

**POST GRADUATE PROGRAMMES**

**Master of Public Administration  
(M.P.A.)**

**Master in Hospital & Health Care Administration  
(M.H.A.)**

**Master of Philosophy in Public Administration  
(M.Phil)**

# **Master of Public Administration (MPA)**

## **SEMESTER - I**

### **PAPER I - STATE AND GOVERNMENT**

**Unit I :** State: Meaning, Nature, Elements and Functions of State., Origin of State (Social Contract & Evolutionary Theory) with reference to Liberal and Marxist perspectives on State; Sovereignty.

**Unit II :** Liberty, Equality, Justice, Rights, Democracy and Constitutionalism.

**Unit III:** Forms of Government: Democratic & Non Democratic, Parliamentary & Presidential, Unitary & Federal; Organs of Government: Legislature, Executive & Judiciary (Functions and Role); Political Parties: Types & Functions; Elections and Electoral Reforms.

**Unit IV:** Political Legitimacy; Political Development; Political Culture; Political Socialization

#### **Books Recommended:**

1. Pye, L.W. - Aspects of Political Development
2. Friedrich, G.J. - An Introduction to Political Theory
3. MacIver - The Modern State
4. Arendt, Hannah - Crisis in Republic
5. Voeglin, Erich - The New Science of Politics
6. Lipset, Martin - Political Man
7. Bretch, A. - Political Theory: Foundation of Twentieth Century
8. Rawls, R.H. - A Theory of Justice
9. Gauba, O.P. - An Introduction to Political Theory
10. Airvatham E.A. - Political Theory
11. Sharma, U., Sharma, S.K. - Principles & Theory of Political Science

## **PAPER II - PUBLIC ADMINISTRATION: PRINCIPLES AND APPROACHES**

**Unit I :** Public Administration: Meaning, Nature, Scope and Significance; Evolution of Public Administration: NPA, Public Choice and NPM; Critical Theory; State vs. Market Debate.

**Unit II :** Scientific Management: Taylor; Classical Approach: Fayol, Gulick and Urwick

**Unit III:** Bureaucratic Approach : Weber and their Critiques; A. Etzioni, Blau, La Palombara, Robert Merton, Philip Selznick and Gouldner; Human Relation Approach : M.P. Follet and Mayo.

**Unit IV:** Principles of Organization: Hierarchy, Span of Control, Unity of Command, Authority, Power, Responsibility, Delegation, Supervision, Line, Staff and Auxiliary Agencies.

### **Books Recommended:**

1. Henry, Nicholas - Public Administration And Public Affairs
2. Taylor, Frederick W. - The Principles of Scientific Management
3. Etzioni, Amitai - Modern Organizations
4. Bendix R., Max Weber - An Intellectual Portrait
5. Blau, Peter H. - Bureaucracy in Modern Society
6. Nigro, Felix, A. - Modern Public Administration
7. Dixit Manoj (et. al) - Public Administration
8. Sahni, Pardeep (et. al) - Administrative Theory
9. Awasthi & Maheshwari - Public Administration
10. Sharma & Sharma - Public Administration
11. Bhattacharya, M. - New Horizons of Public Administration
12. Bhambri, C.P. - Public Administration

### **PAPER III - INDIAN GOVERNMENT AND ADMINISTRATION**

**Unit I :** Evolution of Indian Administration: Mauryan, Mughal, British Period and British Legacies; Constitutional Development; Indian Constitution: Preamble, Nature and Salient Features; Salient Features of Indian Administration.

**Unit II :** Central Executive : The President: Powers and Functions; The Prime Minister: Powers and Functions; The Council of Ministers: Powers and Function; State Executive: The Governor: Powers and Functions; Chief Minister: Powers and Function; The Council of Ministers: Powers and Functions.

**Unit III:** Central Administration: Central Secretariat: Structure & Functions; Cabinet Secretariat: Structure & Functions; Cabinet Secretary; Prime Minister's Office (PMO); Ministries & Department (Home Affairs & HRD); Control over Indian Administration.

**Unit IV:** State/Divisional/District & Local Administration (With Reference to Uttar Pradesh): State Secretariat: Structure & Functions; Chief Secretary; State Secretariat Vs Directorate; Divisional Administration & The Commissioner; District Administration: District magistrate: Functions & Role; Local Administration.

#### **Books Recommended:**

1. Maheshwari, S.R. - Indian Administration
2. Singh, Hoshier - Indian Administration
3. Arora, R.K. & Goel. Rajni - Indian Public Administration
4. Johari, J.C. - Indian Govt & Politics
5. Maheshwari, S.R. - State Administration
6. Avasthi, A. & Avasthi, A.P. - Indian Administration
7. Fadia, B.L. & Fadia, Kuldeep - Public Administration in India
8. Singh, Hoshiyar and Singh, Mohinder - Public Administration in India
9. Basu, D.D. Introduction to the Constitution of India
10. Johari, J.C. - The Constitution of India

## **PAPER IV - ADMINISTRATIVE THOUGHT**

**Unit I :** Woodrow Wilson, C.I. Bernard, Herbert Simon, Abraham Maslow, Herzberg

**Unit II :** Chris Argyris, Douglas Mc Gregor, R.Likert, Alderfer, Y. Dror, Peter Drucker

**Unit III:** Kautilya, M.K. Gandhi, Jawahar Lal Nehru, Sardar Vallabh -bahi Patel

**Unit IV:** Dr. B.R. Ambedkar, Jai Prakash Narayan, A. Narendra Dev, R.M. Lohia

### **Books Recommended:**

1. Barnard, Chester I. - The Functions of Executive
2. Simon, Herbert A. - Administrative Behaviour
3. Mc Gregor, Douglas - The Human Side of Enterprize.
4. Likert, Renesis - New Patterns of Management
5. Argyris, Chris - Personality And Organisation
6. Manoj Dixit; et. Al - Public Administration
7. Maheshwari, S.R. - Administrative Thinkers
8. Prasad & Prasad - Administrative Thinkers

## SEMESTER - II

### **PAPER V - FINANCIAL ADMINISTRATION**

**Unit I :** Financial Administration: Meaning, Scope & Significance; Principles of Financial Administration; Evolution of Financial Administration; Ecology of Financial Administration; Finance Commission, Planning & Planning Machinery, Planning Commission & NDC.

**Unit II :** The Concept of Budget; Economic & Social implication of Budget; Budgetary Principles; Budgetary Process Preparation, Enactment and Departmental Standing Committees and Execution; Types and Techniques of Budget; Line Item Budget, Performance Budgeting, PPBS, ZBB and Gender Budgeting.

**Unit III:** Public Finance: Public Revenue, Public Expenditure, Public Debt, Fiscal Federalism in India; Fiscal Deficit and Deficit Financing; Monetary Policy & RBI; Functions & Role of World Bank & IMF (with special reference to India).

**Unit IV:** Accounting, Auditing, Comptroller & Auditor General of India, Post Budgetary Control of Finance Ministry, Parliamentary Control; Parliamentary Committees Estimate Committee and Public Account Committee.

#### **Books Recommended:**

1. Lall. G.S. - Public Finance & Financial Administration in India
2. Mokherjee, S.S. - Financial Administration in India
3. Chand, Prem - Performance Budgeting
4. Handa, K.L. - Financial Administration
5. Annual Report of the Ministry of Finance, Government of India
6. Annual Report of World Bank & I.M.F.
7. Report of C & AG of India
8. Sury, M. M. Government Budgeting in India
9. Joshi, P.L. & Raja, V.P. - Techniques of Zero Base Budgeting
10. Vithal, B.P.R. & Shastri, M. - Fiscal Federation in India
11. Geol, S.L. - Public Financial Administration
12. Thavaraj, M.J.K. - Financial Administration of India
13. Tyagi, B.P. - Public Finance
14. Kulshretha - Financial Management
15. गौतम, पी. एन.- भारतीय वित्त प्रशासन एवं प्रबन्धन

## **PAPER - VI : CONTEMPORARY INFORMATION TECHNOLOGY**

**This paper would consist of two parts (I) Theory paper of 60 marks, (II) Practical of 40 marks.**

**Unit I : Information Technology:** Definition, Needs, Qualities, Values. Freedom of Information, Information Management, Information Society, Globalization of Communication, New Frontiers of Information Technology

: **Computer:** Fundamentals of Computer, Importance of Computer, Architecture of Computers, Input Output Devices, Central Processing Unit, Hardware and Software, Applications of Computers, Classification of Computer, Classification of Computer Languages

**Unit - II : Computer Operating System:** MS-DOS, Windows 98, MS-Word, MS-Excel

**Unit-III: System Analysis :** Preliminary Survey, Analysis of the Problem and laying down Specifications, Design Development, Testing and Debugging, System Analysis Methods, Data Flow Diagrams, Structure Chart, Programme/System Development Process.

**Internet:** Understanding Internet, Internet Management, Uses of Internet - Website, E-mail, Information Retrieval, Security of Data on Internet.

**Unit -IV: E-Governance:** Meaning, Growth, Scope, Problems and Barriers

**E-Commerce:** Meaning, Nature, Processes, Scope, Problems and Barriers, Cyber Crimes, Satellite Communication, Audio-Video Conferencing

**MIS:** Meaning, Nature and Process

**Office Automation:** Means and Uses

**Uses of Information Technology in Public**

**Administration:** Planning and Monitoring, Improving Services, Transparency, Empowering Citizens by access to information, Redressal of Grievances, Training on and through Computers.

### **Books Recommended:**

1. Sinha, K.P. : Fundamentals of Computers
2. Goel, S.K. : Internet Management
3. Kumar, Muneesh : Business Information System
4. Dsouza, Y.K. : Electronic Media and the Internet
5. Hussai, Zahid and Ray, Vanita : Media and Communications in the Third World
6. Jain, Satish : Information Practices

7. Bansal, S.K. : Information Technology and Globalization
8. Shukla, Rajiv : InformationTechnology in Next Millenium
9. Sharma, Sanjeev : Dictionary of Computers
10. Bhatnagar, Subash and Schware, Robers : Information and Communications
11. Bansal, Anita: Information System Management
12. Sah, S.L. : Information Technology

### **PAPER - VII: PUBLIC PERSONAL ADMINISTRATION**

**Unit - I : Public Personal Administration:** Meaning, Nature, Scope and Significance, Evolution of Public Personnel Administration, Functions of Personnel Administration, Personnel Policies.

**Unit - II : Bureaucracy:** Meaning, Features, Types of Bureaucracy, Role in Democratic System, Neutrality vs. Commitment, Anonymity, Generalist and Specialist Debate.

**Unit-III:** Classification of Services: Position and Rank Classification, Recruitment and Recruitment Agencies - UPSC and SPSCs, Training & Promotion.

**Unit -IV:** Service Conditions and Discipline, Accountability, Transfer, Integrity in Administration, Performance Appraisal, Retirement Benefits, Employer - Employee Relations.

### **Books Recommended:**

1. Stahl, O Glenn - Public Personnel Administration
2. Hays, S.W. & Kearney, R.C. - Public Personnel
3. Report of the Fifth & Sixth Central Pay Commission, Government of India
4. Goel, S.L. - Public Personnel Administration
5. Sinha, V.M. - Public Personnel Administration
6. कटारिया, सुरेन्द्र – कार्मिक प्रशासन
7. शर्मा एवं जैन – लोक सेवीवर्गीय प्रशासन

**PAPER - VIII : COMPARATIVE AND DEVELOPMENT ADMINISTRATION**

**Unit - I : Comparative Public Administration:** Meaning, Scope and Significance; Factors for Evolution of CPA, CAG.

**Unit - II : Approaches and Models of CPA:** Institutional, Behavioural, Structural, Functional and Ecological, Waldo's ideas on CPA

**Unit -III : Development Administration:** Meaning, Salient Features, Development Administration and Administrative Development, Development Administration & Development Management, Concept of Sustainable Development, Administrative Capability.

**Unit -IV: Approaches and Models of Development:** Riggs, F. Heady and Weidner's Views on Development Administration.

**Books Recommended:**

- |                        |   |  |
|------------------------|---|--|
| 1. Arora, R.K.         | : | Comparative Public Administration        |
| 2. Chaturdevi, T.N.    | : | Comparative Public Administration        |
| 3. Chatterjee, S.K.    | : | Development Administration               |
| 4. Sapru, R.K.         | : | Development & Development Administration |
| 5. Riggs, F.W.         | : | The Ecology of Public Administration     |
| 6. Sharma, S.K.        | : | Development Administration in India      |
| 7. Bhattacharya, Mohit | : | Bureaucracy & Development Administration |
| 8. चतुर्वेदी, टी०एन०   | : | तुलनात्मक लोक प्रशासन                    |
| 9. कटारिया, सुरेन्द्र  | : | तुलनात्मक लोक प्रशासन                    |
| 10. जोशी, प्रीती       | : | विकास प्रशासन                            |

## **SEMESTER III**

### **PAPER IX - 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.

**Unit II : Policy Formulation:** Structure and Process, Role of Various Agencies, Inter Governmental Relations, Constraints in Policy Formulation.

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

#### **Books Recommended:**

1. Anderson, James E. : Public Policy making, Praeger, New York, 1975
2. Dror, Y.: Public Policy Making Re-examined, Chancellor, Pennsylvania, 1968
3. Sahani, P.: Public Policy Conceptual Dimensions, Kitab Mahal, Allahabad, 1987
4. Saigal, Krishna, Public Policy Making in India : An Approach to Optimisation, Vikas, New Delhi, 1983
5. Madan, K.D. et. al, - Public Policy making in I Government; Publication Division, Ministry of Information and Broadcasting, New Delhi, 1982
6. Bertcih, Garg, K. Robert P. Clark and David m. Wood, Comparing political System : Power and Policy in Three Worlds, Macmillan, New York, 1986
7. Sapru, R.K. - Public Policy Formulation, Implementation and Evaluation ; Sterling, New Delhi, 2000

## **PAPER - X - ISSUES IN PUBLIC ADMINISTRATION**

**Unit I :** Responsive Administration, Administrative Ethics, Civil Society, Citizen Participation in Development Administration, NGOs as the Non-State Actor in Public Administration.

**Unit II :** Good Governance: Concept, Citizen Charter, Public Private Partnership, Transparency and RTI, Public Administration: Pre and Post Liberalization, Human Rights and Police Administration.

**Unit III:** Consumer Interests and Protection, Redressal of Citizen Grievances, Administrative Reforms, Lok Adalats, Public Interest Litigation, Judicial Activism.

**Unit IV:** Public Distribution System, Millennium Development Goals, Rural Health Services, Gender Issues and Women Empowerment, Sustainable Development, India's Administration Culture.

### **Books Recommended:**

1. Mander, H & Arif, M. - Good Governance.
2. Jabbra, J.G. Dwivedi, O.P. - Public Service Accountability
3. Chaturvedi, T.N.(ed.) - Towards Good Governance
4. Kaviraj, S. & Khilnani, S. (ed.) - Civil Society: History & Possibilities
5. IInd ARC Report, Government of India.
6. Singh, S.N. - Administrative Culture & Development.
7. Bhandari, I.K. - Public Distribution System.
8. Bava, Noorjahan, Public Administration in the 21<sup>st</sup> Century.

## **PAPER - XI: RESEARCH METHODOLOGY AND PROJECT FORMULATION**

**Unit - I:** Meaning and Characteristics of Science and Scientific Method, Steps in Scientific Method, Meaning, Nature and Objectives of Social Research, Types of Social Research, Objectivity in Social Research, Research Design: Meaning Types and Its Formulation, Hypothesis, Meaning, Importance, Source and Types, Qualities of Workable Hypothesis, Difficulties in Formulation of Hypothesis.

**Unit - II: Sampling:** Meaning, Merits and Demerits, Types and Procedure of Selecting a Representative Sample; Data Collection: Sources of Data Collection, Primary and Secondary, Techniques of Data Collection, Observation, Interview, Questionnaire and Schedule, Content Analysis.

**Unit -III: Processing and Analysis of Data:** Editing and Coding of Data; Classification and Tabulation of Data, Measures of Central Tendency- Mean, Mode and Median; Mean Deviation and Standard Deviation, Co-relation; Chi Square Tes, Report Writing

**Unit - IV: Project Formulation:** Social Welfare: Women, Child, Aged, Weaker Sections, Poor, Handicapped, Unemployment, Problems of Local Government, Rural and Urban Poverty.

### **Books Recommended:**

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

## **PAPER XII - SOCIAL WELFARE ADMINISTRATION**

**Unit I :** Concept of Welfare State; Concept of Social Welfare Administration; Significance, Approaches/Models of Social Welfare Administration; Social Change and Social Justice; Social Welfare Administration in New Economic Order.

**Unit II :** Social Welfare Policies and Programmes for SC/ST, OBCs, Women, Child, Disabled and Aged at Central & State level; Composition and Functions of National Commission: for SC/ST, Women, Other Backward Classes and Minorities.

**Unit III:** Social Welfare Administration at Union Level: Composition and Functions of Ministry of Social Justice and Empowerment; Ministry of Tribal Affairs; Ministry of Women and Child Development, Ministry of Minority Affairs; Central Social Welfare Board (CSWB); Social Welfare Administration at State Level: Department of Social Welfare and State Social Welfare Board (SSWB).

**Unit IV:** International Agencies for Social Welfare: Composition and Functions of UNESCO, UNICEF, ILO, WHO (with special reference to India); Functions and Role of NGOs, Civil Society and Self Help-Group For Social Welfare.

### Books Recommended:

1. Mukherjee, Radhakamal - Social Welfare Administration
2. Chaudhary, D.P. - A. Hand Book of Social Welfare
3. Sachdeva, D.R. - Social Welfare Administration
4. Prasad, R. - Encyclopedia of Social Welfare Administration
5. Shukla, K.S. - Social Welfare Administration in India
6. Chandra, Sushil - Social Work in Uttar Pradesh
7. Annual Report of Ministry of Social Justice & Empowerment, Govt. of India.
8. Goel, S.L. - Social Welfare Administration.
9. सचदेव, डी. आर. – भारत में समाज कल्याण प्रशासन
10. कटारिया, सुरेन्द्र – सामाजिक प्रशासन

## **SEMESTER - IV**

### **PAPER - XIII: COMPARATIVE ADMINISTRATIVE SYSTEM : UK, USA, BRAZIL AND SOUTH AFRICA**

**Unit - I:** Salient Features of Administrative Systems of U.K., USA, France, South Africa; Chief Executive of UK, USA, France and South Africa.

**Unit - II:** Higher Civil Services of UK, USA, France and South Africa (Recruitment, Training, Classification and Promotion)

**Unit -III:** Structure and Functions of Local Government of U.K., USA, France and South Africa.

**Unit -IV:** Control over Administration in UK, USA, France and South Africa; Machinery for Redressal of Citizen Grievances of UK, USA, France and South Africa.

#### **Books Recommended:**

1. Arora, R.K. - Comparative Public Administration
2. Chaturvedi, T.N. - Comparative Public Administration
3. Sharma, P.D. - Comparative Government
4. Bhagwan, Vishnoo & Bhushan, Vidya - World Constitution.
5. Finer, H. - English Local Government
6. Harris, G.M. - Comparative Local Government
7. Philips, J.C. - State and Local Government in America
8. Adrain, G.E. - State and Local Government (U.S.A)
9. Muttalib, M.A. and Khan, A.A. - Theory of Local Government
10. Barthwal, C.P. - Understanding Local Self – Government
11. Higher Civil Services in France – S.R.Maheshwari
12. The Politics of the Administrative Process – Donald F. Kettl
13. American Government – Comparing Political Experiences – Judith Gillespie and Stuart Lazarus.
14. सिंह, वीरकेश्वर प्रसाद – विश्व के प्रमुख संविधान

## **PAPER XIV (A): PUBLIC ENTERPRISES AND CORPORATE GOVERNANCE**

**Unit I** : Public Enterprise: Concept, Characteristics, Significance; Evolution of Public Enterprises; Forms of Public Enterprises; Governing Board; Department of Public Enterprise: Functions and Role.

**Unit II** : Personnel Management: Recruitment, Training, Promotion and Remuneration; Financial Management of Public Enterprises; Control Over Public Enterprises: Parliamentary, Ministerial and Audit.

**Unit III:** Issue Areas in Public Enterprises: Accountability and Autonomy; Memorandum of Understanding (MOU); Privatisation & Disinvestment; Concept of Navratna; Mergers & Acquisitions; Various Theories of Pricing Policy; Profitability & Performance.

**Unit IV:** Corporate Governance: Meaning, Objectives & Principles; Models of Corporate Governance, The Board of Directors, Corporate Social Responsibility, Corporate Governance and Ethics.

### **Books Recommended:**

1. Prasad, Jagdish , Rao, Nageshwar and others - Administration of Public Enterprises in India
2. Shastri, K.S., Dhameja nand - Public Enterprises, Performance Evaluation of Public Enterprises
3. Singh, S.K. - Public Sector in India
4. Khusro, A.M. and Others - Industrial Policy
5. Lal, Bhure and Ram ,Raja - Controlling Public Sector Sickness
6. Narayan, Satya - CAG - Public Enterprises Interface
7. Robson, W.A. - Problems of Nationalised Industry
8. Hanson, A.H. - Public Enterprises and Economic Development
9. Khera, S.S. - Government in Business
10. Appleby, P.H. - Re-examination of India's Administrative System with Special Reference to Administration of Governments, Industrial and Commercial Enterprises.
11. Rao, D.K. Prahalada, Corporate Governance
12. Shah, R. Chunni Bai, Corporate Governance
13. Medury, Uma, Corporate Governance Framework
14. Masami, Atarasi, Corporate Governance
15. Kumar, Basant, Non-Executive Directors in Indian Corporate Governance.

16. Sarkar & Sarkar, Corporate Governance in India.
17. Yadav & Khatri, Corporate Governance.

#### **PAPER - XIV (B): HUMAN RESOURCE MANAGEMENT AND INDUSTRIAL RELATIONS**

**Unit - I:** Human Resource Management: Meaning, Nature, Scope and Significance, Human Resource Planning and Strategy, Job Description, Job Analysis, Job Evaluation, Recruitment, Selection, Appointment and Promotion, Performance Appraisal.

**Unit - II :** Learning and Development, Management Development, Employee Capacity Building Strategies, Employee Health and Safety, Managing Change at Workplace, Motivation and Morale.

**Unit - III:** Industrial Relations, Discipline and Grievances, Industrial Conflicts, Collective Bargaining, Joint Consultation and Information Sharing, Labour Management Participation, Joint Management Council, Joint Consultative and Compulsory Arbitration Scheme, Trade Unions, Grievance Procedure and Grievance Handling.

**Unit -IV:** Factories Act, 1948; Industrial Dispute Act, 1947; Payment of Wages Act; Employees Provident Fund Act; Case Studies.

#### **Books Recommended:**

1. Yoder, Dale - Personnel Management & Industrial Relations
2. Flippo, Edwin B. - Principles of Personnel management
3. Davar, Rustom S. - Personnel Management & Industrial Relations
4. Report of national Commission on Labour, G.O.I. 1968
5. 11<sup>nd</sup> Administrative Reforms Commission - Report of Government of India.
6. Bhatia, S.K. - Emerging Human Resource Management.
7. Monappa, Arun & Mirza, S.Saiyadain - Personnel Management.

#### **PAPER XV(A) - MANAGEMENT OF URBAN AND RURAL DEVELOPMENT IN INDIA**

**Unit I :** Brief History of Urban Local Government, 74<sup>th</sup> Constitution Amendment Act: Mayor, Development Authorities, U.P. Jal Nigam and Jal Sansthan. Planning for Urban Development, District Planning Committee; Master Plans, City Development Plan, Five Year Plans, National Capital Region, PPP.

**Unit II** : Urban Development Infrastructure, JNNURM and its Sub Programmes: (UIDSSMT, IHSDP, BSUP, Urban Poverty and UPA Programmes (SJSRY, Urban Slums), Rajiv Awas Yojana, Urban Environment Pollution and Protection, State Finance Commission.

**Unit III** : Concept of Rural Development, Needs & Problems of Developing Countries with special reference to India, Socio Economics Conditions of Rural India. Approaches to Rural Development: Various Experiments for Rural Development in India (Pre & Post independence Developments), Programmes of Poverty Alleviation and Rural Employment

**Unit IV** : Structure for Rural Development, 73<sup>rd</sup> Constitution Amendment Act., Forms of Rural Government at the District, Block and Village level, State and Autonomous Bodies Engaged in Rural Upliftment, Panchayati Raj as a Model for Rural Government. Role of Cooperatives in Rural Development, Inter Departmental Coordination.

**Books Recommended:**

1. Woodbury, Coleman(ed. - Urban Development, Problems and Practice
2. Coleman, M.D. - Reviewing Our Cities
3. Corson, J.J. - Government Manpower for Tommorow's Cities
4. Renfield, E.C. - Urban Government
5. Robson, W.A. - Great Cities of the World
6. Report of the Committee on Augumentation of Financial Resources of Urban Local Bodies
7. Report of the Rural - Urban Relationship Committee, 1966, Vol. I, G.O.I (India)
8. Meddick, Hery - Panchayati Raj : A Study of Rural Local Government in India
9. Narain, Iqbal, Pandey, K.C. , Sharma Mohanlal - The Rural Elite in a Indian State
- 10.Reddy, Ram - Patterns of Panchayati Raj in India
- 11.Venkatarangaiya, N.Pattabbiram - Local Government in India - Select Readings
- 12.Khera, S.S. - District Administration in India
- 13.Ashok Mehta - Committee on Panchayati Raj
- 14.Panchayati Raj Act, 1947
- 15.Kshettra Samiti and Zila Parishad Adhiniyam, 1961
- 16.Singh, S.N. - Rural Development Bureaucray in India
- 17.Bajpai, Ashok & Verma, M.S. - Panchayati Raj in India

## **PAPER XV(B) – DISASTER MANAGEMENT AND SUSTAINABLE DEVELOPMENT**

- Unit I:** Disaster Management: An Overview- History; Types, India's key Hazards & Crisis Response Mechanisms; Preparedness and Risk Reduction; Recovery.
- Unit II:** Emergency Response System; NDMA; SDMA; Indian Case Studies; Disaster Management and Efforts by Government; Role of Civil Society in Disaster Management.
- Unit III:** Sustainable Development – Concept and Current Issues; Development and its Sustainability; Sustainable Development and International Politics, Earth Summit – International and National Efforts; Globalization and Sustainable Development; Legislative Framework; Ethics in Sustainable Development.
- Unit IV:** Policy and Practices of Land, Water, Energy, Environment and Natural Resources; Urban Development; Environmental Audit; Role of Citizen and Participatory Management.

### **Books Recommended:**

1. S.R. Singh - Disaster Management
2. K.A. Rasure - Understanding the Sustainable Development
3. S. Ramaswami and G. Sathis Kumar - Environmental Sustainability
4. S.B. Ghosh - Natural Resources (Its utility for Mankind)
5. D. Solomon Raj - Energy and Environment Interaction (Future Challenges)
6. K.A. Rasure - Globalization and Sustainable Development
7. Sarvotam Kumar - Ecology and Global Warming
8. Vandana Desai & Robert B. Potter - Companion to Development Studies

## **PAPER - XVI : PROJECT WORK AND REPORT - DISSERTATION**

## **PAPER - XVII : VIVA - VOCE**

**MASTER OF HOSPITAL & HEALTH CARE ADMINISTRATION (M.H.A.)**

**SEMESTER I**

**Paper I: General Management**

**Unit I:**

- (a) Concept of Management, Definition of Management
- (b) Functions of Management, Elements of Management, Nature of Management
- (c) Principles of Management, Rationale of Management

**Unit II:**

- (a) Techniques of Management, Implementation Strategy
- (b) Theories of Management, Their Application in Current Scenario
- (c) Planning, Operational Planning, Strategic Planning, Objectives of Planning, Nature & Purpose, Planning Process, Types of Planning

**Unit III:**

- (a) Decision Making, Quantitative Approach, Group Model, Operation Research & Risk Management, Linear Programming, Waiting Line Model, Game Theory
- (b) Controlling & Control Techniques, Role & Application of these tools in enhancing the organizational productivity
- (c) Motivation, Theories & Techniques of Motivation, Hygiene & Motivating Factors, Need Hierarchy Theory, Two Factor Theory, Theory X & Theory Y

**Unit IV:**

- (a) Leadership & Leadership Style, Autocratic Leadership, Democratic Leadership, Free Rein Leadership, Trait Theory
- (b) Communication, Effective Communication, Communication Platform, Communication Barrier, Types of Communication, Grape-Wine Communication
- (c) Organizational Design & System Approach, Classical Theory, Neo-Classical Theory, Contingency Approach, Organization Manual, Span of Control, Division of Labour, Organizational Chart

**Books Recommended:**

1. Koontz & O'Donnel – Management
2. Peter F. Druncker – The Practice of Management
3. L.M. Prasad – Principles & Practice of Management
4. C.P. Barthwal – Understanding Management

**Paper II: Human Resource Management**

**Unit I:**

- (a) Manpower Planning, Principles of Human Resource Planning, Objectives of Planning, Type of Planning & Role of Employment Planning
- (b) Recruitment, Criteria, Policy & Procedure, Methods & Protocols
- (c) Selection, Criteria, Selection Committee, Rationale of Selection, Principle & Basis of Selection, Selection Methodology

**Unit II:**

- (a) Induction, Sense of Strangeness, Sense of Belonging, Induction Policy, Induction Criteria
- (b) Training & Development, TOT, Training Module, Methods of Training, Training Necessity, Fundamentals of Training

**Unit III:**

- (a) Resignation/ Recruitment, Policy & Procedure & their Application in Health Care Industry
- (b) Salary, Wages, Union & Management Relation, Role & Function, Promotion Policy
- (c) Conflict Management, Decision Making, Corrective Measures, Problem Analysis, Effective Handling Approach

**Unit IV:**

- (a) Strike Management, Causes, Handling Strategy
- (b) Handling Grievances, Problem Identification, Operational Analysis
- (c) Collective Bargaining, Principles, Functions & It's Role in Achieving Organizational Objective

**Books Recommended:**

1. M. Attwood & S. Dimmock – Personnel Management
2. C.B. Memoria – Industrial Relations
3. P.C. Tripathi – Personnel Management & Industrial Relations
4. L.M. Prasad – Principles & Practices of Management
5. R.C. Goel-Hand Book of Hospital Personnel Management

**Paper III: Financial Management**

**Unit I:**

- (a) Accounting Concept & Process & Types of Accounting
- (b) Double Entry Accounting, Cash Book, Bank Reconciliation Statement
- (c) Cost & Type of Cost, Cost Accounting, Cost Centers & their Application in Health Care Industry

**Unit II:**

- (a) Ledger & Trial Balance, Balance Sheet, Assets & Liabilities
- (b) Sources & User of Hospital Revenue, Financial & MIS Reporting, Vouching
- (c) Hospital Account Books, Adjustment Entries, Depreciation

**Unit III:**

- (a) Budgeting, Types and Classification of Budget
- (b) Budgeting Approach, Concepts of Budget Preparation, Pre-requisite of Hospital Budget
- (c) Hospital Budget, Types, Preparation Strategy, Guidelines & Elements of Hospital Budget

**Unit IV:**

- (a) Break Event Point Analysis, Quantitative Approach, Application of Break Event Point Analysis in Health Sector
- (b) Financial Control, Tools and Techniques, Principles, Methods and Role in achieving Organizational Objective
- (c) Auditing, Types and Classification, Concepts, Basis of Auditing, Need and Rationale of Auditing

**Books Recommended:**

1. B Taylor – Management Accounting of Hospital
2. M.C. Shukla & T.S. Grewal – Advance Accounting
3. M.C. Vaish – Financial Management & Accounting
4. Harendra Srivastava – Financial Management Module
5. Harendra Srivastava – Hospital Equipment Management

**Paper IV: Material Management****Unit I:**

- (a) Principles of Material Management
- (b) Objectives of Material Management
- (c) Functions of Material Management

**Unit II:**

- (I) Material Management System
- (II) Inventory Control, Principles and Objectives, ABC and VED Analysis, Buffer Stock, Lead Time, Minimum Order Level, Reorder Level, Economic Order Quantity
- (III) Vendor Relation, Rationale of Vendor Relation, Role & Utility of Vendor Relation

**Unit III:**

- (a) Equipment Management, Principle of Equipment Management, Objectives of Equipment Management
- (b) Equipment Selection and Utilization, Policy and Procedure
- (c) Types of Tenders and Tendering Procedure, Global Tenders, Methods and Approaches of Tendering Procedure

**Unit IV:**

- (a) Purchase Cycle and Purchase Procedure and its Role in Stock Maintenance
- (b) Rate Contract and Purchase Committee
- (c) Store Management, Condemnation and Disposal

**Books Recommended:**

1. Hem Chandra, C.P. Barthwal & K. Jamaluddin – Material Management & Inventory Control
2. K.S. Menon – Purchasing & Inventory Control
3. A.K. Dutta – Material Management
4. Shakti Gupta & Sunil Kant – Hospital Stores Management: An Integrated Approach
5. Hem Chandra – Hospital Equipment Management

**SEMESTER II****Paper I: Health Administration****Unit I:**

- (a) Definition and concepts of Health, WHO Criteria of Health
- (b) Indicators of Health and their Applicability in Current Scenario
- (c) Health Planning Cycle, Types of Planning, Procedure of Planning

**Unit II:**

- (a) Principles and Characteristics of Primary Health Care
- (b) Components of Primary Health Care Services
- (c) Health Care Delivery System in India

**Unit III:**

- (a) Principles of Epidemiology
- (b) Epidemiology Methods, Disease Surveillance, Descriptive, Analytical and Experimental Approaches
- (c) Cost Effective and Cost Benefit Analysis, Cost Containment Analysis

**Unit IV:**

- (a) Disease Prevention and Control, Methods, Principle and Objective
- (b) Health Committees and Health for All, Health Sector Reform
- (c) Public Health Development in India, Rationale of Public Health and Role of Public Health

**Books Recommended:**

1. Park – Text Book of Preventive & Social Medicine
2. S.R. Mehta – Society & Health
3. R.K. Sanyal – Population, Health & Development
4. A. Basir – Environmental Epidemiology
5. K. Jamaluddin, Mohd. Muzammil & Hem Chandra – Economics of Health in India
6. S.R. Taneja – National Health Policy & Programmes

**Paper II: Occupational Health and Bio-Statistics****Unit I:**

- (a) Definition of Occupational Health, Principle of Occupational Health, Objectives and Classification of Occupational Health
- (b) Occupational Hazards, Types, Controlling Measures
- (c) Principles of Bio-Statistics

**Unit II:**

- (a) Central Tendency and Dispersion
- (b) Correlation and Regression
- (c) Standard Deviation

**Unit III:**

- (a) Types of Validity & Significance
- (b) Sampling, Clinical Trials and Disease Registry
- (c) Vital Statistics, Hospital Statistics and Utilization Indices

**Unit IV:**

- (a) Health Information System
- (b) National Health and Population Policy
- (c) Census and Family Planning

**Books Recommended:**

1. Park – Text Book of Preventive & Social Medicine
2. S.R. Mehta – Society & Health
3. R.K. Sanyal – Population, Health & Development
4. A. Basir – Environmental Epidemiology
5. K. Jamaluddin, Mohd. Muzammil & Hem Chandra – Economics of Health in India
6. S.R. Taneja – National Health Policy & Programmes

**Paper III: Marketing Management****Unit I:**

- (a) Definition and Principles of Marketing
- (b) Types of Marketing, Commercial Marketing, Service Marketing
- (c) Marketing in Health Care Services, Evolution of Marketing, Criteria of Marketing

**Unit II:**

- (a) Scope of Marketing in Health Sector, Marketing Mix
- (b) Marketing Communication for Health Care Services
- (c) Promotional Tools of Health Care Marketing, Advertising, Publicity, Sales Promotion, Personal Selling

**Unit III:**

- (a) Pricing and Pricing Objectives, Basis of pricing, Control of Pricing, Principles of pricing
- (b) Types of Pricing/ Pricing Techniques
- (c) Elements used in Pricing

**Unit IV:**

- (a) Need, Want and Demand Analysis and its Application in Health Sector
- (b) Segmentation, Targeting and Positioning Concepts and its Utility in a Tertiary Care Hospital
- (c) Marketing Myopia, Corrective Approach and Strategic Planning

**Books Recommended:**

1. C.B, Memoria – Marketing Management
2. Koller Philip – Marketing Management
3. Mathur B.L. – Marketing Management
4. Vinnie Jauhari, Umashankar Venkatesh – Readings in Services Management

**Paper IV: Quality Management**

**Unit I:**

- (a) Principle and Objectives of Quality Management
- (b) Concepts of Quality in Health Care Industry
- (c) Quality System and Bench Marking

**Unit II:**

- (a) Total Quality Management, Concepts of Six Sigma
- (b) Quality Function Deployment, Quality Control, Quality Assurance
- (c) Statistical Process Control, Quality Circle

**Unit III:**

- (a) NABH Standards for Hospital Accreditation
- (b) Economics of Quality Management
- (c) Six Sigma in Health Care Industry

**Unit IV:**

- (a) Quality by Design, Concepts, Tools and Techniques
- (b) Experimental Design, Rationale and Objectives
- (c) ISO Documentation and Certification

**Books Recommended:**

1. Satish Munjal – Quality Management
2. Dale H., Carol, Glen & Mary – Total Quality Management
3. R.K. Gupta – Operations Research
4. Rajesh Kumar Shukla – Total Quality Management

**SEMESTER III**

**Paper I: Hospital Administration and Planning**

**Unit I:**

- (a) Overview of Hospital, Evolution of Hospital, Role and Utility of Hospital, Hospital Statistics
- (b) Definition and Types of Hospital, Government Hospital, Corporate Hospital
- (c) Evaluation and Functions of Hospital

**Unit II:**

- (a) Changing Role of Hospital
- (b) Characteristics of Hospital Organization
- (c) Role of Hospital Administration

**Unit III:**

- (a) Hospital Planning, Need, Principle and Rationale of Planning
- (b) Architect Brief and its Significance
- (c) Hospital Engineering Grid and its Role and Functions in Constructing a Hospital

**Unit IV:**

- (a) Role and Rational of Hospital Administration
- (b) Strategic Management in Hospital
- (c) Project Administration, Tools and Techniques

**Books Recommended:**

1. Malcom T. Mac Eachera – Hospital Administration & Management
2. C.M. Francis – Hospital Administration
3. N.V. Dave – Hospital Management
4. B.M. Sakharkar – Principles of Hospital Administration & Planning
5. D.C. Joshi & Mamta Joshi – Hospital Administration
6. Hem Chandra & K. Jamaluddin – Hospital; Administration at a Glance
7. K.K. Anand – Hospital Management: A New Perspective
8. Yaspal Sharma & R.K. Sarma – Handbook of Hospital Administration
9. S.A. Tabish – Principles & Practice of Hospital & Health Services Administration
10. G.D. Kunders, S. Gopinath, A. Katakam – Hospital, Planning Design & Management

**Paper II: Clinical Services Management****Unit I:**

- (a) OPD Services
- (b) Emergency Services
- (c) IPD Services

**Unit II:**

- (a) O.T. Management
- (b) I.C.U. Management
- (c) Physical Medicine and Rehabilitation

**Unit III:**

- (a) Nuclear Medicine Management
- (b) Radiation Oncology Services Management
- (c) Transplantation Services Management

**Unit IV:**

- (a) Psychiatric Management Services
- (b) Dental; Services Management
- (c) Technical Services Management

**Books Recommended:**

1. Malcom T. Mac Eachera – Hospital Administration & Management
2. C.M. Francis – Hospital Administration
3. N.V. Dave – Hospital Management
4. B.M. Sakharkar – Principles of Hospital Administration & Planning
5. D.C. Joshi & Mamta Joshi – Hospital Administration
6. Hem Chandra & K. Jamaluddin – Hospital; Administration at a Glance
7. K.K. Anand – Hospital Management: A New Perspective
8. Yaspal Sharma & R.K. Sarma – Handbook of Hospital Administration
9. S.A. Tabish – Principles & Practice of Hospital & Health Services Administration
10. G.D. Kunders, S. Gopinath, A. Katakam – Hospital, Planning Design & Management

**Paper III: Supportive Services Management****Unit I:**

- (a) Radiology and Imaging Services
- (b) Blood Transfusion Services
- (c) Hospital Laboratory Services

**Unit II:**

- (a) Pharmacy Services
- (b) CSSD Services
- (c) Laundry Services

**Unit III:**

- (a) Housekeeping Services
- (b) Hospital Waste Management Services
- (c) Medical Records

**Unit IV:**

- (a) Dietary Services
- (b) Hospital Engineering Services
- (c) Hospital Security Services

**Books Recommended:**

1. Malcom T. Mac Eachera – Hospital Administration & Management
2. C.M. Francis – Hospital Administration
3. N.V. Dave – Hospital Management
4. B.M. Sakharkar – Principles of Hospital Administration & Planning
5. D.C. Joshi & Mamta Joshi – Hospital Administration
6. Hem Chandra & K. Jamaluddin – Hospital; Administration at a Glance
7. K.K. Anand – Hospital Management: A New Perspective
8. Yaspal Sharma & R.K. Sarma – Handbook of Hospital Administration
9. S.A. Tabish – Principles & Practice of Hospital & Health Services Administration
10. G.D. Kunders, S. Gopinath, A. Katakam – Hospital, Planning Design & Management

**Paper IV: Nursing Services Administration****Unit I:**

- (a) Principles and Objectives of Nursing Services
- (b) Functions of Nursing Management
- (c) Nursing Administration

**Unit II:**

- (a) Nursing Audit, Principles and Objective of Nursing Audit, Types and Classification of Nursing Audit
- (b) Medical Audit, Quality, Quantity, Cost, Patient Satisfaction
- (c) Rationale of Nursing Care Services

**Unit III:**

- (a) Ward Management, Nitangle Pattern Ward, Rig Patter Ward, Current trends of Ward Pattern
- (b) Quality in Nursing Care Services
- (c) Training and Development of Nurses

**Unit IV:**

- (a) Management of Nursing Absenteeism
- (b) Duties and Responsibilities of Nurses
- (c) Role of Nurses in Patient Safety

**Books Recommended:**

1. Malcom T. Mac Eachera – Hospital Administration & Management
2. C.M. Francis – Hospital Administration
3. N.V. Dave – Hospital Management
4. B.M. Sakharkar – Principles of Hospital Administration & Planning
5. D.C. Joshi & Mamta Joshi – Hospital Administration
6. Hem Chandra & K. Jamaluddin – Hospital; Administration at a Glance
7. K.K. Anand – Hospital Management: A New Perspective
8. Yaspal Sharma & R.K. Sarma – Handbook of Hospital Administration
9. S.A. Tabish – Principles & Practice of Hospital & Health Services Administration
10. G.D. Kunders, S. Gopinath, A. Katakam – Hospital, Planning Design & Management

**SEMESTER – IV**

There will be a period of internship for six months. During this Semester the students will be deputed to a hospital on full time basis, the students will write the project report assigned to them under the guidance of a Supervisor. The project will be submitted to the Department of Public Administration, University of Lucknow, Lucknow.

**Journals Recommended:**

1. Journal of Academy of Hospital Administration
2. Journal of Hospital Administration – IHA
3. Indian Journal of Community Medicine
4. Journal of Indian Public Health Association

**Websites Recommended:**

1. [www.indmedica.com](http://www.indmedica.com)
2. [www.ahaindia.org/jaha.asp](http://www.ahaindia.org/jaha.asp)
3. [www.iphawonline.org](http://www.iphawonline.org)
4. [www.expresshealthmanagement.com](http://www.expresshealthmanagement.com)
5. [www.mohfw.nic.in/hospitals.html](http://www.mohfw.nic.in/hospitals.html)
6. [www.jeaho.org](http://www.jeaho.org)

**Viva-Voce**

# **M.PHIL. IN PUBLIC ADMINISTRATION (M. PHIL.)**

## **SEMESTER – I**

### **PAPER - I: ADMINISTRATIVE THEORY AND THOUGHT**

**Unit - I** : Classical and New Classical (Henri Fayol, Luther Gulick and M.P. Follett)

**Unit - II** : Scientific Management and Human Relation Theory (F.W. Taylor and Elton Mayo), Bureaucratic Theory (Max Weber and Karl Marx)

**Unit - III** : Behavioural Theory (Simon, Bernard and Lickert)

**Unit - IV** : Motivational Theory (Maslow, Herzberg and Mc. Gregor)

#### **Books Recommended:**

1. Barnard, Chester I. - The Functions of Executive
2. Simon, Herbert A. - Administrative Behaviour
3. McGregor, Douglas - The Human Side of Enterprise.
4. Likert, Renesis - New patterns of Management
5. Argyris, Chris - Personality And Organisation
6. Manoj Dixit; et. Al - Public Administration
7. Maheshwari, S.R. - Administrative Thinkers
8. Prasad & Prasad - Administrative Thinkers

### **PAPER - II : PLANNING AND DEVELOPMENT**

**Unit - I** : Planning, Meaning, Nature, Scope and Significance, Concept of Decentralized Planning, Plan, Models, Planning Machinery at National, State and District Level.

**Unit - II** : Overview of Five years Plan, Practical Appraisal of Five Years Plan, Emerging Issues and Challenges.

**Unit - III** : Development and Growth, Dimension of Development, Strategy of Development, Dilemmas of Development, Constraint of Development Governance Reforms and Development.

**Unit – IV :** Critical Appraisal of adopted Models, Development in the Field of Poverty, Health, Gender, Equality, Unemployment, Education, Emerging Concerns of Development, Development Ethics.

**Books Recommended:**

1. Planning Commission Report, Government of India.
2. Hooja, Rakesh & Rajiv, B. Yerram - Decentralized Planning in multilevel Framework.
3. Dale, Reidar, Development Planning.
4. Jos, C. Raphael - Decentralised Planning in India.
5. Maiti, Prasenjit - Development Ethnics
6. Pieterse, Jan Nederveen - Development Theory

**PAPER - III : RESEARCH METHODOLOGY**

**Unit - I :** Science and Scientific Methods, Problem of The Use of Scientific Method in Social Science Research, Meaning and nature of Social Research, Verities of Social Science Research - Pure and Applied

**Unit - II :** Problem of Objectivity in Social Research, Research Design and its Types, Formulation of Research Design, Major Steps in the Research Process, Sampling, Meaning, Procedure for Selecting Representative Sample, Types of Sampling. Theory  
Building Concepts, Hypothesis Operational Definitions.

**Unit - III :** Data Collection Techniques : Survey Research, Questionnaire and Schedule, Interview and Observation, Data Processing: Codification of Data, Tabulation of Data.

**Unit – IV :** Data Analysis Measurement: Levels of Management, Levels of Measurement, Problems of Management in Social Sciences, Statistics Co-relations, Referencive, Bi-versatile and Multi Variety Analysis, Report Writing: Steps in Report Writing Qualities of Good Research Report

**Books Recommended:**

1. Stanislav, Andreski - Social Sciences as Sorcery
2. Goode, W.J. and Hatt P.K. - Methods of Social Research
3. Journal of Social and Economic Studies, Vol.2, Nos. 2-3 (April-September 1985)
4. September 1985)
5. Special Issues on Data Methods and Social Research

6. Madge, John - The Tools of Social Science
7. Moser, G.A. and Kalton G. - Survey Methods in Social Investigation
8. Myrdal, Gunnar - Objectivity in Social Research
9. Shah, V.P. - Research Design
10. Young, P.V. - Scientific Social Surveys and Research
11. Gupta, S.P. - Examples in Statistics

## **SEMESTER - II**

### **PAPER - IV : ADVANCE PUBLIC ADMINISTRATION**

**Unit - I:** Marketing Oriented Public Orientation, Public Choice Theory, Welfare Oriented Public Administration, New Public Administration, New Public Management, Entrepreneurial Government

**Unit - II:** Good Governance, Concepts, Good Governance in Indian Perspective, Good Governance in Democracy, New Liberal and Global Perspective, Corporate Governance.

**Unit -III:** Public Administration and Private Administration, Public Administration and Civil Society, Public Society and Information Technology, Crises and Disaster Management, New Economics Policy and Future of PEs

**Unit - IV:** Accountability and Transparency, Governance and RTI, People's Participation, Judicial Activism, Development Administration in Changing Perspective, Cyber State and Indian Civil Service, Indian Civil Service : Neutrality vs. Commitment.

#### **Books Recommended:**

1. Mander, H & Arif, M. - Good Governance.
2. Jabbara, J.G. Dwivedi, O.P. - Public Service Accountability
3. Chaturvedi, T.N.(ed.) - Towards Good Governance
4. Kaviraj, S. & Khilnani, S. (ed.) - Civil Society: History & Possibilities
5. IInd ARC Report, Government of India.
6. Singh, S.N. - Administrative Culture & Development.
7. Bhandari, I.K. - Public Distribution System.

8. Bava, Noorjahan, Public Administration, the 21<sup>st</sup> Century.
9. Goel, S.L. - Advanced Public Administration
10. Pandey, B.K. - Advanced Public Administration

**PAPER V : DISSERTATION PLUS BOOK REVIEW**

**PAPER VI : VIVA VOCE**

**DIPLOMA PROGRAMMES**

**Post Graduate Diploma in Public Administration  
(PGDPA)**

**&**

**Post Graduate Diploma in Hospital and Health Care Administration  
(PGDHHCA)**

**&**

**Post Graduate Diploma in Human Resource Development  
(PGDHRD)**

**&**

**Post Graduate Diploma in Rural Management  
(PGDRM)**

## **PG- DIPLOMA IN PUBLIC ADMINISTRATION (PGDPA)**

### **PAPER I : PRINCIPLES OF PUBLIC ADMINISTRATION**

- Unit I** : Public Administration: Meaning, Nature, Scope and Significance, Public and Private Administration and Other Social Services
- Unit II** : Evolution of Public Administration, NPA, NPM, Comparative & Development Administration
- Unit III** : Principles of Organisation: Hierarchy, Unity of Command, Span of Control, Supervision, Centralization & Decentralization, Delegation
- Unit IV** : Administrative Behaviour: Decision Making, Leadership, Motivation and Communication

### **Books Recommended :**

1. Awasthi & Maheshwari, - Public Administration
2. Sharna & Sadana - Public Administration
3. Etzioni, Amitai - Modern Organisations
4. Barnard, Chester I. - The Function of Executive
5. Herbert, Simon, A. - Administrative Behaviour
6. Sahani, Pradeep (et. al) - Administrative Theory
7. Kapur, A.C. - Principles of Political Science
8. Dixit, Manoj (et. All) Administrative Thinker
9. Basu, Rumki, Public Administration
10. Bhabhri, C.P., Public Administration
11. कटारिया, सुरेन्द्र, लोक प्रशासन
12. फाड़िया, बी०एल०, लोक प्रशासन

## **PAPER II - INDIAN GOVERNMENT AND ADMINISTRATION**

**Unit I :** Evolution of Indian Administration: Mauryan, Mughal, British Period and British Legacies; Constitutional Development; Indian Constitution: Preamble, Nature and Salient Features; Salient Features of Indian Administration.

**Unit II :** Central Executive : The President: Powers and Functions; The Prime Minister: Powers and Functions; The Council of Ministers: Powers and Function; State Executive: The Governor: Powers and Functions; Chief Minister: Powers and Function; The Council of Ministers: Powers and Functions.

**Unit III:** Central Administration: Central Secretariat: Structure & Functions; Cabinet Secretariat: Structure & Functions; Cabinet Secretary; Prime Minister's Office (PMO); Control Over Indian Administration.

**Unit IV:** State/District & Local Administration: State Secretariat: Structure & Functions; Chief Secretary; State Secretariat Vs Directorate; District Administration: District Magistrate: Functions & Role; Local Administration; Features of 73<sup>rd</sup> & 74<sup>th</sup> Constitutional Amendment.

### **Books Recommended:**

1. Maheshwari, S.R. - Indian Administration
2. Singh, Hoshiar - Indian Administration
3. Arora, R.K. & Goel. Rajni - Indian Public Administration
4. Johari, J.C. - Indian Govt & Politics
5. Maheshwari, S.R. - State Administration
6. Avasthi, A. & Avasthi, A.P. - Indian Administration
7. Fadia, B.L. & Fadia, Kuldeep - Public Administration in India
8. Singh, Hoshiyar and Singh, Mohinder - Public Administration in India
9. Basu, D.D. Introduction to the Constitution of India
10. Johari, J.C. - The Constitution of India

### **PAPER - III: PUBLIC PERSONAL ADMINISTRATION**

**Unit - I : Public Personal Administration:** Meaning, Nature, Scope and Significance, Evolution of Public Personnel Administration, Functions of Personnel Administration, Personnel Policies.

**Unit - II : Bureaucracy:** Meaning, Features, Types of Bureaucracy, Role in Democratic System, Neutrality vs. Commitment, Anonymity, Generalist and Specialist Debate.

**Unit-III :** Classification of Services: Position and Rank Classification, Recruitment and Recruitment Agencies - UPSC and SPSCs, Training & Promotion.

**Unit -IV :** Service Conditions and Discipline, Accountability, Transfer, Integrity in Administration, Performance Appraisal, Retirement Benefits, Employer - Employee Relations.

#### **Books Recommended:**

1. Stahl, O Glenn - Public Personnel Administration
2. Hays, S.W. & Kearney, R.C. - Public Personnel
3. Report of the Fifth & Sixth Central Pay Commission, Government of India
4. Goel, S.L. - Public Personnel Administration
5. Sinha, V.M. - Public Personnel Administration
6. कटारिया, सुरेन्द्र – कार्मिक प्रशासन
7. शर्मा एवं जैन – लोक सेवीवर्गीय प्रशासन

#### **Project Report**

#### **Viva-Voce**

## **PAPER IV : FINANCIAL ADMINISTRATION**

**Unit I :** Financial Administration : Meaning, Nature and Scope Significance; Working of Finance and Planning Commissions, Union - State Finance Relation.

**Unit II :** Budget : Meaning, Principles, Formulation / Preparation, Enactment and Execution, Deficit Financing, Performance Budgeting, ZBB

**Unit III :** Financial Control - Parliamentary Control ; Financial Committees, Accounting, Auditing and C & AG.

**Unit IV :** Tax Administration in India : Features, Public Debt, Public Revenue, Public Expenditures.

### **Books Recommended:**

1. Lal, G.S. - Public Finance & Financial Administration in India
2. Mokherjee, S.S. - Financial Administration in India
3. Datta, A. - Union State Relations
4. Handa, K.L. - Financial Administration
5. Burkhead, Gesse - Government Budgeting
6. Chand, Prem - Performance Budgeting
7. Report of Sarakaria Commission on Union - State Relationship
8. Annual Report of the Ministry of Finance Government of India
9. Goel, S.L. - Public Financial Administration
10. गौतम, पी.एन. वित्तीय प्रशासन

## **PAPER V : LOCAL GOVERNMENT AND ADMINISTRATION**

### **Unit I : Introduction to Local Government**

Nature, Meaning and Definition of Local Government  
Functions & Status of Local Government  
Nature and Brief History of Local Government in Britain

### **Unit II : Local Government in Britain**

Present Structure of Local Government in Britain  
Functions of Local Government in Britain  
Financial Resources of Local Government in Britain  
Control over Local Government in Britain

### **Unit III : Local Government in USA and France**

Nature & History of Local Government in USA and France, Present Structure of Local Government in USA : Countries, Towns, Townships, Village, City and Special Districts  
Financial Resources of Local Government in USA  
Control over Local Government in USA  
Local Government in France - Regions : Departments : Communes

### **Unit IV : Local Government in India**

Nature and History of Local Government in India  
73<sup>rd</sup> Amendment Act, 1992  
74<sup>th</sup> Amendment Act, 1992  
Constitutional Amendments and UP

### **Books Recommended:**

1. Finer, Herman - English Local Government
2. Harris, G.M. - Comparative Local Government
3. Robson, W.A. - Local Government in Crisis
4. Maud, J- and Finer, S.E. - Local Government in England and Wales
5. Sharma, M.P. - Local Government and Finance in U.P.
6. Government of U.P. - U.P. Nagar mahapalika Adhiniyan, 1959
7. Government of India - Rural - Urban Relationship Committee Report
8. Chapman, B. - Introduction to French Local Government

## **PAPER VI : PRICIPLES OF ORGANISATION AND MANAGEMENT (O&M)**

### **Unit I :** Principles & Structure of Organization

Formal and Informal Organization

Organizational Bases

Theories of Organization & Management

### **Unit II :** Nature, Scope and Functions of Management

Office Management

Leadership

Motivation

### **Unit III :** Communication

Co-ordination

Decision Making

MBO

### **Unit IV :** O & M

Work Simplification

PERT / CPM

Work Study

### **Books Recommended:**

1. Seckler Hudson, C., - Organisation and Management : Theory and Practice
2. Millet, J.D. - Management in Public Service
3. Terry, G.R. - Office Management and Control
4. Merriman, I.A. - Office Methods, Systems and Procedure
5. Mills, G. - Office Organisation Methods
6. Secretariat Training School, Ministry of Home Affairs, New Delhi- Work Study, Parts I, II and III

### **VIVA- VOCE**

# **PG DIPLOMA IN HOSPITAL AND HEALTH CARE ADMINISTRATION (PGDH&HCA)**

## **PAPER I : MANAGEMENT PRINCIPLES**

### **Unit I : Concept of Management**

- A. Definition of Management
- B. Principles of Management
- C. Functions of Management
- D. Process of Management
- E. Management Techniques
- F. Organization - Structure and Design
- G. Management by Objectives

### **Unit II: Organization Behaviour**

- A. Motivation
- B. Leadership
- C. Job Satisfaction
- D. Communication
- E. Decision Making and Problem Solving Exercises
- F. Types of Groups, Links & Staff Relationship
- G. Transactional Analysis
- H. Conflicts

### **Unit III : Human Resource Management**

- A. Human Resource Planning
- B. Recruitment
- C. Selection
- D. Induction - Job Analysis & Job Specification
- E. Training & Development
- F. Performance
- G. Wafers & Salivary
- H. Union and Management Relation
- I. Handling Grievances
- J. Collective Bargaining

#### **Unit IV : Financial & Management**

- A. Basic Accounting Concepts & their Application
- B. Costs & Types of Costs
- C. Cost Accounting
- D. Cost Effectiveness & Cost Benefit Analysis
- E. Budgeting
- F. Financial Control
- G. Material Management - Material - Store Concept, Importance of Material Management, Objectives of Material Management, Planning of Material Management
- H. Purchase Procedure - Vendors development and Report
- I. Inventory and Inventory Control
- J. Stores Management - Store receipt & Issue / Store Accounting

#### **Books Recommended**

1. Koontz & O' Donnel - Management
2. Peter F. Drucker - The Practice of Management
3. E.Dale - Management : Theory and Practice
4. Malcolm T. MacEachera - Hospital Administration and Management
5. J A Spencer - Management in Hospitals
6. Alan Sheldon - Organisational Issues in Health Care
7. R C Goyal - Handbook of Hospital Personnel Management
8. M. Attwood & S. Dimmock - Personnel Management
9. R. Pettinger - Introduction to Organization Behaviour

#### **PAPER II : HOSPITAL ADMINISTRATION**

##### **Unit I : Hospital Administration: An Overview**

- A. Definition of Hospital
- B. History & Evolution of Hospitals
- C. Hospital Function
- D. Characteristics of Hospital Organization

- E. Hospital Administration
- F. Rationale of Hospital Administration
- G. Hospital Planning - Design / Structure / Architecture / Maintenance

**Unit II : Health Care Facilities**

**(i) Clinical Services**

- A. O.P.D
- B. Emergency Services
- C. O.T.'s
- D. ICU's
- E. In-Patients Services
- F. Physical Medicine and Rehabilitation

**(ii) Diagnostic Services**

- G. Laboratory Services
- H. Radiology Services

**(iii) Therapeutic Services**

- I. Nursing Services
- J. Ward management
- K. Pharmacy
- L. Blood Bank

**(iv) Support and Utility Services**

- M. Dietary Services
- N. House Keeping Services
- O. Medical Records
- P. Laundry
- Q. CSSD
- R. Mortuary Services
- S. Ambulance Services
- T. Hospital Engineering Services
- U. Safety & Security Services / Disaster Management
- V. Disaster Management

### **Unit III : Core Issues in Hospital Management**

- B. Patient Satisfaction and Patient Delight
- C. TQM in Hospitals
- D. Bio-Medical Equipment management & Monitoring
- E. Cost Containment in Hospital
- F. Hospital Waste Management
- G. Universal Precaution for Health Care Workers
- H. Marketing of Health Services
- I. Medical Tourism
- J. Hospital Information System (HIS and its utility)
- K. Tele-medicine
- L. Outsourcing of Services in health services

### **Unit IV : Social / Ethical / Legal Aspects of Health Care**

- A. Hippocratic Oath
- B. Doctor - Patient Relationship
- C. Patient Consent
- D. Ethics
- E. Law
- F. Medical Legislation - Types
- G. Medical Documentation
- H. COPRO and its applicability in Health Sector

### **Books Recommended**

1. C.M. Francis - Hospital Administration
2. NV Dave - Hospital Management
3. C. Grant - Hospital Management
4. J A Spencer - Management in Hospitals
5. N. Srivastava - Professional Management of Hospitals
6. J.B. Srivastava - Hospital Administration in a Developing Country
7. R.R.Bottom - Hospital Organization
8. S.L. Goel & R.Kumar - Hospital Administration & Management
9. C.B. Memoria - Industrial Relations
10. K.K.Anand - Hospital Management : A New Perspective

## **PAPER III : HEALTH CARE ADMINISTRATION**

### **UNIT I : Health Planning and Health System Management**

- A. Health - Concept of Health
- B. Health as a Global Perspective
- C. Indication of Health Services
- D. Health, Poverty, Education
- E. Indian Health Care Delivery System
- F. Health Planning
- G.. Health Development during Five Year Plan
- H. Evaluation of Health Care Scheme
- I. National Health Policy
- J. Health Care Revolution - Health for All By 2015

### **Unit II : Health Economics**

- A. Definition of Health Economics
- B. Health Concept
- C. Economic Concept
- D. Health is Investment
- E. Role of Health in Human Capital Formation
- F. Cost Benefit and Cost Effective Analysis
- G. Health Care Financing
- H. Health Insurance

### **Unit III: Health Administration**

- A. Health related Programmes
- B. Programmes related to Communicable Diseases
- C. Programmes related to Communicable Diseases
- D. Community Health Administration
- E. Health Information / Education and Communication
- F. Occupational Health
- G. Registration of Health Care
- H. Health Services Accreditation

#### **Unit IV: Epidemiology and Bio - Statistics**

- A. Principles of Epidemiology, Aim, Approach and uses
- B. Epidemiological Methods
- C. Analytic, Descriptive and Experimental Epidemiology
- D. Disease Prevention and Control
- E. Mean, Median Mode & Standard Deviation - their uses
- F. Vital Statistics
- G. Operational Research - Pert / CPM
- H. Health & Hospital Statistics

#### **Books Recommended:**

1. Chandrashekar S. Reddy - Indian Health Economy and Policy Towards 2000 A.D.
2. R.K.Sanyal - Population, Health & Development
3. S. Srinivas - Management Process in Health Care
4. Burton - Economics of Public Health
5. M. Perlman - The Economics of Health & Medical Care
6. VKRV Rao - Food, Nutrition and Poverty in India
7. N.L. Fyson - World Health & Population
8. T.B. Newman & W. Browner - Epidemiology and Public Health
9. K.K.Verma - Health Care and Family Welfare
10. Monica Das Gupta and Others - Women's Health in India and Vulnerability
11. S.R. Mehta - Society & Health
12. Bashir - Environmental Epidemiology
13. S.Basu - Tribal Health in India
14. G. Thomas - AIDS in India : Myth & Reality
15. R.Kumar - Environmental Pollution & Health Hazards in India
16. N.D. Kamble - Rural Health

#### **PROJECT REPORT**

#### **VIVA-VOCE**

## **P.G. DIPLOMA IN HUMAN RESOURCE DEVELOPMENT (PGDHRD)**

### **PAPER I : CONCEPT OF HUMAN RESOURCE DEVELOPMENT AND PLANNING**

- Unit I** : Basic Concept of HRD, Processes of HRD, Strategic Human Resource Management, Total Quality Management  
**Unit II** : Job-Evaluation, Job Analysis, Job Design, Human Resource Development Manager  
**Unit III** : Action Areas: Selection, Recruitment, Placement, Performance Appraisal, Transfer, Promotion, Rewards & Training  
**Unit IV** : Human Resource Information System, Human Resource Audit  
Human Resource Accounting, Human Resource Planning

#### **Books Recommended:**

1. Agrell, T. - Recruitment Techniques for Modern Managers
2. Applewhite, P.D. - Organisational Behaviour
3. Bacon, R.J. - Management Training : Aims & Methods
4. Beekhard, R. - Organisational Development
5. Cowling, A.G. & Maliero - Managing Human Resources
6. Franklin, J.L. (ed) - Human Resource Development in the Organisations : A Guide to information Sources
7. Mehta, M.M. - Human Resource Development Planning with Special reference to Asia and the Far East

### **PAPER II : STRATEGIES AND ISSUES IN HUMAN RESOURCE DEVELOPMENT**

- Unit I** : An Overview of HRD, Human Resource Management: Organizational Development, Supervisory Position, Strategy for Cultural Management  
**Unit II** : Motivation and Morale, Strategies for managing Performance, Counseling, Mentoring Monitoring, Strategic HRD  
**Unit III** : HRD in Different Sectoral needs like Health and Family Welfare, HRD in Public and Private sectors, HRD in Service Industry.  
**Unit IV** : Main Issues in HRD, Human Behaviour, Stress Management, Emerging Trends and Perspectives.

#### **Books Recommended:**

1. Rao, T.V. & Abraham, E. - Human Resource Development : Practices in India Industries : A Trend Report
2. Santhanam, M. - Development of Human Resource
3. Sharma, A.K. - Some Issue in Management Development : The Experience of British Public Enterprises
4. Yoder, D. & Heneman H.G. (Jr.) Eds. - Staffing Policies and Strategies

5. Wasmuth, W.J. & Greenhalgh, L. - Effective Supervision : Developing Your Skills Through Critical Incidence
6. Rudrabasavraj, M.N. - Executive Development in the Public Sector
7. Ghosh, Bishwanath - Human Resource Development and Management

### **PAPER III : ISSUES IN EMPLOYER - EMPLOYEE RELATIONS**

- Unit I :** Conceptual Framework of Industrial Relation, Labour Laws, management Relations and Wages, Technology and Industrial Relations, Industrial Workers, Discipline.
- Unit II :** Trade Union : Development, Structure, Recognition, Registration, Leadership, Finance, Types of Trade Unions, White & Blue Collar Workers, Management in Trade Union, Employer's Association, Employee Grievances.
- Unit III :** Conflict and Cooperation, Industrial Conflict, Collective Bargaining and Negotiation Process, Role of Labour Administration, Conciliation & Arbitration, Worker's Participation in Management
- Unit IV :** Industrial Disputes Act, 1947, Factories Act, 1948, Payment of Wages Act, 1936, Industrial Employment (Standing Orders) Act, 1946, Employee's Provident Funds & Miscellaneous Provisions Act, 1952.

### **Books Recommended:**

1. C.B. Mamoria - Industrial Labour & Industrial Relation in India
2. V. Agnihotri - Industrial Relation in India
3. Manoppa - Industrial Relations
4. J.V. Grant & G. Smith - Personal Administration and Industrial Relation
5. Various Labour Acts.

### **COMPUTER PRACTICAL**

### **PROJECT REPORT**

### **VIVA-VOCE**

## **P.G DIPLOMA IN RURAL MANAGEMENT (PGDRM)**

### **Paper – I: Theories and Concepts of Rural Development and Management**

#### **Unit I:**

Rural Development – Conceptual Framework

Socio-Economic and Political Scenario, Democratic Decentralization, Management Concepts and Techniques, Need and Importance for Rural Development

#### **Unit II:**

Development and Planning: Theories and Concepts, Issues; Participation, Sustainability, Poverty, Environment Protection, etc.

#### **Unit III:**

Voluntary Sector: Role and Importance of NGOs in Rural Development; NGOs role in Health, Education, Women & Child & Related Issues, Environment, and other socially relevant issues.

#### **Unit IV:**

Programmes of development: Various Programmes launched by the Government of India like IRDP, SJSRY, NREP, TRYSEM, DPAP, etc.

#### **Books Recommended:**

1. Rural Local Government in India by Hoshiar Singh
2. Rural Development Putting: The Last First by Robert Chambers
3. Methods and Techniques of Development and Research by Britha Mikkelsen
4. Administrative Culture by S.N. Singh
5. Rural Local Government in India by S.R. Maheshwari
6. Patterns of Panchayati Raj in India by G. Rama Reddy
7. V. Nath - Rural Development and Planning in India.
8. R.K. Sapru - Development Administration
9. S.N. Singh & K. Kishore- India's Development Paradigms
10. डी.सी. पन्त – भारत में ग्रामीण विकास
11. S.P. Srivastava - Development Debate
12. S.K. Ratnam - Strategies for Rural Development
13. B.K. Prasad - Rural Development - Concept Approach and Strategy

**Paper II: Approaches and Strategies of Rural Development and Management**

**Unit – I**

Various approaches adopted for rural development including Community Development; Minimum Needs; Integration; Cooperation; Voluntary, PRA, RRA, LFA etc. qualitative and quantitative.

**Unit II:**

Methods of collecting information, Interviews, Observation, Transects, Indices, Social-mapping

**Unit III:**

Project Management, Capital Needs, Manpower Needs, Other Input Requirements, Cost-structure, Funding, Approaches, Agencies for funding.

**Unit IV:**

HRD, Motivation, Performance Appraisal Techniques, Training and Rural Development.

**Books Recommended:**

1. Small is Beautiful by Achumaker
2. Method and Techniques of Development and Research by Britha Mikkelsen
3. Rural Development Bureaucracy in India by S.N. Singh
4. Social Sciences Research by O.R. Krishnaswamy
5. HRA Practices in Indian Industries by I.V. Rav and Abraham
6. Human Resources Development by Santhham

**Paper III: Rural Government Structure and Administration**

**Unit I:**

Constitutional Framework of Indian and State Governments for Rural Sector; Decentralized Planning and State Finance Commissions; Constitutional Status of Rural Local Bodies; Organizational Structure at various Levels for Rural Development – National, State and Local

**Unit II:**

Organizations and Working of some of the concerned Ministries such as Finance, Agriculture, Rural Development, Human Resource Development at the Government of India level.

**Unit III:**

Organization and Working of the Ministries and Departments at the State level such as Finance, Agriculture, Horticulture, Animal Husbandry, Cooperative, Public Health, Rural Housing, Welfare etc.

**Unit IV:**

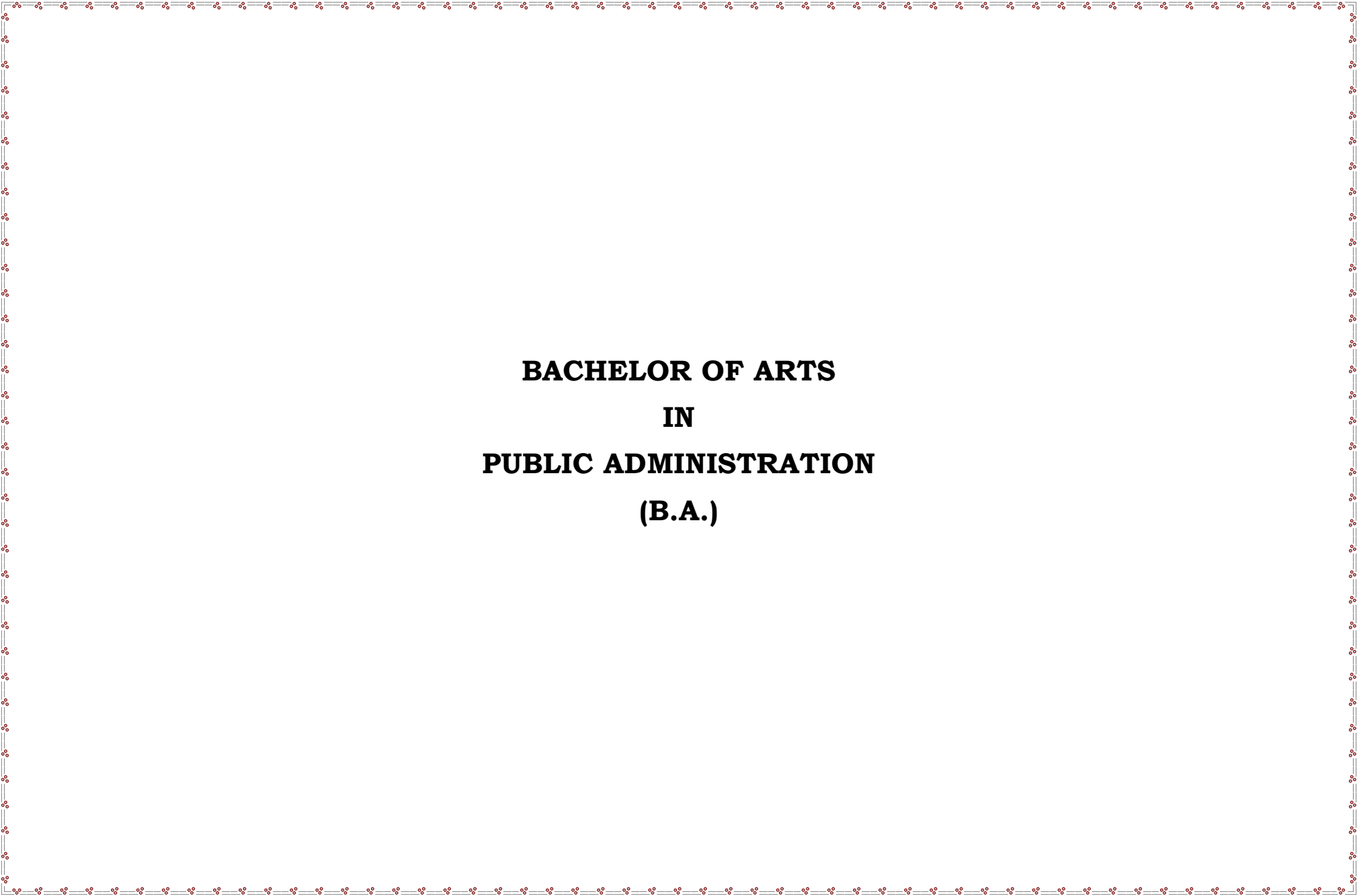
Role of APC, Commissioner Rural Development, Units of District Development Administration, DRDA, Panchayati Raj.

**Books Recommended:**

1. Panchayati Raj in India by Ashok Bajpai and M.S. Verma
2. ARC Report on District Administration
3. Balwantrai Mehta Committee Report
4. Ashok Mehta Committee Report
5. Organisation and Working of Government of U.P. by J.D. Shukla and Gupta
6. Report of Administrative Reforms Commission, 1969
7. Understanding Local Self-Government by C.P. Barthwal

**PRACTICAL:**

Computer Knowledge Relating to Rural Management.



**BACHELOR OF ARTS**  
**IN**  
**PUBLIC ADMINISTRATION**  
**(B.A.)**

## **B.A. 1st Year**

### **PAPER - 1 ELEMENTS OF PUBLIC ADMINISTRATION**

**Until - I : Public Administration** : Meaning, Nature, Scope and Significance; Public and Private Administration; Relationship with other social sciences

**Until -II : Evolution of Public Administration** : As a Discipline, New Public Administration, New Public Management Perspective, Contemporary Public Administration

**Until - III : Principles of Organization** : Hierarchy; Unity of Command; Span of Control; Centralization and Decentralization; Delegation; Supervision & Control.

**Unit-IV : Administrative Behaviour:** Decision - Making, Leadership, Motivation & Communication.

#### **Books Recommended:**

- |                         |   |                            |
|-------------------------|---|----------------------------|
| 1. Maheshwari, S.R.     | : | Public Administration      |
| 2. Sharma & Sadana      | : | Public Administration      |
| 3. Barnard, Chester I   | : | The Functions of Executive |
| 4. Simon, H.A.          | : | Administrative Behaviour   |
| 5. Dixit, manoj et. al  | : | Public Administration      |
| 6. Sahni, Pradeep et.al | : | Administrative Theory      |
| 7. Basu, R.             | : | Public Administration      |
| 8. कटारिया, सुरेन्द्र   | : | लोक प्रशासन के तत्व        |
| 9. शर्मा एवं सडाना      | : | लोक प्रशासन                |
| 10. माहेश्वरी, एस0आर0   | : | लोक प्रशासन                |
| 11. भट्टाचार्य, मोहित   | : | लोक प्रशासन के नये आयाम    |
| 12. बसु, रुमकी          | : | लोक प्रशासन                |

## **PAPER II : LOCAL GOVERNMENT AND ADMINISTRATION**

**Unit I : Introduction to Local Government :** Meaning, Nature and Scope of Local Programmes, Growth and Development of Local Government

**Unit II : Rural Local Government :** Concept, Function, Rural Development Programmes and 73<sup>rd</sup> Constitutional Amendment Act.

**Unit III : Urban Local Government :** Meaning, Function, Urban Development Programmes and 74th Constitutional Amendment Act.

**Unit IV :** Features of Local Government of Britain, France, U.S.A., Japan and China

### **Books Recommended**

1. Maheshwari, S.R. : Local Government
2. Singh, Hoshiyar : Local Government
3. Sharma, M.P. : Local Government & Finance in U.P.
4. Barthwal, C.P. : Understanding Local Government
5. बर्थवाल, सी०पी० : स्थानीय स्वशासन
6. माहेशवरी, एस०आर० : भारत में स्थानीय शासन

## **B.A. IInd Year**

### **PAPER I : PRINCIPLE OF ORGANIZATION AND MANAGEMENT**

**Unit I : Management :** Meaning, Nature, Scope, Significance, Concept and Function, Management and Public Administration.

**Unit II :** Theories and Principles of Organization and Management, Organizational Types, Office Management : Meaning and Function.

**Unit III : Staffing :** Meaning, Recruitment, Selection, Training, Transfer, Performance Appraisal.

**Unit IV :** MBO, O&M, Work-simplification, Automation and work Study.

#### **Books Recommended :**

1. Burton Gene & Thakur Manab : Management Today, Principles and Practice
2. Barthwal, C.P. : Understanding Management
3. Hersey, Paul & Blanchandra Kenneth M: Management of Organizational Behaviour
4. Tripathi, R.C. & Reddy, P.N. : Principles of Management
5. Jangan, R.T. : Organization & Management
6. Singh, B.P. & Chhabra, T.N. : An Introduction to Business Organization and Management
7. Etzioni, A. : Modern Organization
8. Masie, Joseph L. : Essentials of Management
9. Kurtz, Harold & Weihrich, Heing : Essentials of Management
10. अग्रवाल, आर०पी० एवं अग्रवाल, संजय : प्रबन्ध के सिद्धान्त

## **PAPER-II: INDIA CONSTITUTION AND ADMINISTRATION**

**Unit I** : Constitutional Philosophy of India Administration, Evolution of Administration in India Maurya, Mughal and British Period; Basic Features of Indian Administration.

**Unit II : Administration at Union Level** : President of India, PM and Council of Ministers, Structure and Functions of the Central Secretariat, Cabinet Secretariat and PMO.

**Unit III : State Administration** : The Governor, The Chief Minister, The Council of Minister, Structure and Functions of State Secretariat, Chief Secretary, Directorate - Secretariat relations.

**Unit IV: District Administration** : DM: Function & Role, Law & order; Development administration: CDO, BDO & VDO, DRDA: Structure Function & Role; District Planning Committee (DPC).

### **Books Recommended :**

1. Bhattacharya, Mohit : Indian Administration
2. Singh, Hoshiyar : Indian Administration
3. Maheshwari, S.R. : Indian Administration
4. Fadia, B.L. & Fadia, Kuldeep : Public Administration in India
5. Arora, R.K. & Goel, Rajani : Indian Public Administration
6. कटारिया, सुरेन्द्र : भारत में लोक प्रशासन
7. शर्मा, हरिश्चन्द्र : भारतीय प्रशासन
8. माहेश्वरी, एस0 आर0 : भारतीय प्रशासन
9. फाडिया, बी0 एल0 : भारत में लोक प्रशासन

## **B.A. IIIrd Year**

### **PAPER- I: ADMINISTRATIVE THINKERS**

**Unit I : Indian Administrative Thinkers:** Kautilya, M.K Gandhi, Jawahar Lal Nehru & Dr. B. R. Ambedkar

**Unit II : The Classical School:** F.W. Taylor, Luther Gulick; Lindal Urwick, Henri Fayol & Max Weber

**Unit III : Human Relation School:** Elton Mayo, M.P. Follet, Mc Gregor, R. Likert

**Unit IV : Behavioural School :** C.I. Barnard, H.A. Simon; Abraham Maslow

### **Books Recommended :**

1. Maheshwari, S.R. : Administrative Thinkers
2. Prasad & Prasad : Administrative Thinkers
3. Taylor, F.W. : The Principles of Scientific Management
4. Simon, H.A. : Administrative Behaviour
5. Barnard, C.I. : The Functions of Executive
6. माहेश्वरी, एस० आर० : प्रशासनिक विचारक
7. प्रसाद एण्ड प्रसाद : प्रशासनिक विचारक
8. सिंह एण्ड संजय कुमार सिंह; प्राचीन एवं आधुनिक प्रशासनिक चिंतक  
उमेश कुमार

### **PAPER- II : SOCIAL WELFARE ADMINISTRATION**

**Unit-I : Social Welfare: Administration:** Meaning, Features and Significance; Evolution of Social Welfare Administration; Concept of Social Welfare State & Administration, Social Change and Social justice.

**Unit-II : Social Welfare Administration at Union level:** Ministry of Social Justice & Empowerment. Structure, Function & Role; Department of Women & Child Development: Structure Function and Role; CSWB; Human Right and Human Right Commission.

**Unit-III : Social Welfare Administration State and District Level :** Department of Social Welfare. Structure: Function and Role; Department of women & Child Development, District Social Welfare office (DSWO); Major Programmes & Schemes.

**Unit-IV : Voluntary Groups:** Meaning, Objectives, feature, Role; Working & Problem. NGOs & Voluntary Groups; Civil Society: Concepts, Features, Attributes, Components & Role; Self Help Groups.

### **Books Recommended:**

1. Chaudhary, D.P. : A Hand Book of Social Welfare
2. Mukherjee, Radhakamal : Social Welfare Administration
3. Sachdeva, D.R. : Social Welfare Administration
4. Chandra, Sushil : Social Work in Uttar Pradesh
5. Shukla, K.S. : Social Welfare Administration in India
6. Annual Report : Annual Report of Ministry of Social Justice & Empowerment
7. Goel, S.L. : Social Welfare Administration
8. सचदेव, डी० आर० : भारत में समाज कल्याण प्रशासन
9. कटारिया, सुरेन्द्र : सामाजिक प्रशासन

### **PAPER- III: COMPARATIVE AND DEVELOPMENT ADMINISTRATION**

**Unit-I : Comparative Administration:** Meaning, Characteristics, formation of CAG, Factors Contributing to the Emergency of CPA, Significance of CPA.

**Unit-II : Approaches and Models:** Institutional, Behavioural System, Structure-Functional and Ecological

**Unit-III : Development Administration** Meaning, Purpose, Characteristics, Functions & Problems, Traditional Public Administration and Development Administration Riggs view on Development Administration.

**Unit-IV : Salient Features of the Administrative System :** U.K. India U.S.A. and France

### **Books Recommended:**

1. Arora, R.K. : Comparative Public Administration
2. Chaturvedi, T.N. : Comparative Public Administration
3. Chatterjee, S.K. : Development Administration
4. Sapru, R.K. : Development & Development Administration
5. Riggs, F.W. : The Ecology of Public Administration
6. Sharma, S.K. : Development Administration in India
7. Bhattacharya, Mohit : Bureaucracy & Development Administration
8. चतुर्वेदी, टी.एन. : तुलनात्मक लोक प्रशासन
9. कटारिया, सुरेन्द्र : तुलनात्मक लोक प्रशासन
10. जोशी, प्रीती : विकास प्रशासन