75	25	100

**Minor from Other Faculty (Any One)**

S.No.	Course No.	Course Title	Credits	L : T : P	External	Internal	Total
5.	CSR-101	Fundamentals of CSR	4	3 : 1 : 0	75	25	100
6.	RD-101	Rural Development—Concept and Strategies	4	3 : 1 : 0	75	25	100
7.	HR-301	Human Resource Development	4	3 : 1 : 0	75	25	100
8.	ED-102	Psychology of Learning	4	3 : 1 : 0	75	25	100
8.	DM-101	Introduction to Disaster Management	4	3 : 1 : 0	75	25	100

**Practical**

S.No.	Course No.	Course Title	Credits	L : T : P	External	Internal	Total
9.	PA-105	Field Visit Reports Preparation/Presentation	2	0 : 0 : 2	—	50	50

*(Handwritten signatures and marks)*

## Semester II

### Core Courses (Compulsory)

S.No.	Course No.	Course Title	Credits	L : T : P	External	Internal	Total
1.	PA-201	Public Policy : Introduction, Formulation, Implementation and Evaluation	5	3 : 2 : 0	75	25	100
2.	PA-202	Comparative Public Administration	5	3 : 2 : 0	75	25	100

### Elective (Any Two)

S.No.	Course No.	Course Title	Credits	L : T : P	External	Internal	Total
3.	PA-203	Public Personnel Management With Special Reference to India	5	3 : 2 : 0	75	25	100
4.	PA-204	Financial Policy and Administration With Special Reference to India	5	3 : 2 : 0	75	25	100
5.	PA-205	Office Management and Administrative Improvement	5	3 : 2 : 0	75	25	100
6.	PA-206	Consumer Protection Administration	5	3 : 2 : 0	75	25	100

### Practical

S.No.	Course No.	Course Title	Credits	L : T : P	External	Internal	Total
7.	PA-207	Field Visit Reports Preparation/Presentation	2	0 : 0 : 2	—	50	50
8.	PA-208	Comprehensive Viva-Voce	4	0 : 0 : 4	100	—	100

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## Semester III

### Core Courses (Compulsory)

S.No.	Course No.	Course Title	Credits	L : T : P	External	Internal	Total
1.	PA-301	Public Policy : Concept and Model	5	3 : 2 : 0	75	25	100
2.	PA-302	Decentralisation and Local Government	5	3 : 2 : 0	75	25	100

### Elective (Any Two)

S.No.	Course No.	Course Title	Credits	L : T : P	External	Internal	Total
3.	PA-303	Management of Public Enterprises	5	3 : 2 : 0	75	25	100
4.	PA-304	Human Resource Management and Development	5	3 : 2 : 0	75	25	100
5.	PA-305	Social Welfare Administration	5	3 : 2 : 0	75	25	100
6.	PA-306	Labour Welfare Administration	5	3 : 2 : 0	75	25	100

### Practical

S.No.	Course No.	Course Title	Credits	L : T : P	External	Internal	Total
7.	PA-307	Field Visit Reports Preparation/Presentation	2	0 : 0 : 2	—	50	50

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## Semester IV

### Elective (Any Four)

S.No.	Course No.	Course Title	Credits	L : T : P	External	Internal	Total
1.	PA-401	Public Policy and Globalisation	5	3 : 2 : 0	75	25	100
2.	PA-402	E-Governance in India : Problems and Prospects	5	3 : 2 : 0	75	25	100
3.	PA-403	Research Methodology	5	3 : 2 : 0	75	25	100
4.	PA-404	Administrative Thought	5	3 : 2 : 0	75	25	100
5.	PA-405	Disaster Management	5	3 : 2 : 0	75	25	100
6.	PA-406	Urban and Rural Local Government	5	3 : 2 : 0	75	25	100
7.	PA-407	Public Health Administration	5	3 : 2 : 0	75	25	100
8.	PA-408	Environmental Administration With Special Reference to India	5	3 : 2 : 0	75	25	100
9.	HR-409	Political Economy With Special Reference to India	5	3 : 2 : 0	75	25	100
10.	HR-410	Administrative Law	5	3 : 2 : 0	75	25	100

### Practical

S.No.	Course No.	Course Title	Credits	L : T : P	External	Internal	Total
11.	HR-411	Field Visit Reports Preparation/Presentation	2	0 : 0 : 2	—	50	50
12.	HR-412	Comprehensive Viva-Voce	4	0 : 0 : 4	100	—	100

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**M.A. (Public Administration)**  
(Course Curriculum Under CBCS and NEP-2020)

**Credit Summary**

S.No.	Semester	Core Course	Minor Course	Elective	Practical	Total Credits	Total Marks
1.	Sem. I	20	4	—	2	26	550
2.	Sem. II	10	—	10	6	26	550
3.	Sem. III	10	—	10	2	22	450
4.	Sem. IV	—	—	20	6	26	550
	Total					100	2100

Note : Students will have to earn 100 credits to pass MHRM course.

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## PA—101

# Introduction to Public Administration and Management

### Unit I.

Meaning, Nature, Scope and Importance of Public Administration.

State and Evolution of Public Administration and present status

Politics & Administration Dichotomy – Woodrow Wilson and F.J. Goodnow

Globalization and Public Administration

### Unit II.

Approaches:

a) Classical Approach

b) Human Relations and Behavioural Approach

c) Ecological Approach

### Unit III.

Principles of Public Administration (a) Division of Work and Coordination; (b) Hierarchy, Unity of Command and Span of Control; (c) Delegation, Centralization and Decentralization; (d) Line and Staff

### Unit IV.

Concepts of Public Administration (a) Administrative Planning (b) Leadership and Supervision (c) Communication and Public Relations

### Unit V.

Emerging Trends (a) Public Accountability and Social Accountability (b) New Public Administration : Minnowbrook I, II & III (c) New Public Management d) Public Administration in Transition

## **PA—102**

### **Introduction to Public Policy and Governance**

#### UNIT I

Introduction: a) Nature, Scope and Importance of Public Policy b) Evolution of Public Policy and Policy Sciences c) Public Policy and Public Administration

#### UNIT II

Approaches to Public Policy Analysis a) The Process Approach b) The Logical Positivist Approach c) The Phenomenological Approach d) The Participatory Approach and Normative Approach

#### UNIT III

Theories and Process of Public Policy Making a) Theories and Models of Policy Making b) Perspectives of Policy Making Process c) Institutions of Policy Making

#### UNIT IV

Policy Implementation and Evaluation a) Concept of Policy Implementation b) Techniques of Policy Implementation c) Concept of Policy Evaluation d) Constraints of Public Policy Evaluation

#### UNIT V

Globalization and Public Policy a) Global Policy Process b) Transnational Actors: Impact on Public Policy Making c) Impact of Globalization on Policy Making

**PA—103**  
**Financial Administration**

UNIT I

Financial Administration: Evolution, Meaning, Nature, Scope and its Significance; Financial Administration in the era of Liberalization, Privatization and Globalization.

UNIT II

Budget: Evolution, Meaning and its Principles. Types of Budget: Line Item Budget, Performance Budget, Zero Base Budget Process of Budget: Formulation, Enactment and Execution.

UNIT III

Organization and Functions: Ministry of Finance, Estimates Committee, Public Accounts Committee and Committee on Public Sector Undertakings, Budget as a tool of Financial Control & Socio-Economic Development

UNIT IV

Organization and Functions of Finance Commission, Comptroller and Auditor General of India,

RBI: Composition & Function, Problems and Prospects of Financial Administration in India.

UNIT V

Federal finance: union-state financial relations, finance commission-relations between finance commission and planning commission.

## PA—104

### Indian Constitution Administration and Governance

#### UNIT I

Indian Constitution: a) Nature of the Constitution Salient features – Preamble b) Fundamental Rights, Directive Principles - Fundamental Duties c) Amendments of the Constitution: Procedure for Amendment– Emergency Provisions.

#### UNIT II

Centre – State Relations and Local Self Government a) Distinctive features of Indian Federation b) Legislative, Administrative and Financial relations between the Union and the States c) Decentralization Experiments in India – 73rd and 74th Amendments and their implementation.

#### UNIT III

State Government a) Governor, Chief Minister and Council of Ministers b) Secretariat and Directorates c) Changing Nature of District Administration and the role of District Collector.

#### UNIT IV

Accountability & Control a) Legislative, and Executive Control b) Judicial control and Judicial Review c) Right to Information Act

#### UNIT V

Social and Welfare Administration in India 1) Reservations for SC, ST and Backward classes 2) National SC and ST Commission; Women's Commission 3) Minorities Commission and Human Rights Commission.

## **PA—201**

# **Public Policy : Introduction, Formulation, Implementation and Evaluation**

### Unit I.

Public Policy: Introduction: Meaning, Nature, Scope and Significance; Policy Cycle, Policy Science, Policy Change, and Models of Public Policy, Non-State Actors & Public Policy, AGENDA 2030, MDGs/SDGs.

### Unit II.

Policy Formulation: Structure and Process, Role of Various Agencies, Inter Governmental Relations, Constraints in Policy Formulation, Policy Making Indices & Post Globalised Scenario.

### Unit III.

Policy Implementation: System and Models, Role of Various Agencies, Problems, Monitoring of Public Policy: Importance and Approaches, Constraints and Remedial Measures.

### Unit IV.

Policy Evaluation and Impact: Understanding Policy Evaluation, Ascertaining Policy Impact,

### Unit V.

Social Cost Benefit Analysis, Input - Output Analysis, Sectoral Policies in India: Health, Education, Agriculture, Telecom and Environment.

**PA—202**

**Comparative Public Administration**

UNIT 1.

Meaning: Nature, Scope and the Evolution of Comparative Public Administration.

UNIT 2.

Models of Comparative Public Administration: Weberian & Riggsian.

UNIT 3.

Relevance and present status of Comparative Public Administration

UNIT 4.

Approaches: Structural Functional approach, Behavioral approach and Ecological approach,

Environment of Administration: Social, Political, Economic & Cultural.

UNIT 5.

A Comparative study of Administrative Systems of USA, UK & France: Civil service, Local Government.



## PA—203

### Public Personnel Management With Special Reference to India

#### Unit – I

Introduction: Meaning, Nature and Scope of Management, Level of Management, Difference between Administration and Management. Management Function: Planning, Organising, Staffing, Directing, Coordination, Reporting, Budgeting and Decision Making.

#### Unit – II

Management Technique: Public Relation, Cost Benefit Analysis (CBA), Group Dynamics, Cybernetics, PERT & CPM, New Public Service Model (Robert Dehardt). Human Resource Development, Participative management, O&M., Globalization and Management: The changing International Scene, Role of Multinational Companies.

#### Unit – III

Public Personnel Administration: Meaning, Nature, Scope and Significance, Evolution of Public Personnel Administration, Functions of Personnel Administration, Personnel Policies. Bureaucracy: Meaning, Features, Types of Bureaucracy, Role in Democratic System, Neutrality vs. Commitment, Anonymity, Generalist and Specialist.

#### Unit – IV

Classification of Services: Position and Rank classification, Recruitment and Recruitment Agencies – UPSC and SPSCs, Training, Promotion.

#### Unit –V

Service Conditions and Discipline: Accountability, Transfer, Integrity in Administration, Performance Appraisal, Retirement Benefits Employer – Employee relations : Joint Consultative Machinery (Whitley Council)

**PA—204**

**Financial Policy and Administration With Special Reference to  
India**

UNIT I:

Financial Administration: Meaning, Nature & Scope, General Principles of Financial Administration, Planning Machinery & New Economic Order, Five Year Plans, Economic & Social Aspects Working OF Finance & Planning Commission, N.D.C. Public Finance: Evolution, Meaning and Scope b) Public Revenue: Meaning, Need, Classification and Principles of Revenue c) Public Expenditure: Meaning, Need and Classification.

UNIT II:

Budget and Governance a) Public Budget: Meaning, Purpose and Significance b) Budget Preparation, Enactment and Execution c) Types of Budget: Line-Item Budget, Performance Budget, PPBS and Zero -Based Budgeting d) Gender Budget, Green Budget and Sun Set Legislation

UNIT III:

Financial Management in India a) Fiscal Federalism- Center State Financial Relations, Distribution of Resources b) Finance Commission - Composition, Powers, Functions and Role c) Fiscal Management: Public Debt and Deficit Financing d) Monetary Policy and Fiscal Policy

UNIT IV:

Tax Governance a) Tax Governance in India b) Principles of Taxation and Tax Administration in India c) Priorities for Improving Tax Governance

UNIT V:

Control over Finances a) Accounting and Audit Reforms in India b) Types of Audit- Internal and External Audit- Standards of Public Accounting c) Parliamentary Financial Committees and Comptroller & Auditor General of India

**PA—205**

**Office Management and Administrative Improvement**

**Unit I.**

Office Procedure and Office Manuals : Forms Designing and Control  
Office Communication : Handling Mail and Electronic Communication System  
Record Management : Classification, Indexing and Preservation of Records.

**Unit II.**

O&M Approach  
Work Study and Work Management

**Unit III.**

Operational Research and Use of Information Technology  
Programme Evaluation and Review Techniques (PERT) and Critical Path Method (CPM)

**Unit IV**

Programme Evaluation and Performance Measurement : New Indicators and Methods  
MBO and Its Application

**Unit V.**

Organisational Development and Change  
Total Quality Management  
Re-engineering, Benchmarking and Empowerment.

**PA—206**

**Consumer Protection Administration**

Unit I.

Consumer Movement : Origin and Growth, Features, Issues and Trends of Consumer Movement in India, Consumer Environment and Consumer Rights.

UNIT II.

Evolution of Consumer Protection Laws, Consumer Protection Act 1986: Basic features and Limitations

Unit III.

Consumer Grievance Redressal Machinery at National, State and District Level: Composition, Powers & Functions.

Unit IV.

Consumer Acts: Standardization of Goods, Weight and Measurement Act 1976, Food and Adulteration Act, 1940, Drugs and Cosmetics Act.

Unit V.

Bureau of Indian Standards Act, 1986; Monopolies and Restrictive Trade Practices (MRTP) Act, 1969, MRTP Commission: Organization and Functions, Ministry of Consumer Affairs: Organisation & Functions

## PA—301

### Public Policy : Concept and Models

#### UNIT I:

Models of Public Policy -I a) Vilfredo Pareto: Optimality and Improvement b) John Rawls: A Theory of Justice c) Almond Gabriel : Interest Aggregation and Articulation.

#### UNIT II:

Models of Public Policy - II a) Harold Lasswell : Policy Sciences b) Yehezkel Dror : Mega Policy and Meta Policy c) Charles Lindblom: Incrementalism .

#### UNIT III:

Models of Public Policy - III a) William Niskanen: Budget Maximizing Model b) Elinor Ostrom : Institutional Rational Choice c) Amartya Sen : Development as Freedom.

#### UNIT IV:

Concepts of Public Policy: a) Institutionalism b) Process: Policy as a Political Activity c) Public Choice d) Strategic Planning.

#### UNIT V:

Theories a) Game Theory b) Group Theory c) Elite Theory d) Systems Theory .

## PA—302

### Decentralisation and Local Government

#### Unit 1

Concept, Evolution and Significance of Democratic Decentralisation. Contextual Dimensions of Democratic Decentralisation - I: Political, Constitutional and Administrative, Impact of Decentralised Development

#### Unit 2

Understanding Decentralisation in Contemporary Settings. Components of Decentralised Development - I: Empowerment, Components of Decentralised Development - II: Socio-Economic and Politico-Administrative, Components of Decentralised Development - III: Equal Distribution of Benefits of Development

#### Unit 3

Evolution of Local Governance (Before 73rd and 74th Amendments), Features of 73rd and 74th Constitutional Amendments, Organisational Structure of Rural Local Bodies, Organisational Structure of Urban Local Bodies

#### Unit 4

Intra-Local Government Relationship - I: Rural, II: Urban, Development Planning (Nature and Scope), Micro Level Plans (Formulation and Implementation), Structural Reforms (Resources, Finances, Powers and Functions)

#### Unit 5

Capacity Building of Grassroots Functionaries, Sustainable Development: Challenges to Decentralised Governance

## PA—303

### Management of Public Enterprises

#### UNIT I:

Concept of Public Sector: its role and significance, public enterprises, meaning, objectives and significance, evolution of public enterprises. Their role in developing countries.

#### UNIT II:

Forms of public enterprises: departmental undertakings, public corporations, government companies, joint enterprises, management of public enterprises, governing boards: types and functions.

#### UNIT III:

Personnel management: recruitment, training, promotion and remuneration, control over public enterprises: parliamentary, ministerial and audit.

#### UNIT IV:

Issue areas in public enterprises: accountability and autonomy, MOU consumer interest, concept of Navratna, disinvestment, merger and acquisition.

#### UNIT V

Emerging Trends in Public Administration: Good Governance: Transparency & Public Accountability, and e-governance, Public Private Partnership Impact of Liberalization, Privation & Globalization on Public Administration Initiatives towards Citizen Centric Administration

## PA—304

### Human Resource Management & Development

#### Unit 1.

Human Resource Management: Meaning, Nature, Scope and Significance, Strategic Human Resource Management.

#### Unit 2.

Human Resource Planning and Strategy: Recruitment, Selection, Appointment and Promotion, Job Analysis and Job Design

#### Unit 3.

Performance Appraisal: Concept, Need, Principles and Methods of Performance Appraisal.

#### Unit 4.

Compensation Management: Introduction, Objectives of Compensation Management, Remuneration and Salary System in India, Rewards and Incentive Management, Wage Fixation methods.

#### Unit 5.

Training and Development: Training with in Industry (TWI); On the job and of the Job training, Training Methods: Lecture, Incident Process, Role Play, Structured and Unstructured Discussions, Designing and Evaluating Training and Development Programmes.



**PA—305**  
**Social Welfare Administration**

Unit I.

Evolution of Social Welfare in India : Ancient Period, Medieval Period, British Period and Independent India. Provisions of Social Welfare in Indian Constitution.

Unit II.

Concept of Welfare State: Meaning, Characteristics, Objectives and Functions. Concept of Social Welfare Administration: Meaning, Scope, Significance and Principles, Social Reforms in India.

Unit III.

Social Welfare Policies and Programmes for Aged, Disabled, Youths and Drug Addicts at Central and State Levels.

Unit IV.

Composition and Functions of National Commission for Women, National Commission for Scheduled Castes and Scheduled Tribes, National Commission for Backward Classes, and National Commission for Minorities.

Unit V.

Role of NGO's, Civil Society and Self Help Groups, Family Welfare Programmes: Meaning, Importance, Implementation and Achievement, Difficulties in the way of Family Welfare Programmes in India, Measures to make Family Welfare Programmes successful.

**PA—306**

**Labour Welfare Administration**

Unit I.

Labour Welfare- Meaning, Nature and Scope, Principles and its Significance, Evolution of Labour Welfare, Theories of Labour Welfare.

Unit II.

Labour Welfare and Liberalization, Wage Policy and Wage Regulation Machinery, Workers Education & Training.

Unit III.

Labour Movement in India, Origin and Causes, Trade Unionism: History of Trade Union Movement in India and Problems of Trade Unionism, Problems of Organized and Unorganized Labour in India.

Unit IV.

Labour Policy in India, International Labour Organization, (ILO): Origin, Objectives and Structure, International Labour Organization and Labour Welfare in India, Recruitment of Industrial Labour in India.

Unit V.

Union Ministry of Labour and Employment, Organization and Functions, Central Chief Labour Commissioner, National Commission on Labour: Organization & Functions, Labour Reforms in India.

**PA—401**  
**Public Policy and Globalization**

UNIT I:

Introduction a) Neo-Liberalism and Public Policy-New World Order b) Reforming Institutions: The State, Market and Public domain c) Globalization of Economic Activity

UNIT II:

Globalization and Public Policy: An Analytical Framework a) Interdependence: Challenges to External Sovereignty b) Globalization: Challenges to Internal Sovereignty c) Global Public Policy.

UNIT III:

Pioneers in Global Public Policy a) Global Financial Markets b) Global Crime and Public Policy c) Trade in a Globalizing Industry.

UNIT IV:

The New Bureaucracy a) Quality Assurance – New Occupation b) Organizations and Accountability c) Corporate Lobby Groups in the Policy Process.

UNIT V:

Emerging Trends a) Learning Organizations b) Network Organizations c) Business Process Reengineering.

## PA—402

### E-Governance : Problems and Prospects

#### UNIT I:

Introduction a) Governance in Digital Age (Introduction of ICTs in administration, Technological Adaptation, Reorganization of Administrative Structures and institutions) b) Meaning, Scope and Importance of e-Governance (Meaning, Definitions, Scope, and Importance of eGovernance) c) Evolution of e-Governance (Evolution of Computer and Internet – Application to Administrative Systems)

#### UNIT II:

Concepts a) Theories of e-Governance (Six perspectives and Six theories) b) Models of e-Governance (The General Information Dissemination Model, the Critical Information Dissemination Model, the Advocacy Model, the Interactive Model) c) National E-Governance Plan

#### UNIT III:

Applications a) e-Governance in Rural Development b) e-Governance in Urban Administration c) e-Governance in Economic Development

#### UNIT IV:

Cases a) e-Literacy: Akshaya in Kerala b) Electronic Citizen Services: A Comparative outlook c) Digitalization of Land Records Administration: Bhoomi in Karnataka d) Automizing District Administration: The e-district project

#### UNIT V:

Issues a) e-Readiness b) Digital Divide (Gender, Geographical, Economical, Social and Political) c) e-Governance – Critical Factors (Technology, People, Process, Resources, Infrastructure, Nature of PPP models) d) e- Governance: Issues and Challenges (Resistance to Change, Laws, Skills, Competency, Capacity Building, Adaptation of Technology and Administrative Reforms)

**PA—403**  
**Research Methodology**

UNIT I.

Introduction a) Meaning, Objectives, Scope and Importance of Social Science Research b) Types of Research c) Objectivity in Social Science Research d) Trends on Research in Public Policy and Governance

UNIT II.

Methods of Research a) Scientific Method b) Case Study Method c) Survey Method d) Content Analysis

UNIT III.

Research Design a) Identification of Research Problem b) Hypothesis and Procedure of Hypothesis testing and Estimation c) Preparation of Research Design

UNIT IV.

Methods of Data Collection a) Methods of Data Collection Primary Sources b) Observation; Questionnaire and Interview c) Secondary sources of Data Collection - Use of Library and Internet

UNIT V.

Sampling and Report Writing a) Sampling, Sampling Techniques and Scales of Measurement b) Analysis of Data and Use of computers in Social Science Research c) Citing and Ethics of Research in Public Administration d) Research Report Writing

**PA—404**  
**Administrative Thought**

UNIT I.

Kautaliya  
Mahatma Gandhi  
Jawaharlal Nehru.

UNIT II.

Sardar Vallabhbhai Patel  
Swami Vivekanand  
Dr. B.R. Ambedkar

UNIT III.

Woodrow Wilson  
Henry Fayol  
F.W. Taylor

UNIT IV.

Luther Gullick  
Max Weber  
M.P. Follet

UNIT V.

Paul H. Appleby  
Karl Marx  
Fredrick Herzberg

## **PA—405**

# **Disaster Management**

### Unit I.

Meaning and Classification of Disasters

Natural Disaster : Meaning and Nature, Types of Natural Disasters in India

Effects of Disasters and Efforts to Mitigate Disasters.

### Unit II.

Natural Disasters: Earthquakes, Volcanic Eruptions, Floods, Cyclones, Climate Change

Man-made Disasters: Soil degradation, Desertification, Deforestation

### Unit III.

Disaster Mitigation

Disaster Preparedness

Organisational Framework for Disaster Administration in India at the Union, State and Local levels (including Nodal Agency, National Disaster Management Authority, State Authority)

### Unit IV.

Disaster Risk Reduction – Sustainable Development

Relief and Rehabilitation

Disaster Management Training

### Unit V.

Role of Information and Communication Technology Systems in Disaster Management

Interstate and International Cooperation for Disaster Management

Role of NGOs and Army in Disaster Management

**PA—406**

**Urban and Rural Local Government**

Unit I.

Democratic Decentralization in India (73rd and 74th Amendments)

Emergence and Evolution of Local Governance in India

Emergence and Evolution of Urban Governance in India

Unit II.

Rural Local Government: Structure and Functions

Village level : Gram Sabha and Gram Panchayat: Composition, Functions, Finances and Role

Block Level: Panchayat Samiti : Composition, Finances, Functions and Role

District Level: Zila Panchayat : Composition, Finances, Functions and Role

Unit III.

Urban Local Government: Structure and Functions

Municipal Corporation: Structure and Role

Municipal Council: Composition and Functions

Nagar Panchayat: Structure and Functions

Unit IV.

Rural and Urban Governance: Themes and Issues

Personnel Administration: Recruitment and Training

Unit V.

State-Local Relationship: Administrative and Financial

State Election Commission: Composition, Functions and Role



**PA-407**

**Public Health Administration**

Unit I.

Public Health - Meaning and Nature

Health Administration- Nature, Scope and Significance

Unit II.

Public Health in Global Perspective

Organization of Health Administration at Union, State and Local Government Levels

Unit III.

Administration of Primary Health Care

Personnel and Financial Management

Unit IV.

The Planning Process

Government Programmes for Health Care – NRHM, NUHM, and JSY (Janani Suraksha Yojna)

Programmes for Women and Child Development

Unit V.

Role of NGOs and Other Voluntary Agencies

WHO and UNICEF

National Health Policy in India

**PA—408**  
**Environmental Administration With Special Reference to India**

Unit I.

Environment, Ecology and Sustainable Development  
Environmental Governance : Stockholm (1972) to the present.

Unit II.

Economic Liberalisation and Impact on Environment: Developed vs. Developing Countries.  
Planning and Environment

Unit III.

National Environment Policy: Institutional Arrangements.  
Judicial Remedies and New Regulatory Techniques

Unit IV

Forest Sector- Wildlife and Pollution  
The Problems of Large Multipurpose Projects and Hazardous Substances  
Urban Environmental Problems

Unit V.

Environmental Movements in India: Impact on Public Policy.  
The Role of Civil Society & NGO's.  
Globalization and Liberalization: Impact on Environment.

**PA—409**  
**Political Economy With Special Reference to India**

Unit I.

Political Economy : Meaning and Nature  
Liberal and Marxist Approaches  
Neo-Liberalism

Unit II.

Economic Reforms in India  
Social Implications  
Regional Variations

Unit III.

Agricultural Policies  
Industrial Policy

Unit IV.

Public Policies of Poverty Alleviation  
State vs Market: New Economic Policies

Unit V.

Fiscal Federalism in India  
Issues of Equity, Discrimination and Human Rights in India

**PA—410**  
**Administrative Law**

Unit I.

Administrative Law- Meaning, Nature, Scope and Characteristics, Reasons for its growth, Sources of Administrative Law, Relations between Constitutional Law and Administrative Law.

Unit II.

Rule of Law-Meaning, Nature & Scope, Dicey's Thesis on Rule of Law, its Criticism, Ultra-Virus: Meaning & Types, Courts of Administrative Law (Droit Administration) in France.

Unit III.

Delegated Legislation- Meaning, Types, Causes of its Growth, Advantages and Disadvantages, Safeguards.

Unit IV.

Administrative Adjudication- Meaning Causes for its Growth, Administrative Tribunals- Meaning, Composition and features.

Unit V.

Public Interest Litigation: Meaning, Nature, Reasons of Growth, Judicial activism: Meaning, Origin, Reasons for growth, criticism.