

Five Years Integrated (Hons) Public Administration**M.A.(Hons) Public Administration Five Year Integrated Programme with the option to exit B.A.(Hons.)
in Public Administration after 3 years****Syllabi and Courses of Reading For Five Years Integrated Programme in Public Administration**

First Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-I-01	Elements of Public Administration-I	80	20	3 hrs.
02	MPA-I-02	Indian Administration-I	80	20	3 hrs
03	MPA-I-03	Personnel Administration-I	80	20	3 hrs.
04	MPA-I-04	Basic Concepts in Sociology	80	20	3 hrs.
05	MPA-I-05	English-I	80	20	3 hrs.

Second Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-II-01	Elements of Public Administration-II	80	20	3 hrs.
02	MPA-II-02	Indian Administration-II	80	20	3 hrs
03	MPA-II-03	Personnel Administration-II	80	20	3 hrs.
04	MPA-II-04	Society, Culture and Social Change	80	20	3 hrs
05	MPA-II-05	English-II	80	20	3 hrs.

Third Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-III-01	Comparative Public Administration-I	80	20	3 hrs.
02	MPA-III-02	Indian Polity/Constitution	80	20	3 hrs
03	MPA-III-03	Development Administration-I	80	20	3 hrs.
04	MPA-III-04	Methods in Social Research	80	20	3 hrs.

Fourth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IV-01	Comparative Public Administration-II	80	20	3 hrs.
02	MPA-IV-02	Financial Administration	80	20	3 hrs
03	MPA-IV-03	Development Administration-II	80	20	3 hrs.
04	MPA-IV-04	Indian Society	80	20	3 hrs.

Fifth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-V-01	Social Welfare Administration-I	80	20	3 hrs.
02	MPA-V-02	Social Problems in India	80	20	3 hrs
03	MPA-V-03	Rural Local Administration	80	20	3 hrs.
04	MPA-V-04	Introduction to Computer	60	40(P)	3 hrs.

Sixth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-VI-01	Social Welfare Administration-II	80	20	3 hrs.
02	MPA-VI-02	Social Change and Development	80	20	3 hrs
03	MPA-VI-03	Urban Local Administration	80	20	3 hrs.
04	MPA-VI-04	Environment Protection Administration	80	20	3 hrs.

Seventh Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-VII-01	Administrative Theory	80	20	3 hrs.
02	MPA-VII-02	Administrative Thinker	80	20	3 hrs
03	MPA-VII-03	Human Resource Development-I	80	20	3 hrs.
04	MPA-VII-04	Central Administration	80	20	3 hrs.
05	MPA-VII-05	Labour Welfare Administration- I	80	20	3 hrs.

Eight Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-VIII-01	Organizational Behaviour	80	20	3 hrs.
02	MPA-VIII-02	State Administration	80	20	3 hrs
03	MPA-VIII-03	Human Resource Development-II	80	20	3 hrs.
04	MPA-VIII-04	Administrative Reforms in India	80	20	3 hrs.
05	MPA-VIII-05	Labour Welfare Administration-II	80	20	3 hrs.

Ninth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-01	Administrative Law-I	80	20	3 hrs.
02	MPA-IX-02	Judicial Administration	80	20	3 hrs
03	MPA-IX-03	Research Methodology-I	80	20	3 hrs.
04	MPA-IX-04	Specialization Paper	80	20	3 hrs.
05	MPA-IX-05	Specialization Paper	80	20	3 hrs.

Tenth Semester

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-X-01	Administrative Law-II	80	20	3 hrs.
02	MPA-X-02	Consumer Protection Administration	80	20	3 hrs
03	MPA-X-03	Research Methodology-II	80	20	3 hrs.
04	MPA-X-04	Specialization Paper	80	20	3 hrs.
05	MPA-X-05	Specialization Paper	80	20	3 hrs.

Specialization Streams

A- Advanced Public Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Right to Information in India	80	20	3 hrs.
02	MPA-IX-05	Citizen Centred Administration	80	20	3 hrs
03	MPA-X-04	Management Information System	80	20	3 hrs.
04	MPA-X-05	Computer Application in Administration	80	20	3 hrs.

B - Governance and Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Good Governance	80	20	3 hrs.
02	MPA-IX-05	Constitutional Governance	80	20	3 hrs
03	MPA-X-04	E-Governance in India	80	20	3 hrs.
04	MPA-X-05	Ethical Governance in India	80	20	3 hrs.

C - Social Welfare Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Principles of Social Welfare	80	20	3 hrs.
02	MPA-IX-05	Women Welfare in India	80	20	3 hrs
03	MPA-X-04	Child Welfare in India	80	20	3 hrs.
04	MPA-X-05	SC/ST Welfare in India	80	20	3 hrs.

D – Labour Welfare Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Basic Concepts of Industrial Relations	80	20	3 hrs.
02	MPA-IX-05	Labour Laws in India	80	20	3 hrs
03	MPA-X-04	Wages/Salary Administration	80	20	3 hrs.
04	MPA-X-05	Labour Welfare Policy and Perogrammes	80	20	3 hrs.

E – Disaster Management and Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Basic Concepts of Disaster Management	80	20	3 hrs.
02	MPA-IX-05	Understanding the Natural Disaster	80	20	3 hrs
03	MPA-X-04	Understanding the Man-made Disaster	80	20	3 hrs.
04	MPA-X-05	Disaster Response and Preparedness	80	20	3 hrs.

F – Banking and Insurance Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Financial Services & Bank Administration	80	20	3 hrs.
02	MPA-IX-05	Banking Laws and Practice in India.	80	20	3 hrs
03	MPA-X-04	General Insurance Management & Administration	80	20	3 hrs.
04	MPA-X-05	Life Insurance Management & Administration	80	20	3 hrs.

G – Police Administration

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Elements of Police Administration	80	20	3 hrs.
02	MPA-IX-05	Police Personnel Administration	80	20	3 hrs
03	MPA-X-04	Jail Administration in India	80	20	3 hrs.
04	MPA-X-05	Criminal Law and Police Administration	80	20	3 hrs.

H – Human Rights

Sr. No.	Paper No.	Nomenclature of the Paper	Max. . Marks		Time
			Theory	I.A.	
01	MPA-IX-04	Fundamentals of Human Rights	80	20	3 hrs.
02	MPA-IX-05	Human Rights at Global Level	80	20	3 hrs
03	MPA-X-04	Human Rights Education and Training	80	20	3 hrs.
04	MPA-X-05	Human Rights: Judiciary, Media & NGOs	80	20	3 hrs.

SYLLABUS WITH MINOR CHANGING PASSED IN PG BOS ON 27.01.2014

M.A.(Hons)-5 Years Integrated Course - 6th Semester

Social Welfare Administration – II (w.e.f. 2014-2015)

MPA-VI-01

M.Marks = 100

Theory= 80

I.A. = 20

Time: 3.00 hrs.

Note: Attempt five questions, selecting one question from each Unit. Q.No. 9 is compulsory covering the entire syllabus. All questions carry equal marks.

UNIT-I

Ministry of Social Welfare: Organization & Functions,

Social Welfare Department at State Level.

Social Welfare Administration at District level.

UNIT-II

Role of Voluntary Organization in Social Welfare,

Implementation, Achievement and difficulties in the way of family welfare programmes in India.

Women Welfare Programmes in India.

UNIT-III

Child Welfare Programmes in India,

Youth Welfare Programmes in India,

Aged Welfare Programmes in India.

UNIT-IV

SC and ST Welfare Programmes in India,

OBC Welfare Programmes in India,

Disabled Welfare Programmes in India.

RECOMMENDED BOOKS:

D.R. Sachdeva, Social Welfare in India, Allahabad: Kitab Mahal, 2009

S.L. Goel, Social Welfare in India, New Delhi: Deep & Deep, 1988.

Surender Kataria, Social Welfare in Administration in India, Jaipur: RSBA, 2002.

D.P. Chaudhary, Social Welfare Administration, Delhi: Atma Ram & Sons, 1992.

D.K. Mishra, Social Administration, Jaipur: College Book Depot, 1990.

M.A.(HONS)-5 YEARS INTEGRATED COURSE Annexure-A

SEMESTER- VII (w.e.f. 2014-2015)

PAPER: MPA-VII-01

ADMINISTRATIVE THEORY

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Public Administration: Meaning & Definition; Growth of Public Administration, New Public Administration: Concept, growth , features & Criticism, Public Private Partnership: concept & Growth. New Public Management: Concept, growth, features & Criticism.

UNIT-II

Organisational Models: Open & Closed, Organisational Effectiveness: Concept & determinants, Leadership: Concept, Definition & theories.

UNIT-III

Theories of Administration- Organisations: Henry Fayol's Contribution to Administrative Theory, Scientific Management Theory, Human Relations Theory

UNIT-IV

Communication: Meaning, Importance, Types & Process, Barriers to Communication, Supervision: meaning, Importance, techniques & Methods of supervision, Administrative-Tribunals: Concept, Merits & demerits, Administrative adjudication: Advantages & limitations.

Recommended Books:

1. Avasthi, A. & Maheshwari, S.R., Public Administration, Agra: Laxmi Narain Aggarwal, 2001.
2. Sharma M.P. & Sadana B.L., Public Administration in Theory and Practice, Allahabad: Kitab Mehal, 2003.
3. Bhambri, C.P., Public Administration, Delhi: Vikas Publishers, 1991.

4. Sharma, P.D. & Sharma, H.C., Theory and Practices of Public Administration, New Delhi: 477BNJ
5. **Basu, Rumki Public Administration: Concepts & Theories, Sterlin Publisers Povt. Limited, New Delhi, 1994.**
6. **Baghel, C.L., Yogendra Kumar, Public Administration: Concept, approaches & Oranisationl Structure, Kanishka Publisers, Distributors, New Delhi.**
7. **Sharma M. Theory of Public Admn., Anmol Publications Pvt. Ltd., New Delhi, 2003.**

M.A.(HONS)-5 YEARS INTEGRATED COURSE

SEMESTER- VII

PAPER: MPA-VII-02

Administrative Thinker

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

Kautaliya, Woodrow Wilson, Henri Fayol.

Unit-II

Luther Gullick, Lyndall Urwick, M.P. Follett.

Unit-III

F.W. Taylor, Elton Mayo

Unit-IV

Max Weber, Karl Marx.

Recommended Books:

1. George S. Claudes Jr., The History of Management Thought, New York, Prentice Hall, 1968.
2. R.N. Singh, Management Thought and Thinkers, Delhi, S. Chand, 1977.
3. Umesh Kumar and Sanjay Kumar Singh, Prachin Avm Adhunik Parshaskiya Vicharak, New Delhi, National Book, 1980.
4. Marino Pinto, Management Thinkers, Bombay, Allied Publishers, 1986.
5. G.S. Sudha, History of Management Thought, Jaipur, RBSA, 1991 (Hindi Medium)
6. S.S. Nisha Ali, Eminent Administrative Thinkers, Delhi Associated Publishing House, 1998
7. S.R. Maheshwari, Administrative Thinkers, New Delhi: Macmillan, India Ltd., 2003
8. Ravindra Prasad; V.S. Prasad and Satyanarayan (ed.) Administrative Thinkers, New Delhi, Sterling, 2012.

M.A.(HONS)-5 YEARS INTEGRATED COURSE

SEMESTER- VII

PAPER: MPA-VII-03

HUMAN RESOURCE DEVELOPMENT (i)

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Human Resource Development : Evolution of Human Resource Development, Meaning, Nature, Scope, Functions, Principles and Significance of Human Resource Development. Human Resource Development and Personnel Management.

UNIT-II

Human Resource Development Practices: Human Resource Planning, Training and Development, Wage Administration.

UNIT-III

Organisational Conflicts : Meaning, Kinds, Reasons, Procedure and Techniques of Conflict Management.

Grievances Handling Mechanism: Meaning, Causes, Need, Grievance and Factors affecting Grievance Procedure

Discipline, Meaning, Objectives, Nature, Causes, Principles of Maintaining Discipline..

UNIT-IV

Organisational Efficiency: Meaning, Causes of Inefficiency, Human Resource Research, Human Resource Audit.

Recommended Books:

- T.D. Tiwari, Human Resource Development A New Perspective, Shanti Prakashan, Delhi, 2003,
- Deepak Sharma, Human Resource Development, APH publishing Corporation, New Delhi, 2011.
- Sandhir Sharma, Human Resource Development, Maxford Books, New Delhi, 2009
- A.M. Sheik, Human Resource Development And Management, S. Chand & Company Ltd., New Delhi, 2003.
- Bhawdeep and Prem Kumar, Current Trends in Human Resource Development (HRD), Deep & Deep Publications, New Delhi, 1995.
- T.V. Rao, Future of HRD, Macmillan India Ltd., New Delhi, 2003.
- T.V. Rao, Alternative Approaches and Strategies of Human Resource Development, Rawat li, n Publications, Jaipur, 1988.
- J.P. Malik, Development Organizations for 21st Century, Development Associates, New Delhi, 2000.
- M.P. Srivastava, Human Resource Planning, Manak Publications Pvt. Ltd., New Delhi, 1997.
- H.C. Ganguli, Job Satisfaction Scales for Effective Management, Concept Publishing Company, New Delhi, 1994.
- M.A. Sahaf, Management Accounting Principles and Practice, Vikas Publishing House Pvt. Ltd., New Delhi, 2000.
- G.D. SHARMA, K.K.Sharma and G.C. Surana, Manav Sanshadhan Prabandh, Ramesh Book Depot, Jaipur, 1997.
- S.N. Mittal, Prabhandh Lakhankan, Mahabir Book Depot, Delhi.

- **B.S. moshal, Organisational Theory and Behaviour, New Delhi : Ane Books, 2009.**
- **KumKum mukherjee, Principles of Management and Organisational Behaviour, New Delhi: Tata mcGraw Hills, 2009**
- **S.K. Srivastva and Patiraj Kumari, Organizational Behaviour: A comprehensive Study, New Delhi: Global vision Publishers, 2010.**
- **P. Subba Rao, Management and Organisational Behaviour, New Delhi: Himalaya Publishers, 2012.**
- **C.B.Gupta, Organisational Behaviour, New Delhi, 2012.**
- **R.K. Single, Organisational Behaviour, New Delhi, 2012**
- **Shashi K. Gupta, Organisational Behaviour, New Delhi.**
- **K. Aswathappa, Organisational Behaviour, New Delhi : Himalaya Publishers, 2012.**
- **Niraj Kumar, Organizational Behaviour, Mumbai: Himalya Publishers, 2013.**

M.A.(HONS)-5 YEARS INTEGRATED COURSE

SEMESTER- VII

PAPER: MPA-VII-04

CENTRAL ADMINISTRATION

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Indian Federalism: Nature of Indian Administration, Federal and Unitary elements. Reasons of Strong Centre. Centre-State Relations : Legislative, Administrative and Financial.

UNIT-II

Indian Parliament and its working: Functions and Role. Present status of Lok Sabha and Rajya Sabha Parliamentary Standing Committees.

The Union Council of Ministers: Salient features of the Cabinet System , Composition, Powers and functions of the Cabinet. Council of Ministers Vs Cabinet.

UNIT-III

Supreme Court : Organisation and Powers. Judicial Review: Meaning, nature and limitations. Central Administrative Tribunal, Judicial Activism.

UNIT-IV

Generalist and Specialist: Historical Perspective, Difference between Generalists and Specialists. Administration of Public Enterprises: Patterns, Role, Performance and Impact of Liberalisation.

Recommended Books:

- S.R. MAHESHWARI, Evolution of Indian Administration, New Delhi: Orient Longman, (Latest Edition) 1974. (Hindi & English)
- S.R. Maheshwari, Indian Administration, New Delhi: Orient Longman.
- Surender Kataria, Indian Administration, Jaipur, RSBA, 2007.
- B.L. Fadia, Indian Administration, Agra : Sahitya Bhawan, 2007.
- B.B. Misra, The Central Administration of the East Company, London: Manchester Press, 1959.
- R.K. Arora and Rajni Goyal, Indian Public Administration, New Delhi: Wishwa, 1997.
- Hoshiar Singh, Indian Administration Allahabad: Kitab Mahal, 1998.
- Anirudh Ray, Some Aspects of Mughal Administration, New Delhi: Kalyani 1984.
- Prasad K. Nayak, S. Sen and G.S. Mansukhani (eds.) Indian Administration, New Delhi: Unique Publishers, 2007.
- Ashok Chand, Indian Administration, London: Allen and Unwin, 1967
- R.P. Khosla, Administrative Structure of the Great Mughals, Delhi: Kanti Publications, 1991.
- J.N. Sarkar, Mughal Administration, Calcutta: M.C. Sarkar, 1935.
- Rumki Basu, Public Administration in India, Delhi: Sterling Publishers Private Limited, 2014..

M.A.(HONS)-5 YEARS INTEGRATED COURSE

SEMESTER- VII

PAPER: MPA-VII-05

LABOUR WELFARE ADMINISTRATION-I

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

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

Unit-II

Labour Movement in India, Impact of Trade Union Movement on Indian Labour Movement, Problems of Organized and Unorganized Labour in India.

Unit-III

Labour Policy in India, International Labour Organization (ILO), I.L.O. and Labour Welfare in India, Recruitment of Industrial Labour in India.

Unit-IV

Union Ministry of Labour and Employment, Central Chief Labour Commissioner, National Commission on Labour.

Books Recommended:

1. Vaid K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970
2. Singh V.B., Industrial Labour in India: Bombay Asia Publishing House 1967
3. Malhotra., The Law of Industrial Disputes, 1968
4. Sabramaniam C.N., Labour Management Relations in India.
5. Joshi E.K. & Dhyani, S.N., Labour Administration, Department of Adult Education, Jaipur, University of Rajasthan, 1969.
6. India, Report of the Labour Investigation Committee.
7. India, Report of the Commission on Labour, 1969 & 2002.

8. Singh, R.C.P., Labour Welfare Administration, Delhi, Deep and Deep 1989.
9. Sexena, R.C., Labour Problems and Social Welfare, Meerut, Jai Parkash Nath, 1974.
10. T.N. Bhagoliwal, Economics of Industrial Relations and Labour Welfare in India.
11. Mamoria, C.B. , Industrial Relations and Labour Welfare in India, Kitab Mahal, Allahabad, 1975.

M.A.(HONS)-5 YEARS INTEGRATED COURSE

SEMESTER- VIII (w.e.f. 2014-2015)

PAPER: MPA-VIII-01

ORGANIZATIONAL BEHAVIOUR

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Introduction to Organisational Behaviour: Meaning, Nature, Scope, Features, Importance, Foundations and Approaches.

UNIT-II

Factors of Individual Behaviour : Personal, Environmental, Psychological and Organisational Systems & Resources.

Determinants of Group Behaviour : External Conditions, Group Member's Resources.

UNIT-III

Perception : Meaning, Process and Influencing Factors; Perception and Organisational Behaviour.

Attitude : Meaning, Nature, Components, Formation; Attitude and Organisational Behaviour.

UNIT-IV

Organisational Culture: Meaning, Dimensions, Approaches and Changing Context of Organisational Culture.

Organisational Change: Meaning, Types, Importance, Approaches and Role in Organisational Behaviour.

Recommended Books :

- B.S. Moshal, Organisational Theory and Behaviour, New Delhi : Ane Books, 2009.
- KumKum mukherjee, Principles of Management and Organisational Behaviour, New Delhi: Tata mcGraw Hills, 2009
- S.K. Srivastva and Patiraj Kumari, Organizational Behaviour: A Comprehensive Study, New Delhi: Global Vision Publishers, 2010.
- P. Subba Rao, Management and Organisational Behaviour, New Delhi: Himalaya Publishers, 2012.
- C.B.Gupta, Organisational Behaviour, New Delhi, Dhanpat Rai Publishers, 2012.
- R.K. Singla, Organisational Behaviour, New Delhi, V.K. Publication, 2012
- K. Aswathappa, Organisational Behaviour, New Delhi : Himalaya Publishers, 2012.
- Niraj Kumar, Organizational Behaviour, Mumbai: Himalya Publishers, 2013.
- Shashi K. Gupta, Organisational Behaviour, New Delhi, 2013

M.A.(HONS)-5 YEARS INTEGRATED COURSE

SEMESTER- VIII

PAPER: MPA-VIII-02

STATE ADMINISTRATION

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

State Legislature and its role, State Council of Ministers: Composition, Functions and Powers. Governor and the Council of Ministers. Coalition Government: features and Impact.

UNIT-II

Haryana Urban Development Authority: Organisation , functions, evaluation.

Administrative Reform Commissions in Haryana.

State Election Commission: Organisation and functions

UNIT-III

District Administration: Divisional: Role and Position. Deputy Commissioner Powers, functions and changing role of Deputy Commissioner after Independence. Superintendent of Police Powers and functions.

UNIT-IV

District Rural Development Agency: Organisation and functions.

Haryana Rural Development Authority: Organisation and functions., BDPO (Block Development and Panchayat Officer of Haryana).

Recommended Books:

- S.R. MAHESHWARI, Evolution of Indian Administration, New Delhi: Orient Longman, (Latest Edition) 1974. (Hindi & English)
- S.R. Maheshwari, Indian Administration, New Delhi: Orient Longman.
- Surender Kataria, Indian Administration, Jaipur, RSBA, 2007.
- B.L. Fadia, Indian Administration, Agra : Sahitya Bhawan, 2007.
- B.B. Misra, The Central Administration of the East Company, London: Manchester Press, 1959.
- R.K. Arora and Rajni Goyal, Indian Public Administration, New Delhi: Wishwa, 1997.
- Hoshiar Singh, Indian Administration Allahabad: Kitab Mahal, 1998.
- Anirudh Ray, Some Aspects of Mughal Administration, New Delhi: Kalyani 1984.
- Prasad K. Nayak, S. Sen and G.S. Mansukhani (eds.) Indian Administration, New Delhi: Unique Publishers, 2007.
- Ashok Chand, Indian Administration, London: Allen and Unwin, 1967
- R.P. Khosla, Administrative Structure of the Great Mughals, Delhi: Kanti Publications, 1991.
- J.N. Sarkar, Mughal Administration, Calcutta: M.C. Sarkar, 1935.
- Rumki Basu, Public Administration in India, Delhi: Sterling Publishers Private Limited, 2014.
- S.R. Maheshwari, State Governments In India, New Delhi: Macmillan, 2000.
- Ramesh Arora and Geeta Chaturvedi, Bharat Mein Rajya Prashashan, Jaipur, RSBA,2001.
- Harish Chander Sharma, State Administration in India (Hindi) Jaipur: College Book Depot, 2002.

M.A (Hons)-5 years Integrated Public Administration

Semester-VIII

MPA-VIII-03

HUMAN RESOURCE DEVELOPMENT (ii)

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

Human Resource Practices: Human Resource Accounting, Career planning and Development, Performance Appraisal.

Unit-II

Employees and Organisation:

Communication, Management Information System, Organisational Development.

Unit-III

Job Analysis Process: Job Analysis, Job Description, Job specification and Job Enrichment,

Unit-IV

Challenges and Trends in HRD, Management by Objectives, Creativity in Management, Modern Trends and Challenges in Human Resource Development, Human Development in Indian Perspective.

Recommended Books:

- T.D. Tiwari: Human Resource Development, A New Perspective . Shanti Prakashan Delhi,2003..
- Deepak Sharma, Human Resource Development, APH publishing Corporation, New Delhi, 2011.
- Sandhir Sharma, Human Resource Development, Maxford Books, New Delhi, 2009
- A.M. Sheik, Human Resource Development And Management, S. Chand & Company Ltd., New Delhi, 2003.
- Bhawdeep and Prem Kumar, Current Trends in Human Resource Development (HRD), Deep & Deep Publications, New Delhi, 1995.
- T.V. Rao, Future of HRD, Macmillan India Ltd., New Delhi, 2003.
- T.V. Rao, Alternative Approaches and Strategies of Human Resource Development, Rawat li, n Publications, Jaipur, 1988.
- J.P. Malik, Development Organizations for 21st Century, Development Associates, New Delhi, 2000.
- M.P. Srivastava, Human Resource Planning, Manak Publications Pvt. Ltd., New Delhi, 1997.
- H.C. Ganguli, Job Satisfaction Scales for Effective Management, Concept Publishing Company, New Delhi, 1994.
- M.A. Sahaf, Management Accounting Principles and Practice, Vikas Publishing House Pvt. Ltd., New Delhi, 2000.
- G.D. SHARMA, K.K.Sharma and G.C. Surana, Manav Sanshadhan Prabandh, Ramesh Book Depot, Jaipur, 1997.
- S.N. Mittal, Prabhandh Lakhankan, Mahabir Book Deport, Delhi.

- B.S. moshal, Organisational Theory and Behaviour, New Delhi : Ane Books, 2009.
- KumKum mukherjee, Principles of Management and Organisational Behaviour, New Delhi: Tata mcGraw Hills, 2009
- S.K. Srivastva and Patiraj Kumari, Organizational Behaviour: A comprehensive Study, New Delhi: Global vision Publishers, 2010.
- P. Subba Rao, Management and Organisational Behaviour, New Delhi: Himalaya Publishers, 2012.
- C.B.Gupta, Organisational Behaviour, New Delhi, 2012.
- R.K. Single, Organisational Behaviour, New Delhi, 2012
- Shashi K. Gupta, Organisational Behaviour, New Delhi.
- K. Aswathappa, Organisational Behaviour, New Delhi : Himalaya Publishers, 2012.
- Niraj Kumar, Organizational Behaviour, Mumbai: Himalya Publishers, 2013.

M.A (Hons)-5 years Integrated Public Administration

Semester-VIII

MPA-VIII-04

ADMINISTRATIVE REFORMS IN INDIA

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

UNIT-I

Administrative Reforms ; Meaning, nature, concept, Research Sources and Strategy . Post Independence Administrative Reforms .

Bureaucracy and continuity of Reform Policy.

UNIT-II

Organisation and Method ; Meaning, Nature, Function, Objectives and Role

Location of O and M Unit, Staffing, O & M, Techniques ; Survey, Inspection, Forms, Control, file Operations, Organisational Structure of O and M.

UNIT-III

Administrative Reforms Committees; Ist Administrative Reform Commission; Organisation, function and Recommendations IInd Administrative Reforms Commission, Organisation, function and Recommendations.

UNIT-IV

Globalisation and Administrative Reforms, Good Governance , Right to Information,Citizen Charter and Responsive Administration

Recommended Books:

- S.R. Maheshwari, Administrative Reforms in India, New Delhi, McMillan India Ltd., 2002.
- Avasthi and Maheshwari, Public Administration, Agra, Lakshmi Narain Agarwal, 2001.
- B.L. Fadia and Kuldeep Fadia, Public Administration, Agra Sahitya Bhawan Publication, 2000
- M.P. Sharma and B.L. Sadana, Public Administration Theory and Practice, Allahabad, Kitab Mahal , 2006
- Ramesh K. Arora (ed), Administrative Theory, New Delhi, IIPA, 1984.
- S.R. Maheshwari, Theory and Concepts in Public Administration, New Delhi, Allied Publishers, 1991.
- P.D. Sharma, H.C. Sharma, Theory and Practice of Public Administration, New Delhi, College Book Depot, 1998.
- L.D. White, Introduction to the Study of Public Administration, New York, MacMillan, 1995.

M.A (Hons)-5 years Integrated Public Administration

Semester-VIII

MPA-VIII-05

LABOUR WELFARE ADMINISTRATION-II

Maximum Marks : 100

Theory : 80

Internal Assessment : 20

Time : 3 hours

Note: Attempt five questions selecting one question from each unit. Question No. 9 is compulsory. All questions carry equal marks.

Unit-I

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

Unit-II

Labour Department with Special Reference to Haryana, Labour Welfare Officer, Workers Participation in Management.

Unit-III

Labour Legislation in India: Payment of Minimum Wages Act, 1936; Industrial Disputes Act, 1947.

Unit-IV

Labour Welfare Legislation in India: Employees Provident Fund Act 1952, Maternity Benefits Act 1961, Child Labour (Prohibition and Abolition)Act, 1986.

Books Recommended:

1. Vaid K.N., Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970
2. Singh V.B., Industrial Labour in India: Bombay Asia Publishing House 1967
3. Malhotra., The Law of Industrial Disputes, 1968
4. Sabramaniam C.N., Labour Management Relations in India.
5. Joshi E.K. & Dhyani, S.N., Labour Administration, Department of Adult Education, Jaipur, University of Rajasthan, 1969.
6. Report of the Commission on Labour, 1969 & 2002.

7. Singh, R.C.P., Labour Welfare Administration, Delhi, Deep and Deep 1989.
8. Sexena, R.C., Labour Problems and Social Welfare, Meerut, Jai Parkash Nath, 1974.
9. C.B. Mamoria, Industrial Relations and Labour Welfare in India, Allahabad: Kitab Mahal, 1975.
10. K. Mariappan, Employment Policy and Labour Welfare in India, New Delhi: New Century Publications, 2011.
11. C.S. Venkata Ratnam, Industrial Relations, New Delhi: Oxford University Press, 2008

